

1.5.G.5 Parole Services Staff-Use and Control of Weapons

I Policy Index:



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Office of Primary Responsibility: Director of Parole Services and DOC Administration

II Policy:

Parole services staff who are required to carry approved weapons while on duty must demonstrate safe and proficient use of these approved weapons.

III Definitions:

Parole Services Staff:

Employees of the Department of Corrections (DOC) responsible for the supervision of offenders, pursuant to SDCL § 24-15-14.

Weapon:

Any firearm, chemical agent or impact instrument approved by the Executive Director of Parole, hereafter known as the Executive Director.

Agency Approved/Authorized:

The words “agency approved” or “authorized” will be used to indicate items or practices specifically authorized or permitted by this policy.

Armorer:

The trained, factory certified specialist authorized to inspect and repair duty firearms.

IV Procedures:

1. Parole Services Staff Condition of Employment:

- A. All parole services staff designated by the Executive Director are required to carry a DOC issued firearm while on duty, unless otherwise noted in this policy, or exempted by the Executive Director.
 1. Parole services staff are responsible for immediately notifying their regional supervisor or the Executive Director of any physical, mental health or pharmacological condition affecting their ability to perform essential job functions.

2. The term "pharmacological condition" means the use of any prescription or non-prescription medication or item that may impair performance of essential functions.
- B. Prior to offering a parole agent or parole agent supervisor candidate a conditional offer of employment, the candidate will be informed of the DOC's firearm qualification, proficiency and certification requirements.
1. All candidates considered for a parole agent or parole supervisor position are subject to a NCIC III background check that may include community and law enforcement references. The results of the background check must be approved by the Executive Director prior to any conditional offer of employment.
 2. Candidates considered for a position requiring the carrying of a duty issued firearm must be eligible to legally carry/possess a firearm under federal and state law.
 3. Candidates receiving a conditional offer of employment must successfully pass the required firearm qualification/certification test (which includes demonstrating proficiency with the firearm); medical, psychological, drug, and polygraph testing; as well as successful completion of required training.
 - a. If a psychological test is utilized, it will be in the form of a completed psychological evaluation from a licensed psychologist or psychiatrist selected by the DOC.
 - b. If a medical evaluation is utilized, it will be completed by a licensed physician. The results of the evaluation will clear the candidate of any health conditions (including a physical disability) that would in the opinion of the physician, substantially impair the candidate's ability to carry, handle and use a duty firearm in a safe and acceptable manner.
 - c. The completion of the [Parole Services Staff Arming](#) form (See [Attachment 1](#)) indicating the candidate:
 - 1) Has no medical, psychological or health condition, including a physical or mental disability, which substantially impairs the candidate's ability to responsibly carry a duty firearm or interferes with the safe use of or handling of a duty firearm.
 - 2) Is not impaired by alcohol or prescription drugs.
 - 3) Does not use narcotics.
 - 4) Acknowledges that drug testing will be conducted in accordance with ARSD § [55:05:04:01](#) and ARSD § [55:05:05:01](#).
 - 5) Agrees to abide by all DOC policies and Parole Services OMs regarding duty firearms.
 - d. Any additional requirements or conditions imposed by the Executive Director.
 4. If a candidate with a conditional offer of employment does not successfully pass any required training, qualification/certification (which includes demonstrating proficiency with the firearm); or results received from a medical, psychological, drug test has a confirmed positive result, or the results of a polygraph test are determined to be unacceptable/disqualifying, the conditional offer of employment shall be void. If a candidate refuses to submit to any required test/screening, the conditional offer of employment shall be void.
 5. If the candidate has already started working for parole services, employment may be terminated.

