

## ILLINOIS STATE POLICE DIRECTIVE ORD-001, FIREARMS

<b>RESCINDS:</b> ORD-001, 2015-021, revised 04-20-2015, ORD-002, 2016-015, revised 02-17-2016, ORD-003, 2010-109, revised 11-01-2010, ORD-004, 2016-038, revised 12-13-2016, ORD-005, 2015-001, revised 01-06-2015	<b>REVISED:</b> 08-18-2020 <span style="float: right;"><b>2020-012</b></span>
<b>RELATED DOCUMENTS:</b> EQP-002, EQP-017, OPS-046, ORD-002, SOCOM Unit Internal Procedures Manual	<b>RELATED CALEA STANDARDS:</b> 1.2.2, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.9, 1.3.10, 1.3.11, 1.3.13

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Authorize specified firearms, ammunition, and related equipment for use by officers.
- I.B. Issue and maintain accountability for authorized department-owned firearms.
- I.C. Provide ISP Academy approved Cadet, In-service, and remedial firearms instruction through approved instructors that includes use of force legal and practical issues, tactical marksmanship, decision-making concepts, safety, communication, and basic firearms maintenance.
- I.D. Ensure that all officers complete Quarterly In-service Training approved by the Academy to ensure ongoing proficiency and qualification and that training participation is documented.
- I.E. Provide maintenance for all authorized issued weapons.

Nothing in this policy precludes the use of any techniques or tools to protect a person under threat of great bodily harm and/or death.

### II. AUTHORITY

- II.A. 720 ILCS 5/24-2 “Deadly Weapons – Exemptions”
- II.B. 18 U.S.C. § 926C, “Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers”

### III. DEFINITIONS

- III.A. Ammunition – the Department authorizes several types of ammunition. Duty ammunition is designed and manufactured as appropriate for duty use and issued by the Firearms Training Unit. Practice Ammunition is defined as any issued ammunition designated by the Firearms Training Unit for use in practice and training. Ammunition used for authorized secondary firearms will be factory-loaded, jacketed hollow-point rounds of a caliber appropriate to the firearm.
- III.B. Annual Firearms Training Memorandum – a memorandum issued by the Deputy Director of the Division of the Academy and Training (DAT) to the Director which identifies the Firearms Training Program and related information for the next calendar-year. Once issued or updated, the memo carries the full force and effect of department policy.

- III.C. Armorer – An employee of the ISP who successfully completes an Armorer’s Class conducted by a certifying organization, including the ISP Academy, or an employee who supplies the Firearms Training Unit with copies of armorer training certificates from Glock, Remington, or an AR-15 Armorer’s Class approved by the Firearms Training Unit and is authorized to service department authorized firearms.
- III.D. Competitive Shooting Event – An organized training event involving the practical application of duty-related tactical and marksmanship concepts and skill validation.
- III.E. Display of a Firearm – The act of showing a firearm to an individual(s) in a manner designed or intended to change behavior.
- III.F. Good Standing – An employee’s status upon separating from the Department, based on guidelines established in PER-039, “Separation from Employment,” at the time of his/her separation.
- III.G. Inspection – For purposes of approving a firearm for use, an inspection involves the range officer/rifle instructor/armorer examining the firearm for obvious defects and malfunctioning components as well as general serviceability in accordance with this directive.
- III.H. Officer – For the purpose of this directive only, refers to all Sworn personnel, Probationary Sworn personnel, Sworn/Code Inspectors, and Sworn/Code Officers authorized to carry weapons as part of the Protective Services Unit.
- III.I. Personally-owned Firearm – A handgun or rifle owned by the officer that meets the requirements for approval, as defined in section V.C. below, as a secondary weapon.
- III.J. Range Officer – A Sworn or Code employee who has successfully completed the ISP Range Officer course or has completed an equivalent course at a school approved by the Firearms Unit Supervisor who is authorized to conduct Academy approved training and qualification courses of fire.
- III.K. Rifle Instructor – A Sworn or Code employee who has successfully completed the ISP Certified Rifle Instructor Course or has completed an equivalent state certified course approved by the ISP Academy Firearms Unit Supervisor.
- III.L. Secondary Weapon – A personally-owned firearm that meets the criteria for authorization by its characteristics and where the officer shows proficiency by completing the prescribed course of fire.
- III.M. Service Pistol – Any authorized pistol owned and issued by the Department.

#### IV. RESPONSIBILITIES

- IV.A. The ISP Academy Firearms Training Unit is responsible for coordinating rules, regulations, and procedures relevant to firearms training, safety, qualification, courses of fire, firearms familiarity, issuance, maintenance, ammunition, and other equipment.
- IV.B. The ISP Academy Officer Survival Unit is responsible for reviewing all use of force incidents in accordance with OPS-054, “Officer Survival Training.”

## V. AUTHORIZED FIREARMS

## V.A. General Concepts

V.A.1. Officers are encouraged, but not required, to carry their service or other authorized handgun while off-duty. If a firearm is carried off-duty, the officer will have his or her department ID on their person and will carry the weapon in a concealed manner.

V.A.2. Holsters for secondary concealed carry in uniform, plain-clothes on-duty, or off-duty carry of the service pistol or other authorized handgun must hold the weapon properly and securely and must cover the trigger. The holster must be approved by a range officer before use.

V.A.3. Officers will not carry a handgun or other approved firearm in such a manner that will jeopardize the safety of the officer, other employees, or the public.

V.A.4. Each officer is responsible for ensuring storage and handling procedures are conducted in a safe manner to avoid theft, unauthorized use, and negligent discharges. For more information, please refer to 720 ILCS 5/24-9, "Firearms; Child Protection" or contact the Firearms Training Unit.

## V.A.5. Displaying/Discharging a Firearm

V.A.5.a. Officers will report the discharge of any firearm issued or authorized by the Department, except for practice, training, qualification, authorized competition, or euthanizing an injured animal in an authorized manner immediately to the officer's Commander or higher authority through the chain-of-command to include notification to the Division of Internal Investigation (DII).

