



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 14-22 WEAPONS AND SECURITY EQUIPMENT

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 13-12

APPROVED: Signature on File EFFECTIVE: September 22, 2014

I. APPLICABILITY. This policy applies to Arkansas Community Correction (ACC) employees.

II. POLICY. ACC policy is to prepare certain employees to function effectively across a force continuum by providing training and authorizing an assortment of security equipment and firearms as provided by this policy. In those instances where application of force is necessary to gain control of a situation, alternatives will be available to resolve conflicts with the least amount of force reasonably necessary under the circumstances as perceived by an employee. (4-APPFS-3A-22M, 4-APPFS-3B-02M)

A. Issuing Weapons and Security Equipment. Weapons and security equipment authorized for use in the performance of ACC duties must be issued in accordance with the Weapons & Security Equipment Authorization Listing (Attachment 1). Any modification to the list requires written approval of the Director. The Parole/Probation Manager, Center Supervisor, or Special Response Team (SRT) Commander may delegate the task of issuing weapons and security equipment to an employee who is eligible to be issued such weapons and/or equipment.

B. Authorization to Carry Firearm. To be authorized to carry a firearm, an ACC employee must meet the following prerequisites: (4-APPFS-3A-04)

1. Be employed in one of the following positions: Parole/Probation Officer, Parole/Probation Agent, Parole/Probation Assistant Manager, Parole/Probation Manager, Parole/Probation Assistant Director, Deputy Director, Center Supervisor, Assistant Center Supervisor, Special Response Team (SRT) Commander, SRT Leader, SRT members, designated Community Correction Center work crew security officer at the Omega Center, or others designated by the Director or a Deputy Director
2. Free of a felony conviction.

3. Free of a misdemeanor conviction of domestic violence.
4. Successfully completed the Parole/Probation Services Basic training programs.
5. Completed weapons training as described in this policy.
6. Receive a satisfactory medical/physical evaluation, a mental health screening, and a substance abuse test prior to being issued a weapon, other than a chemical agent.
7. Satisfied all other conditional employment requirements except that employees have one year from the date of employment to complete law enforcement certification.
8. Have met, or are in the process of meeting, Arkansas law enforcement certification requirements of Specialized Police Personnel.
9. Center Supervisors and Assistant Center Supervisors, who meet all other requirements listed in this section, may be approved to carry a weapon upon completion of appropriate training as determined by the Director.

C. Authority. The authority to carry an ACC issued firearm or security equipment extends to ACC related job activities, otherwise there is no authority to carry or use agency-issued firearms or security equipment. (4-APPFS-3B-01M)

D. Carrying ACC Issued Weapons and Security Equipment.

1. Employees Not Assigned to a Residential Center. An employee who is not assigned to a residential center may carry an authorized weapon, ammunition, and chemical agent during all hours in which he/she is actively pursuing the obligations and duties of the position for which he/she is employed by the ACC. This does not prohibit an employee from carrying the weapon when commuting to and from work.
2. Residential Center Employees. Security staff who have received the required training may be authorized by the Center Supervisor to carry security/control equipment.
 - a. Security staff at the rank of sergeant or above may be authorized to carry a chemical agent for on site supervision.
 - b. Security staff who supervise community work crews may be authorized to carry a chemical agent for off-site supervision.
 - c. Security staff may be authorized to carry a chemical agent while transporting offenders.
 - d. Security Staff at a Technical Violator Program (TVP) must carry a firearm and chemical weapon when supervising TVP community work crews unless an exception is granted by the Center Supervisor.
 - e. Security staff who are on the Special Response Team (SRT) may carry weapons off site, pursuant to applicable policy.
 - f. Shift Supervisors and Assistant Shift Supervisors may be authorized to issue stun shields, riot helmets and other approved security/control equipment when necessary.