3. Firearm Training:

- A. One senior parole agent will be designated to serve as a region's firearms instructor and will be certified by an approved and nationally accredited/recognized training agency; or successfully complete other similar training as approved by the Executive Director.
 - 1. The training will cover the use of duty firearms.
 - a. The Executive Director will review and approve the method of firearm instruction and training curriculum to ensure consistency with universally accepted/adopted curriculum standards.
 - b. The Executive Director will review and approve the minimum requirements of firearm training and qualification to ensure consistency with universally accepted requirements.
 - 2. The DOC will provide appropriate ammunition for designated parole staff to train, practice and qualify with duty firearms.
- B. Parole services staff required to carry a duty firearm are required to successfully re-qualify/certify with the duty firearm annually.
 - 1. Staff on an extended absence from duty, i.e. maternity leave, medical leave, may be required to re-qualify/certify with the duty firearm at the discretion of the Regional Supervisor, Executive Director and/or the firearms instructor.
 - 2. All parole services staff required to carry a duty firearm will be required to successfully re-qualify/certify with the duty firearm when substantial changes in equipment associated with the drawing and/or firing of the duty firearm are implemented/required.
- C. Firearm qualification/certification and recertification will be graded as pass or fail.
 - 1. A minimum score of thirty-eight (38) out of fifty (50), utilizing duty ammunition is needed to pass.
 - a. If there is a shortage of duty ammo, practice ammo of the same general type may be used as a substitution for duty ammo, with prior approval from the Executive Director.
 - 2. The candidate/employee must demonstrate proficiency with the duty firearm.
- D. Firearm instructors, as part of the firearm training, will schedule regular firearm training and re-qualification testing. Training will include subjects such as: judgment shooting, low light firing, seasonal (cold weather) firing (See Parole Services OM 7.1.D.1 [Training and Staff Development](#)), review of the DOC policy 1.5.G.3 [Use of Force – Parole Services Staff](#), and legislation and/or court decisions related to use of force.

3. Candidate Training on Use and Control of a Duty Firearm:

- A. If a candidate does not successfully complete the firearm training, become qualified with the duty firearm and show proficiency with the duty firearm, the trainer and/or firearm instructor will notify the appropriate regional supervisor and Director of Field Services. The regional supervisor may:
 - 1. Offer to make arrangements for the candidate to receive additional training to correct the deficiency; and

2. Coordinate the re-scheduling of the candidate for firearm qualification/certification within thirty (30) days from the first failed attempt; or
 3. Terminate the conditional offer of employment to the candidate.
- B. A candidate approved by the regional supervisor to re-test will be allowed to re-test for firearm qualification/certification four (4) times within a thirty (30) day period.
1. The second qualification attempt will take place as soon as practical and within the same region.
 2. If the candidate fails on the second qualification attempt, he/she will be required to travel to both remaining regions of the state to get instruction and remedial training from each region's firearm instructor.
 3. The candidate will make a qualification attempt at each of the other regions (third and fourth qualification attempts).
 4. The candidate will return to his/her "home" region for the final qualification attempt (fifth qualification attempt).
 - a. The candidate must pass the final qualification attempt (fifth qualification attempt) in his/her "home" region, even if he/she passed the qualification attempt(s) in another region (third and/or fourth qualification attempt).
- C. The firearm instructor will document the performance of each candidate's attempt at duty firearm qualification and note any reasons why the candidate was not successful. This information will be submitted to the Executive Director and applicable regional supervisor.
- D. If the candidate does not qualify and demonstrate proficiency with the duty firearm within thirty (30) days of his/her initial qualification/certification attempt, the conditional offer of employment may be terminated/void.

4. Requalification Training on Use and Control of a Duty Firearm:

- A. If a parole services staff member who is required to successfully complete the firearm training and certification fails to do so, the firearm instructor will notify the staff member's regional supervisor and Director of Field Services, who will:
1. Notify the Executive Director, who may suspend the parole services staff member's authorization to carry a duty firearm while on duty, except for the purpose of practicing, training and certifying with the duty firearm, if the staff member fails to re-certify within thirty (30) days of his/her initial requalification attempt.
 2. Make arrangements for the parole services staff member to receive training to correct the deficiency.
 3. Coordinate the re-scheduling of the parole services staff member for firearm re-qualification testing.
- B. A parole services staff member is allowed to re-test for firearm qualification four (4) times within the thirty (30) day period.