V.A.5.a.1) A written report will be forwarded through the chain-of-command to the officer's Deputy Director with a copy to the Firearms Training Unit Supervisor (also see ISP Directive OPS-046, "Use of Force") along with any video/audio or other media which will aid in the review of the incident.

V.A.5.a.2) The Firearms Training Unit will review each report and may make a written recommendation to the Commander of the Academy for further study and evaluation or modification of equipment or training.

V.A.5.a.3) The District Range Officer of the District of occurrence will forward weapons involved in a negligent discharge incident to the Firearms Training Unit for inspection.

V.A.5.a.4) The Firearms Training Unit will examine the firearm for function and will determine if there were any unauthorized modifications.

V.A.5.b. When an officer determines that an animal needs to be dispatched, the immediate supervisor will be notified as soon as practical. Communications will make a CAD entry in order to provide documentation of the incident. No report is necessary.

## V.B. Service Pistol

## V.B.1. Issuance

- V.B.1.a. The Department will issue each officer a service pistol, three magazines with an approved duty magazine holder, a weapon mounted light, and an approved uniform duty holster.
- V.B.1.b. Each officer will be issued 100 rounds of duty ammunition for the duty pistol. Any ammunition not loaded in the issued or additional magazines will be stored in the officer's vehicle.
- V.B.1.c. The issuance and transfer will be conducted in accordance with section VIII below.

## V.B.2. Usage

- V.B.2.a. Officers will carry their service pistol with a round in the chamber, and a fully loaded magazine in the pistol. All magazines will be loaded to capacity with duty ammunition.
- V.B.2.b. While on duty in uniform, officers will carry their issued service pistol in the issued holster and will carry both spare magazines in the approved holder.
- V.B.2.c. On-duty officers in plain clothes will have the pistol and issued spare magazines readily accessible and may carry the pistol in plain view as long as their badge is displayed next to the pistol. Officers who are off-duty in plain clothes will not wear a weapon in plain view.
- V.B.2.d. Officers on modified duty (Medical Duty Agreement, Administrative leave, etc.) will only carry a firearm in accordance with their Commander's written instruction.
- V.B.2.e. Officers participating in a high-risk enforcement activity will carry the additional magazines on their person in an appropriate holder.
- V.B.2.f. Officers may carry their service pistol and issued ammunition while engaged in authorized secondary employment only within the geographic boundaries of the state of Illinois and provided that they possess a valid FOID card.
- V.B.2.g. Officers may purchase additional spare magazines as long as they are of the same brand and manufacture as the service pistol.
- V.B.2.h. Exceptions to the carry requirement above are when:
  - V.B.2.h.1) The officer is engaged in the processing of prisoners.
  - V.B.2.h.2) The presence of such pistol might jeopardize the outcome of a covert operation or investigation.
  - V.B.2.h.3) Other special circumstances with approval of an on-duty supervisor.
- V.B.2.i. Only Modifications performed by an armorer and approved by the Firearms Training Unit are approved for service pistols. Examples include, but are not limited to, extended magazine releases, magazine well adaptors, etc.

V.B.2.j. ANY issued firearm that becomes submerged for any reason shall be immediately sent to the Firearms Training Unit for inspection. New ammunition will be issued to the officer, and following an inspection of the weapon, it will be test fired to ensure it is in working order. Officers may also request to have personally-owned firearms that were submerged inspected by the Firearms Training Unit.

V.C. Personally-Owned Firearm

V.C.1. The Department may authorize officers to carry a personally-owned firearm as a secondary weapon for on-duty, off-duty, supplemental, covert, or other approved specialty purposes. In order to be authorized:

V.C.1.a. A handgun shall:

- V.C.1.a.1) Be properly functioning and safe to operate, as determined by a Range Officer.
- V.C.1.a.2) Be a semi-automatic pistol or revolver.
- V.C.1.a.3) Have a minimum capacity of five (5) rounds.
- V.C.1.a.4) Be chambered for at least .380 ACP or higher power.

V.C.1.b. A rifle shall:

- V.C.1.b.1) Be a modern semi-automatic, magazine fed firearm with a barrel length of 16 inches or more in either caliber .223 (5.56 mm) or .308 Win. (if the barrel is greater than 14.5 inches, but less than 16 inches, the flash suppressor must be pinned and welded).
- V.C.1.b.2) If chambered for .223 (5.56), be an AR-15 platform produced by or built with parts made by a quality manufacturer.
- V.C.1.b.3) If chambered for 308 Win., be an AR-10 platform produced by or built with parts made by a quality manufacturer.
- V.C.1.b.4) Be properly functioning and safe to operate as determined by a Rifle Instructor or armorer.
- V.C.1.b.5) Have a minimum of two (2) quality mil-spec magazines (20 or 30 rounds).
- V.C.1.b.6) Have an approved sling attached (2-3 point attachment).

V.C.1.c. The officer will:

- V.C.1.c.1) Ensure the personally-owned firearm is initially inspected and approved by a Range Officer and that the firearm is inspected annually thereafter (e.g. at the annual requalification).
- V.C.1.c.2) Demonstrate that they are capable of safely handling the firearm.
- V.C.1.c.3) Shoot a qualifying score with the firearm as defined in section VI.B. below.
- V.C.1.c.4) Request and receive permission, through their chain-of-command, to carry the firearm. The request shall

be submitted on a Request to Carry Personally-Owned Firearm Form, ISP 2-702 (available in the ISP document library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>).

