Massachusetts Department of Correction **POLICY**	Effective Date 10/29/2026 Annual Review Date 10/29/2026	Responsible Division Deputy Commissioner, Prisons
Policy Name 103 DOC 507 SECURITY EQUIPMENT	Regulation Reference: M.G.L. Chapter 124, Section 1 (a), (b), and (q); M.G.L. Chapter 125, Section 14 and M.G.L. Chapter 127, Section 33. DOC Policy Reference: 103 DOC 501; 103 DOC 502; 103 DOC 508; 103 DOC 509; 103 DOC 520; 103 DOC 540 ACA/PREA Standards: 1-CTA-3B-02; 1-CTA-3B-03; 1-CTA-3B-08; 2-CI-2A-2; 2-CO-3A-01; 5-ACI-2G-03; 5-ACI-3A-28; 5-ACI-3A-29; 5-ACI-3A-30; 5-ACI-3A-33; 5-ACI-3A-34	
Attachments Yes ☒ No ☐ / Library Yes ☒ No ☐	Applicability: Staff	
Public Access Yes ☒ No ☐	Location: Department Central Policy File Each Institution's Policy File	

PURPOSE:
The purpose of 103 DOC 507 is to establish Department of Correction (Department) policy and procedure for the storage, control, issuance and maintenance of all institutional security equipment and the use of covert surveillance equipment.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Deputy Commissioner, Prisons
Director of Operational Services
Superintendents/Division Heads

CANCELLATION:
103 DOC 507 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding security equipment which are inconsistent with this policy.

SEVERABILITY CLAUSE:
If any article, section, subsection, sentence, clause, or phrase of 103 DOC 507 is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner, or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause or phrase of these regulations.

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507.01 DEFINITIONS

Ammunition: The projectile(s), along with the casing and primer that can be fired from a firearm.

Armorer: A Department employee appointed by the Superintendent/Division Head who is responsible for the maintenance, repair, inventory, and control of the Department of Correction's security equipment.

Armory Database System: Electronic tracking system for the Department of Correction's security equipment.

Baton: A device, usually less than arm's length, made of wood, rubber, plastic or metal, and often used by law enforcement.

Body Worn Camera (BWC): A device worn by a staff member that makes an electronic audio/video or video recording of specified qualifying events.

Central Transportation Unit: The unit within the Operational Services Division primarily responsible for the transportation of incarcerated individuals and civil commitments to/from Department of Correction institutions, including out-of-state transportation.

Chemical Agent: A chemical compound designed to secure incarcerated and civilly committed individual compliance with orders, that may cause tearing of the eyes, and involuntary eye closure.

Chlorobenzylidene Malononitrile (CS): A chemical agent commonly referred to as "tear gas" which is designed to be an irritant agent that can be deployed in several forms, including but not limited to canisters and aerosols.

Civil Commitment: For purposes of this regulation, the term Civil Commitment (C/C) shall mean any person admitted for evaluation or civil commitment to the Bridgewater State Hospital (BSH), any Massachusetts Treatment Center (MTC) resident who is not serving a criminal sentence, and any person civilly committed to the Massachusetts Alcohol and Substance Abuse Center (MASAC), and/or persons who otherwise have an active FA.

Clothing/Accessories: Consumable items stocked by the Special Operations Division (SOD), including but not limited to backpacks, belts, gloves, pouches, and any other items identified by the SOD Armorers.

Commissioner: The Commissioner of the Massachusetts Department of Correction.

Communications Equipment: Tools and technologies used for internal and external communication, including but not limited to radios, telephones, and surveillance systems, to promote safety, security and Department operations.

Detection Equipment: Equipment, technologies and methods used to identify and intercept contraband, promoting the safety and security of an institution.

Division Head: The administrative head of each of the following units:

a. The Office of Investigative Services;
b. The Division of Staff Development;
c. The Central Transportation/Vehicle Maintenance Unit
d. The Special Operations Division
e. The Central Disciplinary Unit; and
f. The Community Work Crew Division

Electronic Control Device (ECD): A device that uses electricity to override voluntary motor responses or applies pain in order to gain compliance or overcome resistance. ECDs are designed to incapacitate without causing serious injury or death.

Employee: An employee/staff member of the Department of Corrections.

Firearm: A pistol, revolver, or other weapon of any description loaded or unloaded, from which ammunition can be fired. Electronic Control Devices, PepperBall, and Specialty Impact Munitions are explicitly excluded from this definition.

Incarcerated Individual: A committed offender or such other person as is placed in custody in a correctional facility in accordance with law.

Instruments of Restraint: Equipment authorized for the use to prevent escape, during transportation of incarcerated or civilly committed individuals, or to prevent injury to self, others, or property. Instruments of restraint shall include, but not be limited to: handcuffs, waist chains, leg restraints, soft restraints, flexible restraints, or any other device or equipment authorized by the Commissioner.

Office of Investigative Services: The office that is comprised of the following units: Central Intelligence Unit (CIU), Fugitive Apprehension Unit (FAU), Criminal Prosecution Unit (CPU), the Duty Station and the Electronic Monitoring Unit (ELMO).

Oleoresin Capsicum (OC): OC is a natural, oily resin derived from capsicums and designed to be an inflammatory agent that can be deployed in several forms, including but not limited to canisters, aerosols, and projectiles. OC is designed to cause tearing of the eyes, and involuntary eye closure.

Pelargonic Acid Vanillylamide (PAVA): A synthetic organic compound that mimics capsaicins.

PepperBall: A type of PAVA.

PepperBall Delivery System: A PAVA delivery system.

SAF-Smoke: A type of Chemical Agent.

Security Equipment: For the purpose of this policy, the definition of the term security equipment shall include all Firearms, Ammunition, Electronic Control Devices (ECDs), Oleoresin Capsicum (OC), Chemical Agents, defensive equipment, Detection Equipment, emergency entry equipment, and other disturbance control equipment.

Shift Commander: The staff member responsible for the supervision of all security staff during a given tour of duty, ensuring that staff maintain the safety and security of the institution, and provide for the care and custody of all incarcerated or civilly committed individuals housed within the institution, in accordance with all Department policy statements, bulletins, directives, orders, notices, rules, and/or regulations. The Shift Commander may also be responsible for institutional operations during the absence of higher-ranking staff.

Spare Part: An interchangeable part that is used for the repair, refurbishment, or modification of equipment.