1. The second qualification attempt will take place as soon as practical and within the same region.
 2. If the parole services staff member fails on the second qualification attempt, he/she shall travel to one (1) or both remaining regions of the state to get instruction and remedial training from each region's firearm instructor.
 - a. If the parole services staff member travels to one (1) or both remaining regions of the state, he/she will make a qualification attempt at that other region (third and/or fourth requalification attempt).
 - b. The parole services staff member will return to his/her "home" region for the final requalification attempt (maximum of fifth qualification attempt).
 - 1) The parole services staff member must pass the final qualification attempt (fifth requalification attempt) in his/her "home" region, even if he/she passed the requalification attempt(s) in another region (third and/or fourth qualification attempts).
 3. The parole services staff member must qualify and demonstrate proficiency within thirty (30) days of his/her initial qualification attempt.
- C. Parole services staff re-instated, re-appointed or scheduled to return to duty after an extended leave of absence who are required to complete firearm training and/or certification and have not done so, are required to complete any/all requirements before carrying a duty issued firearm.
- D. The firearm instructor will document the performance of each staff member's attempt at firearm requalification and note any reasons why the staff member was not successful. This information will be submitted to the Executive Director and applicable regional supervisor.

5. Approved/Authorized Weapons for Parole Services Staff:

- A. Only those firearms and ammunition of the type and caliber approved and issued by the DOC may be used by designated parole staff during the performance of official duties, or while acting in an official capacity.
1. Parole staff required to carry a firearm will carry a department-issued Glock Model 23 semi-automatic pistol in .40 caliber must also carry department issued oleoresin capsicum aerosol spray (OC).
 2. Parole staff required to carry oleoresin capsicum aerosol spray (OC) will only carry department- issued OC (See DOC policy 1.5.G.3 [Use of Force – Parole Services Staff](#)). OC may be carried concealed or openly in a manner that is visible to the public. Chemical agent training shall be required for any employee authorized and required to carry OC during the performance of their duties (See Parole OM 7.1.D.1 [Training and Staff Development](#)).
 3. Staff required to carry a duty weapon(s) may carry the duty weapon(s) during the performance of any official duties, or while acting in an official capacity and must carry duty weapon(s) when contacting an offender, or anticipating having contact with an offender, unless exempted by the Executive Director.
 4. Designated Parole services staff will obtain written prior approval from the Executive Director before carrying their duty firearm outside of the state of South Dakota.

- B. Duty issued weapons may not be repaired, modified or altered without prior written approval of the Executive Director, or his/her designee.
- C. Any weapon not specifically authorized for use by this policy or DOC policy 1.5.G.3 *Use of Force – Parole Services Staff* will be considered a prohibited weapon and banned for use or possession by parole services staff during the performance of their official duties, or while acting in an official capacity.
 - 1. All safety devices on the duty firearm will be kept intact, mechanically sound and functional. Any problems with the firearm's safety features will be reported immediately to the armorer for resolution.
 - 2. Parole services staff may not carry a back-up firearm.
- D. Parole services staff will carry their agency issued ID card and/or badge at all times while on duty, unless exempted by the Executive Director.
- E. Safety (ballistic) vests will be worn by designated parole services staff when having contact with a parolee outside of the office. Staff are not required to wear safety vests while performing administrative duties (i.e. court, staff meetings, Board hearings). Staff will use discretion in determining when and if to wear a safety vest at times other than required by policy (See Parole Services OM 7.3.B.2 *Parole Safety and Equipment*).

6. Maintenance/Management of a Duty Firearm:

- A. The designated firearms instructor will serve as a region's armorer and is responsible for the management of duty firearms and the administration of this policy.
 - 1. All duty firearms, magazines, holsters, handgun lock boxes and ammunition (including expended cartridge cases) issued to parole services staff shall remain the property of the DOC and must be turned into the armorer in good repair and working order upon demand, or if the staff member is terminated, suspended, or placed on extended leave.
 - 2. The armorer is responsible for providing approved practice and duty ammunition, ear and eye protection, holsters and handgun lock boxes.
 - 3. The armorer will record each duty firearm serial number on an up-to-date record that will include each duty firearm issued to a designated parole services staff member and the date the firearm is issued to the staff member, or returned to the armorer.
 - 4. The armorer will provide the regional supervisor with up-to-date copies of the firearm record for those parole services staff members under his/her supervision.
 - 5. Parole services staff must submit their duty firearm to the armorer for a safety inspection at least annually. The armorer will ensure the firearm is mechanically sound, has not sustained any unapproved modifications or repairs, is in good repair and has received proper maintenance. The armorer will forward an up to date record of the inspection to the respective regional supervisor anytime a duty firearm is inspected.
 - a. Refusal on the part of a parole services staff member to submit his/her duty firearm for inspection may result in immediate and automatic suspension of the staff member's authorization to carry a duty firearm.

