

 <p>Massachusetts Department of Correction</p> <h1>POLICY</h1>	Effective Date  3/18/2024	Responsible Division  Deputy Commissioner, Prisons	
	Annual Review Date  5/14/2025		
Policy Name  103 DOC 508 FIREARMS	M.G.L. Reference: M.G.L. Chapter 140, Section 121, 131, and M.G.L. Chapter 147, Section 8A		
	DOC Policy Reference: 103 DOC 501; 103 CMR 505; 103 DOC 507; 103 DOC 517		
	ACA/PREA Standards: 1-CTA-3B-08; 1-CTA-3B-09; 1-CTA-3B-10; 5-ACI-1D-20; 5-ACI-3A-31; 5-ACI-3A-33; 5-ACI-3A-34		
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: DOC Central Policy File Each Institutions Policy File Special Operations Division Policy File	
<p><b>PURPOSE:</b> The purpose of 103 DOC 508 is to establish Department policy and procedures for the issuance and use of firearms and ammunition.</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Deputy Commissioner, Prisons Director, Operational Services</p> <p><b>CANCELLATION:</b> 103 DOC 508 cancels all previous Department policy statements, bulletins, directives, orders or rules about the issue and use of firearms and ammunition which are not consistent with 103 DOC 508.</p> <p><b>SEVERABILITY CLAUSE:</b> If any article, section, subsection, sentence, clause, or phrase of 103 DOC 508 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 103 DOC 508.</p>			

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## **508.01**      **AMMUNITION INVENTORY/ROTATION**

Ammunition inventory and rotation shall be conducted in accordance with 103 DOC 507, *Security Equipment*. Specifically, ammunition inventory shall be conducted pursuant to 103 DOC 507.04, and 103 DOC 507.05, and 103 DOC 507.09 and ammunition rotation shall be conducted in accordance with 103 DOC 507.09(3).

## **508.02**      **FIREARM INVENTORY/CLEANING**

Firearm inventory shall be conducted in accordance with 103 DOC 507, *Security Equipment*, section 507.04 and 507.05. Employees who use a firearm shall be required to clean it immediately after such use, if practicable. The institution or special unit armorer shall supervise the cleaning, if practicable. Every Department owned firearm shall be inspected monthly, by qualified personnel. This is to ensure accountability and to perform a proper safety function test. All twenty-four hour issued firearms shall be inspected quarterly by the designated Armorer.

## **508.03**      **FIREARMS**

1. The following firearms are considered standard throughout the Department of Correction. No other firearms are authorized without written approval of the Commissioner. Use of personally owned firearms while on duty by employees is strictly prohibited.
  - A. Standard Duty Issue Firearms<sup>1</sup>.
    1. Semi-Auto Rifle, Colt/Bushmaster AR-15 Type 20"/16" Heavy Barrel .223 caliber.
    2. Glock 17 9mm.
  - B. Standard Issue Handgun K-9 Handler
    1. Glock 17 9mm.
  - C. Specialized Units, Divisions and other Personnel approved by the Commissioner.
    1. Handguns: Glock 17 9mm, Glock 19 9mm, Glock 19X 9mm, Glock 34 9mm, Glock 43 9mm and Glock 45 9mm or other models/variations approved by the Commissioner.
    2. All Remington 870 models including 14" and 16" restricted versions.
    3. All AR-15 Type .223 caliber both semi-auto/full-auto versions.
    4. Sig Sauer MPX 9mm, Sig Sauer MCX .223 caliber
    5. All .308 caliber bolt action rifles/semi-auto system.

6. Single or Multi Launchers, all 37mm and 40mm, models approved by Commissioner.
  7. Benelli M4, 12 gauge shotgun.
- D. Any other firearms authorized by the Commissioner for departmental purposes.

#### **508.04**      **AMMUNITION**

##### Types of Ammunition

The Department has classified the Department's Ammunition into three categories: Standard Duty Issue Ammunition; Special Duty Ammunition; and Specialized Training Ammunition. All ammunition purchase orders are to be reviewed and approved by the Director of Operational Services, prior to purchase.