Special Operations Division (SOD): The division, under the Director of Operational Services, which provides centralized communications, security equipment, perimeter security, K-9 Units, as well as tactical support, services, and specialized training throughout the Department. SOD also conducts a comprehensive review of all use of force incidents throughout the Department.

Specialty Impact Device: Any device or munition authorized by the Commissioner designed to deliver enough energy to cause sufficient discomfort to gain voluntary compliance, mental distraction, or temporary incapacitation.

Specialty Impact Munitions: Projectiles delivered through a Specialty Impact Device with enough energy to cause sufficient discomfort to gain voluntary compliance, mental distraction, or temporary incapacitation.

Superintendent: The chief executive officer of a Department of Correction institution.

507.02 DEPARTMENT OF CORRECTION ARMORY DATABASE SYSTEM

Inventories and inspections of all emergency/security equipment shall be maintained utilizing the Department's Armory Database System. In this regard, the institution/division Armorer shall have access to a personal computer and appropriate printer. All data is loaded into the database by the Special Operations Division (SOD). All changes to the database are also made by SOD. Institution/Division Armorers cannot load data or make changes other than an item location within the institution.

507.03 ARMORIES

A. Medium and Maximum-Security Level: Institutions shall maintain a secure Armory located outside the perimeter of the institution. Entrance to the Armory shall be through a sallyport secured with a big bit prison type security lock or electronic swipe access. Armories without a sallyport shall develop institutional procedures requiring extra precautions upon entrance/exit. An adequate supply of security equipment necessary for normal operations and to respond to a major incarcerated/civilly committed individual disturbance shall be maintained in the armory.

NOTE: The Central Transportation Unit (CTU) shall follow the guidelines for Medium and Maximum-Security Level institutions.

B. Minimum and Pre-Release Security Level: Institutions shall maintain, in a secure location (outside the mainstream of incarcerated individual movement) sufficient security equipment for their needs (i.e., OC, wrist restraints, waist chains, leg restraints) excluding firearms. Contingency arrangements shall be formulated for these institutions to avail themselves of necessary assistance.

NOTE: The Division of Staff Development (DSD) and Office of Investigative Services (OIS)/Duty Station shall follow the guidelines for Minimum and Pre-Release Security Level institutions.

C. Special Operations Division Milford Headquarters and Souza Baranowski Correctional Center Armories: The SOD Armories located at Milford Headquarters and the Souza Baranowski Correctional Center shall be maintained in accordance with the 103 DOC 507, *Security Equipment*, *Standard Operating Procedure for Special Operations Division, Armory Operations.*

507.04 ACCESS TO ARMORY

A. Routine access to the main institution/division Armory shall be limited to the institution/division Armorer, Assistant Armorer, Superintendent/Division Head, or designee. Keys to this area shall be handled in accordance with 103 DOC 502, *Control of Locks and Keys*.

B. Emergency Access to an Institution/Division Armory: Each Superintendent/ Division Head shall ensure that, at a minimum, the following procedures are adhered to:

1. In the event the institution/division Armorer or Assistant Armorer is not available, the Superintendent/Division Head and/or Shift Commander may authorize Emergency Access to the Armory.

2. An Emergency Access Armory Entrance Log shall be maintained. This log shall contain the following information:

   a. Date and time of entrance;
   b. Officer entering Armory;
   c. Item and identification number issued;
   d. Officer receiving;
   e. Item returned, date and time;
   f. Officer returning item; and
   g. Condition upon return.

3. Emergency Access to an institution Armory shall be documented in the shift report and on IMS in the Control Room Log.

4. After Emergency Access, a complete inventory of the breached Armory shall be conducted as soon as possible by the institution/division Armorer utilizing the most recent Site Report generated from the Department's Armory Database System. The institution/division Armorer shall submit via the Department's approved document management system, a report on Department letterhead that they completed an inventory of the Armory, identify any discrepancies, and corrective action needed/taken. This document shall be reviewed in accordance with 103 DOC 507.06.

507.05 INVENTORIES AND INSPECTIONS

A. The institution/division Armorer shall maintain an up-to-date inventory on all security equipment, firearms, ammunition, OC, and chemical agents. The inventory shall include the following:

1. The amount on hand;

2. Brand names; and

3. Location of equipment.

B. Security equipment at institutions/divisions that do not have serial numbers shall require the exact locations of all such items including quantity. The only exception to this are:

1. Spare parts;

2. Consumable Clothing/Accessories located in the SOD Armories; and/or

3. Staff who are issued 24-hour consumable Clothing/Accessories that are subject to excessive wear and tear.

C. The institution/division Armorer shall conduct monthly inventories and inspections (February, March, May, June, August, September, November, and December) of all firearms to ensure their cleanliness, operational readiness, and accountability. Upon the completion of each monthly inventory and inspection, the completed Monthly Inventory & Inspection Report (from the Department's Armory Database System) shall be uploaded to the Department's approved document management system with a signed Attachment #1, Monthly/Quarterly Security Equipment Inventories/Inspections. This section shall not apply to staff who possess 24-hour Department-issued firearms, ammunition, OC, ECDs, and/or ECD cartridges. These items shall be inspected and accounted for quarterly (January, April, July, and October) by the designated division Armorer and reported in conjunction with 103 DOC 507.06.

D. If there is any damaged or lost equipment (except for 24-hour issued equipment, which shall be reported in accordance with 103 DOC 507.06), an incident report shall be written, and a copy forwarded to the SOD. All damaged equipment shall be

turned in to the SOD, upon picking up the replacement equipment. All equipment removed from an inventory, regardless of reason, shall be turned in to the SOD.

507.06 SUPERVISORY INVENTORIES & INSPECTIONS

A. Each quarter (January, April, July, and October), the institution/division Armorer and Captain, or the Superintendent's/Division Head's designee, shall conduct supervisory inventories and inspections of all firearms, ammunition, Electronic Control Devices (ECDs), cartridges, OC, chemical agents, Specialty Impact Munitions (SIMs), communications equipment, Body Worn Cameras (BWCs) and body armor. The institution/division Armorer shall conduct an inventory and inspection of all other security equipment.