- V.C.1.c.5) Show continued proficiency by qualifying with each authorized personally owned firearm in accordance with section VI.C. below.
  - V.C.1.c.6) Maintain a valid FOID card.
- V.C.1.d. The Range Officer/Rifle Instructor will:
- V.C.1.d.1) Inspect and, if appropriate, approve the firearm as meeting the criteria for authorization
  - V.C.1.d.2) Determine that the officer is capable of operating the firearm
  - V.C.1.d.3) Submit an inquiry to the Law Enforcement Agencies Data System (LEADS)/National Crime Information Center (NCIC) to ensure the weapon the officer is requesting permission to carry has not previously been reported stolen.
  - V.C.1.d.4) Conduct the qualification shoot in accordance with section VI.C. below.
  - V.C.1.d.5) Complete the form ISP 2-702.
- V.C.2. Authorized secondary handguns will only be carried with factory-loaded, jacketed hollow-point ammunition appropriate to the firearm. Authorized personally owned rifles will only be carried with authorized rifle ammunition as defined in the Annual Firearms Training Memo.
- V.C.3. An officer may carry an authorized, personally-owned handgun on their person in addition to their service pistol while on duty; however, officers in uniform may not carry secondary firearms in plain view or in such a manner as to detract from the professional appearance of the officers.
- V.C.4. With supervisory approval, an officer may carry a handgun other than the service pistol while participating in special assignments, e.g., covert investigations, SWAT, etc.
- V.C.4.a. The conditions of Sections V.C.1.a.1 – V.C.1.c.5 above must be met.
  - V.C.4.b. Such authorization will be granted in writing for a specific time period and may be renewed as necessary.
- V.C.5. The Department will not reimburse the officer for any damage or destruction to an authorized secondary weapon.
- V.C.6. AR-15 platform pistols are not eligible to be an authorized personally-owned firearm as defined in Section III.I. above.
- V.C.7. In the event a personally-owned firearm is not approved by the Range Officer or supervisor:

- V.C.7.a. The disapproval of requests at any level to carry a personally-owned handgun will be documented specifically stating the reasons for such action.
- V.C.7.b. In the event the District Range Officer rules a firearm unsafe, officers will not carry the firearm under any circumstances until repaired, re-inspected, and qualified. The Range Officer will document the reasons the weapon is unsafe and forward the documentation to the Firearms Training Unit. The Department will not assume any obligation relating to the repair or maintenance of personally-owned firearms.
- V.C.7.c. If the officer wishes to qualify with the handgun after repair, the District Range Officer must re-inspect and, if appropriate, approve the firearm.

V.D. Rifle Issuance and Usage

- V.D.1. The Department may issue a rifle to officers as deemed necessary by the Firearms Training Unit in consultation with the officer's chain-of-command.
- V.D.2. Officers who meet the criteria as set forth in section VC. above may be authorized to carry a personally-owned rifle.
- V.D.3. The rifle is a supplemental weapon to the service pistol.
- V.D.4. All officers issued a rifle or carrying an authorized personally-owned rifle must qualify in accordance with section XI. of this directive.
- V.D.5. The Department will provide an initial 32-hour block of training for all officers issued a rifle or using a personally-owned rifle. This will include rifle safety, nomenclature, and shooting.
- V.D.6. Officers assigned a rifle may transport the weapon in the passenger compartment of the squad, in a department approved rack, in the trunk, or SUV lock box of the squad during their tour-of-duty, or in an approved side bag configuration if assigned to MEB. The rifle will be carried with no round in the chamber and the safety in the "on" position with or without a loaded magazine in the weapon. Once an officer ends his/her tour-of-duty, the weapon will be secured either in the squad's trunk, department approved lock box, or in the officer's residence.
  - V.D.6.a. The rifle may be encased or out of the case while being transported.
  - V.D.6.b. Officers must ensure security of the rifle prior to placing persons in the squad car.
- V.D.7. The Department will issue 100 rounds of authorized rifle ammunition.
- V.D.8. Magazines will be carried with 28 rounds of authorized ammunition in a 30-round magazine and 18 rounds of approved ammunition in a 20-round magazine.
- V.D.9. At the termination of any situation that required loading a round in the rifle chamber, the officer will:

- V.D.9.a. With the weapon pointed in a safe direction and with the safety on, remove the magazine, tilt the rifle to the right, and pull the charging handle to the rear, removing the round from the chamber.
  - V.D.9.b. Next, visually inspect the chamber to ensure the weapon is empty. Then release the charging handle closing the bolt.
  - V.D.9.c. With the bolt closed and the safety on, reload the magazine with the necessary rounds and secure the magazine.
- V.D.10. Officers may request to use personal purchase optics/accessories approved by the Firearms Training Unit for an issued or personally owned rifle.
- V.D.10.a. Officers who elect to utilize approved optics and accessories will submit an email to the Firearms Training Unit with details on the proposed accessories and request permission to utilize the accessories.
  - V.D.10.b. If approved, an Armorer or a Rifle Instructor must perform the installation of optics or approved accessories, even on a personally-owned rifle.
  - V.D.10.c. Approved accessories include: handguards, pistol grips, foregrips, lights, collapsible or folding stocks, bi-pods, and slings.
  - V.D.10.d. Authorized optics include any quality “Holographic” or “reflex Dot” sight, a flip out magnifier tube of 1-4 power used in conjunction with the holographic sight, or a short-range (1-6 variable power) telescope. Quality manufacturers include, but are not limited to, Leupold, Eotech, Aimpoint, Vortex, Trijicon, Sig Sauer, etc.
  - V.D.10.e. If optics are installed on a rifle, it must have a back-up iron sight system installed. They should be in a co-witnessed or cantilevered (45°) configuration, where appropriate. The officer shall shoot all mandatory qualification courses using the optic and the back-up sights.
  - V.D.10.f. Officers must demonstrate continued proficiency with any optional optic or other accessory at each rifle shoot. If in the opinion of a Rifle Instructor the officer is not able to demonstrate acceptable proficiency, the optic or accessory will be removed and returned to the officer.
  - V.D.10.g. All original equipment issued with the rifle must be maintained at the Firearms Training Unit, or in the officer’s workspace or vehicle trunk in a container clearly marked “ISP Rifle Parts.”
  - V.D.10.h. In the event of a resignation, leave of absence, retirement, etc., the officer will return the Department-issued rifle to an Armorer or Rifle Instructor for the removal of the personally-owned optics/accessories.
- V.E. Shotgun Issuance and Usage
- V.E.1. Officers may elect to have a shotgun issued. Patrol officers must carry either a rifle or shotgun and may carry both. All officers issued a shotgun, as well as officers assigned to patrol who are not issued a shotgun, must qualify with a shotgun.
  - V.E.2. During an emergency situation, the District Commander or designee has the authority to issue reserve shotguns to responding officers.
  - V.E.3. Only Department issued and authorized 12 gauge ammunition will be used as specified in the Annual Training Memo.