- B. Parole services staff issued a duty firearm will clean the firearm and department issued magazines within seventy-two (72) hours of discharging the firearm. Duty firearms and magazines will be cleaned and inspected for any damage, defects or other conditions that may render the firearm mechanically unsound at least monthly. A duty firearm should be cleaned anytime it is exposed to inclement weather, i.e. rain/moisture. Any defects or needed repairs noted will be immediately reported to the armorer.
1. An exception to the cleaning requirements will be if the firearm was discharged through a use of force and the firearm is needed for evidence or ballistic testing. In this case, the firearm will not be cleaned until proper authorization is provided.
 2. Parole Services staff will use only department issued cleaning kits/solvents to clean their duty firearm and will not use the department issued cleaning kit for personal use.
- C. Duty firearms, department issued ammunition, magazines, holsters and handgun lock boxes will only be used for official parole services duties and may not be used for personal use.
- D. Parole services staff will not un-holster the duty firearm while on duty except for a lawful or legitimate purposes; e.g. training, practice, inspection, cleaning/repair and/or to accomplish a lawful objective.
1. When carried by a designated parole services staff member, the duty firearm will be fully loaded, with a live round in the chamber and a fully loaded magazine in the firearm.
 2. Two (2) additional fully loaded magazines will be at the parole services staff member's immediate disposal.
 3. Only department issued holsters equipped with a properly operating retention device will be used to carry a duty firearm.
- E. Designated parole services staff will be provided handgun lock box for storage of the duty firearm, magazines and ammunition.
1. The handgun lock box may be kept in the designated parole services staff member's residence, at his/her assigned office, or in the trunk of his/her vehicle.
 2. Duty firearms will be carried by the staff member in the department issued holster or secured in the handgun lock box and will not be left unsecured.
- F. If a duty firearm is lost, stolen, damaged or otherwise not functioning in accordance with factory specifications, the parole services staff member issued the firearm will immediately report the incident to the the armorer, the regional supervisor and Executive Director and Director of Field Services. Lost or stolen duty firearms shall be immediately reported to local law enforcement.
1. If a duty firearm is damaged or lost through a parole services staff member's negligence, recklessness or misuse; or the firearm must be repaired to correct an unauthorized alteration/modification, the staff member may be held responsible for the costs of repair or replacement of the duty firearm.

7. Oversight by the Executive Director:

- A. The Executive Director may deny, rescind or suspend the authorization of a designated parole services staff member to carry a duty firearm if the staff member no longer meets one or more of

the qualifying criteria, (depending on the nature of the disqualification), and may pursue further disciplinary action, if applicable, for any of the following reasons:

1. A NCIC III background check (conducted a minimum of every five (5) years from the date of employment) indicates any of the following:
 - a. The conviction of a felony, or any offense which would be a felony if committed in the state of South Dakota.
 - b. A plea of guilty or nolo contendere to a felony offense.
 - c. Arrest for any offense involving dishonesty, unlawful sexual conduct, physical violence or domestic abuse or that involved the possession of a firearm.
 - d. A violation of any state statute which prohibits the legal possession of a firearm by the parole services staff member in the state of South Dakota.
2. Violation of any DOC policy or Parole Services OM relating to the use/issuance/possession of duty firearms.
3. If observed carrying, exhibiting or using a duty firearm in an unsafe or careless manner, or misusing a duty firearm.
 - a. It is the responsibility of the designated parole services staff member issued the duty firearm to report/disclose immediately to the regional supervisor any incidents or situations involving the unsafe, careless use or misuse of the duty firearm or any incident/activity that may negatively affect the staff member's ability to legally possess a firearm. Staff members who observe any such behavior by another parole services staff member must report the behavior to their regional supervisor.
4. Any use of alcoholic beverages while on duty or while carrying a duty firearm, or excessive use of alcoholic beverages off-duty that adversely affects the job of the parole services staff (See DOC policy 1.1.C.1 [Code of Ethics](#)).
5. A medical, psychological or health condition, including a physical or mental disability, which impairs the designated parole services staff member's ability to carry a duty firearm.
6. Any impairment from prescription or OTC drugs that has rendered the designated parole services staff member unfit to carry a duty firearm.
7. The parole services staff member used illegal narcotics for any purpose within the past seven (7) years.
8. The parole services staff member used (smoked/ingested/consumed) marijuana within the past three (3) years.
9. The parole services staff member failed to successfully qualify with the duty firearm within the time permitted by the Executive Director, or failed to successfully complete any part of the required firearms training.
10. A certified counselor determines the parole services staff member 's judgment is, or may be in question.

