Purpose
This Special Order establishes strict department control over all firearms, and ammunition it allows members to carry and use while utilizing their law enforcement powers.

Policy
It is the policy of the Indiana University Police Department (IUPD) that members, on or off duty, shall only carry and use authorized firearms which they have demonstrated proficiency to department standards. The department shall maintain a record on each firearm approved by the Department for official use.

General Order
The IUPD will ensure all sworn officers employed by the department are competent, proficient, and knowledgeable in the proper use, maintenance, and storage of firearms to ensure the safety of the officer and the general public. All officers will participate in required training and qualifications in the use of firearms, in accordance with Indiana Code (IC) 5-2-1, and will qualify with each authorized firearm required for the performance of their duties.

Procedure(s)
Training:
The firearms instructors and the armorers are responsible for all department firearms and shall be charged with providing the needed information and expertise for firearms only.

Each is to supply the chief, or his or her designee, with all records regarding training.

All records concerning the condition and issuance of department property shall be maintained by the division chief’s designee.

Modifications:
Modifications or alterations to any agency-authorized firearm require the written approval of the Public Safety Education and Training Unit (Head Firearms Instructor) with the written input of an authorized armorer, and the final approval by the division chief or their designee.

- The following modifications and alterations are permitted to occur without approval through F7.2-2 Weapons Maintenance & Modification Request and may only be completed by a department armorer:
  - For handguns: night sights, grip texture, and optics.
  - For rifles: grips and grip texture, handguards, stocks and optics.

IACLEA Standard:
All other modifications or alterations, must be requested by an officer on F7.2-2 Weapons Maintenance & Modification Request. This form must be completed and submitted to the division chief or their designee prior to an authorized armorer completing the requested action.

**Carrying of Firearms:**
Officers will not carry a departmental firearm on or off-duty if under the influence of alcohol, medication, or any other substance to the point that it would impair mental or physical capabilities.

Officers will report any such condition they reasonably believe could impair their judgment while carrying out law enforcement responsibilities.

While carrying a firearm, either on or off duty, officers shall carry only firearms and ammunition authorized and registered with the IUPD. This directive is not intended to prohibit the use of other firearms or ammunition if exigent circumstances exist that justify the need to use unauthorized firearms or ammunition, provided the member acts in accordance with the general order G7.1.1 Response to Resistance.

- Back-up firearms, or secondary firearms, may be carried on duty by an officer after approval by the Chief or his or her designee.

- Secondary firearms shall be presented to the Department’s firearms training staff for inspection and approval before the member is authorized to carry the firearm. The firearm must be found to be in satisfactory working condition and the officer shall demonstrate proficiency with the firearm as verified by a member of the firearms training staff by achieving a passing score on the qualification course as described on the Department form.

- Upon the issuance of this Special Order, all secondary firearms will be annually inspected by an armorer or gunsmith certified for the specific make and model firearm. It is the officer’s responsibility to obtain the required documentation and submit it to the Department.

- When carried on duty, secondary firearms shall be carried in a holster approved by a member of the firearms training staff at the time of qualification with the firearm. The approved holster shall be designed to allow for proper retention and concealment of the firearm. The Division Chief or Superintendent can authorize the carrying of the secondary firearm as the sole firearm carried for administrative assignments.
When carried with the duty firearm, secondary firearms shall only be utilized in exigent circumstances in which the primary duty firearm is inaccessible or not operational.

**Off-Duty/Secondary Firearms:**
Off-duty/Secondary firearms shall be commercially manufactured. The caliber of the firearm shall be no smaller than .35 caliber and no larger than .45 caliber, excluding magnum rounds above .357.

Off-duty/secondary firearms must be a semi-automatic pistol, or a revolver, with a capacity of five rounds or greater. Barrel length shall not be restricted so long as the officer demonstrates proficiency with the weapon.