- V.E.4. The Department will provide necessary training for all officers in shotgun safety, nomenclature, and shooting.
- V.E.5. The shotgun is not intended to replace the officer's service pistol but should be considered a supplementary firearm for use as a particular situation dictates.
- V.E.6. Officers assigned a shotgun may transport the shotgun within the interior of the squad car or within the trunk or SUV lock box during their tour-of-duty.
  - V.E.6.a. The shotgun may be encased or out of the case while being transported.
  - V.E.6.b. The shotgun will be carried with three rounds of issued ammunition loaded in the magazine tube and an empty chamber with the safety activated. The officer may carry slug or buckshot in any order.
  - V.E.6.c. Any issued ammunition that is not loaded in the shotgun will be carried in the officer's vehicle.
  - V.E.6.d. Officers must ensure security of the shotgun prior to placing persons in a squad car.
  - V.E.6.e. At the termination of any situation that required loading a round in the shotgun chamber, the officer will, with the weapon pointed in a safe direction and with the safety on, remove the round from the chamber in a manner which has been approved and in accordance with training provided by the Department.
  - V.E.6.f. Officers may purchase a folding or telescoping type of stock, weapon mounted light or optic approved by the Firearms Training Unit for the issued shotgun.
    - V.E.6.f.1) An armorer must perform the installation.
    - V.E.6.f.2) The Department will retain the stock with the serial number of the shotgun from which it was removed.
    - V.E.6.f.3) In the event of a resignation, leave of absence, retirement, etc., the officer will return the shotgun for the removal of the personally-owned stock and installation of the original by an armorer.

## VI. TRAINING AND QUALIFICATION

- VI.A. Cadet Training – The Firearms Training Unit will develop appropriate curricula, procedures, and qualification standards for Academy Cadet training. Cadets will meet minimum proficiency as established in the Cadet Guide.
- VI.B. In-Service Training
  - VI.B.1. The DAT Deputy Director will submit to the Director by December 1 of each year a memo (the “Annual Training Memorandum”) that defines the training program for the next calendar-year which includes, but is not limited to, the following information:
    - VI.B.1.a. The courses of fire for pistol, rifle, shotgun, and secondary weapons allocated by training quarter
    - VI.B.1.b. Ammunition specifications and allocation
    - VI.B.1.c. Equipment specifications or restrictions

- VI.B.1.d. Any new training or equipment initiatives
- VI.B.1.e. Any special guidelines for Range Officers
- VI.B.2. The Annual Training Memorandum will be disseminated to Range Officers and available for review by any officer. The memo may be updated and disseminated as necessary.
- VI.B.3. The Firearms Training Unit will conduct firearms training for officers and probationary officers on a calendar-quarterly basis in accordance with the Annual Training Memorandum. The First Quarter is defined as January – March, the Second Quarter is April – June, the Third Quarter is July – September, and the Fourth Quarter is October – December.
- VI.B.4. Officers must participate in the In-service Firearms Training and are generally required to complete the assigned training within the specified quarter.
  - VI.B.4.a. The responsibility for an officer's compliance with all required training sessions will remain with the officer's unit Commander.
  - VI.B.4.b. Requests for make-up shoots must be submitted to, and approved by, the respective District/Unit Commander.
  - VI.B.4.c. Make-up training will be scheduled in the Districts based on the range officer's availability. Not more than one missed training session may be completed in one calendar-day.
  - VI.B.4.d. If an officer is absent for an extended period of time (up to one year), such as on medical leave, military leave, suspension, or maternity leave, the officer is required to make up the current year's training sessions.
  - VI.B.4.e. The quarterly qualifications for Special Weapons and Tactics (SWAT) personnel on pistol and shotgun will be used to satisfy this requirement.
- VI.B.5. Range Officers will enter the scores into the computerized records system AND forward copies to the Firearm Training Unit within 10 business-days.
- VI.B.6. Officers must wear eye protection, hearing protection, and body armor while participating in live-fire training or when in the presence of other officers participating in such training.
- VI.B.7. The District Commander may make the District Range available to ISP personnel for additional practice outside of the regularly scheduled training and may make the range available to outside law enforcement agencies or other authorized groups under an authorized Memorandum of Understanding (MOU) or Inter-governmental Agreement (IGA) (see ISP form 1-263). The District Commander may also authorize the Range Officer to conduct ISP mandated training at other firearms ranges when such use is conducive to the firearms training mission.
- VI.B.8. A combination of qualifications will be used to figure service pistol marksmanship medals
  - VI.B.8.a. Master: 94-100 percent
  - VI.B.8.b. Expert: 87-93 percent
  - VI.B.8.c. Sharpshooter: 81-86 percent

VI.B.8.d. Marksman: 76-80 percent

VI.B.9. During the first annual training course using duty ammunition, officers are required to collect and retain two spent shell casings from each department-issued service pistol, shotgun, rifle, and any secondary weapons when shot for qualification.

VI.B.9.a. The officer will retain the casings in an envelope. The envelope will be labeled with the serial number of the weapon, name and ID of the officer and year collected, and will be maintained in their vehicle or workspace.

