



WEAPONS INVENTORY CONTROL

Directive: 8 - 106

Date of Issue: July 2013 Amends/Cancel: G.O. 08-03

I. PURPOSE

The purpose of this Directive is to establish a Weapons Inventory Controls System within the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

Firearms are the most sensitive of all equipment assigned to the Department of General Services Maryland Capitol Police. All Police Officers are responsible for the proper use and safeguarding of firearms. All Police Officers are accountable for the firearms issued to them and share in the responsibility for firearms with which they may come in contact. Strict accountability of DGS-MCP firearms will be adhered to at all times. Firearms inventories will be completely accurate and updated to reflect the current Officer to whom a firearm has been issued.

III. RESPONSIBILITY

The Department of General Services Maryland Capitol Police Support Services Unit will be responsible for the following:

- A. Procuring firearms
- B. Issuing firearms
- C. Tracking all DGS-MCP firearms
- D. Safekeeping of firearms assigned to DGS-MCP
- E. Repairing malfunctioning firearms
- F. Receiving/Issuing and accounting for all ammunition
- G. Monitoring routine preventive maintenance of all firearms including all unassigned weapons.

IV. FIREARMS INVENTORIES

- A. Support Services will be responsible for all firearms inventory.

- B. Support Services will direct all physical inventories of firearms issued to DGS-MCP personnel.
- C. Support Services under the authority of the Chief of Police will designate a Weapons Custodian. The Weapons Custodian will be responsible for the inventory of all weapons issued to police personnel on a monthly basis. This may be done by way of the shift Commanders monthly uniform and equipment inspection report. Any discrepancy will be handled and rectified as soon as it is discovered.
- D. To ensure the control and accountability of all firearms a semiannual inventory of weapons will be initiated by Support Services on or about June 30 and on or about December 31.
- E. Firearms inventory reports will be forwarded to the Chief of Police or his designee upon completion.
- F. Once approved by the Chief of Police, Support Services will reconcile the overall Department inventory and forward a report to the Agency Property Officer, located at 301 W. Preston St. Room 1309, Baltimore Maryland 21201.

V. NEW WEAPONS PURCHASED/RECEIVED BY DGS-MCP

- A. Support Services will process all requests for purchase of firearms for submission through the agency procurement section.
- B. New weapons will be handled as a special purchase order. The weapons will be received using ADPICS with the original packing slip containing the serial number attached to the purchase order. A copy of the packing slip will be maintained in an individual weapons folder of each weapon purchased and a copy forwarded to the Agency Property Officer.
- C. After reviewing the packing slips against the weapon serial numbers, Support Services will have the weapon entered into the DGS-MCP Inventory system by forwarding copies of all documentation to the Agency Property Officer.
- D. Firearms obtained by DGS-MCP through means other than the normal purchase process, such as confiscated or gifts, will be processed and reported to the Agency Property Officer on a Fixed Asset Inventory Report, to be recorded in the Security Property Records.

VI. ISSUANCE AND RECEIVING DGS-MCP FIREARMS

- A. Weapons will be issued by Support Services.
- B. DGS-MCP will establish (internal) written procedures for receipt and issuance of all firearms. (DGS-MCP equipment from) Approved Forms will be used to record a complete description of the firearm including the make, model, and serial number. The form will also include the signature of the person to whom the firearm is assigned and the signature of the Police employee issuing the firearm.

VII. CHANGE OF COMMAND INVENTORIES

- A. Whenever there is a change at the Chief of Police level, all firearms will be physically inventoried by the incoming Chief of Police.

- B. The inventory will be documented using the Property Listing and signed by the incoming Chief of Police.
- C. Resolution of firearms inventory discrepancies between administrations will be given high priority by the incoming Chief of Police.

VIII. MISSING OR UNACCOUNTED FIREARMS

- A. Support Services will immediately notify the Chief of Police regarding any missing or unaccounted firearm.
- B. Support Services will also notify the Agency Property Officer when unable to account for any firearm.
- C. The Chief of Police will initiate an administrative and /or criminal investigation into the matter. A thorough investigation will be made of the missing weapon to determine the circumstances involved and to fix a responsibility as necessary. Inventory or accountability will be investigated thoroughly. Before a loss can be attributed to any inventory or accountability discrepancy, it must be determined through investigation the loss was not the result of theft or misappropriation.
- D. Results of the investigation will be attached to a missing/stolen document (DGS 950-8) and forwarded to the Agency Property Officer for final disposition.

IX. STORAGE

Only Department owned firearms will be stored in the weapons safe located in DGS-MCP Headquarters. Any access to these safes must be approved by the Chief of Police.