**Type and Specification of Authorized Firearms**
The handgun for off-duty/back-up can be either a semi-automatic of revolver in a caliber between .35 and .45 and must be chosen from the following list of manufactures:
- Beretta
- Browning
- Colt
- FN Hershal
- Glock
- Heckler & Koch
- Kimber
- Ruger
- SIG
- Smith & Wesson
- Springfield Armory
- Taurus
- Walther

**Off-Duty/Back-Up Authorized Ammunition**
Officers will carry and use only ammunition authorized by the IUPD for off-duty/back-up. Ammunition approved will be tactical police type hollow point. No full metal jacket ammunition will be approved for off-duty/back-up carry. Ammunition will be a caliber between .35 and .45 and include the following calibers:
- .380 ACP
- .38 Special
- .45 Colt
- .40 S&W
- .10mm
- .45 ACP
- 357 SIG
- 357 Magnum
- 9mm Parabellum

Reloaded ammunition will not be authorized for use in department-issued weapons or approved for off-duty/back-up weapons. Only ammunition from the following manufacturers is authorized:
- CCI Speer
- Corbon
- Federal
- Fiocchi
- Hornady
- Remington
- Winchester
**Proficiency:**
All members shall be required to show proficiency with each firearm that is carried, both on and off duty, before being allowed to carry the firearm. A passing score is required regardless of the type of testing (i.e., combat shooting, target identification, written testing, etc.)

**Ammunition:**
Ammunition used in department weapons shall be approved by the chief, or his or her designee, in consultation with the firearms training staff. Only ammunition issued by the department is to be used for department weapons. For authorized ammunition (see above).

When needed, in accordance with established directive, authorized personnel will dispense replacement for defective or depleted ammunition.

Off-Duty/Secondary Firearms - If the secondary firearm is carried on duty as a back-up firearm and is of the same caliber as current issued firearms, the department will supply training ammunition, if available. The officer shall supply ammunition for all other authorized off-duty/secondary firearms of other calibers.

**Inspection and Testing:**
Upon the issuance of this Special Order, the Department firearms training staff shall be responsible for the inspection and testing of all departmentally issued firearms before they are issued or carried on duty by any member. After inspection and testing, the instructors shall make recommendations to the chief, or his or her designee, as to their qualifications and specifications.

- The firearms training staff shall annually complete a documented inspection of Department firearms to ensure their proper working order.

- The firearms training staff shall make recommendations to the chief, or his or her designee, to remove any firearms deemed unsafe. Upon such recommendation, the chief, or his or her designee, shall plan to remove and replace the firearm in question.

- If a member of the Department has reason to believe a department issued firearm is unsafe or not in proper working order, the member shall immediately inform a supervisor so the firearm can be inspected by a member of the firearms training staff and removed from service, repaired or replaced.
Firearms and Ammunitions

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<th>Effective Date:</th>
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**Recording:**
Firearms approved by the IUPD are issued by the IUPD after carefully considering specification requirements. For approved firearms (see above).

An inventory of all weapons will be maintained on a departmentally approved inventory site. Weapons will only be issued by the division chief or their designee.

The officer that issues a firearm, inspects a firearm, or witnesses proficiency testing with a firearm, shall be responsible for recording the type of firearm, description, model number or type, serial number, and name of owner or assignee of all firearms that are issued or approved by the department.

- The date of approval, officer’s name approving firearm, type of testing (written tests, hands on testing, combat shoot, target shoot, etc.) and all results shall be recorded. All testing shall be to the pass/fail standard.
- The record of such issuance and testing shall be maintained by the person designated at each division by the division chief.

**Storage:**
All officers are to provide for the safe and proper storage of their department issued firearms at all times. While on duty, all authorized firearms shall be secured on an officer’s person in an authorized holster or carrier, in a locked department vehicle (if unattended), or in a locked locker or locked office within the department.

