



## **GENERAL ORDER**

### **Arming and Firearms**

#### **Purpose**

This order sets forth the authority under which Probation Officers may carry, handle, store, and use firearms. It also specifies training and qualification requirements necessary to achieve and retain armed privileges. The Chief Probation Officer may make exceptions to this Order for specific functions or details. Those exceptions must be in writing, and a copy of the written exception shall be kept in the employee's training file.

#### **Affected Personnel**

All current armed officers as well as supervisors, watch commanders, and managers overseeing armed officers.

#### **Effective Date**

March 19, 2024

#### **I. Authority**

- A. In accordance with Penal Code Section 830.5, Probation Officers are peace officers whose authority extends to any place in the state while engaged in the performance of the duties of their respective employment and for the purpose of carrying out the primary function of their employment, or to render mutual aid.
- B. Probation Officers' authority to carry and use firearms shall be consistent with the provisions of the Penal Code and shall be limited by the terms and conditions specified by this order. Nothing in this order shall be considered or construed as conferring authority beyond that granted by the Penal Code.
- C. Officers may only carry a department-issued or personally-owned firearm on duty when authorized in writing by the Chief Probation Officer and in accordance with this order. An officer is considered to be on duty during working hours; when working overtime; or when directed to respond to an off-duty incident by a superior.
- D. Officers shall not carry their department-issued firearm off duty unless specifically authorized in writing by the Chief Probation Officer or while transporting the

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firearm to and from work.

- E. An officer carrying a department-issued firearm off-duty shall be deemed to be acting outside the course and scope of employment and completely independent of the county. The county assumes no liability or responsibility for unauthorized use. Any consequences or liability arising from such possession or use of a department-issued firearm is the sole responsibility of the officer taking action or involved in an incident.
- F. Officers authorized to carry firearms while on duty may carry a personal firearm only when entering and leaving the workplace or if authorized as a duty weapon.
  - 1. Immediately upon entering the workplace, the personal weapon shall be secured in the officer's designated gun locker unless it is authorized as a duty weapon.
  - 2. Officers shall not carry or handle a personal firearm at any time during their scheduled shift or while participating in field related duties unless it is authorized as a duty weapon.

### **II. Requesting Authorization to Be Armed**

- A. Departmental arming is voluntary. Some assignments may be available only to armed officers.
- B. An officer requesting to be armed or re-armed shall submit a *Request to be Armed* form through the chain of command to their Chief Deputy.
  - 1. Supervisory personnel may make recommendations or comments concerning the request by way of endorsements on the form.
  - 2. The officer's Chief Deputy shall approve or deny the request and forward it to the Chief Deputy of Professional Standards.
  - 3. The Chief Deputy of Professional Standards shall send approved and denied requests to the Range Master.
- C. Any officer whose request to be armed or re-armed is denied shall receive a copy of the denied request with recommendations and comments.

### **III. Requirements to Carry**

- A. Prior to being authorized to carry a firearm in the course of duty, the officer shall:
  - 1. Complete psychological testing and be certified fit to carry a firearm.
  - 2. Successfully complete PC 832 Basic Force & Weaponry Training.
  - 3. Successfully complete the Department's 40-hour Firearms Certification.
  - 4. Have completed and be current on the following:
    - a. Defensive tactics;
    - b. Chemical agents; and
    - c. Cardiopulmonary resuscitation/First Aid.
  - 5. Sign the Arming and Firearms General Order Acknowledgment Form.
  - 6. Be qualified by the Range Master in the use of a department approved firearm.
  - 7. Successfully complete or be participating in the Department's Field Training Officer (FTO) program.

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- B. An officer previously armed by the Department who seeks to be re-armed may be required, at the discretion of the Range Master, to complete or repeat one or more of the above requirements.
- C. An armed officer on extended leave may be required, at the discretion of the Range Master, to complete or repeat one or more of the above requirements.
- D. An officer previously armed by another department/agency may be required to complete the above requirements prior to being authorized to carry a firearm in the course of duty with the Sacramento County Probation Department.
- E. If an officer fails to pass PC 832 Basic Force & Weaponry Training, or the department's 40-hour Firearms Certification, the officer may retake the course upon Chief Deputy approval.