##### A.      Standard Duty Issue Ammunition

###### 1.      Handgun

Federal Premier 9mm 124 grain +P tactical HST

###### 2.      Semi-Auto Rifle

Federal 64 Grain Hi-Shok SP (T223L)  
Winchester 69 Grain BTHP

###### 3.      Shotgun

12 Gauge  
Federal/Winchester 00 buckshot  
Federal/Winchester 1 oz. Rifled slug

###### 4.      Bolt Action/Semi Auto Rifle

.308 Caliber  
Black Hills 168 Grain BTHP  
Federal Gold Medal 168 Grain  
Hornady TAP 168 Grain BTHP

##### B.      Training Ammunition

###### 1.      .9mm

SPEER 124 grain TMJ  
PMC 124 Grain FMJ

###### 2.      .223 / 556 Caliber

Federal .223 55 Grain FMJ  
Winchester .223 55 Grain FMJ

**Restrictive Use ONLY** - Specially Trained personnel, only as authorized by the Commissioner.

- Simunitions 9mm FX marking cartridge
- Winchester Q3290 SRTA Blue Tip Round
- Any other issued Military-Type Training Ammunition

C. Any ammunition authorized by the Commissioner for departmental purposes.

## **508.05**

### **QUALIFICATION**

All employees authorized to carry a particular model firearm must successfully complete re-qualification training annually in the same model firearm they are authorized to carry. Superintendents are encouraged to provide additional training, re-qualification training for those employees whose duties include the essential and potential use of firearms, (e.g. critical incident response personnel, tower officers, armory officers, transportation officers).

On a quarterly basis, the institutional armorer or a certified Firearms Instructor shall conduct re-familiarization training to all staff who are regularly assigned to a daily armed post. The officer assigned to that post for that day, shall be evaluated on their ability to perform proper administrative loading and unloading of all assigned firearm systems specific to that post. This training shall include, but not be limited to, all applicable policies and procedures governing the use of a firearm in the performance of their duties. All training shall be documented. A list of all staff who are regularly assigned to an armed post shall be submitted to the Institutional Training Officer and Armorer to ensure that those staff receive the required training in order to be assigned to a post requiring the issuance of a firearm.

This shall not apply to staff (Central Headquarters, Special Operations Division, Central Transportation Unit, Office of Investigative Services, and the Internal Affairs Unit) with 24 hour issued firearms as they receive additional firearms training.

All employees that are issued any of the firearms listed in section 508.03 Section C must complete a familiarization course and successfully qualify with the same model of firearm that they are authorized to carry.

Qualifications to keep LEOSA credentials shall be conducted pursuant to 103 DOC 517, *Department Identification Policy*, Section 517.01 Department Identification Cards.

## **508.06**

### **ISSUANCE AND USE OF FIREARMS**

Only employees who are sworn Officers of the Commonwealth of Massachusetts and who have been issued a valid State Firearms License of a Class A Large Capacity or equal from the state/town of their residence may be issued a Department of Correction License to carry, as specified in Section 508.08 Firearms License. The Department's license to carry shall be valid for only those firearms that are approved by the Commissioner and only for the firearms that the Officer has been qualified and trained for by the Department of Corrections. A current list of employees who may be issued a firearm shall be maintained in a location easily accessible to those employees who will be issuing the firearm. This list shall indicate

the types of firearms that can be issued to a specific officer. The list shall be updated regularly to ensure the information is valid and current.

- A. Firearms issued to officers wearing uniforms shall be worn exposed outside of the uniform permitting easy access.
- B. Firearms issued to employees dressed in civilian clothing shall be carried concealed. The holster must provide easy access while not being in view of the public.
- C. In addition, all issued firearms and ammunition shall be maintained and controlled by the officer to which they are assigned. At no time shall any ammunition and/or firearms be left unattended and shall be carried in a Department issued/approved holster or magazine pouch. All magazine pouches shall be worn in the vertical position with the snap release in the top position.
- D. Each individual must adhere to proper administrative loading and unloading procedures. This procedure shall apply to all administrative areas. See attachments #8 and #9.