Off-duty firearms shall be secured in the officer’s assigned locker if the officer brings the firearm into the department and does not have the firearm secured on their person. If a officer elects to leave their department issued firearm at the department while off duty, the firearm shall be secured in the officer’s assigned locker during that time.

Weapons will not be left unsecure and unattended in an office or vehicle. All unattended weapons will be secured in an alarmed room and/or a secure area. Weapons that are not issued are to be stored in the secure location designated by the division chief.

- **Handguns**
  - Back-up and off-duty handguns will be carried concealed while in uniform.
  - When armed, on or off-duty, officers will carry their badge and agency identification.
### Firearms and Ammunitions

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- **Patrol Rifles**
  - **Equipment**
    - Only officers that have successfully qualified with a department approved patrol rifle course can deploy with that weapon.
    - Only department-issued semi-automatic rifles will be used on-duty.
      - No fully automatic weapons are authorized for use.
    - Patrol rifles will be issued with:
      - A carrying case,
      - 3- thirty-round magazines, and
      - Ammunition to load a maximum of 28 rounds in each magazine.
    - Officers will carry and use only ammunition authorized by the IUPD.

### Deployment, Storage & Reporting

Officers will adhere to G7.1.1 *Response to Resistance.*

When patrol rifles are secured inside department vehicles they will be secured in a departmentally approved weapons lock or storage compartment. The rifle will be secured with the chamber empty, loaded magazine inserted, bolt forward, and safety on.

The patrol rifle may be deployed in high-risk critical incidents or any exigent circumstances where the capabilities of the rifle in terms of precision, range or power would be reasonably deemed prudent.

Patrol rifles may be taken home by an officer for the purposes of training, maintenance, or cleaning, at the discretion of the division chief or their designee.

- Members of tactical units, SWAT/CIRT, or officers assigned a take home vehicle can take theirs home to be prepared to respond to a SWAT/CIRT callout at any time.
- Patrol rifles will be stored in a secured location, a secured locker or departmentally approved weapons storage compartment, with restricted access in the officer’s residence. Patrol rifles will not be stored in a vehicle or in a vehicle’s trunk.
Indiana University Police Department

Special Order  S21.01

Firearms and Ammunitions

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Shotguns
Only officers that have successfully qualified with a department 12-gauge pump action shotgun can be deployed with that weapon.

When shotguns are secured inside department vehicles they will be secured in a departmentally approved weapons lock or storage compartment with the magazine loaded to full capacity with an empty chamber, bolt forward, and safety on.

Officers will carry and use only ammunition authorized by the IUPD (see above).

Shotguns may be taken home by an officer for the purposes of training, maintenance, or cleaning, at the discretion of the division chief or their designee.

- Members of tactical units, SWAT/CIRT, or officers assigned a take home vehicle can take theirs home to be prepared to respond to a SWAT/CIRT callout at any time.
- Shotguns will be stored in a secured location, a secured locker or departmentally approved weapons storage compartment, with restricted access in the officer’s residence. Shotguns will not be stored in a vehicle or in a vehicle’s trunk.

Firearms Proficiency
Only officers demonstrating proficiency in the use of department-authorized firearms are approved to carry such firearms.

- Officers shall be required to complete all phases of testing (written, if appropriate, and hands on) before being authorized to carry such firearms.
- Officers shall be required to submit to in-service training periodically to prove continued proficiency in the use of the firearms. On an annual basis, officers shall complete a minimum of one (1) in-service training session covering each firearm type issued or approved for use.

Firearms Training
On an annual basis, officers are required to receive documented in-service training on G7.1.1 Response to Resistance and demonstrate proficiency with any approved firearm the officer is authorized to use. In addition:

- Proficiency training shall be conducted by a Law Enforcement Training Board (LETB) certified firearms instructor.
Firearms and Ammunitions

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- The IUPD firearm qualification courses will be tested at least once per year. All other range training will be established by the firearms training staff. Qualification courses are listed under A21.01 *Firearms Qualification*.
  
  o Sworn personnel must achieve a 90% to pass and be authorized to carry an off duty/back up firearm.