### **IV. Authorized Firearms & Equipment**

- A. Officers authorized to carry firearms shall carry and use only the firearm and equipment approved by the Department. The Range Master shall retain the master list of approved weapons and approved modifications for each weapon. The Range Master may amend the list with the approval of the Chief Probation Officer.
  - 1. A department-issued firearm shall be owned by and registered to the Probation Department.
  - 2. If authorized, a personally-owned firearm may be carried in lieu of a department-issued firearm under the following conditions:
    - a. Permission has been requested and granted, in writing, from the Chief Probation Officer;
    - b. The firearm has been approved and certified as safe by the Range Master; and
    - c. The firearm is registered as required by law.
  - 3. Officers authorized to carry a firearm may carry a secondary firearm on duty under the following conditions:
    - a. Permission has been requested and granted, in writing, from the Chief Probation Officer;
    - b. The officer has completed a training course approved by the Range Master specific to secondary firearms;
    - c. The secondary firearm is a department-issued or personally-owned firearm that meets the requirements of section IV, paragraph A-2;
    - d. The secondary firearm is carried out of public view in a secure holster or device that will ensure retention; and
    - e. The officer simultaneously carries a primary firearm, unless otherwise authorized by a Supervising Probation Officer.
  - 4. The use of any personal equipment (e.g. holster) shall be approved in writing by the Range Master prior to use.
  - 5. Department issued firearms, holsters, ammunition and/or personal firearms or equipment shall not be altered in any manner without written approval of the Range Master.
  - 6. The use of a shoulder holster, holster-purses, fanny pack holsters, or

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other non-traditional holsters are prohibited from use unless approved in writing by the Range Master.

7. The use of Teflon, armor piercing, tracer, exploding, incendiary or reloaded ammunition is prohibited.
  8. While on duty, only department-issued ammunition shall be used.
- B. Department-issued and personally-owned duty firearms shall be subject to the following requirements:
1. All parts and safety devices on the firearm shall be intact and functioning at all times as indicated by the manufacturer.
  2. All Department-issued firearms shall be serviced regularly and repaired, if necessary, by a department certified armorer.
  3. The service and repair of personally-owned firearms shall be completed by a certified armorer at the expense of the officer. The officer shall provide the Range Master with documentation of any repairs conducted on a personally-owned firearm.

### **V. Training & Qualification Requirements**

It shall be the responsibility of each Chief Deputy to ensure armed officers under their supervision comply with the training and qualification requirements set forth in this order.

- A. Training: Any officer authorized to carry a Department-issued/approved firearm on or off-duty shall participate in all required training as directed by the Range Master.
- B. Armed officers shall:
1. Successfully complete the Department's FTO program:
    - a. An officer who does not successfully complete the FTO program for any reason may be allowed one additional opportunity to successfully complete the program with the approval of their Chief Deputy or designee;
    - b. Officers who do not successfully complete the FTO program must wait a minimum of one year before retaking the FTO program; and
    - c. The officer may be required to attend subsequent remedial training prior to participating in the FTO program for a second time.
  2. Complete Department-certified Taser© training.
  3. Attend all regularly scheduled Defensive Tactics (DT) and Advanced Officer Training (AOT) as mandated.
  4. Attend monthly firearms training, unless excused by the Range Master.
- C. Qualifications: Every officer authorized to carry a firearm shall qualify quarterly.
1. The minimum qualifying score shall be established by the Range Master.
  2. Officers shall qualify with their department-issued/approved firearm.
  3. Officers who do not qualify with a particular firearm are not authorized to carry that firearm.
  4. Qualification shall occur during normal working hours. Requests for qualification outside of regular working hours may be approved by the requesting officer's supervisor and scheduled with the Range Master.

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5. An officer who fails to qualify on their first attempt will be given a second opportunity.
  6. An officer who fails to qualify on their second attempt shall not carry their firearm pending successful remediation.
  7. An officer who fails to attend scheduled qualifications shall not carry a firearm on duty until they have qualified.
  8. Officers on extended leave shall qualify upon their return prior to being authorized to carry a firearm on duty.
  9. An officer who is unable to attend two consecutive quarterly qualifications shall relinquish their firearm to the Range Master until they have completed the mandatory qualification.
- D. Remediation: An officer who fails to qualify after a second attempt may be eligible to participate in a remedial training plan.
1. The Range Master will develop the remedial training plan for the officer, not to exceed four hours.
  2. The Range Master shall suspend an officers authority to carry a firearm and confiscate the department issued firearm should the officer fail to qualify after a remediation.
  3. An officer shall be limited to two remediation opportunities in a twelve month period, regardless of whether they qualify following remediation.
  4. The Range Master and Chief Deputy of Professional Standards may consider subsequent training and attempts at qualification.
- E. Off-Duty Practice
1. An armed officer may use their approved firearm to practice at a licensed gun range or target shooting facility while off duty.
  2. The officer bears all liability arising from off-duty practice.
  3. Officers shall use only new ammunition purchased at their expense.
  4. No reloaded or remanufactured ammunition is to be used.

