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1. PURPOSE

The purpose of this policy is to establish departmental guidelines and procedures regulating the use of firearms for police service.

2. PERSONS AFFECTED

Sworn personnel

3. POLICY

It shall be the policy of the Hawai‘i Police Department that personnel shall use and possess only authorized and approved firearms for official duty and that members shall be properly trained and qualified in the use of those firearms.

4. DEFINITIONS



4.2. **Supplemental Firearm** – any privately owned revolver/pistol, semi-automatic pistol, shotgun, or rifle that has been approved by the Police Chief for police service.

4.3. **Firearms Instructor** – a certified firearms instructor assigned by the Police Chief to conduct firearms qualification training courses to personnel.

4.4. **Officer** – all sworn personnel to include reserve police officers.

5. RESPONSIBILITIES

5.1. Police Chief

5.1.1. The Police Chief shall have the authority to add, modify, amend, or delete any of the specifications of firearms for official duty.

5.1.2. The Police Chief shall direct training for all personnel authorized to carry a firearm for official duty.

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5.1.3. The Police Chief reserves the right to rescind the authorization to use or possess any issued, department-owned, or supplemental firearm.

5.2. Firearms Instructor

5.2.1. Firearms instructors shall conduct initial and refresher firearms qualification courses for personnel at the direction of the Police Chief.

5.2.2. Firearms instructors shall maintain current standing as a qualified firearms instructor while conducting certification training for personnel.

5.3. Commanding Officer

5.3.1. Commanding officers shall be responsible for the proper storage and deployment of department-owned shotguns and rifles assigned to their command.

5.3.2. Commanding officers shall ensure periodic inspections of all firearms issued to, or carried by, personnel assigned to their command.

5.4. Personnel

5.4.1. Personnel shall ensure that any firearm issued to them, as well as any approved supplemental weapon, shall be maintained in serviceable condition at all times.

5.4.2. Authority to possess department-owned or supplemental firearms and ammunition magazines restricted to law enforcement officers and agencies shall cease upon termination of employment with the department and shall be surrendered by the personnel to the department.

6. PROCEDURES

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6.8. Qualification Records

6.8.1. The Training Section or designee shall maintain an electronic record within the Document Management System (DMS) and a local electronic backup record of current firearms qualifications which includes the name of the officer, date of qualification, firearms instructor, and the firearms that the officer has qualified with.

a. The electronic record will be maintained in DMS so that it may be viewed by supervisors and other designated personnel for inspection and planning purposes.

6.8.2. The record should also indicate the holster(s), other than department-issued, that personnel have qualified with and the firearms instructor has found suitable for police service based on the criteria set in this directive.

6.9. Firearms Qualification Forms

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- 6.9.1. Firearms Qualification forms shall be completed for all officers who successfully qualify on, and demonstrate proficiency with, department-issued, department-owned, and approved supplemental firearms.
- 6.9.2. Firearms instructors assigned to the range on the day of qualifications shall determine personnel's proficiency, on a pass/fail basis, involving all firearms and courses.
- 6.9.3. Firearm instructors, upon qualifying an officer for the use of any type of approved firearm, shall submit the completed Firearms Qualification form to the training officer and forward a copy to the qualifying officer for that officer's record.
- 6.9.4. Firearms Qualification forms expire one year from the date of qualification.
- 6.9.5. Immediate supervisors or commanders shall conduct periodic inspections of DMS records to ensure that officers authorized to carry departmental firearms or supplemental firearms have current Firearms Qualification forms.
- 6.9.6. No firearm shall be issued to nor shall any officer be allowed to carry or utilize any firearm without a current Firearms Qualification.



6.11. Supplemental Firearms



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- d. Applications to carry supplemental firearms will be accepted only during a firearms qualification period.
- 6.11.3. Failure to qualify with any supplemental firearm will result in a denial of authorization to carry said firearm.
- 6.11.4. Personnel shall provide the specified type of ammunition for their approved supplemental firearms as outlined in this directive.

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- 6.11.7. At no time are personnel permitted to carry a supplemental firearm on their person as part of their uniform without proper authorization.
- 6.11.8. Handling and use of supplemental firearms shall be in accordance with statutes, General Orders, and procedures relating to firearms.
- 6.11.9. Authorized supplemental firearms shall be kept secured at all times when not in use.
- 6.11.10. Personnel who no longer desire to utilize an approved supplemental firearm shall notify the Administration Commander, in writing, describing the firearm that will no longer be used.
- 6.11.11. Personnel who utilize an unauthorized supplemental firearm in an official capacity shall be subject to disciplinary action.
- 6.11.12. Commanders shall conduct periodic inspections of personnel and vehicles to assure that only authorized supplemental firearms are utilized.

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