3. Additional Carrying Requirements.

- a. When carrying a firearm, an employee must also carry a chemical agent or SRT members may instead carry a Taser. SRT members must NOT carry a Taser and chemical weapon at the same time. The firearm must be in an approved holster and the chemical agent in a carrier or belt case.
- b. An employee must wear or keep his or her ACC photo identification card on his or her person whenever carrying a firearm.
- c. An employee must not carry a firearm while under the influence of any mood altering substance, including prescribed medications, that would impair his or her ability to perform the duties of the job.
- d. An employee must not carry a firearm when precluded from doing so by the supervisor, in accordance with the provisions of this policy, or by law.
- e. Firearms will at all times be maintained and used in a manner which precludes accidental discharges.

E. Carrying a Personal Handgun While on Duty.

1. Law Enforcement Officer (LEO). A LEO may carry an approved personal handgun as a backup weapon while on duty provided that the officer:
 - a. Furnishes his/her own handgun and conceals it while carrying it both on and off duty.
 - b. Qualifies on the personal handgun through an ACC certified firearms instructor prior to carrying it and requalifies as required by agency policy.
 - c. Furnishes his/her own ammunition for qualifying and duty for the personal handgun.
 - d. Keeps the handgun properly maintained, repaired and in good working order at his/her own expense.
2. The caliber and type of the handgun and its ammunition must be approved in advance by the Director.

F. First Aid/Emergency Medical Services. First aid or emergency medical services must be promptly provided following the injury and/or contamination of an individual by a firearm, chemical agent or security equipment. (4-ACRS-2B-02[P]).

G. Responsibility to Inform of Physical or Emotional Impairment and Suspending Authorization.

Employees who are authorized to carry a firearm and/or less than-lethal weapon must notify their immediate supervisor of any physical or pharmacological conditions causing physical or emotional impairment that could affect their ability to perform the essential functions of their duties or carry/use a firearm or less-than-lethal weapon safely.

Impairment is considered to be a condition that can affect judgment, reaction time, or motor skills, as it may affect the ability to act or handle a firearm or less-than-lethal weapon safely and proficiently or to operate a motor vehicle safely.

Supervisors must consider the circumstances and when warranted must suspend or revoke authorization to carry a firearm and less-than-lethal weapon and/or operate a motor vehicle. Supervisors must protect such medical information pursuant to law and policy.

Authorization will be reinstated upon the cessation of the medication effects, or with the physician's ruling that the physical condition and/or medication's potential effects would not interfere with handling a firearm or less-than-lethal weapon, driving a motor vehicle safely, or safely performing other essential functions. (4-APPFS-3B-05)

H. LEO Personnel Actions. The Parole/Probation Deputy Director and Residential Services Deputy Director must ensure proper notification to the Commission on Law Enforcement Standards and Training of all LEO personnel actions, pursuant to the Commission on Law Enforcement Standards and Training Manual.

I. Training Requirements for Issue and Use of Weapons and Security Equipment.

1. Training Approval Requirement. Training courses addressing requirements in this section must be approved by the ACC Central Training Section or the Arkansas Law Enforcement Training Academy.
2. Firearms Qualification and Security Equipment Training Requirements. (4-APPFS-3B-03M)
 - a. Initial and Refresher Firearms and Related Training. Employees authorized to carry firearms must successfully complete initial and semi-annual refresher training at minimum on these topics:
 - defensive tactics
 - use of force
 - use of restraints
 - safety
 - weapons handling, retention, constraints, care, and control
 - additional topics on discharging firearms to include scenarios in which an employee should shoot or not shoot
 - arrest
 - transportation, and
 - related policy.
 - b. Staff who are required or authorized to carry or be able to use a chemical agent or security equipment must be trained on the use of force and the authorized security equipment. Initial training on chemical agents will require contamination while being video-taped (no exceptions).

