

STANDARD OPERATING PROCEDURE		Reference No. Training - 02
		Agency Greentown Police
Subject	Maintenance, Repair, and Modification of Issued Firearms	No. of Pages 3
Special Instructions	Effective Date January 1, 2014	

I. PURPOSE

Establishes guidelines for maintenance, repair and modification of Agency issued firearms.

II. POLICY

- A. All issued firearms shall be inspected annually.
- B. Issued firearms shall be maintained as when built by the factory unless a modification or alteration is necessary to enhance an officer's ability to operate the firearm.
- C. Agency issued firearms needing repair work shall only be repaired as authorized in this procedure.
- D. Only the manufacturer and personnel authorized by this procedure shall be permitted to service, repair or modify Agency firearms.

III. PROCEDURE

- A. Inspection of Agency firearms shall be conducted by the Marshal and any needed repairs performed by an armorer of the Howard County Sheriff Department or other agency authorized armorer.
 - 1. Pistols, shotguns and rifles shall be inspected for excessive wear, proper function, serviceability and unauthorized modifications.
 - 2. Each firearm shall be disassembled, worn parts replaced as necessary, internal parts cleaned and properly re-lubricated and reassembled.
 - 3. Firearms inspections should be scheduled to coincide with programs where officers are already in attendance, such as Agency training or schools to avoid taking an officer from his normal duties.

- B. Agency firearms shall not be altered, modified or repaired by any person other than the manufacturer or an Agency armorer or an armorer authorized by the Agency.
- C. The Agency firearm's armorer may employ qualified non-Agency persons to repair Agency firearms in the event the repair or work needed is beyond the scope of the Agency armorers training or if an Agency armorer is unavailable to make a needed repair.
- D. Approval to make a modification or alteration must be given by the Marshal before the work is done.
 - 1. An alteration or modification needed to enhance an employee's ability to operate the firearm must be requested by the firearms instructor.
 - 2. The request shall explain the nature of the problem the employee is having and how a modification to the firearm would help.
 - 3. If the request is approved, the Marshal shall direct the armorer to make the modification.
 - 4. Modifications shall not be made that result in the firearm being out of the limits of technical specifications established by the manufacturer of the firearm.
- E. Repairing Agency firearms.
 - 1. Firearms repair must be requested by a firearms instructor and/or armorer.
 - 2. The instructor or armorer shall complete a firearm repair order and attach it to the firearm.
- F. If the repair is minor and can be made by the armorer, the firearm repair should be made by the armorer.
- G. If the repair cannot be made in the field, the firearm shall be retained by the armorer for repair. A replacement shall be provided for the unit with the defective firearm.
 - 1. The firearm shall be tagged to include the following:
 - a. Assigned officer's name;
 - b. Problem displayed by the firearm;

- c. **Weapon serial number; and**
 - d. **Recommendation of the firearms instructor.**
- H. **Spare firearms from the armory may be used until repairs are made.**
- I. **This procedure is to be used in conjunction with all relevant Agency regulations, rules, policies, and procedures.**