#### **508.07**

#### **STORAGE OF FIREARMS AT AN EMPLOYEE'S RESIDENCE**

- A. Personnel who may be allowed to store Department issued firearms at their place of residence shall submit an authorization form for Residential Storage of D.O.C. Duty Firearms (Attachment #1) and be issued a copy of "Safety of the Service Firearm in the Home", (Attachment #2) and sign a document indicating their understanding of the material and receipt thereof. The storage shall be authorized in writing by the Superintendent or Special Unit Director (in the event the employee needing authorization is the Superintendent or the Special Unit Director, the authorization shall be written and signed by the employee's Supervisor).

The authorization shall contain a statement that the employee needs to have access to their firearm at all times in order to perform their official duties.

- B. The storage of a firearm under this section shall be re-evaluated on at least an annual basis. In the event of the discharge of a Department firearm issued under the provisions of this section, which is not the result of duties directly connected with the Department, or results from any incident involving the use or alleged use of a Department issued firearm which could result in an investigation by federal, state or local law enforcement authorities, the authorization to store the firearm at the employee's place of residence shall be suspended immediately, pending investigation.

The investigation may be conducted by the Superintendent, Special Unit Director, or their designee, or the Office of Investigative Services of the Department. Copies of any investigation shall be sent to their respective Assistant Deputy Commissioner and to the Deputy Commissioner upon completion. The investigation shall normally be completed within five (5) business days.

- C. If any employee who has authorization to store a Department issued firearm at their residence fails to re-qualify, the authorization to store the firearms shall be suspended immediately pending re-qualification.

- D. Authorization to store a Department firearm at an employee's residence shall be granted to employees who have a valid firearms license issued by the state where they resides. Until this license is received, the Officer shall not store their Department of Correction firearm at their residence.
- E. Any employee authorized to store a Department of Correction firearm at their place of residence, shall be issued a Department approved trigger-locking device and Security Pistol Box. Once the firearm is unloaded, the trigger-locking device shall be affixed to the firearm in the appropriate manner, to prevent the discharge of such firearm, by unauthorized users. Once the trigger locking device has been properly affixed to the firearm, it shall be stored in a Departmental issued Firearms Security Pistol Box along with any ammunition and twenty-four (24) hour issued security equipment such as cuffs, chemical agents, TASER or Monadnock Expandable Baton. This precaution shall provide additional security in order to prevent unauthorized access to Departmental firearms and security equipment.
- F. In the event that any employee who is authorized to store a Department of Correction Firearm at their residence, is out of work for an extended period of time (i.e., Industrial Accident, Extended Sick Leave, F.M.L.A., Military Leave, etc.) or is out of state for an extended period of time (i.e. Vacation), the firearm shall be stored at the Special Operations Division Armory until the employee returns to duty.

#### **508.08**

#### **AUTHORIZATION FOR TEMPORARY STORAGE OF A DOC FIREARM FOR A SPECIFIC INDIVIDUAL**

When deemed necessary, an employee who does not work at an Institution may be issued a DOC Firearm. In this case the firearm shall be stored at a DOC Institution (not the employee's residence) and the following procedure shall be adhered to.

An authorization letter (Attachment #6) shall be sent to the Superintendent/Unit Director with the employee's name, current firearm qualification date, firearm serial number, make, model and caliber. Although these firearms shall be stored at the Institution, the Division Armorer (where the employee is assigned) shall be responsible for the inventory and maintenance as outlined in 103 DOC 507, *Security Equipment*, section 507.04 Inventory and Inspection and 507.07 Firearms.

#### **508.09**

#### **FIREARMS LICENSES**

- A. A Department of Correction firearms license (Type A) shall only authorize an employee to carry Department authorized firearms and restraint equipment in the performance of their official duties. Copies of the DOC firearms license shall be maintained at the Training Academy and in the employee's personnel file located at the Department's Human Resources Division.

A Department of Correction Firearms Licenses (Type B) shall be issued to those Officers who have twenty-four (24) Hour Authorization to store a Department firearm at their residence and who have a valid firearms license issued by the state where they resides. A copy of the DOC license shall be maintained at the Special Unit Director's

Office and in the employee's personnel file located at the Department's Human Resource Division.

