



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Corrections Officer Secure Storage of Personal Firearms and Ammunition	DOC Policy: 40.1.14
Effective:	6/6/14	Supersedes: N/A
Applicability:	All functional units	
Directives Cross-Reference:	Facility Access Div 016 Force (Use of) Div 013 Unusual Incident Reporting Process 40.1.6	
Attachments:	Personal Firearm and Ammunition Secure Storage Authorization Agreement (CD 1680)	

I. PURPOSE

The purpose of this policy is to establish Department of Corrections procedures and employee responsibilities for eligible corrections officers to possess and securely store personal firearms and ammunition at Department of Corrections facilities and at non-prison facilities and buildings owned or occupied by the department.

II. DEFINITIONS

- A. **Concealed Handgun License (CHL):** A current and valid Oregon Concealed Handgun License issued by the employee's county of residence in accordance with ORS 166.291 and 166.292.
- B. **Corrections Officer:** As defined in ORS 181.610, a department staff member in the correctional officer classification series who is charged with and primarily performs the duty of custody, control or supervision of inmates.
- C. **Department of Corrections Facility:** The building and grounds area operated by a functional unit which physically houses inmates.
- D. **Non-Prison Department of Corrections Facilities and Buildings:** Public buildings and parking lots owned and/or occupied by the Department of Corrections that are not part of the grounds of a Department of Corrections facility.
- E. **Personal Firearm:** A handgun owned by an individual corrections officer employed by the Department of Corrections. "Handgun" includes any pistol or revolver using a fixed cartridge containing a propellant charge, primer and projectile, and designed to be aimed or fired otherwise than from the shoulder.

III. POLICY

A. General Policies

- 1. Corrections Officers' Possession and Storage of Personal Firearms and Ammunition at a Department of Corrections Facility:

- a. A corrections officer employed by the Department of Corrections that meets the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may possess and store the officer's personal firearm and ammunition at a Department of Corrections facility *only* in the manner authorized and provided in the department's rule on Facility Access, OAR 291-016-0120, and this policy.
 - b. A corrections officer that does not meet the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may not possess and store the officer's personal firearm and ammunition at a Department of Corrections facility.
2. Corrections Officers' Possession and Storage of Personal Firearms and Ammunition at Non-Prison Department of Corrections Facilities and Buildings: A corrections officer employed by the Department of Corrections that meets the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may possess and store a personal firearm and ammunition in the officer's personal vehicle when the vehicle is parked in a department parking lot at a non-prison facility or building owned or occupied by the department *only if* the officer:
- a. Is present in the officer's official capacity at a public building occupied by the department,
 - b. Has a valid concealed handgun license issued pursuant to ORS 166.291 and 166.292;
 - c. Has secured the personal firearm and ammunition in a closed and locked trunk, glove compartment, center console or other container, and the key is not inserted into the lock, if the trunk, glove compartment, center console or other container locks with a key; and
 - d. Has complied with the procedures, terms and conditions for authorization set forth in this policy.
3. Personal Firearm Secure Storage Authorization Agreement:
- a. A corrections officer employed by the Department of Corrections that meets the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88), and who desires to receive authorization from the Department to possess and store a personal firearm and ammunition at a Department of Corrections facility or a non-prison facility or building owned or occupied by the department, must first

review and sign the department's Personal Firearm and Ammunition Secure Storage Authorization Agreement (CD 1680).

- b. To retain authorization a corrections officer must review and sign a new agreement annually at the officer's scheduled performance review date. This form will be retained in the employee's personnel file.

4. Ammunition: A corrections officer employed by the Department of Corrections who has received authorization from the Department to possess and store a personal firearm and ammunition at a Department of Corrections facility and at non-prison facilities or buildings occupied by the department in accordance with this policy may possess and store with their personal firearm only that amount of ammunition that the personal firearm is designed to hold. Additional rounds or magazines of ammunition beyond the design capacity of the officer's personal firearm are not authorized.