All staff who are issued 24-hour equipment shall log into the Armory Inventory Tracking Database quarterly (January, April, July, and October), via the Department's Armory Database System to electronically verify that they have all 24-hour issued equipment assigned to them. All items verified and accounted for by that staff member shall automatically populate onto the assigned site and quarterly report. Any discrepancies noted and submitted by the reporting staff member will populate onto the quarterly report, which will then be addressed by the division Armorer.

B. Institution/Division quarterly inventories and inspections shall take place during the months of January, April, July, and October. Upon the completion of each quarterly inventory, the completed Quarterly Inventory Report (from the Department's Armory Database System) shall be uploaded to the Department's approved document management system with a signed Attachment #1, Monthly/Quarterly Security Equipment Inventories/Inspections.

C. If there is any damaged or lost equipment (except for 24-hour issued equipment, which shall be reported in accordance with 103 DOC 507.06), an incident report shall be written, and a copy forwarded to SOD. All damaged equipment shall be turned in to SOD, upon picking up the replacement equipment. All equipment removed from an inventory, regardless of reason, shall be turned in to SOD.

507.07 RECEIPT OF FIREARMS, AMMUNITION, ELECTRONIC CONTROL DEVICES, OC, CHEMICAL AGENTS, SPECIALTY IMPACT MUNITIONS, AND SECURITY EQUIPMENT

A. All deliveries of firearms, ammunition, ECDs, OC, chemical agent, SIMs, and security equipment purchased for the Department by SOD shall be delivered to SOD. No direct shipments to institutions shall be allowed, except for large items (e.g., B-SCAN Body Scanners) as approved by the Director of Operational Services/designee.

1. Upon arrival at Milford Headquarters, an SOD Armorer shall sign for receipt of the items and document any observed discrepancies (shortages or overages) from what was ordered according to the delivery receipt and what was received.

2. Any discrepancies shall be immediately reported to the Director of Operational Services/designee and documented in writing.

3. Once inventoried, the equipment shall be secured in SOD Milford Headquarters Armory.

B. All firearms, ammunition firearms, ECDs, OC, chemical agent, SIMs, and security equipment shall be added to the Armory database and then issued via SOD. They shall be picked up by the institution/division Armorer directly and unloaded at the Armory or another designated secure depository.

C. Purchasing of all firearms, ammunition firearms, ECDs, OC, chemical agent, SIMs, and security equipment shall be done by the Director of Operational Services/designee. All requests for new security equipment not currently on an institution's/division's Armory inventory shall be made in writing on Attachment #2, New Institution Security Equipment Request Form and forwarded to the Director of Operational Services/designee for review and approval. These forms will be maintained by SOD in the Department's approved document management system.

D. When an institution/division requests replacement security equipment, SOD Armorer shall arrange delivery or pickup through the institution/division Armorer/designee. The institution/division Armorer/designee shall approve Attachment #3, Institution Security Equipment Transfer Receipt Form, specifying those items received, date, and those persons transferring and/or receiving those items via the Department's approved document management system, which shall be maintained by SOD.

E. Purchasing of all firearms, ammunition, ECDs, OC, chemical agent, SIMs, and security equipment for testing purposes shall be in accordance with 103 DOC 507.07, to include the following:

1. Prior to purchasing firearms, ammunition, ECDs, OC, chemical agent, SIMs, and security equipment for testing, SOD Armorer shall submit, in writing, a request to purchase these items for testing to the Director of Operational Services/designee, to include:

a. Item description (make, model, etc.) and cost per item;
b. Number of items to be purchased for testing;
c. Reasons for testing items;
d. Outline of how these items will be tested;
e. Outline of how these items will be issued to be tested;
f. Definitive testing period not to exceed one (1) year; and
g. How these items will be handled if purchased for use by the Department or how these items will be disposed of at the end of the testing period.

2. The Director of Operational Services/designee shall review and approve/deny all submissions for ECDs, OC, chemical agent, SIMs, and security equipment.

3. The Director of Operational Services/designee shall submit to the Commissioner/designee, in writing through the Deputy Commissioner of the Prison Division, justification for purchasing firearms and ammunition.

4. Only those firearms and ammunition approved by the Commissioner/designee for testing shall be purchased by the Department.

5. The Director of Operational Services shall, at the end of any testing period involving firearms and ammunition, submit to the Commissioner/designee, in writing through the Deputy Commissioner of the Prison Division, recommendations to purchase or dispose of firearms and ammunition purchased for testing outlined in 103 DOC 507.07(E).

6. Only those firearms and ammunition approved by the Commissioner/designee shall be purchased by the Department for operational use. The Commissioner/designee shall also approve any plan to dispose of any firearms and ammunition purchased for testing if not selected for operational use by the Department.

507.08 TEST FIRING OF FIREARMS AND 40MM LAUNCHERS

A. All test fires shall be performed at Department ranges located on the Bridgewater and Gardner Correctional Complexes only, unless approved by the Director of Operational Services in writing.

B. All test fires shall be scheduled and coordinated with the DSD Firearms Coordinator, to ensure that a Certified MPTC Firearms Instructor is present while test fires are being conducted.

C. Test fires shall be performed with a minimum of two (2) staff members present (one (1) of which shall be a Certified MPTC Firearms Instructor).

D. The frequency by which firearms and 40mm launchers shall be test fired is as follows:

1. All firearms and 40mm launchers, before issuance from an SOD Armory, shall be test fired by an SOD Armorer.

   a. Any firearm or 40mm launcher system that has been repaired shall be test fired by SOD prior to re-issuance. Documentation pertaining to the repair shall be maintained by the institution/division Armorer where the firearm or 40mm launcher is assigned.
   b. Any firearm or 40mm launcher system that appears to have been tampered with shall be inspected and test fired by SOD prior to re-issuance. Documentation pertaining to the inspection shall be

maintained by the institution/division Armorer where the firearm or 40mm launcher is assigned.

2. All firearms assigned and/or issued to daily posts, shall be test fired semi-annually. The first semi-annual period shall be from January 1st to June 30th; and the second period shall be from July 1st to December 31st.

3. All other firearms or 40mm launchers issued to an institution shall be test fired annually.

4. All 24-hour issued firearms shall be test fired annually during a staff member's annual firearms qualifications. A successful qualification, with no discrepancies, shall be considered a successful test fire and shall not require any additional documentation.

E. The following test fire procedures for firearms and 40mm launchers shall be conducted on the following firearm systems:

1. All Handguns:
   a. Conduct function test.
   b. Conduct a three (3) round grouping test at three (3) yards (target shall be maintained on file with serial number of the firearm).