**Type A** - Shall be issued to those Staff whose responsibilities include carrying a Departmental Firearm, during their official tour of duty. Attachment #5

**Type B** - Shall be issued to those Staff authorized for twenty-four (24) hour issuance of a departmental firearm, which shall be stored at their residence during non-business hours, in order to fulfill their official duties. Attachment #5

- B. A firearms license shall be suspended immediately if an employee fails to re-qualify as required by the provisions of this policy, pending re-qualification. It shall also be suspended following any incident as described in 508.12.
- C. A firearms license shall not be issued to any employee who is not a citizen of the United States.
- D. At any time this authorization can be revoked by the appointing authority.

#### **508.10** **TOWER ARMAMENT**

Superintendents shall develop written procedures to ensure that towers are equipped with appropriate firearm(s), as outlined in 103 DOC 501, *Institution Security Procedures*.

#### **508.11** **PERSONAL FIREARM STORAGE**

Any employee who requests to store personal firearm(s) at their Institution/Division shall receive prior approval from their Superintendent or Division Head or their designees. This shall be done on an annual basis.

#### **508.12** **TRAINING, ACQUISITION, ADMINISTRATION AND REPAIR**

The Director of Operational Services shall:

1. Purchases - All security equipment listed on the approved F-27 Account Items List to include communication devices and accessories needed by the Special Operations Division. Institutions that are looking to purchase the above mentioned equipment shall submit an Institution F-27 Equipment Request Form (Attachment #3) to the Director of the Special Operations, along with the justification and a current inventory of the items being requested; If items to be purchased are for the replacement of Lost or Damaged equipment an Incident Report must also be submitted explaining the reason for the loss or the destruction of the items needing to be replaced.
2. Purchase equipment classified as security or communication devices, prior to the Commissioner's authorization for testing and evaluation purposes. These items shall be stored/maintained by the Special Operations Division armory, until such time as the Commissioner has authorized their use by the Department of Correction;



3. Review and authorize all requests for trade or disposal of security equipment and related accessories.
4. All items to be traded, repaired or designated as surplus to be destroyed shall be submitted in writing to the Director of Operational Services. The request shall state the reason for the request and price quotes (if any) on the repair issues. All items to be traded or destroyed shall be submitted to the Director of Administrative Services for approval prior to any trading or destruction of any items. Once approved, said items to be destroyed or discarded shall be in accordance with the manufactures guidelines or state regulations. Items such as ballistic vests or munitions of any type may be returned to the vendor or manufacturer for destruction or disposal.
5. Establish procedures to ensure that all lost or stolen security equipment, including communication devices are to be reported to the Director of Operational Services, as soon as possible. Ensuring that reporting staff submit within seventy-two (72) hours of the notification, a detailed incident report to include a police report if applicable. Maintaining a database on all lost or stolen security items within the department;
6. Review, prior to final approval, all lesson plans dealing with the use of force or the use of security equipment to include disorder management training;
7. Coordinate all firearms training to include firearms qualifications;
8. Compile and maintain a database developed by the Special Operations Division to track all firearms, munitions, communication and other security devices owned by the Department. This database shall also track all traded and stolen firearm systems or higher sensitive items deemed necessary by the Commissioner;
9. Assist in developing all lesson plans dealing with firearms and use of force training;
10. Develop and conduct a firearm instructor certification program, which shall be maintained by a group of individuals who are certified in the training of basic, intermediate and advanced firearms. The program shall include transitional and remedial training;
11. Identify, develop and conduct courses of training for Department special units;
12. Train instructors in intermediate and advanced firearms tactics and techniques; and,
13. Maintain copies of all approved authorization of residential storage of DOC firearm forms.

The Director of Staff Development shall:

1. Ensure that all employees attending recruit training and In-Service receive firearm qualification training;
2. Submit final review/approval of all Lesson Plans, reviewed by the Director of Operational Services.