5. Employee Responsibility for Personal Firearms and Ammunition:

- a. The employee shall be responsible for his/her personal firearm and ammunition at all times.
- b. The employee shall be responsible for handling and maintaining the employee's personal firearm and ammunition in a safe, secure and serviceable condition.
- c. The employee shall not draw or exhibit the employee's personal firearm or ammunition at any time while possessed or stored at a Department of Corrections facility or non-prison facility or building owned or occupied by the department except as necessary in the process of safely placing it in a designated storage location.
- d. The employee will follow the department's rule on Force (Use of); OAR 291-013-0190, in off-duty situations.
 - 1) Off-duty employees, who observe a crime in progress or a fugitive, should immediately contact the local law enforcement agency and allow the law enforcement agency to resolve the situation.
 - 2) Employees shall avoid using department-issued equipment or role status to intervene in use-of-force situations when off duty; however, the Department of Corrections recognizes employees have citizens arrest powers and the right to intervene in crimes in progress.

B. Employee Discipline

Any violation of this policy may result in disciplinary action up to and including termination from state service.

C. Suspension or Termination of Personal Firearm Secure Storage Authorization:

1. An employee's failure to strictly follow and comply with the requirements of this policy may result in the suspension or termination of his/her authorization to possess and securely store a personal firearm and ammunition at Department of Corrections facilities and at non-prison facilities and buildings occupied by the department.
2. The functional unit manager may temporarily suspend the employee's authorization to possess and securely store a personal firearm and ammunition at Department of Corrections facilities and at non-prison facilities and buildings occupied by the department if the employee is under investigation for serious misconduct, or the functional unit manager becomes aware of information that the employee may become a threat to the safety and security of the department.

IV. IMPLEMENTATION

Each Department of Corrections facility (institution) will establish and maintain a confidential procedure that addresses the management and use of secure storage locations used to store eligible corrections officers' personal firearms while at the facility.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Elizabeth Craig, Administrator

**Personal Firearm and Ammunition Secure
Storage Authorization Agreement**

The Department of Corrections is not responsible or liable for any accidental or negligent occurrences created by my failure to follow the provisions of this policy.

The Department of Corrections is not responsible or liable for any damage or loss of my personal firearm, ammunition or holster.

Any violation of the Department of Corrections policy on Corrections Officer Secure Storage of Personal Firearms and Ammunition (40.1.16) may result in disciplinary action up to and including termination from state service.

Failure to strictly follow and comply with the requirements of the department's policy may result in the suspension or termination of his/her authorization to possess and securely store a personal firearm at Department of Corrections facilities and at non-prison facilities and buildings owned or occupied by the department.

The functional unit manager may temporarily suspend the employee's authorization to possess and securely store a personal firearm privilege personal firearm at Department of Corrections facilities and at non-prison facilities and buildings occupied by the department if the employee is under investigation for serious misconduct, or the functional unit manager becomes aware of information that the employee may become a threat to the safety and security of the department.

By signing below, I acknowledge that I have reviewed, understand and agree to abide by the Department of Corrections policy on Corrections Officer Secure Storage of Personal Firearms and Ammunition (40.1.16) prior to bringing a personal firearm and ammunition to a Department of Corrections facility or to non-prison facilities and buildings occupied by the department. I further acknowledge that I have reviewed, understand and agree to abide by the correctional facility's confidential procedure regarding the secure storage of personal firearms and ammunition. I agree to properly control and secure my personal firearm and authorized ammunition in the department-provided personal gun lockers or in a secure personal vehicle if department-provided personal gun lockers are not available, in accordance with the procedures, terms and conditions established by the Department of Corrections in its policy on Corrections Officer Secure Storage of Personal Firearms and Ammunition (40.1.16).

Employee Signature

____/____/____
Date

Functional Unit Manager or Designee

____/____/____
Date