- All training shall be documented, including the training officer providing the instruction, type of instruction, lesson plan, and proficiency scores.

- Upon the issuance of this Special Order, all officers who do not pass their primary firearm proficiency testing will get three (3) attempts to qualify during the first qualification session. If the officer fails to qualify with their primary duty firearm at the first session, they will be removed from armed status, the firearm confiscated, and the deficiency reported to the division chief. The officer will then be assigned to remedial training for no more than 40-hours, over a period of no longer than 30 days. After remedial training, the officer will get three (3) additional attempts to qualify at a second session. If the officer fails to qualify after two sessions, the trainer will contact the training coordinator, division chief, or their designee who will make the decision to remove the officer from armed assignments and evaluate their continued employment.

- Upon the issuance of this Special Order, all officers who do not pass any off duty or secondary firearms proficiency testing will get three (3) attempts to qualify during the qualification session. If the officer fails to qualify at the first session, the firearm will not be allowed to be carried.

**Firearms Policies**

All officers authorized to carry firearms shall be issued copies of and be instructed in the policies of this Special Order before being authorized to carry a firearm. This issuance of this Special Order and the instruction given shall be documented.

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Related Information

Indiana University Police Department:

This Special Order rescinds versions of F7.2a, F7.2b, F7.2c, F7.2d and republishes them as F7.2-1, A21.01, F7.2-2, and F7.2-3. Officers who have already completed a Firearms Memorandum of Understanding (MOU) as F7.2a do not need to complete a new F7.2-1. Part Time Officers (Class II) will need to complete F7.2-1.

A21.01 Firearms Qualification
F7.2-1 Firearms Memorandum of Understanding (MOU)
F7.2-2 Weapons Maintenance & Modification Request
F7.2-3 Retired Officer Range Qualification Certification
G7.1.1 Response to Resistance

Indiana Code:

5-2-1 Mandatory training for law enforcement

Benjamin Hunter (08/20/2021)
Superintendent for Public Safety
Handgun Qualification

This qualification course is used for primary and off-duty firearms.

There are four stages of fire, one stage at each yard line, using the IALEFI Advanced Training Target. A total of 40 shots will be fired for qualification. Each round in silhouette is 2 points, 1 point on target, 0 off target. (40 shots X 2 points = 80 points) A passing score is 72 points, 90% accuracy.

3-Yard Line
Total shots from yard line is 10, 3 seconds each time the target faces.

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
- Draw and fire two rounds dominant hand, holster
- Draw and fire two rounds dominant hand, holster
- Draw and fire two rounds dominant hand, holster
- Transition to support hand, low ready-
- Fire two rounds support hand, low ready
- Fire two rounds support hand, holster

5-Yard Line
Total shots from yard line is 10, 7 seconds each time the target faces.

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
- Draw and fire five rounds two handed supported, holster
- Draw and fire five rounds two handed supported, holster

7-Yard Line
Total shots from yard line is 10, 8 seconds each time the target faces.

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
- Draw and fire five rounds two handed supported, holster
- Draw and fire five rounds two handed supported, holster

15-Yard Line
Total shots from yard line is 10, 20 seconds each time the target faces.

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
Public Safety and Institutional Assurance  
Indiana University Police Department  
Attachment for – S21.01 Firearms and Ammunitions  
A21.01- Firearms Qualification

**Effective Date:** 8/19/2021  
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- Draw and fire five rounds two handed supported, reload, fire five rounds two handed supported

**Back-up/Off Duty/& Retirement Gun Qualification**
The back-up/off duty/retirement gun qualification is fired with the following modifications:

- No time limit: Since back-up guns are carried in positions that allow for more concealment than “fast draw” capabilities, the emphasis is on safety so there is no time limit for drawing and firing the shots on target.

