	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUL 01 2010	POLICY NO.: COR.08.05
		SUPERSEDES (Policy No. & Date): COR.08.05 & 08/07/95	
	SUBJECT: FIREARM SAFETY PRECAUTIONS		Page 1 of 8

1.0 PURPOSE

To establish guidelines for the development of correctional facility security procedures and post orders concerning safety precautions in the handling of firearms while on duty.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Departmental Policies & Procedures (P&P), COR.08.12, Weapons/Security Equipment, Control of and COR.08.44, Weapons and Equipment Standards.
- b. Hawaii Revised Statutes (HRS) Section 26.14-6, Department of Public Safety (PSD).
- c. HRS, Section 353 C-2, Director of PSD, Powers and Duties.
- d. HRS 26-38, Powers and Duties of Heads of Departments.
- e. American Correctional Association (ACA), Standards for Adult Correctional Institutions, 4th Ed., 4-4204, 4-4205, Use of Firearms.
- f. ACA, Standards for Local Detention Facilities, 4th Ed., 4-ALDF-2B-04, 4-ALDF-2B-07, 4-ALDF-2B-08, Weapons.

3.0 POLICY

- .1 Gun accidents do not happen, they are caused by carelessness or ignorance in the proper handling of weapons. Adult Correctional Officers (ACO) who carries a firearm while on duty shall exercise safety and precaution with the weapon at all times. ACOs shall be held accountable for their actions in handling a firearm in a manner that may jeopardize the safety of themselves, the safety of other staff, the safety of inmates, and the safety of the public. Wardens shall ensure there are facility procedures in place that are in line with this policy.
- .2 Only personnel who are qualified in the use of firearms shall be permitted to carry a firearm while on duty.

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4.0 PROCEDURES

.1 General Safety Precautions

- a. A firearm shall always be treated as if it was a loaded weapon. If the weapon has a safety device, it shall be kept engaged.
- b. While on duty a firearm shall always be maintained in the duty carry mode in accordance with PSD Firearms training. Ammunition shall never be removed from the weapon until it is being cleared for storage.
- c. A firearm shall never be used in an unsafe manner such as removing it from its holster, playing with the weapon, displaying a weapon in a boisterous manner, dry firing the weapon, showing it to others, or pointing a firearm at an inmate to intimidate them. ACOs shall never practice a quick draw from a holster, or any other unsafe act deemed inappropriate.
- d. Firearms (loaded or unloaded) shall never be carried into the secured area of a Correctional Facility unless authorized to do so by the Chief of Security or their designee.
- e. Firearms shall never be left unattended i.e., sidearm shall always be kept in a holster on the officer's person, rifles and shotguns shall never be placed on the ground, on the floor, or stood up against a wall. While on duty the officer shall always carry their weapon in a holster or long guns at "port arms" or on the shoulder with a shoulder sling and the barrel pointing up.
- f. Never point the muzzle of a firearm, loaded or unloaded, at anyone or anything when handing the firearm to another person. Always hand a revolver to another person butt first with the cylinder open. Rifles and shotguns shall be handed over in the "port arms" position, action open.
- g. When handling any weapon, always know and be aware of:
 - 1) How the weapon works.
 - 2) If the weapon is loaded.
 - 3) Where it is pointing.
- h. When handling a firearm known to be unloaded:

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- 1) Always assume the weapon is loaded.
- 2) Do not take anyone's word that the weapon is not loaded.
- 3) Do a visual check of the cylinder; chamber or magazine to ensure the weapon is unloaded.
- 4) Know where the rounds are and that they are all accounted for.

i. Always keep fingers out of the trigger guard, unless you intend to shoot the weapon. Only in an emergency situation shall a round be chambered in a rifle or shotgun, then:

- 1) Be sure of your target.
- 2) Know what is behind your target.
- 3) Place the trigger finger on the trigger only when the front sight is on the target and remove the finger when the front sight comes off the target.
- 4) Revert the weapon to the duty carry mode once the emergency situation is over.

j. Never offer to, nor accept a weapon from anyone without first opening the action, chamber or cylinder.

k. While on duty, an officer should never display or surrender their firearm to any one except their supervisor, a person authorized to conduct weapon inspections, or as directed by a higher authority in their chain of command.

.2 Acceptance of Firearms From an Armory

a. Upon acceptance of a firearm and ammunition from an armory, an officer shall proceed to a weapons clearance barrel to load the weapon. Weapons shall be loaded as follows with the muzzle of the weapon pointed into the clearance barrel:

- 1) Rifles
 - a) Check safety device to ensure it is engaged.
 - b) Visually inspect the weapon with the bolt locked back to make sure there is no round in the chamber.
 - c) Inspect the magazine to ensure there are no rounds missing and that you have the correct number of magazines signed out to you.

