5.5 – Policy on Use, Care and Maintenance of College-Owned Firearms

**Purpose**

To establish a policy at Wesley College (“Wesley” or the “College”) on the use, care and maintenance of College-owned firearms.

**Applicability**

This policy applies to those Constables who are issued Wesley College-owned firearms while on duty, as well as the firearms and ammunition maintained on campus by the Office of Public Safety.

**Policy**

A. Carrying of College-Issued Firearms Off Duty

1) Wesley College-issued firearms may **not** be carried while a Constable is off duty except:

   a) When traveling to or from the firing range for the express purpose of training and qualifying with the weapon as required. The weapon will be carried in the original weapon container and the magazine will be removed. Additionally, the weapon will be “Clear and Safe” by “Visually and Physically” inspecting the magazine well and the chamber after locking the slide to the rear. Ensure that there is no magazine inside the weapon and that the chamber is empty.

B. Storage of Firearms

1) When not on duty, Wesley College-issued firearms will be stored and locked in the firearms safe in the Office of Public Safety, at the end of the Constable’s shift.

2) Prior to securing the weapon, the Constable will ensure the weapon is “Clear and Safe” by “Visually and Physically” inspecting the magazine well and the chamber after locking the slide to the rear and will ensure that there is no magazine inside the weapon and that the chamber is empty.

C. Handling of Department-Authorized Firearms

1) Only firearms purchased and approved by the College will be carried while on duty.

2) Constables will not perform service on a department weapon, beyond routine maintenance and cleaning.

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3) Only Constables who demonstrate proficiencies in the use of the firearm as indicated will be permitted to carry.

   a) Proficiencies Include:

   1) Minimum scores of 80% on the State of Delaware Day and Lowlight Firearms Qualification Course.
   2) Attaining and demonstrating knowledge of the laws concerning the use of firearms.
   3) At least annually, Constables will review the Use of Force Policies in effect for the department. This review will be conducted in conjunction with firearms training by the department’s certified Firearms Instructor and/or another state-certified Firearms Instructor, and shall include instruction on all approved issued weapons (i.e. pepper spray).
   4) The Director of Human Resources shall maintain records of this training and proficiencies. If a Constable does not achieve a proficient score, the Constable shall be temporarily re-assigned to the Firearms Instructor and receive instruction and training to achieve a proficient rating. This temporary assignment shall last no more than two weeks, at which time the employee shall be assigned to Public Safety Officer duties. The period of assignment shall not exceed two weeks. During this time the Constable shall receive an opportunity to demonstrate the proficiencies with department-approved weapons. If after this time the Constable cannot achieve a proficient rating, the Constable shall be placed on Public Safety Officer duties, pending review.

D. Use-of-Force and Annual Weapons Training

1) Constables are required to participate in scheduled Use-of-Force and Weapons Training programs at least semi-annually.
2) At least annually, all Constables are required to receive training in the department’s Use-of-Force Policies and demonstrate proficiency semi-annually with all approved weapons. In addition;

   a) Proficiency training must be monitored by a Certified Weapons Instructor(s).
   b) Training and proficiency must be documented.
   c) Any Constable who does not qualify with an authorized weapon will be provided remedial training in the proper use of that weapon prior to resuming official duties.
   d) Only those officers demonstrating proficiency in the use of department-authorized weapons will be approved to carry such weapons.

E. Ammunition and Handgrips
1) Only department-issued ammunition will be carried in department-issued firearms.
2) When not on duty, Wesley College-issued ammunition will be stored and locked in the firearms safe in the Office of Public Safety, at the end of the Constable’s shift.
3) Non-issued and training ammunition will be stored in the secured ammunition locker located in the Office of Public Safety.
4) Department-issued firearms will not be modified with handgrips, other than those issued with the service weapon.

F. Recordkeeping

1) All Constables are responsible for signing out their weapons at the beginning of each shift and shall sign the weapon back in at the end of each shift. The Constables must record this information on the Handgun Sign-out Log maintained in the Office of Public Safety.
2) All Constables are responsible for signing out ammunition and completing the Ammunition Use Sign-out Log that is maintained in the Office of Public Safety.
3) Neglecting to use both of these Logs may result in disciplinary action up to and including suspension and/or termination.

G. Audits and Inspections of Firearms and Ammunition Storage

1) The Director of Public Safety will conduct a monthly inspection and accountability of all firearms and ammunition, and those inspections will be documented on the Sign-in/Sign-out Logs.
2) The Chief Financial Officer or Director of Human Resources will conduct a quarterly audit of all firearms and ammunition, and the audits will be documented on the Sign-in/Sign-out Logs.
3) In the event that any firearms and/or duty, non-issued, or training ammunition is unaccounted for, the Constable in question will be placed on suspension with pay, pending further investigation. The Dover Police, Chief Financial Officer, as well as the Director of Human Resources, will also be immediately notified.