- c. Initial Firearms Qualification. An employee who is authorized to carry a firearm must qualify with the ACC firearm during the firearms training session(s) at the Parole/Probation Officer Academy and subsequently as required in this policy. Center Supervisors and Assistant Center Supervisors must qualify during appropriate training as approved by the Director and subsequently as required in this policy.
 - d. Firearms Requalification. Authorized employees must re-qualify at least semiannually in April and October. Requalification training will be conducted by a certified firearms instructor and will include use of force and scenarios in which an employee should shoot or not shoot and other topics listed above. If an authorized employee fails to requalify, each subsequent attempt must be preceded by appropriate remedial training conducted by a certified firearms instructor.
 - e. Failure to Qualify or Requalify. An employee authorized to carry a firearm who fails to qualify or requalify with his/her weapon within the period allowed, no longer meets the essential functions of his/her position and must be removed from that position.
3. Discharge of Firearms and Chemical Agents. Discharge of a firearm for ACC training and practice purposes must be conducted under the direction of a certified firearms instructor and will conform to established safety. Chemical agent training that includes discharging active chemical agent canisters will be conducted at locations approved by the supervisor, instructor, or CTS to be safe for this purpose.
 4. Prior LEO Certification. A new employee with current LEO certification in accordance with Commission standards must also complete a psychological examination by a psychologist/psychiatrist chosen by the ACC and/or a physical examination, if not conducted within the past five years. Although this prior certification may be current, a new employee must qualify with his or her ACC firearm on an approved course of fire and successfully complete required ACC training. Proof of certification must be provided to the supervisor and CTS.

J. Security and Control of Weapons and Equipment

1. Parole/Probation Managers and Residential Center Supervisors are primarily responsible for weapons accountability and security.
2. Employees are responsible for the weapons and security equipment issued to them.
3. Managers and Supervisors may designate a firearms-certified Control Officer to manage weapons and security equipment.
4. All weapons and security equipment must be retained in designated areas inaccessible to offenders and other unauthorized persons, protected from the weather, and secured from loss or theft.
5. When not being worn, authorized firearms, ammunition and other security equipment must be secured. Inside a building, they must be secured in an armory or a locked container (located in an inconspicuous place, preferably in a locked cabinet or storage room). Except in an emergency, firearms must be stored in an armory or locked container located outside the perimeter fence of a residential center. If secured in a vehicle, weapons and

ammunition must be stored in a locked security box that is affixed to the vehicle and located in the trunk or out of plain sight.

An acceptable storage container is constructed of material strong enough to serve as a substantial barrier to unauthorized entry. The container should be solidly connected to a structure or vehicle suitable to discourage removal.

6. When storing an authorized firearm in a vehicle trunk, the trunk-lid release mechanism located in the vehicle must be deactivated in an effort to prevent a thief who breaks into the vehicle from accessing the trunk.
7. The process for signing firearms and security equipment in and out must include the employee's name, weapon serial number (where there is one), and ammunition type and quantity. Form 1, "Authorization and Receipt for Weapon and Security Equipment," or a bound book with pre-numbered pages must be used for this purpose and kept for a minimum of 3 years after the final entry. Annotations may be made to indicate transfer of active records from one permanent log book that has been filled to a new one.
8. An employee may leave an authorized weapon in an office overnight only if it is in a secured and approved container. An employee may take the weapon home, provided that the weapon is carried on his/her person or secured in the vehicle trunk or an affixed security box while commuting.
9. Unassigned protective vests must be returned to the Assistant Director for Administrative Services at the Central Office for reissue.
10. Each Area Manager, Center Supervisor, and the SRT Commander must develop and provide written supplemental guidance, approved by the appropriate Deputy Director, to include at minimum:
 - a. Procedures for issuing weapons and security equipment to the SRT, emergency response teams, transportation teams, and individuals, as appropriate.
 - b. Key control
 - c. Access control
 - d. Inventories are conducted a minimum of annually by the Control Officer with a second person who is either a "disinterested" person or the Area Manager or Center Supervisor.
 - e. Safety and Security procedures
11. Firearms are not permitted in a residential center unless otherwise authorized in written policy issued by the Director except in the case of emergencies which would warrant such. Residential centers must have a secured lock box outside the center for visiting law enforcement officers to temporarily deposit their firearms or require visiting law enforcement to secure their weapons in their vehicle. (4-ACRS-2A-10)

K. Chemical Agent Specifications. Chemical agents must be non-flammable and meet EPA standards.

L. Dogs and Handlers. Dogs and handlers may be used for contraband detection and tracking purposes at residential centers when approved by the Center Supervisor or Assistant Center Supervisor.