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- d) Insert magazine in the well.
- e) Always keep fingers off the trigger.
- f) When proceeding to or returning from a post, a rifle shall be duty carried at "port arms" or with a sling over the shoulder, barrel pointing up.

2) Revolvers

- a) Inspect the open cylinder to ensure it is clear.
- b) Inspect the speed loader, if applicable, to ensure there are no rounds missing and you have the correct number of loaders signed out to you.
- c) Insert the speed loader or load shells individually, as applicable.
- d) Holster the weapon. When loading or holstering, do not hold the weapon with a finger on the trigger.

3) Hammer Precautions for Revolvers

The following safety measures shall be followed when lowering the hammer of a cocked revolver to prevent accidental discharge:

- a) With the hammer at full-cock and the gun in the strong hand, the thumb of the weak hand should be placed between the hammer and the frame, with the strong thumb holding back on the hammer.
- b) Then pull the trigger allowing the hammer to ease against the weak thumb. With the strong thumb, apply slight pressure against the hammer spur drawing it slightly away from the weak thumb at the same time removing the trigger finger from the trigger guard and the weak thumb from the frame. Ease the hammer to its normal position. By taking the finger from the trigger before the hammer slides into position, this will prevent the hammer from falling against the primer face.

4) Shotguns

- a) Ensure safety device is engaged.
- b) Visually inspect the chamber with it open to ensure no shell has been chambered.
- c) Load the weapon.
- d) When proceeding to or returning from a post, the shotgun shall be duty carried at "port arms."

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e) Extra shells shall be carried in speed loaders, magazine, or ammunition pouch. Always count the number of shells signed out to you.

b. If firearms and ammunition are issued to officers from an armory within the secured perimeter of a Correctional Facility (example: a Central Control Station), the weapon and ammunition shall be carried to a weapon clearance barrel outside the secured perimeter and loaded there.

.3 Acceptance of Firearms Assigned to a Post

For those posts that have firearms permanently assigned to them as part of their security equipment, such as gun towers, the following procedures shall be observed by the relieving officer to ensure the weapon is in the duty carry mode prior to relieving the post.

a. Rifles

The relieving officer shall:

- 1) Check the weapon to ensure the safety is engaged.
- 2) Point the barrel toward the ground after ensuring there are no people in the vicinity.
- 3) While keeping fingers off the trigger, remove the magazine, pull the bolt back and visually check to ensure there is no round in the chamber.
- 4) Return weapon to the duty carry mode.

b. Shotguns

The relieving officer shall:

- 1) Check the weapon to ensure the safety is engaged.
- 2) Point the barrel toward the ground after ensuring there are no people in the vicinity.
- 3) While keeping fingers off the trigger, unload the magazine, press the action bar lock, pull the slide back, and visually check to ensure there is no round in the chamber.
- 4) Return weapon to the duty carry mode.
- 5) Spare ammunition shall not be exchanged between the relieving officer and the relieved officer.

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c. Loaded Weapon Verification

All armed posts, which have firearms assigned to them, shall establish a checklist for that post which indicates verification of the loaded weapon by the relieving officer with their signature.

.4 Return of Firearms to Armory

- a. Upon completion of a watch, an officer shall proceed to a weapon clearance barrel to unload the weapon. The weapon shall be prepared as follows for return to the armory:
- 1) Keep finger out of trigger guard.
 - 2) Point the weapon into the clearance barrel.
 - 3) Remove the magazine, where applicable, or unload the weapon.
 - 4) Put the safety on, where applicable.
 - 5) Visually check the chamber:
 - a) Rifles/Shotguns:
 - (1) Open the action.
 - (2) On some models, it may be necessary to disengage the safety to open the action.
 - (3) Check the chamber to ensure it is clear.
 - b) Revolvers:
 - (1) With the cylinder open check that all chambers are empty.
- b. When unloading a firearm, do not rush. This is a mark of a novice and can cause an accident.
- c. After unloading the firearm, as a final check:
- 1) Count the number of rounds and magazines that were issued to ensure all are accounted for.
 - 2) Visually recheck cylinder or chamber.
 - 3) Dry fire the weapon into the clearance barrel.
- d. When returning the firearm to the armory custodian:
- 1) The weapon shall be unloaded (no rounds in the chamber or cylinder), magazine removed.
 - 2) Action open, or cylinder pen if a revolver.
 - 3) Safety on.

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- 4) Hand the weapon to the custodian butt first, fingers away from trigger, and the muzzle not pointed at anyone.