2. All Rifles:
   a. Conduct function test.
   b. Conduct three (3) round grouping at ten (10) yards for .223 rifles (target shall be maintained on file with serial number of the firearm).
   c. Conduct three (3) round grouping at 100 yards for .308 rifles (target shall be maintained on file with serial number of the firearm).

3. All Shotguns:
   a. Conduct function test.
   b. Conduct three (3) round test fire at ten (10) yards.

4. All 40mm Launchers:
   a. Conduct function test.
   b. Conduct one (1) round test fire at twenty-five (25) yards.

C. All firearms ammunition for test fires will be provided by the DSD Range Master/designee at the firing range. All SIMs will be provided by SOD Armorer(s).

D. All firearms that are removed for test fires must be logged out/in from the Control Center and/or institution/division Armory.

E. All firearms are to be returned to the Control Center and/or institution/division Armory at the end of the day.

F. Institution firearms shall only be transported for test fires via state vehicle.

G. Each institution shall develop notification procedures for the scheduling and completion of test fires. When test fires are conducted, Attachment #11, Test Fire Completion Form shall be completed.

I. All test firing shall be documented and forwarded to the Director of Security/Division Head. All firearms shall be cleaned after firing.

K. Each area where firearms are loaded or unloaded shall be equipped with an appropriate clearing barrel or canister to provide for the safe loading and unloading of ammunition. Everyone must adhere to proper administrative loading and unloading procedures as described in 103 DOC 508, *Firearms*. This procedure shall also apply to all administrative areas.

507.09 OC, CHEMICAL AGENTS, SPECIALTY IMPACT MUNITIONS, & DISTRACTION DEVICES

A. The Director of Security of each institution is responsible for ensuring that their respective institutions maintain the recommended minimums as outlined in Attachment #'s 4, 5, and 6. SIMs shall be replaced through attrition. These standards are based on institution specific needs, security level, and population. The Director of Security may request in writing additional items through the Director of Operational Services/designee, prior to the final approval of the Commissioner. The Director of Security shall also ensure that a sufficient number of staff who are qualified to deploy the SIMs is maintained as a list at their institution.

B. The institution Armorer is to maintain a listing in the Armory of the minimum amount and types of OC and SIMs needed to be maintained on inventory.

C. OC, chemical agents, SIMs, and distraction devices beyond their expiration dates shall not be maintained on the active inventory. They shall be included on a separate inventory and counted towards the amount needed for training purposes each year. All expired OC and SIMs shall be designated as training devices and transferred to SOD for storage.

D. Expired OC and SIMs shall be transferred to SOD by January 31st of each year. Until that time, all expired OC and SIMs shall be stored in a separate area of the Armory from active OC and SIMs and clearly marked on the outside of the shelves or cabinet, "For Training ONLY".

1. The SOD Armorer shall ensure that enough expired OC, chemical agents, SIMs, and distraction devices are kept on hand to facilitate training. These expired items shall be rotated accordingly.

E. Types of OC, chemical agents, SIMs, and other related equipment to be used have been standardized throughout the Department and only those OC, chemical agents, and equipment listed in 103 DOC 509, *OC, Chemical Agents, Specialty Impact Munitions/Distraction Devices, Batons, and Electronic Control Devices*, as approved by the Commissioner/designee, shall be maintained at the institutions.

F. Any OC and/or chemical agents found to be leaking shall be disposed of by the institution/division Armorer immediately. This shall be accomplished by discharging the OC and/or chemical agents in accordance with recognized safety procedures including approved procedures that comply with local ordinances.

G. All non-expired munitions found to be defective shall be sent to SOD to be returned to the manufacturer for warranty replacement.

H. The institution/division Armorer shall perform and document a monthly inventories/inspections of all OC, chemical agents, SIMs, and distraction devices stored at each institution/division. The institution/division Armorer shall ensure that no leakage has occurred and that the OC, chemical agents, SIMs, and distraction devices have not reached their expiration dates. This section shall not apply to staff who are issued 24-hour OC, in which case it shall be inspected and accounted for quarterly by the division Armorer.

I. The expiration date of chemical agents, SIMs, distraction devices, and shall be clearly marked by non-removable labeling or permanent marker, not by etching/engraving. The institution/division Armorer shall accomplish this immediately upon receipt of each shipment of chemical agents, SIMs, and distraction devices at the institution/division. All expiration dates shall be December 31st, five (5) years from the manufactured year.

J. The expiration date of OC shall be clearly marked by engraving on the plastic portion of the device. The institution/division Armorer shall accomplish this immediately upon receipt of each shipment of OC at the institution/division. All expiration dates shall be December 31st, five (5) years after the manufacturing date.

K. Superintendents shall be required to submit Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver Request to the Commissioner for approval of any post authorized to carry OC during a tour of duty and/or a request to store OC in a location other than what is outlined in 103 DOC 507.03. These approvals do not expire. A master list of approved alternate OC storage locations and post assignments authorized to carry OC shall be maintained in PowerDMS and reviewed annually by the Commissioner.

1. Superintendents shall submit Attachment #7 for approval of any post assignments and/or for the removal of a previously approved post assignment.

507.10 AMMUNITION

A. The institution Armorer is responsible for maintaining enough of the various types of ammunition on hand at the institution, as established by institutional needs for actual use. All ammunition shall be inventoried by the institution Armorer monthly. This section shall not apply to staff assigned a 24-hour Department-issued firearms and ammunition, who shall have their ammunition inspected and accounted for quarterly by the division Armorer.

B. All ammunition assigned or issued to a daily post stored in a mini-armory within a Control Center shall be stored in drilled-out boxes for instant accountability of the ammunition. Ammunition shall not be stored within a magazine except for ammunition utilized for escape posts, emergency response and for SORU call out firearms.

C. All ammunition of the same type shall be stored on the same shelf or shelves in the Armory, for better inventory and accountability. Older ammunition shall be stored toward the front of the shelf or shelves, with newer ammunition to the rear. The date the ammunition is received at the institution shall be marked on the outside of each box. Bulk ammunition of the same type may be stored by SOD on pallets.

D. All ammunition located in towers and other armed posts shall be rotated on an as needed basis. Ammunition removed from service shall be returned to SOD and used for training or for test firing and shall be maintained on a separate shelf and designated as training ammunition.