VI.B.9.b. In the event the officer's weapon is lost or stolen, the officer will provide these casings to a supervisor who will forward them within 24 hours to the closest Division of Forensic Services (DFS) Forensic Laboratory to be entered into a Ballistic Identification System.

#### VI.C. Officer Qualification

VI.C.1. Officers are required to qualify on any scored courses by achieving a minimum passing score of 76 percent as defined in the Annual Training Memo.

VI.C.1.a. Officers who are unable to attain a passing score of 76 percent or higher on any qualification shoot will participate in remedial training conducted by the Range Officer. The remediation training will last no more than 4 hours and will involve live fire and other drills.

VI.C.1.b. The officer will then be required to shoot another qualification at the conclusion of the remedial training that same day. If the officer is still unable to qualify:

VI.C.1.b.1) The Range Officer will immediately notify the officer's unit Commander. The Commander will place the officer in a non-enforcement duty status until the officer is able to qualify; and

VI.C.1.b.2) Immediately notify the Firearms Training Unit.

VI.C.1.b.3) The officer will be required to attend a remedial training program at the Academy conducted by the Firearms Training Unit, and at the end of training the officer will be required to pass a qualification shoot at the Academy Range or other location as determined by the Firearms Training Unit.

VI.C.1.b.4) If the officer is able to qualify, they will be returned to full-duty status. If they are unable to qualify, all pertinent information and a recommendation will be forwarded to the Academy Commander for further action.

VI.C.1.c. All remedial training provided to the officer must be documented, including a remedial action plan and an accurate round count. The notes and final report of the remediation must be submitted through the chain-of-command to the Firearms Training Unit upon completion of the training.

VI.C.1.d. Any officer who fails to qualify with an issued firearm as required by this directive or does not complete the required number of annual training sessions, may, at the discretion of the Director, be:

- VI.C.1.d.1) Assigned to non-enforcement activities/functions
- VI.C.1.d.2) Have his/her assigned firearm removed
- VI.C.1.d.3) Relieved from duty
- VI.C.1.d.4) Subject to disciplinary action

VI.C.1.e. Should an officer fail to qualify with an authorized secondary weapon, they will be given an opportunity to re-qualify after additional practice. If they are still not able to qualify, they will cease to carry the weapon until they reschedule and pass the qualification. The Department is under no obligation to provide remedial training in this case.

#### VI.D. Retired/Separated Officer Qualification

##### VI.D.1. Retired/Separated Officers:

- VI.D.1.a. Must be determined to be “in good standing” as outlined in ISP Directive PER-039, “Separation from Employment.”
- VI.D.1.b. Must have served an aggregate of ten years or more law enforcement service and successfully complete an annual qualification shoot to carry a concealed weapon in accordance with 18 U.S.C.§ 926C.
- VI.D.1.c. Will contact a district Range Officer to schedule a qualification shoot.
- VI.D.1.d. Must wear ear and eye protection while participating in such qualification or when in the presence of others participating in such qualification.
- VI.D.1.e. Must provide their own ammunition and qualify with no more than two types of weapons during the annual qualification process (e.g. one Semi-automatic pistol and one revolver).
- VI.D.1.f. Will submit a completed Release and Waiver of Liability Form, ISP 7-057 (available in the ISP document library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>) to the District Range Officer at the time of qualification.
- VI.D.1.g. Must attain a score of 23 out of 30 hits or higher to pass the course.

VI.D.1.g.1) Retired/separated officers who are unable to attain a minimum score of 23 hits on a qualification shoot will be allowed not more than one additional attempt to qualify that same day.

VI.D.1.g.2) If the retired/separated officer still does not attain a score of 23 or higher in the qualification shoot after two attempts, he/she will be required to schedule another qualification shoot to be conducted after the retired/separated officer has had an opportunity to seek remedial training on his/her own and at his/her own expense.

VI.D.1.g.2)a) After the remedial training, the retired/separated officer will be allowed two attempts to qualify at the rescheduled qualification shoot.

VI.D.1.g.2)b) Failure to attain a score of 23 hits or higher in the rescheduled qualification shoot after two attempts will result in the denial of the

issuance of a retired/separated officer's validation sticker for a minimum of twelve months.

- VI.D.2. Retired/separated officers who are Illinois residents must possess a valid FOID card to participate in a qualification shoot. District Range Officers will:
  - VI.D.2.a. Complete an inquiry of FOID eligibility and a criminal history check on the day of the qualification to ensure the retiree possesses a valid FOID card and no criminal record that would preclude possession of a concealed firearm.
  - VI.D.2.b. Ensure retired or separated officers have a retiree ID which reads "RETIRED" or "SEPARATED" in green lettering, issued per 18 U.S.C. § 926C, indicating ten years or more law enforcement service, and a valid FOID card in their possession. Retired/separated officers who do not have a retiree identification card and valid FOID card will not be allowed to participate in the qualification shoot.
  - VI.D.2.c. Not allow a retired or separated employee who possesses an ID which has the word "RETIRED" or "SEPARATED" in red lettering to participate in a qualification shoot. Red lettering indicates that the retired or separated officer has not met the requirements as a qualified retired law enforcement officer per 18 U.S.C. § 926C.
- VI.D.3. For retirees and separated officers whose primary residence is **not** Illinois, District Range Officer will:
  - VI.D.3.a. Complete a criminal history check on the day of the qualification to ensure there is no criminal record that would preclude the retiree or separated officer from entering a secure facility.
  - VI.D.3.b. Ensure retired officers have a valid driver's license or identification card issued from the state of their primary residence and an ISP retiree identification card which reads "RETIRED" or "SEPARATED" in green lettering, issued per 18 U.S.C. § 926C 18 USC 926C, indicating ten years or more law enforcement service. Retired officers who do not have a valid driver's license or identification card issued by the state of their primary residence and an ISP retiree identification card will not be allowed to participate in the qualification shoot.
  - VI.D.3.c. Not allow a retired or separated employee who possesses an ID which has the word "RETIRED" or "SEPARATED" in red lettering to participate in a qualification shoot. Red lettering indicates that the retired or separated officer has not met the requirements as a qualified retired law enforcement officer per 18 U.S.C. § 926C.
- VI.D.4. Retiree Qualification Validation Sticker
  - VI.D.4.a. Upon successful qualification, the District Range Officers will collect the appropriate fee and provide a Retiree Qualification Validation Sticker for the officer's ID.
  - VI.D.4.b. The qualification sticker will be valid for twelve months after issuance.
  - VI.D.4.c. The validation sticker must be affixed to the back of the retiree's or separated officer's identification card for the retiree to be authorized to carry a concealed weapon.

