Purpose
To provide the Indiana University Police Department (IUPD) with guidance surrounding the control of authorized weapons.

General Order
The IUPD will implement controls to track the location and status of all agency weapons. The IUPD will provide guidelines for safe storage of weapons. The IUPD will establish procedures to ensure that all weapons pass an inspection before being issued and an annual safety inspection. The IUPD will remove from service any weapon determined to be unsafe.

Definitions
Agency Weapon – Any weapon owned by the IUPD. This includes both lethal and less-lethal weapons.

Armorer – An IUPD officer, appointed by the superintendent for public safety, deputy superintendent for public safety or division chief of police, responsible for the care and maintenance of IUPD firearms and who has completed training from a certifying authority on the care and maintenance of specific firearms.

Authorized Employee – An armorer, supervisor, or instructor certified to instruct on a specific weapons system such as firearms or electronic control weapons.

Authorized Weapon – Any firearm defined in G7.2.2 Firearms and Ammunition or any less-lethal weapon defined in G7.2.1 Less-Lethal Weapons on which an IUPD employee has received training and demonstrated proficiency, as specified in G7.2.4 Weapons Proficiency.

Inventory Management System (IMS) – A database and software system for tracking the quantity, location, and status of department assets.

Quartermaster – An employee responsible for inventory control.
Agency Weapons Issuance and Inventory Control (7.2.3 a)  

Weapons Issuance  
Agency weapons may be issued, assigned, and recovered by an armorer or supervisor.  

Officers will review all general orders regarding weapons management and attest that they understand and will abide by the general orders before being issued agency weapons. Records of completed attestations will be maintained in the written directives system.  

Authorized employees or quartermasters issuing a weapon will maintain a record of each weapon that is issued, assigned, or returned in the IMS. The IMS record will contain:  

- Date of issue, assignment, or return,  
- Serial number or a unique identifier, if applicable,  
- Officer or storage location to which the weapon was issued, assigned or returned,  
- Identity of the officer who issued, assigned, or recovered the weapon,  
- Associated equipment that was issued, assigned, or returned.  

Batons  
When issuing a baton, quartermasters will issue a baton and a baton holder that can be attached to a duty belt or load bearing vest.  

Oleoresin Capsicum (OC) Spray  
When issuing OC spray, quartermasters will issue a canister of OC spray and a pouch for holding the OC spray canister that can be attached to a duty belt or load bearing vest.  

Electronic Control Weapons (ECW)  
When issuing an ECW or assigning an ECW for pool use, authorized employees will issue or assign the ECW, a holster that can be attached to a duty belt or load bearing vest, and two ECW cartridges.  

Pepper Ball Launchers  
When issuing a pepper ball launcher or assigning a pepper ball launcher for pool use, authorized employees will issue or assign the pepper ball launcher, a sling, and appropriate ammunition.  

Handguns  
When issuing a handgun, authorized employees will issue the handgun, a holster that can be attached to a duty belt, three or four magazines, a magazine carrier that can be attached to a duty belt or load bearing vest, and ammunition sufficient to fill all magazines to capacity plus a round to be stored in the chamber of the handgun. Officers will decide if they wish to carry three or four magazines. Officers will not carry personally owned magazines for use in a department owned handgun.
Shotguns
When issuing a shotgun, authorized employees will issue the shotgun, a carrying mechanism for ammunition that can be attached to the shotgun or a load bearing vest, and enough ammunition to load the magazine and extra ammunition mechanism to full capacity.

Rifles
When issuing a rifle, authorized employees will issue the rifle, a rifle sling, a carrying case, four thirty-round magazines, two magazine pouches that can be attached to a load bearing vest, and 112 rounds of ammunition.

Inventory Control
An inventory of all authorized weapons will be maintained in the IMS. A record for each weapon will include the following information, as applicable:

- Serial number or a unique identifier,
- Manufacturer,
- Model number,
- Current location or name of the employee to which the weapon is issued or assigned, and
- Duty status of the weapon.