E. Disposal of Brass Casings:

1. Institutions shall not reload ammunition, nor shall they have reloading equipment located within their institutions.

2. All expended brass shall be stored by the DSD.

3. Once enough brass is accumulated, but no less than annually, the DSD Range Masters shall contact the applicable vendor to remove the brass.

507.11 EMERGENCY ENTRY EQUIPMENT

A. The following equipment shall be utilized as emergency entry equipment:

1. A portable back-pack type cutting torch;

2. An end-saw; and

3. A heavy sledgehammer or battering ram of sufficient size to allow entry through an average wood or metal plated door that is not secured by a big bit prison type lock.

B. The institution Armorer shall be able to effectively operate and instruct others in the use of the portable cutting torch, end-saw and the use of the sledgehammer or battering ram to gain entry through a door.

1. Pre-Release institutions shall not be required to have an end-saw or a torch kit.

2. Souza-Baranowski Correctional Center (SBCC) and Old Colony Correctional Center (OCCC) shall maintain a portable backpack cutting

torch, an end-saw and a heavy sledgehammer or battering ram as part of its emergency equipment.

a. The portable backpack cutting torch and end-saw shall be tested on a quarterly basis by the institution/division Armorer to ensure operability.

3. The Massachusetts Treatment Center, MCI-Norfolk (MCI-N), MCI-Shirley (MCI-S), and NCCI-Gardner (NCCI) shall maintain an end-saw and a heavy sledgehammer or battering ram as part of its emergency equipment.

507.12 RESTRAINT EQUIPMENT

A. The Director of Security shall ensure that all correctional personnel are thoroughly trained and familiarized in the proper application of all types of restraint equipment and shall establish and maintain a supply of wrist restraints, black boxes, leg restraints, and waist chains, based on experience, the needs of the institution, and in accordance with 103 DOC 520, *Instruments of Restraint*.

B. Types of Restraint Equipment

The following types of restraint equipment are most suited for the needs of the Department, any other types or styles of restraints not mentioned in this policy shall require written approval of the Commissioner:

1. Wrist Restraints

a. Peerless, Smith & Wesson, Hiatt and Galls standard, nickel plated or carbon steel ten (10) oz. or equal, with double locking mechanism, which meets NIJ Standards
b. Peerless oversized wrist restraints
c. Peerless high security wrist restraints
d. Hiatt – Thompson filled wrist restraints

2. Leg Restraints

a. Peerless, Smith & Wesson, Galls and Hiatt standard, nickel plated or carbon steel, with approximately a fourteen 14 x ½" chain, or equal, with double locking mechanism
b. Peerless oversized leg restraints
c. Peerless high security leg restraints
d. American oversized leg restraints
e. Hiatt – Thompson oversized leg restraints

3. Waist Chains

a. Peerless or Smith & Wesson waist chains shall be standard nickel plated or carbon steel, double link cuff-to-cuff at hip sides, which have a push pin lock mechanism. Chains should be of case handled

variety with a minimum breaking strength of approximately eight hundred (800) pounds, or equivalent

b. Peerless high security waist chains
c. Peerless waist chains with extended cuff links
d. Hiatt – Thompson filled waist chains

4. Black box, wrist restraint cover, and waist chain.

5. Soft restraints to include posey and humane restraint, bed restraint and straps of the type with soft arm and leg cuffs that contain soft belts capable of being locked with a key or a Roller Buckle and used in combination with a chest or thigh strap as needed with the Duramax bed or similar type.

6. Flex cuffs (single or double).

7. Belts or any other equipment approved and authorized by the Commissioner.

8. Humane Restraint System, Hand Kuzi/The Tube Model, Secure Fit Restraint Mitt, and any such paddle device approved and authorized by the Commissioner.

9. Transition Restraint (Peerless)

   a. There will be two (2) types; one (1) with a Standard Cuff; and one (1) with an Oversized Cuff.

   This Transition Restraint shall only be utilized when transitioning an incarcerated/civilly committed individual from one (1) restraint systems to another (Wrist Restraints to Waist Chains, Humane Restraint Bed System, Posey Bed, and any similar Four Point Restraint that is authorized by the Commissioner).

C. Along with the quarterly inventory, the institution/division Armorer shall inspect all restraint equipment for proper operation, accountability, and determine whether the need exists for the replacement of such items. Restraint equipment shall be immediately withdrawn from usable stock when discovered to be excessively worn or operating ineffectively. Upon any restraint equipment being removed from service, an incident report shall be submitted to the Director of Operational Services/designee, detailing the reason, model number, and the serial number of such equipment.

D. Restraint Sanitation Procedures:

1. Restraints contaminated by body fluids shall be properly cleaned prior to being placed back into service.

2. Wash with soap and water to remove all organic material or fluids.

3. After washing, soak the restraints in a sanitizing solution for thirty (30) minutes.

4. After washing and soaking, allow the restraints to thoroughly dry before properly oiling, before placing back into service.

5. If leather restraints have been contaminated, the immediate removal from service and proper disposal procedures shall be followed; this is to ensure a healthy environment for all.

507.13 COMMUNICATION EQUIPMENT

A. Institutions are encouraged to use any or all types of communication equipment where employee safety, custody and/or security procedures would be strengthened using this equipment.

B. Institutions shall establish an inspection system to ensure that all types of communication equipment are functioning in the manner intended. The inspection and maintenance of this equipment is the responsibility of the institution/division Armorer. All equipment failures shall be reported to the institution/division Armorer and documentation maintained.

C. The quarterly inventories of all communication equipment shall be performed in accordance with 103 DOC 507.06(A).

D. All radio equipment purchases and/or repairs of communication equipment shall require prior approval by the Director of Operational Services/designee. This shall ensure interagency operability and future compatibility issues that may arise with future upgrades or the manufacturer's equipment support.

507.14 DETECTION EQUIPMENT

A. Special emphasis is placed on the use of detection equipment to prevent the introduction of contraband into institutions. Listed below are some, but not all, of the more common types used in various institutions:

1. Metal Detectors, Ground Search

2. Metal Detectors, Walk Through

3. Metal Detectors, Handheld

4. Metal Detectors, Metrasense

5. Fluoroscope Inspection Systems

6. Ranger B.O.S.S. Detection Chairs

7. Full Body Scanner

B. The area Officer in Charge (OIC) shall directly observe a designated staff person perform, and shall document in a log, the daily inspections of walk-through type metal detectors to ensure their operational readiness.