M. Retired Law Enforcement Officer ID. LEOs retiring from ACC and state government service may request a “Retired Law Enforcement Officer” identification badge. The written request must be supported by a copy of the official retirement documentation and submitted to the Director for approval consideration.

N. Protective Vests. Protective vests will be worn when making home visits, serving warrants (unless serving a warrant in the office or at a jail), transporting offenders, firing weapons on the range, accompanying law enforcement on investigations or operations, when assisting in apprehending an escapee, when carrying a firearm to a job-related duty outside the office, and at the LEO’s discretion. SRT members are exempt from this requirement; they must exercise their discretion on when to wear the protective vest.

III. PROCEDURES.

A. Annual Assessment. Deputy Directors and the SRT Commander must conduct an annual assessment of their area of responsibility to determine the needs for specific weapons, security equipment, and related training for categories of employees. The assessment must be based on specific employee functions and duties, the nature of the environment, and offender populations supervised.

B. Draw and Display of Firearms. Employees authorized to carry firearms may draw or display firearms in accordance with this policy and the Use of Force Administrative Directive and for storage.

C. Incidents Involving Weapons or Security Equipment. Incidents involving weapons or other security equipment will be managed and reported in accordance with the Administrative Directive on Reporting and Investigating Incidents and Hazards, Use of Force, and Drug-Free Workplace.

D. Chemical Agent. Employees authorized to carry chemical agents must adhere to the following:

1. Carry the chemical agent in the approved pouch.
2. Do not brandish or use a chemical agent as an intimidating device unless attempting to prevent further escalation of force.
3. Use only the amount of chemical agent necessary to achieve control of a person and discontinue the use when the person can safely be taken into custody.
4. Take necessary steps to provide relief from the effects of the chemical.
5. If possible, avoid use of a chemical agent when it may affect innocent bystanders or other employees.
6. When appropriate, advise persons of chemical agent use to prevent the contamination of other offenders or staff, and
7. Chemical agents may be drawn, displayed, or used within the parameters addressed in the Use of Force policy.

E. Disposition, Loss, Damage, and Disposal of Firearms or Security Equipment

1. **Disposition of Firearms.** All issued firearms and security equipment remains the property of the ACC and must be surrendered immediately upon order of the appropriate supervisor or higher ACC authority. An employee who voluntarily or involuntarily leaves ACC employment must immediately surrender his/her assigned weapon and equipment to his/her supervisor, with one exception. The Director may, with the recommendation from the employee's supervisor, award a Parole/Probation Officer his/her weapon upon retirement pursuant to state law.
2. **Lost or Stolen Weapons.** If any issued weapon or security equipment is lost or stolen and it is determined by the appropriate supervisor, administrator or Center Supervisor that such loss was caused by carelessness or negligence, the employee will reimburse the ACC within 30 days for replacement cost, unless an alternative payment schedule is approved. The circumstances surrounding the loss or theft may result in disciplinary action, up to and including employment termination. Refer to the policy on Reporting and Investigating Incidents and Hazards for reporting stolen or lost weapons.
3. **Damaged Firearm.** A damaged or faulty ACC firearm must be reported to the immediate supervisor, the firearms instructor if detected during training or firearms qualification, and the Control Officer as soon as detected. Firearms in need of repair must be referred to a certified armorer or gunsmith through regular purchasing procedures.
4. **Disposal of Firearms.** Following the appropriate deputy director's written approval, a firearm for which ACC has no use must be disposed of through the Administrative Services Division's Purchasing Unit, according to state regulations governing property disposal. Contraband firearms will not be disposed of, but, upon receipt of written approval of the appropriate Deputy or Assistant Director, will be transferred to the local or state law enforcement entity of the jurisdiction in which the contraband was seized.
5. **Damaged/Used Chemical Agent Turn-In and Disposal.** Damaged or used chemical agents will be turned in to the supervisor or Control Officer for proper disposal and adjustments to supply/inventory records.

