

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 6

March 15, 2007

SUBJECT: SHOTGUN PROTOCOL FOR FRONT DESK OPERATIONS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises the Department's guidelines regarding maintenance of the Area/division front desk shotgun, and revises Operations Order No. 18, 2006, *Shotgun Protocol for Front Desk Operations*.

PROCEDURE:

I. AREA/DIVISION FRONT DESK RESPONSIBILITIES. All shotguns maintained at the front desk shall be the Department approved Remington 870 model. Department personnel shall adhere to the following procedures regarding the maintenance and care of the front desk shotgun:

- * At the beginning of each watch, the watch commander shall ensure that a sworn employee conducts a six-point safety check;
- * The safety check shall be performed outdoors and away from any overhead structure;
- * The shotgun shall be loaded with four rounds in the magazine, none in the chamber, and the safety shall be placed in the "ON" position;
- * The shotgun shall be locked and secured in a shotgun locking mechanism, mechanical and/or electronic, that is in a location out of public view; and,
- * The shotgun lock key and/or electronic opening mechanism shall be positioned and secured in a location accessible to all officers and shall be labeled in a manner that readily identifies it as the shotgun lock key and/or electronic opening mechanism.

II. WATCH COMMANDER'S RESPONSIBILITY. Each Area/division watch commander shall ensure compliance with the protocol established by this Order.

III. COMMANDING OFFICER'S RESPONSIBILITY. Area/division commanding officers shall ensure that the maintenance and inspection of the shotgun shall be in compliance with the protocol established by this Order.

Questions regarding this Order should be directed to the Evaluations and Administration Section, Office of Operations at (213) 473-8826.

AUDIT RESPONSIBILITY: Each Bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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