507.15 BODY WORN CAMERAS

A. The Department shall test and procure Body Worn Cameras (BWCs) as determined by the Director of Operational Services/designee and as approved by the Commissioner in accordance with 103 DOC 540, *Body Worn Cameras*.

B. The Director of Security shall ensure that all correctional personnel are thoroughly trained and familiarized with the proper use of BWCs in accordance with 103 DOC 540, *Body Worn Cameras*.

C. The quarterly inventories of all BWC equipment shall be performed by the institution/division Armorer.

D. All BWC equipment purchases and/or repairs shall require prior approval by the Director of Operational Services/designee. This shall ensure interagency operability and future compatibility issues that may arise with future upgrades or the manufacturer's equipment support.

507.16 MAINTAINING RECORDS

A. The Director of Security/Division Head or their designee shall maintain a file containing all Armory database information of all broken equipment reports to include quantity and type of all the emergency equipment. This file shall also include reports associated with firearms and OC. The following Attachments shall be maintained in the Department's approved document management system:

1. Attachment #1, Monthly/Quarterly Security Equipment Inventories/Inspections

2. Attachment #2, Institution Security Equipment Request Form

3. Attachment #3, Institution Security Equipment Transfer Receipt Form

4. Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver Request

B. A copy of all security equipment location inventories shall be on location with all Armory equipment wherever it is being stored, except for the SOD Armories.

1. The current inventory for the SOD Armories shall be maintained via the Department's Armory Database System.

C. Files shall be complete for the current calendar year and include those from the preceding two (2) calendar years.

D. All broken and/or equipment no longer needed will be turned into SOD for evaluation and proper disposal once the disposal authorization has been obtained.

507.17 ARMORY OPERATIONS

A. Routine daily issuance of security type equipment (including firearms and ammunition) from Armories and Control Centers at institutions and DSD shall be conducted utilizing the chit system, except for BWCs, which shall be issued in accordance with 103 DOC 540, *Body Worn Cameras*.

1. Additionally, all institution firearms and ammunition issued at an institution shall be signed for upon issuance utilizing a logbook that notes the date, time, staff issued to, serial number of the firearm and amount of ammunition. The logbook shall be reviewed each shift by the OIC to ensure that all firearms and ammunition have been logged out and/or returned. The OIC shall document this review in the IMS Unit Activity Log.

B. Special Reaction Team (SRT) firearms shall be stored separately from other firearms. They shall be test fired, cleaned, and maintained by the assigned SRT member or an SOD Armorer.

C. An inventory shall be maintained in all towers, perimeter patrol vehicles, and Control Centers of all emergency/security equipment including non-24-hour issued firearms within that location. The assigned officer on post shall verify all security equipment is present for that post against the security equipment location inventory form generated from the Department's Armory Database System. It is necessary to list each serial number on this form. Any discrepancy in the inventory or tampering with firearms shall be reported to the Director of Security.

D. Watch Towers

1. Institution watch towers should be situated so that they permit maximum unobstructed view of the grounds. They shall be equipped with:

a. One (1) Glock 17 9mm semi-automatic handgun with three (3), seventeen (17) round magazines with a total of fifty-one (51) rounds of ammunition, one (1) holster and one (1) magazine case.
b. One (1) Colt Rifle with forty (40) rounds, with two (2), twenty (20) round magazines with ten (10) rounds in each and a spare box with twenty (20) rounds.
c. One (1) appropriate clearing barrel or canister.

2. Adequate communication capability shall be provided to permit tower-to-tower communication individually and as a group. Each watch tower shall also contain any lighting or other equipment as necessary for effective execution of the post assignment.

a. Handgun shall always be worn on the person. Rifles shall be stored in such a manner to provide easy, unrestricted access with staff safety in mind, and, without any manipulation of any locking devices or breaking of any barriers or restraining material and in accordance with 103 DOC 501, *Institution Security Procedures*.

E. Officers assigned to a tower post shall inspect tower firearms in accordance with the procedures outlined in Attachment #8, Procedure for Armament Inspection by Tower Officers and Attachment #9, Procedure for Clearing and Returning Firearm to Rack After a Round Has Been Chambered. Attachment #'s 8 and 9 shall be included in the Post Orders of all watch towers.

F. Although it is preferable in medium and maximum-security level institutions to store all security/emergency equipment in the institution Armory, there may be a need to store such equipment elsewhere due to space limitations, ease of access, and institutional design and function. The Superintendent may authorize the storage of security equipment other than firearms, ammunition, and OC outside the main Armory.

G. Firearms, ammunition, ECDs, SIMs, and OC shall only be stored outside the secure perimeter of an institution in the following areas: Armory, Outer Control, Watch Towers, or unless approved in writing by the Commissioner via Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver Request. These approvals do not expire. A master list of approved alternate OC storage locations and post assignments authorized to carry OC shall be maintained in PowerDMS and be reviewed annually by the Commissioner.

1. Superintendents shall submit Attachment #7 for approval of any additional storage locations and/or for the removal of a previously approved storage location.

H. All firearms, ammunition, ECDs, SIMs, OC, and chemical agents for SORU training shall be issued from SOD Armories in accordance with the 103 DOC 507, *Security Equipment, Standard Operating Procedure for Special Operations Division, Armory Operations.*

507.18 DAMAGED/INOPERABLE EQUIPMENT

A. At the beginning of a tour of duty, it shall be the responsibility of each staff member to conduct an inventory and inspection of all equipment assigned to them for their assigned post. An incident report shall be written on any contaminated, inoperable, or damaged security equipment and removed from service by the institution/division Armorer. The Director of Security/Division Head shall ensure that any damaged security equipment is properly secured in the Armory and that a copy of the incident report is submitted to the Director of Operational Services/designee. All item(s) shall be removed from the institution's/division's inventory.

B. All damaged equipment shall be turned in to SOD to be repaired, replaced, or properly disposed of. All damaged equipment shall require an incident report, submitted to the Director of Operational Services/designee.

507.19 EMERGENCIES

Whenever, in the opinion of the Commissioner, the Deputy Commissioner, the Director of Operational Services, or the Superintendent of a state correctional institution, an emergency exists which requires the suspension of all or parts of this policy, the Superintendent or Director of Operational Services may order such a suspension except that any such suspension lasting beyond forty-eight (48) hours shall be authorized by the Commissioner.