**Reporting Requirements**

1. Department employees shall immediately report any firearm found to be damaged, malfunctioning or defective in any way to their institution/special unit armorer and Shift Commander and file an incident report before the end of their tour of duty.
2. Department Employees shall immediately notify their respective Superintendent/Division Head upon becoming the named defendant in any criminal charges or the subject of an Abuse Prevention Order as defined under M.G.L. c. 209A, M.G.L. 209 §32, M.G.L. 209C §15, M.G.L. 208 §34B, M.G.L. c. 208 §18, M.G.L. c. 258E, and/or M.G.L. c. 265 § 43 issued by a Family and Probate Court or any other order of protection issued by another jurisdiction (i.e. states other than the Commonwealth of Massachusetts, District of Columbia, territory or possession of the United States, and tribal courts). Such notification shall also be documented in writing via Confidential Incident Report by the employee as soon as practicable.
  - A. If the employee has authorization to store department firearm(s) at the employee's place of residence, the authorization shall be suspended immediately, and the employee's firearm(s) shall be turned in to their respective armorer.
  - B. Any employee who is the subject of an active Abuse Prevention Order as defined under M.G.L. c.209A, M.G.L. 209 §32, M.G.L. 209C §15, M.G.L. 208 §34B, M.G.L. c. 208 §18, M.G.L. c. 258E, and/or M.G.L. c. 265 § 43 will be prohibited from carrying a firearm.
  - C. Employees with an Active Abuse Prevention Order as defined under M.G.L. 209A, M.G.L. 209 §32, M.G.L. 209C §15, M.G.L. 208 §34B, M.G.L. c. 208 §18, M.G.L. c. 258E, and/or M.G.L. c. 265 § 43 will not be assigned to any armed post to include but not limited to towers, transportation, outside hospital details, perimeter patrol or outer patrol.
3. Whenever an employee discharges a firearm during their tour of duty, (or off-duty in the event of those employees authorized to store a Department issued firearm at their place of residence), excluding training or qualification fire, an immediate notification shall be made to the Superintendent or Special Unit Director, or designee, by the employee via the fastest available means.

The Superintendent, Special Unit Director or their designees in turn, shall immediately notify their respective Assistant Deputy Commissioner and the Deputy Commissioner via the fastest available means.

The Superintendent or Special Unit Director shall submit a written report within seventy-two (72) hours to their respective Assistant Deputy Commissioner (A.D.C. should receive a complete package for review and the Deputy Commissioner.

In the event of a discharge of a Department issued firearm, which is not the result of official duties, the employee shall also be required to notify the law enforcement agency having jurisdiction.

The reporting of the discharge of a firearm under the provisions of this section shall in no way negate the applicable reporting procedures required under the provisions of 103 CMR 505, *Use of Force*.

The employee shall be reassigned to a non-firearm post pending an investigation and evaluation. Also, the employee's physical and mental status should be evaluated following the incident.

#### **508.14**      **USE OF FORCE**

All use of firearms shall be in accordance with the applicable sections of 103 CMR 505, *Use of Force*.

#### **508.15**      **EMPLOYEE RECEIPT**

A copy of this policy shall be distributed to each employee upon qualification or re-qualification. The employee shall be required to sign a receipt acknowledging that they have received a copy of this policy. Copies of the receipt shall be maintained in the employee's file at the institution or special unit to which assigned.

#### **508.16**      **EMERGENCIES**

Whenever, in the opinion of the Commissioner, the Deputy Commissioner or the superintendent of a state correctional institution, an emergency exists which requires the suspension of all or parts of this policy, the Superintendent 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 Field Services Division Office.

Transpose Onto Institution Stationary

**AUTHORIZATION**  
**RESIDENTIAL STORAGE OF D.O.C.**  
**DUTY FIREARMS**

I hereby request authorization to store my Duty firearm at my place of residence as listed below.

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ SERIAL#: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ SERIAL#: \_\_\_\_\_

I, \_\_\_\_\_ have received a copy of Safety of the Service Firearm in the  
Print Name

Home and understand the material. I also certify that I have re-qualified in accordance with Policy 103  
 DOC 508, *Firearms*.

**PLACE OF STORAGE**

Street \_\_\_\_\_  
 \_\_\_\_\_  
 Employee Signature

City/Town \_\_\_\_\_  
 \_\_\_\_\_  
 Date

**(IF APPLICABLE, PLEASE LIST THE FOLLOWING LICENSE NUMBERS)**

MA City / Town Firearms License to Carry \_\_\_\_\_

Department of Correction Permit # \_\_\_\_\_

The Employee listed above is required to have access to their firearms at all times in order to perform their  
 official duties.