F. Firearm Privileges. (4-APPFS-3B-04)

1. **Decision to Suspend, Revoke, or Restrict.**
 - a. A supervisor must act to suspend, restrict, or revoke authorization to carry a weapon when reasonable cause exists. When the authority to carry a firearm has been restricted, suspended, or revoked, the employee is also restricted from performing duties that might require the use of a firearm. The Manager or Supervisor must complete the appropriate section of the Authorization and Receipt for Weapons & Security Equipment Form and forward it to the Parole/Probation Assistant Director or Deputy Director of Residential Services, as appropriate. When a supervisor revokes the authorization to carry a firearm or less-than-lethal weapon when reasonable cause exists, and the weapon belongs to the agency, it must be seized and secured.
 - b. Some of the factors that may be considered in deciding to restrict, suspend or revoke the carrying and use of a firearm are as follows:
 - (1) job performance
 - (2) participation in a substance abuse or psychiatric treatment program

- (3) carelessness, horseplay, negligence, misuse, or other inappropriate conduct in the handling of weapons and equipment
- (4) incident(s) involving the discharge of weapon
- (5) action is determined to be in the best interest of public safety and efficient operation of the ACC
- (6) employee use of mood altering medications, and
- (7) when warranted, pending completion of an investigation.

G. Firearm Safety, Maintenance, and Inspection.

1. All unassigned firearms and security equipment not used in the line of duty will be inspected and maintained at least annually by a LEO or other authorized staff member designated by the supervisor. An issued weapon is subject to inspection at any time by certified firearms instructors.
2. Only certified armorers and gunsmiths will make or cause to be made modifications or repairs to ACC firearms. Any modification or substantial repair must be documented in writing. Reports must be filed and provided to appropriate supervisor pursuant to local practice; SRT members must provide a copy to the SRT Commander and SRT Coordinator.
3. Each authorized employee is responsible for cleaning, maintaining, and inspecting his/her issued weapons and equipment.
4. Each authorized employee is responsible for reporting in writing any unresolved deficiencies in firearms and equipment when there is a potential or actual problem that may or does cause the firearm or security equipment to be unsafe or unreliable. The report should be made on the Incident or Hazard Report/Witness Statement Form. Reports must be filed and provided to appropriate supervisor pursuant to local practice; SRT members must provide a copy to the SRT Commander and SRT Coordinator.
5. Any weapon found to be unsafe or inoperable must be promptly removed from service; and tagged to indicate the problem.
6. A firearm that has been fired in connection with an incident may not be cleaned without a release from the Internal Affairs Administrator and approval of the appropriate Deputy Director.
7. Employees must adhere to standard safety instructions provided by ACC training processes. Weapons will at all times be maintained and used in a manner that precludes accidental discharges. Irresponsible acts such as horseplay or practical jokes involving a weapon are prohibited.

IV. REFERENCES. Arkansas law sections 5-2-605 and following, 5-64-501, 5-73-103 through 105, 12-29-115, and 16-93-103.

V. ATTACHMENTS.

Attachment 1 Weapons and Security Equipment Authorization Listing
AD 14-22 Form 1 Authorization & Receipt for Weapons & Security Equipment