- VI.D.4.d. Retired/separated ISP officers must qualify under the direction of ISP Range Officers to possess an ISP Retiree Qualification Validation Sticker.
  - VI.D.4.e. Retired/separated officers who fail to possess a valid FOID card after the issuance of a validation sticker will return their retiree ID card to Division of Justice Services (DJS) and will be issued a new card without a validation sticker (Illinois residents only).
  - VI.D.4.f. The ISP Academy Assistant Bureau Chief of Training, or designee, will disseminate a supply of Retiree Qualification Validation Stickers to each ISP range annually.
- VI.D.5. District Range Officers will advise officers who retired/separated prior to October 2008 to have a photograph taken for a new retired/separated ID card at the nearest district. District personnel will electronically mail the photo to the DJS where a new ID card will be produced.
  - VI.D.6. Officers who will otherwise qualify to carry a firearm in retirement may shoot the secondary course of fire (revolver/automatic, or both) prior to their retirement and have a sticker issued upon payment of the appropriate fee.

## VII. COMPETITIVE SHOOTING EVENTS

The ISP supports and encourages officers to participate in organized training events involving the practical application of duty-related tactical and marksmanship concepts and skill validation. Officers who wish to participate in events in an on-duty status shall:

- VII.A. Submit a memo to their commanding officer through their chain-of-command requesting to participate in an on-duty status and include information regarding:
  - VII.A.1. The sponsoring entity and nature of the event
  - VII.A.2. The date, time, and location of the event
  - VII.A.3. Any department resources that are requested (e.g. Assigned department vehicle usage, department-owned firearms, etc.)
  - VII.A.4. A brief statement as to how participation will further the mission of the ISP
- VII.B. Commanders may approve in-state participation in an on-duty status (no overtime will be authorized) and reasonable use of department resources.
- VII.C. Out-of-state on-duty status participation (with no overtime earned) and reasonable use of department resources will require the Director's approval through the officer's chain-of-command.
- VII.D. Factors for Participation:
  - VII.D.1. Approval for participation in an on-duty status is conditioned on operational needs
  - VII.D.2. Generally, when authorized, officers may participate in an on-duty status once per calendar-quarter; however, their commanding officer may authorize additional participation with appropriate justification.

- VII.D.3. Officers are responsible for all incidental expenses and fees for participation (e.g. participation fees, ammunition, lodging and meals, and travel if a department vehicle is not authorized, etc.).

## VIII. TRANSFER, CARE, AND MAINTENANCE

### VIII.A. Transfer

- VIII.A.1. All issuance and transfers of department-issued firearm(s) will be recorded on the Notice of New Equipment or Transfer Form, ISP 1-11 (available in the ISP Document Library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>). The Range Officer, or his/her designee, will forward the completed forms to the Firearms Training Unit within ten (10) working-days.
- VIII.A.2. Firearms will be assigned in the inventory management system to the work unit location code and to the officer by ID number in a notes section or other approved section.
- VIII.A.3. The inventory custodian and Range Officer will ensure the compliance of the inventory assignment within ten (10) working-days.
- VIII.A.4. Officers assigned a Law Enforcement Support Office (Federal LESO program) firearm will submit a clear picture of the firearm and the serial number to the email address [Annual.Weapons.Inventory@illinois.gov](mailto:Annual.Weapons.Inventory@illinois.gov) every February 1.
- VIII.A.5. Officers will surrender all state-owned firearms and ammunition to their commander, or his/her designee, at the termination of employment or when requested as a result of suspension from duty, a leave of absence, extended medical leave, retirement, or when it is determined to be in the Department's best interest.
  - VIII.A.5.a. The Commander will turn over all surrendered ammunition to the District Range Officer for reissue. The respective division will issue a receipt to the officer (ISP 1-11).
  - VIII.A.5.b. Pistols, rifles and shotguns turned in as the result of a suspension or leave in excess of thirty days, may be forwarded to the Firearms Training Unit within ten (10) working-days.
  - VIII.A.5.c. Pistols and shotguns turned in as a result of retirement or termination may be retained, with permission of the Firearms Training Unit, by the district/unit Range Officer for use as a spare.
- VIII.A.6. Duty Pistol Buyback
  - VIII.A.6.a. Officers who retire "in good standing" as outlined in ISP Directive PER-039, "Separation from Employment," are eligible to purchase their issued duty pistol under the following conditions:
    - VIII.A.6.a.1) The officer must not be prohibited by federal law from receiving a firearm.
    - VIII.A.6.a.2) The separation is not the result of a finding of mental instability, or does not occur pending the results of a psychological fitness for duty evaluation.