\_\_\_\_\_  
**Superintendent / Director Signature**

\_\_\_\_\_  
**Date**

At any time this authorization can be revoked by the appointing authority. When taking a vacation out of state the appointing authority must be notified. All  
 Employees must attach a copy of their current Firearms License (front and back) from the state in which they reside.

**SAFETY OF THE SERVICE FIREARM IN THE HOME**

1. Treat all firearms as if they are loaded.
2. Keep muzzle pointed in a safe direction at all times.
3. Keep your finger off the trigger, outside of the trigger guard.
4. Upon picking up the firearm, check to ensure the chamber is empty and the magazine is removed.
5. Never display or show duty firearms to guests of your home.
6. Prior to cleaning firearm always remove magazine and inspect chamber, ensuring firearm is unloaded. Check again.
7. All department firearms shall be stored in compliance with 103 DOC 508 and MGL Chapter 140 Section 131L.

**SECTION 131L: Weapons stored or kept by owner; inoperable by any person other than owner or lawfully authorized user; punishment**

Section 131L. (a.) It shall be unlawful to store to keep any firearm, rifle or shotgun including, but not limited to, large capacity weapons, or machine gun in any place unless such weapon is secured in a locked container or equipped with a tamper-resistant mechanical lock or other safety device, properly engage so as to render such weapon inoperable by any person other than the owner or other lawfully authorized user. It shall be unlawful to store or keep any stun gun in any place unless such weapon is secured in a locked container accessible only to the owner or other lawfully authorized user. For purposes of this section, such weapon shall not be deemed stored or kept if carried by or under the control of the owner or other lawfully authorized user.

(b.) A violation of this section shall be punished, in the case of a firearm, rifle or shotgun that is not a large capacity weapon, by a fine of not less than \$1,000 nor more than \$7,500 or by imprisonment for not more than 1 ½ years or by both such fine and imprisonment and, in the case of a large capacity weapon or machine gun, by a fine of not less than \$2,000 not more than \$15,000 or by imprisonment for not less than 1 ½ years nor more than 12 years or by both such fine and imprisonment.

(c.) A violation of this section shall be punished, in the case of a rifle or shotgun that is not a large capacity weapon and the weapon was stored or kept in a place where a person younger than 18 years of age who does not possess a valid firearm identification card issued under section 129B may have access without committing an unforeseeable trespass, by a fine of not less than \$2,500 nor more than \$15,000 or by imprisonment for not less than 1 ½ years not more than 12 years or by both such fine and imprisonment.

(d.) A violation of this section shall be punished, in the case of a rifle or shotgun that is a large capacity weapon, firearm or machine gun that was stored or kept in a place where a person younger than 18 years of age may have access without committing an unforeseeable trespass, by a fine of not less than \$10,000 nor more than \$20,000 or by imprisonment for not less than 4 years nor more than 15 years or by both such fine and imprisonment.

(e.) A violation of the provisions of this section shall be evidence of wanton or reckless conduct in any criminal or civil proceeding if a person under the age of 18 who was not a trespasser or was a foreseeable trespasser acquired access to a weapon, unless such person possessed a valid firearm identification card issued under section 129B and was permitted by law to possess such weapon, and such access results in the personal injury to or the death of any person.

(f.) This section shall not apply to the storage or keeping of any firearm, rifle or shotgun with matchlock, flintlock, percussion cap or similar type of ignition system manufactured in or prior to the year 1899, or to any replica of such firearm, rifle or shotgun if such replica is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.