## **VI. Range Master Authority & Duties**

- A. Range Masters shall be qualified through an approved Range Master school.
- B. The Range Master has the authority to:
1. Establish and enforce rules of conduct on the shooting range as necessary for the safe operation of the range.
  2. Confiscate a department issued firearm or ammunition, or require an officer to secure a personally owned firearm or ammunition, under the following circumstances:
    - a. An officer exhibits inappropriate behavior while on the range, violates established safety rules, or acts in violation of this order;
    - b. An officer fails to achieve a qualifying score after remediation;
    - c. An officer fails to successfully complete the Field Training Officer program under the supervision of a Field Training Officer and Range Master; or
    - d. An officer has not been recommended and/or approved by their Chief Deputy for full unrestricted armed duties.
  3. The Range Master shall notify the Chief Probation Officer immediately, both

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verbally and in writing, of any incident involving the confiscation of a firearm or ammunition. The written memo to the Chief Probation Officer shall describe the circumstances of any confiscation.

- C. Range Master duties include, but are not limited to the following:
1. Maintaining an inventory of all weapons, ammunition, and equipment issued to officers and/or weapons, ammunition, and equipment that officers have been authorized to use;
  2. Inspecting weapons, ammunition, and equipment for safety; maintain inspection records; and take any action deemed necessary, including confiscation of any unsafe weapon, ammunition, and/or equipment;
  3. Developing and administering remedial training plans for officers who fail to successfully complete training or qualifications;
  4. Notifying the Chief Deputy of Professional Standards and the officer's Chief Deputy, in writing, if the officer fails after remediation;
  5. Developing and administering individual training programs for officers authorized to carry a firearm as the result of a personal threat;
  6. Monitoring case law, legislation, policy changes, and current training relating to the use of firearms by peace officers and provide necessary updated training in a timely manner;
  7. Ensuring a program of training is provided to officers authorized or applying for authorization to carry a firearm;
  8. Developing and administering a firearms qualification and remediation program that ensures reasonable competency among all officers authorized to carry firearms;
  9. Maintaining training and qualification records on all officers authorized to carry firearms;
  10. Preparing and submitting quarterly firearms qualification and training reports to the Chief Deputy of Professional Standards;
  11. Notifying the officer's Chief Deputy and the Chief Deputy of Professional Standards if an officer is not in compliance with training or qualification requirements; and
  12. The Range Master shall collect and maintain the firearm of an officer who is unable to attend two consecutive quarterly qualifications.

## **VII. Carrying, Displaying, Un-holstering & Discharging**

- A. When carrying a department-issued or personally owned firearm in the course of duty, the officer shall:
1. Secure it in an approved holster, fully loaded with a round chambered.
  2. Carry their department-issued identification card; and
  3. Wear their belt badge in close proximity to the firearm at all times.
- B. Armed officers participating in home visits, field searches and arrests, special operations, and/or joint law enforcement activities shall:
1. Be clearly identified as law enforcement.
  2. Wear approved department-issued apparel in accordance with the Dress Code and Personal Appearance General Order; and
  3. Wear the following mandatory department-issued/approved equipment for the duration of the activity, unless otherwise authorized or directed by a

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supervisor:

- a. Body armor;
  - b. Tactical vest or other identifier;
  - c. Two additional magazines of department-issued ammunition;
  - d. Chemical agent;
  - e. Conducted Energy Weapon;<sup>1</sup>
  - f. Handcuffs;
  - g. Radio;
  - h. Flashlight;
  - i. Smartphone; and
  - j. A safety helmet for use when an officer has deemed an operation/incident as a high-risk situation or when directed by a ranking officer on scene.
- C. Officers may use concealment during surveillance and undercover operations only with supervisor approval.
- D. The firing of warning shots is prohibited.
- E. All accidental discharges and discharges resulting in injury or property damage at the range shall be reported by the Range Master to the Chief Deputy of Professional Standards.
- F. At the workplace, a firearm shall only be loaded and unloaded in a loading tube.