Review, Inspection and Approval by a Certified Weapons Instructor or Armorer of all Authorized Weapons Prior to Use (7.2.3 b)
Inspections
Authorized employees will be responsible for the inspection of all IUPD weapons before they are issued. An inspection record will be created within in the IMS for each inspection performed. Each inspection record will contain the:

- Serial number or a unique identifier of the inspected weapon, if applicable,
- Name of the authorized employee completing the inspection,
- Results of each element inspected, and
- Duty status of the weapon after the inspection.
Modifications
All firearm modifications must be made by an armorer. The armorer may issue the officer a replacement firearm while modifications are being made. ECW grip texture modification must be made by an authorized employee.

The following modifications are authorized and do not require a new demonstration of proficiency, as specified in G7.2.4 Weapons Proficiency prior to carrying the weapon:

- Handgun rail mounted flashlight and grip texture.
- Rifle grips and grip texture, handguards, and stocks.
- ECW grip texture

Only the following red dot sight (RDS) optics are authorized for handguns. A new demonstration of proficiency with the handgun, as specified in G7.2.4 Weapons Proficiency is required prior to carrying the handgun with RDS optics on or off duty:

- Holosun 509T
- Holosun 507 CX2
- Holosun 507 KX2

Additional RDS optic systems may be considered for authorization after the IUPD training staff and armormers test and evaluate the RDS optic system.

The RDS optic system will be attached to the IUPD handgun by a non-permanent attachment or adapter. Permanent modifications to an IUPD handgun are prohibited.

All other modifications or alterations to firearms or magazines must be requested by completing a firearms modification request within the department dashboard application. The officer will be notified if the requested modification is approved. Officers will be required to demonstrate proficiency with the firearm, as specified in G7.2.4 Weapons Proficiency, prior to carrying a firearm, on or off duty after any modification which requires approval.

Unless approved through this approval process, all other modifications to IUPD weapons are prohibited.

Guidelines for Safe Weapon Storage (7.2.3 c)

Storage of Issued or Authorized Weapons
Weapons will not be left unsecured and unattended in any office. Unattended, issued weapons will be stored in a locked room, locked weapons safe or locked weapons retention system.

Weapons that are on an officer’s person will be secured in an authorized holster or carrier.

If an officer leaves their issued or authorized weapon(s) at the IUPD while off-duty, the weapon(s) will be stored in a secure, locked location.
Storage of Weapons in Vehicles
When weapons are secured inside department vehicles, the appropriate steps will be taken to ensure weapons safety.

Rifles will be secured with the chamber empty, loaded magazine inserted, bolt forward, and safety on.

Shotguns will be secured with the magazine loaded to full capacity with an empty chamber, bolt forward, and safety on.

Storage of Weapons in Inventory
Agency weapons that are not issued or are available for check out by officers will be stored, unloaded, in a secure, locked location, accessible only to authorized employees.

Process to Remove Unsafe Weapons (7.2.3 d)
If an officer has reason to believe an agency weapon is unsafe or not in proper working order, the officer will immediately inform a supervisor. The supervisor will:

- arrange to have the weapon replaced;
- not allow an officer to respond to calls for service with a weapon reported as unsafe; and
- inform the appropriate authorized employee, in writing, that the weapon has been taken out of service and needs inspected.

The authorized employee will conduct an inspection of the weapon and determine the appropriate course of action. The weapon will not be returned to service until it passes an inspection.

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Documented Annual Safety Inspection of All Authorized Weapons (7.2.3 e)

Authorized employees will be responsible for the inspection of all authorized weapons once per calendar year. An inspection record will be created within the IMS for each inspection performed. Each inspection record will contain the:

- Serial number or a unique identifier of the inspected weapon, if applicable,
- Name of the authorized employee completing the inspection,
- Results of each element inspected, and
- Duty status of the weapon after the inspection.

Any weapon that does not pass the annual inspection will be removed from service and the individual completing the inspection will take appropriate action to return the weapon to a serviceable condition or remove the weapon from the IUPD inventory.

Related Information

Indiana University Police Department

- G7.2.1 – Less Lethal Weapons
- G7.2.2 – Firearms and Ammunition
- G7.2.4 – Weapons Proficiency
- Electronic Firearms Modification Request
- F7.2.2-1 IUPD Firearm Inspection
- F7.2.2-2 Third Party Handgun Inspection

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