In the event of a department wide loss of computer infrastructure; a contingency plan for Continuity of Operations Plan (COOP) is located in the Prison Division Office.

Monthly/Quarterly Security Equipment Inventories/Inspections

To be Uploaded from the Department's Armory Database System to the Department's Approved Electronic Document Management System

MASSACHUSETTS DEPARTMENT OF CORRECTION
SPECIAL OPERATIONS DIVISION
NEW INSTITUTION SECURITY EQUIPMENT REQUEST FORM
To be completed in the Department's approved electronic document management system

Date: Click or tap to enter a date. **Institution:** **Requested By:**

EQUIPMENT REQUESTED

AMOUNT	ITEM DESCRIPTION (Include Make/Model if known)	CURRENT INV

JUSTIFICATION

(Please explain the need for these items)

(Superintendent/Designee Approval in Department's Document Management System)

SPECIAL OPERATIONS DIVISION

(Director of Operational Services/Designee Approval in Department's Document Management System)

If Denied, Reason:

	MASSACHUSETTS DEPARTMENT OF CORRECTION **SPECIAL OPERATIONS DIVISION** **INSTITUTION SECURITY EQUIPMENT** **TRANSFER RECEIPT FORM** *(To be completed in the Department's approved document management system)*	

Issued To:

AMOUNT	ITEMS REQUESTED

Comments:

Special Operations Division

Employee Receipt in Department's Document Management System

SOD Armorer Acknowledgement in Department's Document Management System

Institution Minimum Standards
Souza-Baranowski Correctional Center & Old Colony Correctional Center

A. MK-IX Aerosol Projector

1. (24) Defense Technologies (or equivalent) of the following items:

   a. MK-IX OC Vapor
   b. MK-IX OC Vapor with wand attachment
   c. MK-IX OC Foam
   d. MK-IX OC Fogger
   e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. 40mm Single Launcher

1. (8) Defense Technologies, the following model: 1425

C. PepperBall Launcher

1. (2) PepperBall, the following model: TAC-SA PRO PLUS

D. OC/Chemical Munitions (Pyrotechnic)

1. (12) Defense Technologies Flameless Tri-Chamber

2. (24) Defense Technologies Triple Chaser

E. OC/Chemical Munitions (Non-Pyrotechnic)

1. (24) Defense Technologies Flameless Expulsion

F. Specialty Impact Munitions

1. (24) Defense Technologies 60-CAL Stinger

2. (24) Defense Technologies Wood Baton

3. (24) Defense Technologies Exact Impact Sponge Round

Institution Minimum Standards
MCI-Norfolk, MCI-Shirley & NCCI-Gardner

A. MK-IX Aerosol Projector

1. (6) Defense Technologies (or equivalent) of the following items:

   a. MK-IX OC Vapor
   b. MK-IX OC Vapor with wand attachment
   c. MK-IX OC Foam
   d. MK-IX OC Fogger
   e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. 40mm Single Launcher

1. (4) Defense Technologies, the following model: 1425

C. PepperBall Launcher

1. (2) PepperBall, the following model: TAC-SA PRO PLUS

D. OC/Chemical Munitions (Pyrotechnic)

1. (6) Defense Technologies Flameless Tri-Chamber

2. (6) Defense Technologies Triple Chaser

E. OC/Chemical Munitions (Non-Pyrotechnic)

1. (6) Defense Technologies Flameless Expulsion Grenade

F. Specialty Impact Munitions

1. (6) Defense Technologies 60-CAL Stinger

2. (6) Defensive Technologies Wood Baton

3. (6) Defense Technologies Exact Impact Sponge Round

Institution Minimum Standards
MCI-Framingham & Massachusetts Treatment Center

A. MK-IX Aerosol Projector

1. (3) Defense Technologies or (or equivalent) of the following items:

   a. MK-IX OC Vapor
   b. MK-IX OC Vapor with wand attachment
   c. MK-IX OC Foam
   d. MK-IX OC Fogger
   e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. 40mm Single Launcher

1. (2) Defense Technologies, the following model: 1425

C. PepperBall Launcher

1. (1) PepperBall, the following model: TAC-SA PRO PLUS

D. OC/Chemical Munitions (Pyrotechnic)

1. (3) Defense Technologies Flameless Tri-Chamber

2. (6) Defense Technologies Triple Chaser

E. OC/Chemical Munitions (Non-Pyrotechnic)

1. (6) Defense Technologies Flameless Expulsion Grenade

F. Specialty Impact Munitions

1. (6) Defense Technologies Wood Baton

2. (6) Defense Technologies 60-CAL Stinger

3. (6) Defense Technologies Exact Impact Sponge Round

Massachusetts Department of Correction Institution Name Here. **WAIVER**	In accordance with: 103 DOC 507 Security Equipment

FIREARMS, AMMUNITION, ECDS, SPECIALTY IMPACT MUNITIONS, & OC STORAGE LOCATION/POST ASSIGNMENT WAIVER REQUEST
(Attachment #7 to 103 DOC 507, Security Equipment)
(To be completed in the Department's approved electronic document management system)

Superintendent *(Approval in Electronic Document Management System)*

Assistant Deputy Commissioner *(Approval in Electronic Document Management System)*

Director of Operational Services *(Approval in Electronic Document Management System)*

Deputy Commissioner of Prisons *(Approval in Electronic Document Management System)*

Commissioner *(Approval in Electronic Document Management System)*

Choose **ONE** (1) of the following:

☐ Initial Waiver for Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Request

☐ Removal Request for Previously Approved Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver

Section of Policy Requesting to be Waived:
Choose **ONE** (1) of the following:

☐ OC Alternate Storage Location

I respectfully request to waive the requirements set forth in 103 DOC 507, *Security Equipment*; specifically, 507.17 (G), which states, *"Firearms, ammunition, ECDs, SIMs, and OC shall only be stored outside the secure perimeter of an institution in the following areas: Armory, Outer Control, Watch Towers, or unless approved in writing by the Commissioner via Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver Request."*

☐ OC Post Assignment

I respectfully request to waive the requirements set forth in 103 DOC 507, *Security Equipment;*

specifically, 507.09 (K), which states, *"Superintendents shall be required to submit Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage Location/Post Assignment Waiver Request to the Commissioner for approval of any post authorized to carry OC during a tour of duty and/or a request to store OC in a location other than what is outlined in 103 DOC 507.03."*

Institution: Click or tap here to enter text.

