

# MADISON COUNTY SHERIFF'S OFFICE GENERAL ORDER



**SUBJECT: Jail Armory**

**GENERAL ORDER: 10.12.004**

**PAGES: 3**

**PROCEDURE: P & PM**

**EFFECTIVE DATE: May 12, 2016**

**AUTHORIZED SIGNATURE**

**NEW AMENDED**

## **Purpose:**

It is in the penological interest of the Madison County Sheriff's Office (MCSO) to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

## **Policy:**

The Corrections Division maintains an Armory and procedure that provide maximum staff control over firearms, ammunition, and Tasers/Phazzers. This will insure that at all times it is documented who is in possession of a firearm or Taser/Phazzer and why it was issued.

## **Procedures:**

### A. General:

The Jail Administrator or his/her designee is responsible for overall operation of the Armory, and designates an employee to manage the Amory.

**B. Amory Safety:**

The number one priority is safety when issuing, handling, loading, storing, and inspecting any weapon being issued or handled by a Detention Specialist.

**C. Location:**

There will be two Armories in the Correction Division. One will be located in the Sally Port of the Criminal Justice Center. This Armory will be utilized by CJC and Annex Detention Specialist. The other Armory will be located in "A" Building at the Penal Farm and will be used by Penal Farm Detention Specialist.

**D. Weapon Issue:**

It must be determined by the Jail Administrator, Assistant Jail Administrator, Operations Supervisor, or Shift Supervisor that there is a need for a Detention Specialist to be issued a weapon either for transporting a prisoner, guarding a prisoner, or carrying a Taser/Phazzer while on duty.

1. Once determined, the supervisor on duty will check the list of qualified Detention Specialist on their shift to determine what Detention Specialist will be issued a weapon.
2. The Supervisor will then go to Central Control or "B" Building office at the Penal Farm to check out the key to the Armory.
3. A Logbook entry documenting the date, time, and supervisor checking out the key will be made by either the Central Control Detention Specialist or the Shift Supervisor at the Penal Farm.
4. The Supervisor will determine what weapons are available for issue.
5. The Detention Specialist will remove the holster containing the weapon from the secure box and attach it to their duty belt.
6. The weapon will not be drawn from the holster until it is securely fastened to the Detention Specialist's duty belt.
7. Once secured the weapon will be drawn and inspected to ensure it is serviceable and not damaged in any way. (For Taser/Phazzer issue this will complete the steps and the weapon may be returned to the holster).
8. A log will be maintained by the Supervisor documenting what weapon is issued to what Detention Specialist. This log will consist of what type of weapon, number on weapon, serial number of handgun, and condition. It will also be logged that there were three magazines with the number of rounds if issuing a firearm.
9. Once the firearm has been inspected and is determined to be serviceable and the correct amount of ammunition is available they will step to the loading/unloading tube.
10. They will draw the firearm out of the holster and insert the muzzle into the opening on the tube.

11. They will then insert a magazine into the weapon and pull the slide back loading a round into the chamber.
12. Once loaded they will secure the weapon back into the holster.

**E. Weapon Return:**

1. When the Detention Specialist has completed their assignment they will contact the supervisor on duty and inform them.
2. The supervisor will again check out the key to the armory and meet that Detention Specialist at the armory.
3. If returning a firearm the Detention Specialist will step to the loading/unloading tube, draw the weapon, remove the magazine from the firearm and secure it.
4. Place the muzzle of the weapon in the loading/unloading tube and pull the slide back until it locks in place ejecting the round from the chamber.
5. When the weapon is clear and safe, release the slide forward and return it to the holster.
6. Retrieve the ejected round and insert it back into the magazine.
7. Once the above is completed the holster and weapon should be removed from the belt mount and secured along with the magazines back in the armory box.
8. The Supervisor will note in the logbook the date and time of return. The Supervisor will be responsible for ensuring all items are returned and secured in the Armory.

**F. Weapon Inspection:**

1. The Jail Administrator's designee will be responsible for inspecting all weapons located in both armories monthly.
2. They will check to ensure that all weapons are serviceable and all items are accounted for.
3. A logbook entry will be made to document that each weapon was checked and any discrepancies noted.
4. If a weapon or the ammunition is found to be damaged or unserviceable, they will take the weapon/ammunition to the department armorer to be replaced or repaired.