- Holstered location: All guns must be drawn and fired from the holstered location they are carried each time, examples of this include but are not limited to:
  - If carried in an ankle holster, the gun must be re-holstered and drawn from that position before each command to begin.
  - If carried inside a protective vest compartment, the gun must be returned to the compartment and the officer’s shirt buttoned or zipped up, tie in place, etc. so the shirt looks like it would during a normal tour of duty.

**3-Foot Line**
Total shots from yard line is 5

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
- Draw and fire two rounds, holster
- Draw and fire two rounds, holster
- Draw and fire one round, reload, holster

**3-Yard Line**
Total shots from yard line is 5

- On command to begin (target turn, whistle, “fire,” “gun,” etc.).
- Draw and fire two rounds, holster
- Draw and fire two rounds, holster
- Draw and fire one round, reload, holster

**7-Yard Line**
Total shots from yard line is 5
Public Safety and Institutional Assurance  
Indiana University Police Department  
Attachment for – S21.01 Firearms and Ammunitions  
A21.01- Firearms Qualification  

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- On command to begin (target turn, whistle, “fire,” “gun,” etc.).  
- Draw and fire two rounds, holster  
- Draw and fire two rounds, holster  
- Draw and fire one round, reload, holster

**15-Yard Line**  
Total shots from yard line is 5  
- On command to begin (target turn, whistle, “fire,” “gun,” etc.).  
- Draw and fire two rounds, holster  
- Draw and fire two rounds, holster  
- Draw and fire one round, reload, holster

**Standard Rifle Qualification**  
There are seven stages of fire using a Reston Group Tactical Training Target Version 1. A total of 60 rounds will be fired for qualification. Qualification is 55 rounds inside of the 8 rings, with all rounds on target. Scoring is recorded as Pass/Fail.

**50-Yard Line**  
Total shots from yard line is 15. 3 magazines containing 5 rounds each.  
- Time for stage: 70 seconds.  
- Magazine change after each position.  
- 5 rounds standing.  
- 5 rounds kneeling.  
- 5 rounds prone.

**25-Yard Line**  
Total shots from yard line is 15. 3 magazines containing 5 rounds each.  
- Time for stage: 45 seconds.  
- Magazine change after each position.  
- 5 rounds standing.  
- 5 rounds kneeling.  
- 5 rounds prone.
15-Yard Line
Total shots from yard line is 10. 2 magazines containing 5 rounds each.

- Time for stage: 20 seconds.
- Magazine change after each position.
- 5 rounds standing.
- 5 rounds kneeling.

10-Yard Line
Total shots from yard line is 5. 1 magazine containing 5 rounds.

- Time for stage: 5 seconds.
- 5 rounds standing.

7-Yard Line
Total shots from yard line is 5. 1 magazine containing 5 rounds.

- Time for stage: 6 seconds.
- 5 rounds with lateral movement to the left.

7-Yard Line
Total shots from the yard line is 5. 1 magazine containing 5 rounds.

- Time for stage: 6 seconds.
- 5 rounds with lateral movement to the right.

7- to 3-Yard Line
Total shots are 5. 1 magazine containing 5 rounds.

- Time for stage: 6 seconds.
- 5 rounds with progressive forward movement from the 7 to the 3-yard line.

Modified Short Range Rifle Qualification
The following modified short-range rifle qualification course is to be used when access to a 50-yard facility is not feasible.
There are seven stages of fire using a Reston Group Tactical Training Target Version 1. A total of 60 rounds will be fired for qualification. Qualification is 56 rounds inside of the 8 rings, with all rounds on target. Scoring is recorded as Pass/Fail.

**25-Yard Line**
Total shots from yard line is 30. 6 magazines containing 5 rounds each.

- Stage will be completed twice.
- Time for each stage: 45 seconds.
- Magazine change after each position.
- 5 rounds standing.
- 5 rounds kneeling.
- 5 rounds prone.