- a. If a parole services staff member refuses to submit to an evaluation, counseling, testing or screening requested by the Executive Director, authorization to carry a duty firearm may be suspended.
 11. The parole services staff member has been found to be a “danger to others” or a “danger to self” as defined in SDCL § 27A-1-1 or is currently adjudged mentally incompetent.
 12. Any other circumstance, either temporary or permanent, which leads the Executive Director to believe that arming a parole services staff member may result in a danger to that parole services staff member, other DOC staff, offenders or the general public.
- B. The decision of the Executive Director to deny, revoke or suspend a designated parole services staff member’s authorization to carry a duty firearm will be in writing to the staff member and a copy will be placed in the staff member’s training and/or personnel file. Information gathered regarding a parole service staff member will be handled in a confidential and responsible manner.
- C. If authorization to carry a duty firearm is rescinded, the Executive Director may require the staff member to immediately surrender his/her duty firearm and/or ammunition, magazines, holster and handgun lock box to the armorer.

8. Restriction on Carrying a Duty Firearm:

- A. Designated parole services staff will not carry duty firearms under the following circumstances:
1. While off duty, unless the parole services staff member has written permission from the Executive Director. (A copy of the written permission will include an effective date and a review date and shall be placed in the staff member’s personnel file).
 - a. Such permission may be granted if the parole services staff member faces the need for personal protection while off duty from specific job-related hazards, or may face the need to respond immediately to a call while off duty.
 - b. Parole services staff that carry a duty firearm without such proper authorization will be deemed as acting outside the scope and course of their employment and will be considered acting completely independently of the State of South Dakota and shall be subject to all applicable state and federal firearms laws.
 - 1) The State of South Dakota assumes no responsibility or liability for such actions taken outside the scope and course of employment.
 - 2) Any liability arising from parole services staff members’ actions with a duty firearm taken outside the scope and course of employment will be the sole, individual liability of those parole services staff members.
 2. While in a condition resulting from the use of alcohol or medications where the parole services staff member’s motor skills, reflexes or judgment could be adversely affected, or while displaying evidence of mental or emotional instability.
 3. When there is reasonable evidence to support the staff member’s conduct may adversely affect the staff member’s safety and/or the safety of others.
 4. While under disciplinary suspension, or while under investigation.
 5. While on annual leave, sick leave (paid leave status), or any period of unpaid absence from employment with the DOC.

6. As instructed by the armorer/firearm instructor or the Executive Director.
7. Outside the state of South Dakota, unless prior written permission is granted by the Executive Director.
8. When otherwise prohibited by state or federal law i.e. entrance into a prohibited building or property (a correctional jail/prison).
 - a. Under such circumstances, the duty firearm may be temporarily stored in the locked trunk of the parole services staff member's vehicle, or other secure location provided by the facility.
 - b. As much as possible, parole services staff will take care to remove and place the duty firearm in the locked trunk of the vehicle without being observed.
 - c. If the trunk is accessible from the passenger area of the vehicle, all doors on the vehicle must be securely locked when storing the duty firearm in the trunk.

9. Violation:

- A. The use or handling of a duty firearm by a designated parole services staff member on or off duty in a careless or imprudent manner, or the unjustified endangering of human life by a duty firearm used in violation of this policy, or non-compliance with the procedures and requirements of this policy by a designated parole services staff member is strictly forbidden and may result in disciplinary investigation, revocation of duty firearm authorization and/or other possible disciplinary action, including termination of employment.

V Related Directives:

SDCL §§ [24-15-14](#) and [27A-1-1](#).

ARSD § [55:05:04:01](#) and [55:05:05:01](#).

DOC policy 1.1.C.1 – [Code of Ethics](#)

DOC policy 1.5.G.3 – [Use of Force – Parole Services Staff](#)

Parole Services OM 7.1.D.1 -- [Training and Staff Development](#)

Parole Services OM 7.3.B.2 -- [Parole Safety and Equipment](#)

VI Revision Log:

September 2005: New policy.

