DEPARTMENT OF CORRECTIONS

Policy Number:	**301.100**
Title:	**Weapons Control**
Effective Date:	**9/4/18**

PURPOSE: To establish guidelines governing the use, storage, and accountability for weapons, ammunition, chemical munitions, and related equipment.

APPLICABILITY: All department staff

POLICY:

DEFINITIONS:

Appropriate storage – a secure area that may only be accessed by authorized personnel.

Semi/annual qualification – requires designated staff to complete the department hands-on firearms qualification twice a year, commencing from initial qualification date.

Weapon – a firearm from which a shot is fired by the force of an explosion, and small enough to be carried, as a rifle or a pistol.

PROCEDURES:

A. The warden/superintendent of each facility, the deputy commissioner of community services, and the director of the office of special investigations (OSI) must develop an appropriate weapons control plan and/or procedures in order to ensure the appropriate storage, use, and training in the use of weapons and related equipment. Weapon control plans are maintained by the armory supervisor and/or the facility employee development supervisor.

A. A weapons control plan must include such examples as:

1. The storage, inventory, and accountability of weapons, ammunition, chemical munitions, and related equipment, including monthly inspections;

2. Training in the use and handling of weapons;

3. Documentation of weapons use;

4. Firearms/use of force training and qualification program;

5. Semi-annual requalification program;

6. A list of staff who require semi-annual re-qualification;

7. Temporary storage for weapons of visiting law enforcement officers;

8. Designated area for safe loading and unloading of weapons;

9. Identification of staff accountable for the repair and cleaning of related equipment; and

10. A list of personnel authorized to access the storage area.

B. The facility armory supervisor/designee must conduct monthly inventories of all related items. Each institution is responsible for a dual person weapons annual check.

C. The facility armory supervisor/designee must conduct monthly inspections on all facility weapons and note in the monthly log. Any issues or safety concerns must be noted in an incident report and the weapon taken out of service until repairs are completed.

D. Monthly/annual accountability inventories, facility security logbooks, and facility incident reports must be retained at the facility.

INTERNAL CONTROLS:

A. Monthly/annual accountability inventories, facility security logbooks, and facility incident reports are retained at the facility.

ACA STANDARDS: 1-ABC-1D-09, 1-ABC-1D-11, 1-ABC-1D-16, 1-ABC-3A-24, 1-ABC-3A-25, 1-ABC-3A-26, 1-ABC-3A-27, 1-ABC-3A-29, 1-ABC-3A-30, 4-4083, 4-4089, 4-4091, 4-4092, 4-4199, 4-4200 and 4-4202

REFERENCES: Minn. Stat. § 241.01
Minn. Stat. §624.714, subd. 13
Policy 301.081, "Use of Force and Restraints – Adult"
Policy 301.079, "Juvenile Restrictive Procedures"

REPLACES: Policy 301.100, "Weapons Control," 7/5/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support