**15-Yard Line**
Total shots from yard line is 10. 2 magazines containing 5 rounds each.

- Time for stage: 20 seconds.
- Magazine change after each position.
- 5 rounds standing.
- 5 rounds kneeling.

**10-Yard Line**
Total shots from yard line is 5. 1 magazine containing 5 rounds.

- Time for stage: 5 seconds.
- 5 rounds standing.

**7-Yard Line**
Total shots from yard line is 5. 1 magazine containing 5 rounds

- Time for stage: 6 seconds.
- 5 rounds with lateral movement to the left.

**7-Yard Line**
Total shots from yard line is 5. 1 magazine containing 5 rounds.

- Time for stage: 6 seconds.
- 5 rounds with lateral movement to the right.
7- to 3-Yard Line
Total shots is 5. 1 magazine containing 5 rounds.
- Time for stage: 6 seconds.
- 5 rounds with progressive forward movement from the 7 to the 3-yard line.

Shotgun Familiarization & Qualification
There are two stages of fire using a B27 paper target. A total of 20 rounds will be fired for qualification. Rounds will be completed using buckshot, except for the designated slug rounds. Qualification is 90% of the targets must be hit. Scoring is recorded as Pass/Fail. A barricade can be a solid wall, wall with window, fire hydrant, mailbox, stack of tires, or other item(s) that represent cover/concealment.

Called Targets
Total rounds fired is 8, at 4 called targets.
- Time for stage: No limit.
- Shooter administrative loads 4 rounds and engages safety.
- All shots are fired from the shoulder.
- Shooter engages numbered targets as they are called out by instructor.
- Shooter moves to the 10-yard line where all shots are fired.
- Shooter tactically reloads and repeats for a total of 8 rounds.

Tactical Course
Total rounds fired is 12, from 5 different yard lines.
- Shooter is evaluated for: hits on target; proper use of cover/concealment; engaging the safety; keeping finger out of the trigger guard; proper tactical reloading.
- Shooter is immediately failed if they move from cover to cover with an empty weapon.
  - Time for stage: No limit.
  - Shooter administrative loads 5 rounds and engages safety.
  - At 25-yard line, shooter fires 1 slug from the left side of the barricade and 1 slug from the right side of the barricade.
  - Shooter engages safety and moves.
  - At 15-yard line, shooter fires 2 rounds on target.
  - Shooter engages safety and moves.
At 10-yard line, shooter fires 2 rounds from the left side of the barricade and 2 rounds from the right side of the barricade. Shooter engages safety and moves.

At 7-yard line, shooter fires 2 rounds on target.

Shooter engages safety and moves.

At 3-yard line, shooter fires 2 rounds on target.
F7.2-1 – Firearms Memorandum of Understanding

The use of a firearm is considered lethal force. The guidelines within S21.01 Firearms and Ammunitions, pertain to all firearms used by Indiana University Police Department employees. A violation of the Indiana University Police Department firearms directive and this Memorandum of Understanding may be reason for dismissal from the Indiana University Police Department and Indiana University.

**IUPD Part Time Officer (Class II) Restrictions**

1. IUPD Part Time Officers (Class II) are only authorized to carry their IUPD-issued firearm while in an “on-duty” scheduled status as sworn police officers for the Indiana University Police Department. IUPD Part Time Officers (Class II) are authorized to carry their IUPD-issued firearm while in transit to and from their “on-duty” scheduled status. IUPD Part Time Officers (Class II) may not carry any personally owned firearms while in an “on-duty” scheduled status or while in transit to and from their “on-duty” scheduled status.

2. IUPD Part Time Officers (Class II) are prohibited from carrying back-up firearms.

3. IUPD Part Time Officers (Class II) are academy certified, sworn officers in the State of Indiana but are prohibited from acting under the authority of IUPD while in an “off duty” status.

4. IUPD Part Time Officers (Class II) must abide by all Indiana University policies regarding the possession of firearms on campus and are not permitted to carry on campus while in an “off-duty” status.