### **VIII. Procedures Following Firearm Discharge**

Refer to: [Discharged Firearm General Order](#)

### **IX. Maintaining Armed Status in an Unarmed Assignment**

- A. Under some circumstances, officers may be permitted to maintain their armed status while assigned to an unarmed position.
1. Authorization to maintain arming status must be approved by the Chief Probation Officer, or designee, through the officer's chain of command.
  2. If an officer is permitted to maintain armed status, the following requirements shall be maintained:
    - a. Qualify quarterly;
    - b. Attend all training as directed by the Range Master; and
    - c. Complete regularly scheduled defensive tactics training as mandated.
  3. The officer shall retain their department-issued firearm, vest, magazine carrier(s), magazines, and holster in accordance with this order, until such time the officer retires, relinquishes their arming status, or the authorization is revoked.
- B. The Range Master shall be responsible for the training needs of armed officers in unarmed assignments.
- C. Officers retaining their armed status while in an unarmed assignment shall

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<sup>1</sup> Upon completion of department-certified training.

comply with all provisions of this order.

**X. Authorization to Carry Due to Significant Personal Threat**

- A. An armed or previously armed officer who believes they are facing a significant personal threat or potentially life threatening situation may be authorized to carry a department-issued firearm on and off-duty.
- B. Armed officers shall report the circumstances of the threat, in writing, to their immediate supervisor using the *Request to Carry a Department-issued Firearm Off-Duty* form, and to other local law enforcement, if appropriate.
- C. Previously armed officers shall report the circumstances of the threat, in writing, to their immediate supervisor using the *Request for Emergency Arming* form, and to other local law enforcement, if appropriate.
- D. The supervisor shall evaluate immediately the circumstances of the threat and employ precautionary measures to reduce the level of danger to the officer and other employees in the workplace.
- E. The supervisor shall notify their manager of the threat and route the officer's request through the chain of command to the Chief Probation Officer for authorization.
- F. The officer shall be notified in writing whether their request is approved.
- G. If the request is not approved, the officer shall have five days from receipt of the notification to submit a request for reconsideration.
  - 1. The Chief Probation Officer will advise the officer in writing of their final decision within five days after the matter is submitted for reconsideration.
  - 2. The decision of the Chief Probation Officer shall be final.
- H. Any officer authorized to carry a firearm off-duty shall do so in a concealed manner and have in their possession a wallet badge and/or department-issued identification card.
- I. A previously armed officer who has not maintained their arming status shall be required to qualify with the department-issued firearm and may be directed to meet other requirements based upon the amount of time elapsed since last being armed.
  - 1. On-duty carry shall be in a concealed manner.
  - 2. The carrying of a firearm is for defensive purposes only and shall not be used for any proactive enforcement action.
- J. The Range Master shall ensure the officer is qualified and trained in accordance with Department standards, which includes defensive tactics updates and quarterly qualifications as long as the authorization to carry remains in effect.
- K. Authorization to carry a department-issued firearm off-duty and emergency arming for previously armed officers shall be valid for up to six months.



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1. Authorization to extend off-duty carry or emergency arming for longer than six months may be authorized. The officer shall resubmit a *Request to Carry a Department-issued Firearm Off-Duty* or *Request for Emergency Arming* form, as applicable, indicating the request is for an extension, and include any updated information.
2. Armed officers shall cease carrying a Department-issued firearm off-duty immediately upon expiration of the authorization.
3. Previously armed officers shall cease carrying a Department-issued firearm immediately upon expiration of the authorization. The firearm shall be surrendered to a superior or the Range Master.

### **XI. Restrictions on Carrying**

- A. Officers are prohibited from carrying their department-issued or personally owned firearm on duty under the following circumstances:
  1. While under the influence of alcohol, controlled substance and/or prescription medication where the officer's motor skills, reflexes, vision, or judgment are adversely affected; or
  2. While injured or in a physical, mental or emotional condition causing impaired judgment and/or inability to properly use a firearm.
- B. While on duty, an officer shall not carry a firearm aboard a commercial aircraft unless the officer has approval to do so by their Chief Deputy and has complied with all regulations of the Federal Aviation Administration, the particular air carrier, and any local jurisdiction responsible for airport security.
- C. An officer's Department-issued firearm shall be surrendered only to a superior, the Range Master, a firearms instructor, armorer, personnel in charge of a secure facility, or another law enforcement official.