April 2007: **Clarified** the requirements for initial firearms qualification and retesting. **Added** language regarding the use of a duty firearm for personal recreation activities. **Added** procedures for those approved candidates or staff who does not pass the qualification test. **Clarified** that a pharmacological condition relates to “essential” job functions. **Separated** information on initial certification for approved candidates and recertification for existing staff into different sections. **Clarified** exceptions for carrying the duty firearm and other DOC-issued equipment.

August 2008: **Revised** policy and attachment in accordance with DOC policy 1.1.A.2. **Replaced** “parole services” with “agents or parole agent supervisor” in ss (B of Parole Services Staff Condition of Employment). **Replaced** “Recertification” with “Requalification” in title of Requalification Training on Use and Control of Weapons, **deleted** “recertification” throughout section and **replaced** “qualification” with “requalification” in ss (B1 and B2) of section. **Deleted** statement regarding determination made by the firearms instructor in ss (C of Maintenance/Management of Weapons). **Deleted** “prescribed” in reference to medications in ss (A2 of Restriction on Carrying a Duty Firearm) and in Attachment 1. **Clarified** DOC policy 1.5.G.3 throughout policy. **Replaced** “operational

memorandum” with OM throughout policy when appropriate. **Added** new ss (D2 of Approved/Authorized Weapons for Parole Services Staff) and reformatted following bullet to number 3. **Added** DOC policy in section V.

March 2009: **Replaced** titles of positions as appropriate throughout policy. **Replaced** “can” to “will” when referencing rescinding employment in ss (B3 of Parole Services Staff Condition of Employment). **Revised** ss (A) to read Senior Parole Agent in each region vs. designated parole agent, **revised** ss (A1a) to clarify that the ED must approve the training program, **added** that the ED must approve the qualifications in ss (A2b), **replaced** 40 with 38 out of 50 for a score in ss (B1) and **added** statement regarding part of their Firearm Training Program in ss (C) all within General Training Criteria on Use and Control of Weapons. **Added** Director of Field Services in ss (A) and **revised** formatting of former ss (B5) to ss (B4a) all within Approved Candidate Training on Use and Control of Weapons. **Added** Director of Field Services in ss (A) **replaced** “may” with “shall” as it relates to traveling for requalification in ss (B2) and **revised** formatting of former ss (B3) to ss (B2b1) within Requalification Training on Use and Control of Weapons. **Added** statement regarding Senior Parole Agent within ss (A) and **replaced** regional supervisor with Director of Field Services in ss (F) both within Maintenance/Management of Weapons. **Revised** formatting of former ss (A1c and A1d) to ss (A1b1 and A1b2) and **added** Director of Field Services to ss (B) both within Restriction on Carrying a Duty Firearm.

March 2010: **Revised** formatting of Section I. **Deleted** former ss (A1 and B4 of Parole Services Staff Condition of Employment) regarding parole agents required to obtain a concealed weapon’s permit. **Added** hyperlinks. **Replaced** reference to NRA to nationally accredited training agency within ss (A), **deleted** chemical agents in ss (A1) both within General Training Criteria on Use and Control of Weapons). **Revised** ss (D2 of Approved/Authorized Weapons for Parole Services Staff) to state prior approval from the ED are required to carry a firearm out of state. **Deleted** former ss (A1 of Oversight by the Executive Director) regarding the denial or revocation of a concealed pistol permit. **Deleted** former ss (A8 of Restriction on Carrying a Duty Firearm) regarding entering an establishment where primary function is the sale of alcohol. **Deleted** reference of SDCL 23-7-8.1 in Section V.

March 2011: **No changes.**

April 2012: **Deleted** “Non-Public” and Replaced with “Public”.

April 2013: **Added** “or possession” and **Added** “during the performance of their official duties or while acting” in Section 5 C.