Type of security equipment (e.g., firearm, ammunition, ECD, specialty impact munition, OC):
Click or tap here to enter text.

Storage Location or Post Assignment: Click or tap here to enter text.

Specifically outline the portion of the policy being sought to be waived and the reason operationally the institution cannot comply:

Procedure for Armament Inspection by Tower Officers

A. At the start of their tour of duty, all officers shall physically and visually inspect all firearms and ammunition.

B. This procedure shall include, but not be limited to: Removal of all rounds and inspection of their condition; unload and inspect all firearms and magazines; and returning all firearms to their proper place and configuration.

1. Inspection Procedures: Colt Rifle

a. Remove the firearm from the rack and ensure firearm is pointed in a safe direction, (i.e., into the clearing barrel or canister provided) at all times.

b. Visually inspect the firearm to ensure the SAFETY is on.

c. Remove magazine from magazine well.

d. Slide the bolt to the rear and lock it in place. Visually inspect the chamber to ensure it is cleared of ammunition or obstruction and return the firearm to the rack.

e. Remove ammunition from magazine, count, inspect, and reload magazine.

f. Remove previously inspected firearm from rack and slide the bolt home to the closed position. Reinsert magazine in magazine well.

g. Return the firearm to rack and ensure the SAFETY is on.

Procedure for Clearing and Returning Firearm to Rack After a Round Has Been Chambered

A. Colt Rifle

1. Ensure firearm SAFETY is on.

2. Ensure firearm is always pointed in a safe direction, (i.e., into the clearing barrel or canister provided) at all times.

3. Remove magazine from magazine well.

4. Pull charging handle to the rear slowly, while placing hand over ejection port to catch the ejected round.

5. Lock bolt to the rear.

6. Physically and visually inspect chamber to ensure the chamber is cleared of ammunition or obstruction.

7. Return bolt to closed position.

8. Return firearm to rack.

9. Reload loose round into magazine.

10. Remove previously inspected firearm from rack.

11. Reinsert magazine in magazine well.

12. Return firearm to rack and ensure the SAFETY is on.

Minimum Standard 24-Hour Issue Security Equipment

Security Equipment	CTU	CTU/ HRT	Duty Station	Honor Guard	OIS	PSU	SOD	SOD/ K-9	SOD/ OPP	SORU/ CVO	SORU/ CNT	SORU/ CIRT	SORU/ SRT
Firearms & Ammunition													
Firearm (Handgun)	X	X		X	X	X	X	X	X				X
Magazines	X	X		X	X	X	X	X	X				X
Ammunition	X	X		X	X	X	X	X	X				X
Handgun Light								X					X
Less-Lethal Equipment													
ECD	X	X			X	X	X	X	X				X
ECD Cartridges	X	X			X	X	X	X	X				X
MEB	X	X			X	X	X	X	X			X	X
OC	X	X			X	X	X	X	X				X
PR-24												X	
Body Armor/Carriers/Tactical Gear													
Ballistic Vest (Uniform Outer Carrier)	X	X											
Ballistic Vest		X	X		X	X	X	X	X				X
Ballistic Helmet		X											
Ballistic Helmet w/ Integrated White Light Source & Night Vision Goggles													X
Rail-Mount Tactical Face Shields		X											
Leg Shroud Platform with QLS System		X											
Gas Mask w/ Storage Bag, Gas Mask Filter		X					X	X		X		X	X
Tactical Suit												X	
Tactical Helmet												X	
Tactical Elbow Pads												X	X
Tactical Knee Pads												X	X
Eye Protection												X	X
Hearing Protection													X
SIMS Protection Mask													X
Communications & Recording/Surveillance													
Body Worn Camera	X	X	X		X	X	X	X	X				
Radio with (2) Batteries/Remote Speaker Mic/Single Bay Charger					X	X	X	X		X	X	As Issued	X
Bluetooth Wireless Kit					X						X		X

Security Equipment

	CTU	CTU/ HRT	Duty Station	Honor Guard	OIS	PSU	SOD	SOD/ K-9	SOD/ OPP	SORU/ CVO	SORU/ CNT	SORU/ CIRT	SORU/ SRT
Holsters & Pouches													
Firearm Holster	X	X	X	X	X	X	X	X	X				X
Duty				X	X			X					X
Dress				X									
Drop Leg					X			X					X
Dual Magazine Pouch	X	X	X	X	X	X	X	X	X				X
Duty				X									
Dress				X									
Baton Holder							X						
ECD Holster	X	X	X		X	X	X	X	X				X
MEB Holder	X	X	X		X	X		X	X			X	X
OC Holder	X	X	X		X	X	X	X	X			X	X
Universal Pouch												X	
Utility Pouch												X	
Flex Cuff Holder												X	
Restraints & Tools													
Handcuffs	X	X		X	X	X	X	X	X			X	X
Handcuff Key					X	X	X	X	X			As Issued	X
Cuff Strap												X	
Flex Cuff Cutter	X	X											
Flex Cuffs		X											
Leg Irons					X							X	
Waist Chains					X								
Padlock with Key					X								
Flashlight					X	X	X	X	X			X	X
Multi-Plier Tool								X					X
Security Equipment Storage													
Home Security Storage Box	X	X		X	X	X	X	X	X				X
Vehicle Security Storage Box	X	X		X	X	X	X	X	X				X
Consumable Equipment													
Gear Bag		X			X	X	X	X		X	X	X	X
Gloves					X		X	X				X	X
IFAK (Individual First Aid Kit)					X		X	X					X
Hydration System												X	X

Test Fire Completion Form

Institution/Division:_____ **Date:**_____

Location of Test Fire(s): ☐ **Bridgewater Range** ☐ **Gardner Range** ☐ **Other:**_____

Staff Member Conducting Test Fire(s) (PRINT):_____

MPTC Certified Firearms Instructor (PRINT):_____

MAKE	MODEL	SERIAL #	Discrepancies (If "Yes", explain below)?	
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
			☐ No	☐ Yes
Discrepancy Comments:				

Total Amount of Ammunition/Cartridges Expended:_____

Staff Member Conducting Test Fire(s) (Signature):_____

MPTC Certified Firearms Instructor (Signature):_____