- VIII.A.6.a.3) The officer is not under investigation by the Department or any law enforcement agency, or had pending charges before any court or administrative body (e.g. the Merit Board) for an alleged violation of policy, which could result in his/her termination or a criminal offense.
- VIII.A.6.a.4) The officer must submit a request to, and receive approval from, their Commander to purchase the pistol.
- VIII.A.6.a.5) The officer must complete the transaction prior to their retirement/separation date.
- VIII.A.6.a.6) At least ten (10) working-days prior to the officer's last day of service, the officer will submit to the Firearms Training Unit the following:
  - VIII.A.6.a.6)a) A copy of their completed and signed "CODE/SWORN Department Separation Checklist", for ISP 1-264 (available in the ISP Document library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>)
  - VIII.A.6.a.6)b) A copy of their Valid FOID card
  - VIII.A.6.a.6)c) A copy of their Valid Illinois Driver's License
  - VIII.A.6.a.6)d) A copy of their Issued State Police ID card
  - VIII.A.6.a.6)e) A certified check or money order made payable to the payee in the amount of the replacement cost as determined by the Firearms Training Unit.
  - VIII.A.6.a.6)f) The Firearms Training Unit will process the transaction and notify the officer of the disposition.

#### VIII.B. Care and Maintenance of Firearms

##### VIII.B.1. Officers:

- VIII.B.1.a. Will inspect all firearms assigned to or carried by them for residue, corrosion, or deterioration on a weekly basis, and will keep them clean and in good operating condition at all times. Officers will give special attention to rifles and shotguns.
- VIII.B.1.b. Will ensure that when reloading a magazine, the order of rounds being put near the top of the magazine is changed to avoid reloading a previously chambered round into the chamber.
- VIII.B.1.c. Will clean any firearm as soon as possible after it has been fired, with particular attention given to shotguns after using 12-gauge gas shells or grenade launcher shells.
- VIII.B.1.d. Will not undertake or authorize any repair, modification, additions, or refinishing of any department-owned pistol, rifle, or shotgun unless such officer has received prior written approval from the Firearms Training Unit.
- VIII.B.1.e. Are personally responsible for firearm(s) in their custody and control. Any obvious misuse or carelessness attributed to the care, maintenance, or use of the firearm may subject the officer to disciplinary action.



## VIII.B.2. The Firearms Training Unit:

- VIII.B.2.a. Will perform or authorize all repairs and refinishing of department-owned firearms. If an armorer in the District repairs a weapon, he/she will keep a record of that repair and forward a copy to the Firearms Training Unit via e-mail within two (2) working-days.
- VIII.B.2.b. Will be responsible for refinishing, modification, and major repairs of department-owned pistols, rifles, and shotguns with the exception of replacing the shotgun stock. This can be completed by the armorer with the approval of the Firearms Training Unit.
- VIII.B.2.c. An armorer will repair department-owned weapons or refer the repair to the proper authority. The armorer will forward the serial number and details of any repairs made to the Firearms Training Unit within two (2) working-days via e-mail.

## VIII.B.3. The District/Unit Range Officer

- VIII.B.3.a. Will inspect the pistols and shotguns for mechanical defects annually, prior to completing shoot #1. The rifle shall be inspected prior to rifle training for the year.
- VIII.B.3.b. Will document the weapon inspection on the shoot #1 session document.

## VIII.B.4. If a firearm requires refinishing or unauthorized modifications have been made to the firearm, the District Range Officer will forward a memo, within five (5) working-days, through the chain-of-command, with a recommendation whether the damage was done because of negligence by the officer. The Range Officer will ensure the Firearms Training Unit is also provided with a copy of the memorandum.

- VIII.B.4.a. The chain-of-command will take the Range Officer's recommendation and, if it is determined the officer was negligent, the officer may be held responsible for payment to the state of Illinois for the cost of repairing the weapon and may be subject to disciplinary action.
- VIII.B.4.b. A rusted or pitted shotgun is evidence of negligence, and the officer will be held responsible for cost of repairs.

## VIII.B.5. Defective Firearms

- VIII.B.5.a. Officers will immediately notify their District Range Officer if they experience a problem with their issued firearm.
- VIII.B.5.b. The District Range Officer will have an armorer inspect the firearm and determine serviceability.
- VIII.B.5.c. If the armorer rules a firearm unsafe, the officer will not carry the firearm under any circumstances until repaired by a certified armorer.
- VIII.B.5.d. The Range Officer will provide a substitute firearm to the officer who will fire an appropriate number of rounds to ensure function and "zero."
- VIII.B.5.e. The District Range Officer will update the District maintenance record of the repaired weapon. The District Range Officer will forward the weapon's serial number and a complete list of repairs made to the

Firearms Training Unit via e-mail, and the Unit will update the weapons maintenance record for that firearm.

## IX. AMMUNITION

- IX.A. The Firearms Training Unit will utilize available research and determine the appropriate ammunition specifications and allocations for the Department.
  - IX.A.1. The DAT Deputy Director will approve the specifications presented by the Firearms Training Unit.
  - IX.A.2. Ammunition specifications and allocation will be identified in the Annual Training Memorandum.
  - IX.A.3. The District/Work Unit Commander will designate a Lead Range Officer who will be responsible for obtaining the necessary ammunition for the work unit. The Range Officer will distribute the ammunition in a manner that is in the best interest of the work unit.
  - IX.A.4. Range Officers will conduct a monthly inventory of ammunition, on-hand and issued, and report the information to the Firearms Training Unit in a manner as defined in the Annual Training Memorandum.
  - IX.A.5. Ammunition allocations will be dispersed in accordance with the Annual Training Memorandum.

## X. SPECIAL ISSUES

### X.A. Flying Armed on Commercial Aircraft

When an officer is required to carry a handgun on a commercial aircraft in the performance of his/her official duties, he/she will:

- X.A.1. Complete the Transportation Security Administration (TSA) Law Enforcement Officer Flying While Armed training. The ISP Firearms Training Unit will provide the training.
- X.A.2. Forward to the TSA a properly formatted message via the National Law Enforcement Telecommunications System (NLETS) to Originating (Agency) Identifier (ORI) VAFAM0199. (Contact the Firearms Training Unit for proper message and letter formats).
  - X.A.2.a. The officer must send the NLETS message a minimum of 24 hours prior to travel to ensure routing of the information prior to the day of travel.
  - X.A.2.b. If at any time the date of travel or airport information changes, a new NLETS message is required.
  - X.A.2.c. The Transportation Security Operations Center will forward an NLETS receipt with a unique alphanumeric identifier to the Department for the traveling officer. The officer will maintain this alphanumeric identifier and provide the identifier to the Armed Law Enforcement Officer Screening Checkpoint.
- X.A.3. Provide the airline with a notarized letter authorizing travel while armed at least one hour prior to departure or, in an emergency, as soon as practical.