March 2014: **Added** “a conditional offer of employment, the candidate” to Section 1 B. **Added** “being considered” to Section 1 B. 1. **Added** 2. to Section 1 B. **Deleted** b. reference to criminal history background check in Section 1 B. 3. **Added** “or results received from” and **Added** “(has a confirmed positive result)” and **Added** “are determined to be unacceptable/disqualifying, the conditional offer of employment” and **Added** “If a candidate refuses to submit to a drug screening test, the conditional offer of employment is void” in Section 1 B. 4. **Added** “to ensure consistency with universally accepted/adopted curriculum standards” in Section 2 A. 1. a. **Added** “to ensure consistency with universally accepted requirements” in Section 2 A. 1. b. **Deleted** “required to attend initial training to become” and **Added** “successfully completed” in Section 2 A. **Added** “appropriate” to Section 2 A. 2. **Added** B. and 1.-2. to Section 2. **Added** a. to Section 2 C. 1. **Deleted** “parole services staff” and **Replaced** with “employee” in Section 2 C. 2. **Added** D. to Section 3. **Added** new 1. to Section 4 A. **Deleted** “weapon” and **Replaced** with “firearm” in Section 5 A. **Added** “and must carry department issued OC” in Section 5 A. 1. **Added** “department issued” to Section 5 B. **Added** “during performance of official duties of while acting in their official capacity and must carry a duty firearm when” in Section 5 D. 1. **Deleted** “as mandated by the applicable Parole OM” and **Replaced** with “when carrying a duty firearm during the performance of any/all official duties or while acting in their official capacity” in Section 5 E. **Deleted** “for training” and **Added** “magazines, holster, handgun lock box” and **Added** “and must be turned into the armorer in good repair and working order upon demand or termination of employment” in Section 6 A. 1. **Added** “and the date the duty firearm was issued or returned to the armorer” in Section 6 A. 3. **Added** “up to date” in Section 6 A. 4. **Added** “and ensure the firearm is mechanically sound, has not sustained any unapproved modifications or repairs and is in good repair” and **Added** “up to date record and

Added “any time a duty firearm is inspected” in Section 6 A. 5. **Added** a. to Section 6 A. 5. **Added** “Duty firearms and magazines will be cleaned and inspected for any damage, defects or other conditions that may render the firearm mechanically unsound at least monthly. Any defects or needed repairs noted will be immediately reported to the armorer” in Section 6 B. **Added** “solvents” in Section 6 B. 2. **Added** “magazines, holsters and handgun lock box” and **Deleted** “recreational use” and **Replaced** with “personal use” in Section 6 C. **Deleted** “cannot display their duty firearm” and **Replaced** with “will not unholster the duty firearm while on duty” and **Added** “self defense, clearing/repair” to Section 6 D. **Deleted** “one” and **Replaced** with “two” in Section 6 D. 2. **Added** “properly operating” in Section 6 D. 3. **Deleted** “Under no circumstances” and **Added** “will be carried by the staff member in the department issued holster or secured in the locking gun safe and will not be” in Section 6 E. 2. **Added** “damaged or otherwise not functioning in accordance with factory specifications and **Added** “immediately” and **Added** “Lost or stolen duty firearms shall be reported to local law enforcement” in Section 6 F. **Added** 1. to Section 6 F. **Added** “if the staff member no longer meets one of more of the qualifying criteria, depending on the nature of the disqualification” in Section 7 A. **Added** “(conducted a minimum of every 5 years from the date of employment” in Section 7 A. 1. **Added** b. to Section 7 A. 1. **Deleted** “or ordinance governing the use of” and **Replaced** with “state statute which prohibits the legal” in Section 7 A. 1. d. **Added** “known history of violence” to Section 7 A. 1. c. **Added** e. to Section 7 A. 1. **Added** “or while carrying a duty firearm” in Section 7 A. 4. 6. **Added** 11 and 12 in Section 7 A. **Added** C. to Section 7 **Added** a. to Section 7 A. 3. **Added** a. to Section 7 A. 11. **Added** “(A copy of the written permission will include an effective date and a review date and shall be placed in the staff member’s personnel file)” to Section 8 A. 1. **Added** 9. to Section 8. A **Added** Section 9. “Violation”. **March 2015:** **Added** “that would in the opinion of the physician” in Section 1 b. 3. b. **Deleted** “prior to being issued a duty firearm that is not the same general type (different make or caliber) or” in Section 2 B. 2. **Added** “written” to Section 5 A. 4. **Deleted** “official” in Section 6 D. **Added** “report the incident to” and **Added** “regional supervisor” and **Deleted** “and complete a Field Services Incident Report” in Section 6 F. **Added** “and shall be subject to all applicable state and federal firearms laws” in Section 8 A. 1. b.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

04/18/2015

Date

