**DEPARTMENT OF PUBLIC SAFETY****LAW ENFORCEMENT ADMINISTRATION  
POLICY AND PROCEDURES**

EFFECTIVE DATE:

MAR 19 1996

POLICY NO.:

LAW.09.04

SUPERSEDES (Policy No. &amp; Date):

NEW

SUBJECT:

DEPUTY SHERIFF EMERGENCY HIRES

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No. 96-34254

**1.0 PURPOSE**

To establish conditions under which a deputy sheriff emergency hire may carry a firearm while on duty.

**2.0 REFERENCES AND DEFINITIONS****.1 References**

Department policy LAW.09.02, Weapons and Equipment Standards Carrying of Firearms On and Off-Duty.

**.2 Definitions**

- a. Division Administrator: For purposes of this policy, division administrator means the administrator of any law enforcement division including the administrator of the Executive Protective Services Staff.
- b. Firearm Qualification: A minimum passing score as specified by the Department's Training and Staff Development Staff.

**3.0 POLICY**

Deputy sheriff emergency hires are prohibited from carrying a firearm on duty and shall be assigned to unarmed duties. However, an emergency hire that has been certified in the use of firearms, knowledge of Department policies, and firearms qualification may be assigned to duties that require the carrying of a firearm.

**4.0 PROCEDURES****.1 Certification**

- a. A division administrator who wishes to assign a deputy sheriff emergency hire to duties which require the carrying of a firearm, shall be responsible for ensuring the employee has been trained and qualified in the following areas prior to being assigned a firearm.
  - Firearm safety precautions for those firearms the employee will be carrying.

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- Firearm and weapon familiarization for those firearms and weapons the employee may be expected to use.
  - Knowledge of all Law Enforcement Administration policies and procedures.
  - Knowledge of all Law Enforcement Emergency Response Policies and Procedures
  - Knowledge of the policies and procedures of the division to which the employee has been assigned.
  - Knowledge of the law enforcement Standards of Conduct.
  - Qualifies on the firing range for the firearm they will be carrying on-duty. This includes being drug-free to be qualified.
- b. Confirmation that an emergency hire has met the above standards and qualified to carry a firearm on-duty shall be in writing and signed by the division administrator and the Deputy Director for Law Enforcement. Certification need only state that the emergency hire has satisfied all the conditions of this policy and is entitled to carry a firearm while on duty.

The original of this certification shall be filed in the emergency hire's personnel file.

.2 Off-Duty Arrest Powers

Deputy sheriff emergency hires shall not have off-duty arrest powers.

.3 Carrying Firearms Off-duty

Deputy sheriff emergency hires shall not be permitted to carry a firearm off-duty.

.4 Firearm Qualification

- a. A deputy sheriff emergency hire shall be required to qualify on the firing range at least every three months depending upon the availability of the firing range. Any practice prior to qualification shall be at the employee's time and expense.

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b. Firearm Qualification shall be in writing and signed by the division administrator and the Deputy Director for Law Enforcement. The original of this certification shall be filed in the employee's personnel file.

.5 Termination from Employment

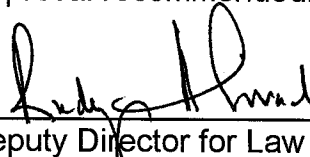
A deputy sheriff emergency hire who fails to qualify with a firearm on the firing range and/or fails to be drug free shall be terminated from further employment.

If an emergency hire is proven drug-free but fails in firearm qualification, at the discretion of the division administrator and with the approval of the Deputy Director for Law Enforcement, they may be assigned duties that do not require the carrying of a firearm.

5.0 SCOPE

This policy applies to all law enforcement divisions and the Executive Protective Services Staff.

Approval recommended:

  
 \_\_\_\_\_  
 Deputy Director for Law Enforcement

3/15/96  
 \_\_\_\_\_  
 Date

Approved:

  
 \_\_\_\_\_  
 Director

3/19/96  
 \_\_\_\_\_  
 Date