### **XII. Storage**

- A. Firearms stored in the workplace shall be stored in a designated gun locker or safe approved by the Range Master.
- B. Department issued firearms shall not be stored overnight in a county or private vehicle.
- C. When a department-issued firearm is taken to the officer's residence, it shall be kept in a secure and safe place where it is inaccessible to other individuals, particularly children, pursuant to Penal Code Section 25100.
- D. No firearm, ammunition, and/or other item which threatens the security of a correctional facility shall be left unsecured in a vehicle on institutional grounds.
  1. Items must be checked into an area designated by facility staff for safekeeping.
  2. If the facility does not have a storage area, the items shall be locked in the trunk or gun safe within the officer's vehicle.

### **XIII. Cleaning & Inspection**

- A. All cleaning necessary to maintain the firearm in good working order is the responsibility of the officer to whom the firearm is assigned.
- B. Officers shall ensure no ammunition is in their firearm prior to cleaning or inspection.
- D. At a minimum, the firearm shall be cleaned and inspected each time the officer trains or qualifies on the range.
- E. The cleaning of firearms in an office setting or vehicle is prohibited.

### **XIV. Maintenance**

- A. All repairs and servicing of Department-issued firearms shall be performed by or under the direction of a department-approved Armorer.
- B. An officer who has a question regarding the safety, condition, or proper functioning of their firearm shall notify the Range Master, who will have the firearm inspected by the Department's Armorer.

### **XV. Lost, Damaged, or Stolen Firearm**

Refer to: [Property: Lost, Damaged, or Stolen General Order](#)

### **XVI. Revocation**

- A. The Chief Probation Officer may, at any time and for any reason, revoke the authority of any officer to carry a firearm.
- B. The Range Master, Supervisor, Assistant Chief Deputy or Chief Deputy may recommend revocation to the Chief Probation Officer for reasons including but not limited to the following:
  - 1. Failure to successfully complete the Department's FTO program;
  - 2. Failure to meet department qualification standards;
  - 3. Failure to attend required training;
  - 4. An arrest for an offense punishable as a felony or a misdemeanor involving the carrying or use of a firearm, or an act of violence toward another person;
  - 5. A violation of department orders associated with firearms;
  - 6. Carrying, handling, exhibiting or using a firearm in an unsafe, careless, or other inappropriate manner;
  - 7. The officer has been administratively reassigned;
  - 8. If the authorization was issued based on a specific threat to the officer, when the threat has been determined to no longer exist;
  - 9. If it is determined the officer's medical, psychological, or health condition, or the use of alcohol/drugs interferes with the safe use or handling of a firearm;
  - 10. Upon termination or as a part of disciplinary action against the officer; or
  - 11. For such other good cause as may relate to the officer's ability to carry a firearm.

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- C. The Range Master, Supervisor, Assistant Chief Deputy or Chief Deputy recommending a revocation shall immediately submit a written report to the Chief Probation Officer indicating the circumstances leading to the recommendation.
1. A copy of the recommendation for revocation shall be made available or mailed to the officer within one working day following submission.
  2. A copy of the revocation shall be delivered to the officer within three working days.
  3. Upon notification of revocation, the officer shall cease carrying the firearm on duty immediately and shall return any Department-issued firearm(s) to the Range Master.
  4. A request to review a revocation decision may be made, in writing, by the officer to the Chief Probation Officer. The request for review shall clearly state the officer's specific objections to the decision.
- D. A written request for reinstatement of the authorization to carry a firearm may be made to the Chief Probation Officer via the chain of command, clearly stating the reason why the authorization should be reinstated.

### **XVII. Authorization to Carry: Retired Probation Officers**

Refer to: [CCW Endorsement: Retired Probation Officers General Order](#)

#### **Attachments**

N/A

#### **Amends/Replaces**

Arming Policy - 1/8/2020

Authorized By  Date 3/4/24  
Marlon Yarber, Chief Probation Officer