.5 Carrying Rifles & Shotguns in Vehicles

- a. Rifles and shotguns shall be in a duty carry mode, secured to a rack that prevents movement of the weapon and its being removed by unauthorized personnel. If no rack is available, the weapons shall be placed in such a position so that the barrel points toward the ceiling or floorboard.
- b. When moving in and out of a vehicle, the stock shall be held with the finger off the trigger. Always watch the barrel to ensure it does not hit the roof or door of the vehicle and it is pointing in a safe direction.

.6 Unintentional Discharge of Firearms

- a. An unintentional discharge of a firearm shall be immediately reported to the Watch Commander who shall conduct an investigation to determine if the discharge was due to negligence in the observance of safety precautions or a defective weapon.
- b. The Watch Commander shall submit an Incident Report form PSD 8214 (see attached) to the Warden by the end of the watch. A copy of the report shall be forwarded to the Division Administrator. The report shall briefly describe the incident, the cause, and what corrective action was, or will be taken, such as the initiation of disciplinary action, return of the weapon to the armory for repairs, etc.

.7 Acknowledgment of Safety Precautions

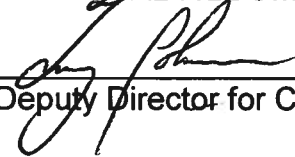
Each year, or whenever firearm qualification is required, an officer shall acknowledge their understanding of the safety precautions as outlined in this policy by signing form PSD 1054 (see attached), Firearms Safety Rules. This form shall be presented to them at the firing range by Training and Staff Development personnel and be filed in the officer's training file.

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5.0 **SCOPE**

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

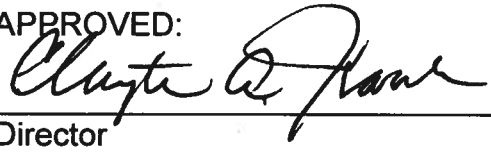


Deputy Director for Corrections

JUL 0 1 2010

Date

APPROVED:



Director



Date

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY**

INCIDENT REPORT

Facility: _____

Prepared on: _____

TO: _____ THRU: _____
(Administrator/Section Supervisor) (Watch Supervisor)

DATE	TIME	NARRATIVE (Specify inmate name & ID and location if related to misconduct)

By: _____
Reporting Officer/Employee Title

ORIG - FACILITY ADMINISTRATOR
CANARY - CONTROL OFFICER
PINK - ATTACH TO MISCONDUCT REPORT

**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY**

FIREARMS SAFETY RULES

PRIMARY SAFETY RULES

1. **ASSUME ALL FIREARMS ARE LOADED.**
2. **NEVER POINT THE FIREARM AT ANYONE OR ANYTHING THAT YOU ARE NOT WILLING TO DESTROY.**
3. **THE TRIGGER FINGER DOES NOT GO ON THE TRIGGER UNTIL THE FRONT SIGHT IS ON THE TARGET AND GOES OFF THE TRIGGER WHEN FRONT SIGHT COMES OFF THE TARGET.**
4. **BE SURE OF YOUR TARGET.**
5. **KNOW WHAT IS BEHIND YOUR TARGET.**

GENERAL SAFETY RULES FOR FIRING RANGE

1. Follow all instructions given by the Firearms Instructor(s).
2. Anyone can call a cease fire when they recognize a safety hazard.
3. No talking or turning around on the firing line. If you have a question raise your hand.
4. Do not anticipate commands.
5. Load only when instructed by the Firearms Instructor(s).
6. Do not move forward of the firing line until cleared by the Firearms Instructor(s).
7. Do not pick anything off the ground until cleared by the Firearms Instructor(s).
8. Clear weapon by removing the magazine and locking the slide to the rear (revolver: open cylinder, remove ammunition, cylinder remains open) when handing the firearm to another person.
9. Clear the weapon at the beginning and end of training.
10. Point the firearm down range when clearing.
11. When on the firing line, keep barrel pointed down range.
12. Keep handgun holstered when not firing.
13. Eye and ear protection will be used when on the firing line.
14. Be aware of your surroundings and alert to what is happening when on the firing line.
15. When in doubt ask before discharging the firearm.
16. Any action taken that violates any of the above rules, will be grounds to cease that action and request further guidance from the Firearms Instructor(s).
17. Firearms Program Development Specialist shall decide who is authorized on the range.
18. I have read, understand and agree to abide by the above range rules. I also understand that any violation of the rules are grounds for my removal from the range.

GENERAL SAFETY RULES FOR FIREARMS WHILE ON DUTY (CORRECTIONS)

I have read and understand the general safety provisions required while carrying a firearm on duty at a Correctional facility as outlined in Department policy COR.08.05, Firearm Safety Precautions.

Print/sign

TSD Representative print/sign

Date

Date