**WEAPONS & SECURITY
EQUIPMENT AUTHORIZATION LISTING**

Item	Parole/Probation Services		SRT	Residential Services		Others
	Deputy Director, Assistant Director, Manager, Assistant Manager, Agent, Supervision Officers	Career Planning and Placement Specialist		Special Response Team (SRT)	Staff Designated to Carry Security Equipment	
						Director, Staff Attorney, Chief Deputy Director, Deputy Directors, and Internal Affairs Administrator, and others as designated by the Director
Stun Shields	—	—		X	ERT	
Ballistic Shield			X			
Batons	—	—		—	ERT	
Riot Helmets	—	—		X	ERT	
Helmet, ballistic			X			
ACC-issued, or approved Handgun & Ammunition	X	—	X See Note 5	—	As Designated See Note 4	X
ACC-issued or approved Holster, cartridge, case & clip See Note 1	X	—	X	—	As Designated See Note 4	X
Personal Handgun (see details in this policy)	X		X		As Designated See Note 4	X
Chemical Agent & carrier	X	X	X	X	X	X
Taser			X			
Semi-automatic rifle			X			
Shotgun with Orange on the Stock			X See Note 2			
Shotgun without orange			X See Note 2			
Secure Office Containers	X	—	X	X	X	X
Leg Irons & Belly Chains (pool)	X	—	X See Note 3	X	X	X
Handcuff & case	X	—	X	X	X	X
Flexcuffs (pool)	X	—	X	X	X	X
Protective (bulletproof) vests	X	—	X	—	As Designated See Note 4	X
Vehicle Firearm Container	X	—	X		As Designated See Note 4	X
Video Camera	—	—		X	X	

Attachment 1 (continued)

CCC = Community Correction Center

TT = Transportation Team

Pool= Equipment is available in the office for sharing

TVC = Technical Violator Center

ERT = Emergency Response Team

SRT = Special Response Team

- Note 1. Law Enforcement Officers may purchase their own holster if it maintains the security of the firearm and is approved by the P/P Assistant Director.
- Note 2. Only “less-than-lethal” ammunition is authorized for ACC-issued shotguns with orange stocks. Other shotguns may use buck shot or slugs.
- Note 3. Leg irons, belly chains, and flexcuffs may be issued to individual SRT members instead of using a pool.
- Note 4. “As Designated” means Residential Services employees who are designated to supervise Community Work Crews at a Technical Violator Program may be authorized to carry a firearm following the same process and training requirements that apply to Parole/Probation Officers.
- Note 5. The SRT Commander may issue a backup firearm to SRT members.

Arkansas Community Correction
AUTHORIZATION AND RECEIPT FOR WEAPONS AND SECURITY EQUIPMENT
(Please Print or Type)

Employee's Name: _____ Social Security Number: _____

Supervisor's Name: _____ Supervisor's Office Location/Phone: _____

The weapons and security equipment below are authorized to be carried by and were issued this date to the employee named above; or were returned, as indicated.

Description (complete description)	Serial / ID No.	Asset Number (ACC)	Quantity Issued	Quantity Returned	Date Returned and Initials of Receiving Supervisor	
Firearm Issued – Description (manufacturer, model, caliber)						
Ammunition Issued						
Chemical Agent						
Handcuffs						
Protective Vest						

Signature of Receiver

Date Received

Signature of Issuing Supervisor

Date Issued

Notice of Weapons Restriction, Suspension or Revocation		
Effective _____ (Date) the weapons carrying privileges of the individual named above are		
<input type="checkbox"/> Restricted, <input type="checkbox"/> Suspended until _____, or <input type="checkbox"/> Revoked		
Reason for Action; and Restrictions (if restricted) <input type="checkbox"/> Check if Employment was Terminated:		
My signature acknowledges I have been informed that my weapons carrying privileges are <input type="checkbox"/> Restricted, <input type="checkbox"/> Suspended, or <input type="checkbox"/> Revoked.		
_____ Signature of Employee	_____ Signature of Supervisor	_____ Date

- Copy 1: Employee
- Copy 2: Control Officer
- Copy 3: HRS
- Copy 4: Parole/Probation Assistant Director

ORIGINAL: Supervisor's File
Note: Complete CLEST Form 4 or Form 4a when required.