Institutions F-27 Equipment Request Form

This Form is available on the Intranet, within the Special Operations Division Home Page  
Or you may contact the Special Operations Division to obtain a Copy of this Form

(Transpose Onto Institution Stationery)

TO: \_\_\_\_\_ Superintendent / Designee

FROM: \_\_\_\_\_

RE: Approval to Store a Personal Weapon at the Institution

DATE: \_\_\_\_\_

I am requesting your permission to store the following firearm(s) at the  
 \_\_\_\_\_, Central Control Room during my working hours.  
Institution

<b><u>MANUFACTURER</u></b>	<b><u>MODEL &amp; CALIBER</u></b>	<b><u>SERIAL #</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature \_\_\_\_\_

\_\_\_\_\_  
 Superintendent/Designee Signature Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

**NOTE: This form will expire one year from the date of the Superintendent/ designee's approval.**

Attach License to Carry Firearm Front View \_\_\_\_\_

Attach License to Carry Firearm Rear View \_\_\_\_\_

cc: Armorer  
 Employee  
 Central Control Room  
 File

## Type A - Daily Issuance License to Carry

License to carry a revolver and other firearms as authorized by  
Section 8a of Chapter 147 of the General Laws.

(Officer's Name), a correction officer employed by the Massachusetts Department of Correction, is hereby authorized to carry a Department of Correction issued firearm on their person while they is on duty and in performance of their official job duties. Such firearm access is necessary for (Officer's Name) to fulfill their official duties as a correctional officer. Under no circumstances may (Officer's name) carry a Department issued firearm while off duty. (Officer's Name) is not authorized to take a Department issued firearm to their residence (or that of acquaintance).

\_\_\_\_\_  
*Signature of Licensee*

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Department of Correction

## Type B- 24 Hour Issuance License to Carry

License to carry a revolver and any other firearms authorized by  
Section 8a of Chapter 147 of the General Laws

***The License number will be the officer's Employee ID number***

(Officer's Name), is hereby authorized to carry a Department of Correction issued firearm while on direct route between the location where they conducts official Department of Correction business and their residence, and to store the firearm at their residence. This firearm access is necessary for (Officer's Name), to fulfill their official duties as a Title in the Division. (Officer's Name), is not authorized to stop with aforesaid firearm on their person while enroute between the location they conducts their official duties, (Officer's Name) must be able to immediately access their firearm at home in the event of an emergency.

\_\_\_\_\_  
*Signature of Licensee*

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Department of Correction



*(Transpose Onto Institution Stationery)*

TO: \_\_\_\_\_ Superintendent / Designee

FROM: \_\_\_\_\_ Director, Operational Services

RE: Authorization to Store a DOC Firearm for a Specific Individual

DATE: \_\_\_\_\_

Pursuant to the Firearms Policy, 508.08 Authorization to Store a DOC Firearm for a specific individual. I hereby authorize the following firearms to be stored at \_\_\_\_\_.

NAME	QUALIFICATION	MAKE/MODEL & CALIBER	SERIAL #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Director, Operational Services Signature

\_\_\_\_\_  
Date

**NOTE: This form will expire one year from the date of the Director's approval.**

cc: Deputy Commissioner, Prison Division  
Unit Director  
Special Operations Division, Armorer  
Institution Armorer  
Employee

## Quarterly Firearms Re-familiarization Training

Weapons Evaluated with:	AR-15	_____
	Shotgun	_____
	9mm	_____

			Quarter			
<b>Name:</b>	<b>Shift:</b>	<b>Date:</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>

**1.) Evaluation:**

A. Did Officer Properly identify safeties?	Yes	No
B. Did Officer properly and safely administratively load firearm?	Yes	No
C. Did Officer properly and safely administratively unload firearm?	Yes	No
D. Did Officer keep firearm pointed in a safe direction at all times?	Yes	No

**2.) Demonstrate Knowledge of Requirements governing the use of a Firearm.**

- **An employee may use a firearm** to stop imminent death or Serious Bodily Injury. Officer may use lethal force to stop subject resistance as quickly as possible. An officer shall not use lethal force upon a subject unless de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances and such force is necessary to prevent imminent death or Serious Bodily Injury to any person and the amount of force used is proportionate to the threat of imminent harm based upon the totality of the circumstances.
  
- To carry out the arrest of an escaped inmate as defined by M.G.L. c. 268, sec. 16, but only if:
  - ❖ The employee holds a valid Special State Police Commission.
  - ❖ The use of firearms will not create a risk of injuries to innocent persons.
  - ❖ To prevent Imminent Death or Serious Bodily Injury to any person, based upon the totality of the circumstances.
  