5. IUPD Part Time Officers (Class II) will complete all required firearms training annually to include uniform and plain clothes response. This training will be determined by the Indiana University Police Academy staff and will be conducted during the Indiana University Police Academy and made available to all IUPD Divisions.

6. IUPD Part Time Officers (Class II) are only authorized to carry their IUPD-issued firearm while in an “off-duty” status in accordance with IUPD Written Directives.

7. IUPD Part Time Officers (Class II) that live on-campus or on property owned by Indiana University will be required to secure their issued duty weapon at their respective division when in an “off-duty” status.

8. Violation of this MOU by IUPD Part Time Officers (Class II) may result in immediate separation of employment from the Indiana University Police Department.

All officers must sign the directive statement, which will be kept in their personnel file.

**Directive Statement:**

I hereby certify on _____________________ that I fully understand directive S21.01 Firearms and Ammunitions as it pertains to all firearms used by Indiana University Police Department employees.

_____________________________             __________________________
(Name of Officer)                                                                                       (Signature of Officer)
The following firearm is issued to me by the Indiana University Police Department and I understand that I am responsible to maintain firearms proficiency and keep the firearm in inspection condition.

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<th>Make:</th>
<th>Model:</th>
<th>Caliber:</th>
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Serial #: 

**Officer receiving the firearm:**

_________________________________                  _________________
(Signature of Officer)                                                                                                          (Date)

**Supervisor issuing the firearm:**

_________________________________                  _________________
(Signature of Supervisor)                                                                                                       (Date)

**Firearms Qualification Instructor:**

_________________________________                  _________________
(Signature of Instructor)                                                                                          (Date of Qualification)

**Supervisor receiving the returned firearm:**

_________________________________                  _________________
(Signature of Supervisor)                                                                                               (Date of return)
**Personal On-Duty/ Back-Up/ Off-Duty Firearm:**

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**Serial #:**

**Firearm is owned by:**

_________________________________                  _________________  
(Signature of Officer)                                                                                                           (Date)

---

**Authorization to Carry a Personally Owned Handgun:**

To the Chief of Police of the Indiana University Police Department- __________________________________  
(Officer’s IUPD Division)

I, ____________________________ am requesting authorization to carry the above listed firearm as a:

<table>
<thead>
<tr>
<th>Additional duty weapon</th>
<th>Back-up Handgun</th>
<th>Off-duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Circle as applicable)

_________________________________                  _________________  
(Signature of Officer)                                                                                                           (Date)

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I, _____________________________ authorize/do not authorize the above listed firearm to be used in

<table>
<thead>
<tr>
<th>the following capacity</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

(Circle one)

(Capacity(s) requested above/Otherwise accepted)                                (Date)

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I, _____________________________ authorize under my supervision, the above listed firearm was tested and the Departmental handgun qualification standards met by the officer on ________________.

(Signature of Firearms Instructor)  
(Date)
INDIANA UNIVERSITY
POLICE DEPARTMENT

**F7.2-2 – Weapons Maintenance & Modification Request**

Officers must complete and submit the following form to the Division Chief for approval, for any requests to have a modification/alteration, repair/maintenance, or an inspection performed on a weapon that requires a Department-authorized armorer to complete. This form must be submitted and approved prior to the requested action being performed.

<table>
<thead>
<tr>
<th>Officer &amp; Weapon Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Badge #:</td>
<td>Date:</td>
</tr>
<tr>
<td>Weapon:</td>
<td>Division:</td>
</tr>
<tr>
<td>Handgun</td>
<td>Rifle</td>
</tr>
<tr>
<td>Type:</td>
<td>Caliber:</td>
</tr>
<tr>
<td>Primary/On-Duty</td>
<td>Backup</td>
</tr>
<tr>
<td>Request for:</td>
<td>Modification/Alteration</td>
</tr>
</tbody>
</table>