- X.A.3.a. A Commander or higher rank must sign this letter confirming the need to travel armed and detailing the itinerary of the traveling officer.
- X.A.3.b. This letter will be dated no more than three days prior to travel and should detail both the original flight and the return flight, if applicable. (Letter must be on ISP letterhead.)
- X.A.4. Provide the airline or the TSA Armed Law Enforcement Officer Screening Checkpoint with his/her credentials with a full-face picture, signature, and the signature of the authorizing official. The officer will not use a badge as a sole source of identification.
- X.A.5. Provide the airline or the TSA Armed Law Enforcement Officer Screening Checkpoint with a copy of his/her Officer Flying Armed Certificate Card, form ISP 1-217 (available from the Firearms Training Unit).
- X.A.6. Not consume alcohol onboard the aircraft or for the previous eight hours.
- X.A.7. Conceal his/her weapon on their person and out of view at all times, unless in full uniform.
- X.A.8. Not carry any other types of weapons (i.e., knives, OC spray, etc.).
- X.B. SOCOM
  - X.B.1. The SOCOM Unit Internal Procedures Manual will address specialized tactical (lethal and less-than-lethal) weapons issued to unit members. The SOCOM Unit Commander will ensure the following is included in the written procedures manual:
    - X.B.1.a. The types and specifications of lethal and less-than-lethal weapons, ammunition, and specialty weapons approved for use
    - X.B.1.b. Procedures for issuing and carrying specialized tactical weapons by unit members, including personally-owned firearms and optics
    - X.B.1.c. Written procedures regarding the provision of appropriate medical aid after the use of specialized lethal and less-than-lethal weapons
    - X.B.1.d. Procedures for reviewing, inspecting, and approving all specialized tactical weapons by a qualified weapons instructor or department-certified armorer, and a process to remove unsafe weapons
    - X.B.1.e. Procedures for maintaining a record of each weapon assigned to the unit
  - X.B.2. Only members who are trained and demonstrate proficiency in the use of authorized specialized tactical weapons will be approved to carry the weapons.
  - X.B.3. The SOCOM Commander must authorize in writing the use of all specialty weapons and ammunition.
  - X.B.4. All members authorized to carry specialized tactical weapons are required to receive In-service training on the Department's use of deadly force policies and demonstrate proficiency with all such approved weapons. SOCOM will conduct proficiency training at least annually for lethal weapons and biennially for less-than-lethal weapons and document the results.

## XI. REPORTING LOST OR STOLEN FIREARMS

- XI.A. Reporting the Loss or Theft of Issued Firearms

- XI.A.1. When an officer discovers his/her department-issued firearm(s) has been lost or stolen:
  - XI.A.1.a. The officer will immediately report the incident to his/her immediate supervisor.
  - XI.A.1.b. The officer will complete a written report regarding the incident and this report will be routed through the chain-of-command to the officer's Commander/Lab Director/Bureau Chief.
  - XI.A.1.c. Submit the collected brass in accordance with Section VI.B.9.b. above.
- XI.A.2. Upon receipt of a report of the theft or loss of an issued firearm the officer's Commander will:
  - XI.A.2.a. Initiate an investigation of the incident.
  - XI.A.2.b. Prepare a copy of all reports for the appropriate Deputy Director.
  - XI.A.2.c. Make a LEADS and NCIC entry to report the loss or theft of the firearm, and identify the Firearms Training Unit as the point of contact.
  - XI.A.2.d. Within five working-days, forward a copy of the initial report submitted by the officer to whom the firearm was issued, a copy of the supplement, and a copy of the LEADS and NCIC entry messages to the Firearms Training Unit Supervisor.
  - XI.A.2.e. Based on the investigation, make a recommendation through the chain-of-command stating whether the firearm was lost or stolen through the negligence of the officer. If the officer was negligent, the officer will be:
    - XI.A.2.e.1) Held responsible for payment to the state of Illinois for the price of a replacement in accordance with the provisions of the applicable Sworn collective bargaining agreement.
    - XI.A.2.e.2) Subject to disciplinary action.
- XI.A.3. The Firearms Training Unit will issue another firearm to replace a lost or stolen department firearm. Any time a District Range Officer issues a firearm for temporary use, the recipient or District Range Officer will fire a sufficient number of rounds to check reliability and set the sights on any such issued firearm. Special attention will be given to rifles to determine "zero."
- XI.A.4. When a lost or stolen department firearm is recovered,
  - XI.A.4.a. The firearm, and all available documentation and reports will be immediately transferred to the Firearms Training Unit once all forensic evidence issues are addressed.
  - XI.A.4.b. If the firearm is in the custody of an authority other than the ISP, the Firearms Training Unit will initiate the proper process for taking custody of the firearm.
  - XI.A.4.c. The entity that originally entered the LEADS and NCIC messages will ensure that they are canceled, and a copy of the cancellation messages will be sent to the Firearms Training Unit.
  - XI.A.4.d. Firearms recovered following a lost or stolen incident will be destroyed in accordance with statute and Department Directives.

The provisions of this directive will not be construed to regulate participation in organized shooting competitions, legal and licensed hunting activities, or other authorized and recognized activities on an officer's off-duty time. Possession or carrying of a firearm for these purposes does not relieve the officer from any other provisions of this directive.

**NOTE:** This directive is a statement of departmental policy and not a statement of law. Nonconformance with this policy should serve as a basis for administrative sanctions only.

**-End of Directive-**