- Firearms shall not be used without the prior authorization of the Commissioner, Superintendent, Special Unit Director or their designee; unless an emergency exists requiring the immediate use of firearms to prevent imminent death or seriously bodily injury to any person.
  - ❖ Anyone who is injured as a result of the discharge of a firearm shall receive immediate medical care. Such care shall be documented.

\_\_\_\_\_  
Officers Signature\_\_\_\_\_  
Signature of Evaluator\_\_\_\_\_  
Date

## AR-15 Firearms Station Steps and Techniques

### Inspection Procedure

- Prior to removing the firearm from the rack, visually inspect the firearm to ensure the **SAFETY** is on.
- Remove the firearm from the rack and ensure the firearm is pointed in a safe direction i.e., into the clearing canister at all times
- Remove the magazine from the magazine well and secure it.
- 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.
- Remove ammunition from the magazine, count, inspect, and reload magazine.
- Remove previously inspected firearm from the rack, place the muzzle of the firearm into the clearing canister and slide the bolt home to the closed position. Reinsert the magazine into the magazine well. **(Do not chamber a round)**
- Return the firearm to the rack ejection port facing out, trigger guard down and safety on.

**KEEP YOUR FINGER OUTSIDE OF THE TRIGGER GUARD AT ALL TIMES DURING INSPECTION**

### **Procedure in returning the firearm to the rack after a round has been chambered.**

- Prior to removing the firearm from the rack, visually inspect the firearm to ensure the **SAFETY** is on.
- Remove the firearm from the rack and ensure the firearm is pointed in a safe direction i.e., into the clearing canister at all times
- Remove the magazine from the magazine well and secure it.
- With your firing hand pull the charging handle to the rear slowly, while place your non-firing hand over the ejection port in order to catch the ejected round.
- 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.
- Reload previously ejected round into the magazine.
- Remove previously inspected firearm from the rack, place the muzzle of the firearm into the clearing canister and slide the bolt home to the closed position. Reinsert the magazine into the magazine well. **(Do not chamber a round)**
- Return the firearm to the rack ejection port facing out, trigger guard down and safety on.

**KEEP YOUR FINGER OUTSIDE OF THE TRIGGER GUARD WHILE UNLOADING!!**

## **Firearms Station Steps and Techniques (Handgun)**

**Loading the magazine: (To avoid accidental cartridge damage, the magazines shall be loaded over the sand filled firearm station.)**

- Press down on the magazine follower with the cartridge case rim.
- Push the cartridge to the rear and under the magazine lips.
- Continue until the magazine holds the desired amount of rounds.

**Receiving and loading (Administrative Loading)**

- Accept firearm with magazine removed, slide locked to the rear and firearm pointed in a safe direction
- Visually and physically check the firearm, ensuring it is safe and unloaded.
- Release the slide from the locked back position.
- Re-holster the firearm.
- Insert a loaded magazine into the magazine well making sure it has engaged the magazine catch.
- Draw the firearm from the holster and place the muzzle of the firearm into the firearms clearing canister.
- With your non-firing hand draw back the slide as far back as it will go and release allowing the slide to snap forward into battery. **(A round has been chambered and the firearm is ready to fire.)**
- Secure the firearm in your holster

**KEEP YOUR FINGER OUTSIDE OF THE TRIGGER GUARD AT ALL TIMES WHILE LOADING!!**

**Unloading and Passing Off**

- Keep firearm secured in the holster, remove the magazine and secure it.
- Remove the firearm from the holster, Place the muzzle of the firearm in the firearms clearing canister and place the safety eject cartridge catch over the ejection port.
- Place your support hand over the safety eject cartridge catch
- Pull back the slide as far as it will go, this will eject the cartridge. Lock the slide to the rear by pushing up on the slide catch lever.
- Inspect the chamber ensuring the firearm is clear and safe.
- When passing the firearm, ensure the firearm is clear and in lock back position. Offer the firearm grip first while holding slide and frame at barrel end.

**KEEP YOUR FINGER OUTSIDE OF THE TRIGGER GUARD WHILE UNLOADING!!**