**Request:**

**Modification/Alteration Detailed:**

**Repair/Maintenance Detailed:**

Component: Make, Model: Item Number:

Component: Make, Model: Item Number:

Component: Make, Model: Item Number:

Component: Make, Model: Item Number:

**Inspection Remarks:**

<table>
<thead>
<tr>
<th>Approval/Completion:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The above stated request for modification/alteration, repair/maintenance, or inspection is:</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Officer: Signature: Date Requested:

Division Chief: Signature: Date Approved:

Armorer: Signature: Date Performed:

**WARNING:** No live ammunition in the Inspection/Work Area. Check that the weapon and magazines are unloaded and clear prior to beginning modifications, maintenance, or an inspection.
## Inspection: (Mark as Pass/Fail)

<table>
<thead>
<tr>
<th></th>
<th>Handgun Pass</th>
<th>Fail</th>
<th>Rifle Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Stripped Exam</strong></td>
<td><strong>A. Barrel</strong></td>
<td><strong>1. Barrel bulged</strong></td>
<td><strong>1. Barrel bulged or bent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>B. Slide</strong></td>
<td><strong>1. Sights/Night Sights</strong></td>
<td><strong>1. Magazine catch &amp; button</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Receiver</strong></td>
<td><strong>1. Magazine catch</strong></td>
<td><strong>1. Magazine catch &amp; button</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Extractor</strong></td>
<td><strong>1. Upgrade present</strong></td>
<td><strong>1. Gas key &amp; screws (staked?)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Firing Pin Safety</strong></td>
<td><strong>1. Upgrade present</strong></td>
<td><strong>1. Ejector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Locking block pin- upgrade</strong></td>
<td><strong>1. Firing pin safety spring in place</strong></td>
<td><strong>1. Manual safety selector</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G. Trigger Pin</strong></td>
<td><strong>1. Firing pin safety test</strong></td>
<td><strong>1. Disconnect</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H. Locking Block</strong></td>
<td><strong>1. Trigger pin channel liner</strong></td>
<td><strong>1. Extractor spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I. Trigger Spring- installed correctly</strong></td>
<td><strong>1. With proper connector</strong></td>
<td><strong>1. Pins present &amp; does it work</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>J. Trigger with Trigger Bar</strong></td>
<td><strong>1. Correct for the pistol</strong></td>
<td><strong>1. Securely fastened</strong></td>
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</tr>
<tr>
<td><strong>K. Trigger Mechanism Housing</strong></td>
<td><strong>1. Ejector condition</strong></td>
<td><strong>1. Collapsible stock (lock into positions?)</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>L. Magazine</strong></td>
<td><strong>1. Tube-lips damaged</strong></td>
<td><strong>1. Tube-lips damaged</strong></td>
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</tbody>
</table>

## Reassembly:

After the component parts of the “detailed stripped” exam have been found to be acceptable (or have been corrected), and they have been cleaned, the weapon will be reassembled. The reassembled weapon will then be reinspected to ensure functionality, and zero.
F7.2-3 – Retired Officer Range Qualification Certification

I, ___________________________ hereby certify on the ____ day of ______________, _____, (Name of Retired Officer) (Day) (Month) (Year)
I was tested and found to meet the handgun qualification standards of the Indiana University Police Department, for the qualification of active and retired Police Officers to carry a firearm under the Law Enforcement Officers Safety Act (LEOSA); Public Law 108-277, Public Law 111-272, and Public Law 112-23.

______________________________
(Signature of Retired Officer)

I, ___________________________ hereby certify I am a firearms instructor with the Indiana (Name of Instructor)
University Police Department, and that under my supervision the retired police officer identified above was tested and met the handgun qualification standard for the Indiana University Police Department on the ____ day of ______________, _____, with the firearms identified below. (Day) (Month) (Year)

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Caliber</th>
<th>Serial #</th>
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<tbody>
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______________________________
(Signature of Instructor/Trainer)