

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 13

September 10, 2019

SUBJECT: INSPECTION AND REGISTRATION OF CONCEALED FIREARMS – RENAMED AND REVISED; DUTY ASSIGNMENT – OR TACTICAL REQUIREMENT VARIATIONS – RENAMED AND REVISED; AND, FIREARM INSPECTION RECORD, FORM 13.02.00 – DEACTIVATED

PURPOSE: The purpose of this Order is to update the procedures pertaining to the inspection and registration of all firearms carried by Department personnel and to update the process by which the Department Armorer records the inspection, registration and transfer of firearms between Department personnel. This Order also deactivates the Firearm Inspection Record, Form 13.02.00.

PROCEDURE:

- I. INSPECTION AND REGISTRATION OF CONCEALED FIREARMS – RENAMED AND REVISED.** Department Manual Section 3/610.20, *Inspection and Registration of Concealed Firearms*, is revised and renamed *Inspection and Registration of All Firearms*. Attached is the revised Department Manual section, with the revisions indicated in italics.
- II. DUTY ASSIGNMENT – OR TACTICAL REQUIREMENT VARIATIONS – RENAMED AND REVISED.** Department Manual Section 3/610.67, *Duty Assignment – Or Tactical Requirement Variations*, is revised and renamed *Firearms – Specialized Duty Assignments*. Attached is the revised Department Manual section, with the revisions indicated in italics.
- III. FIREARM INSPECTION RECORD, FORM 13.02.00 – DEACTIVATED.** The Firearm Inspection Record, Form 13.02.00, has been deactivated. In lieu of this form, the Department Armorer, when presented with a firearm for reinspection and recordation, shall enter the information into the Department's electronic Firearms Inventory Tracking System (FITS). The Department Armorer shall maintain information related to each Department employee's approved firearm(s), previously approved firearm(s) and transferred firearm(s). The entered data shall be maintained until the Department personnel is separated from the Department.

AMENDMENTS: This Order renames and revises Sections 3/610.20 and 3/610.67 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

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610.20 INSPECTION AND REGISTRATION OF ALL FIREARMS. All firearms to be carried by *Department* personnel, while on or off duty based on their employment status as peace officers (*herein referred to as officers*) shall be verified by the *Department Armory*, and may include the following:

- **Primary Firearm.** *A primary firearm is a Department owned and issued firearm which officers are required to maintain while employed as officers for the City of Los Angeles; and,*
- **Back-up or Additional Firearm.** *A back-up or additional firearm is a Department approved firearm that officers may purchase and carry, on duty or off duty, based upon their employment status as peace officers. All back-up or additional firearms are subject to Department approval and must be presented to the Department Armory for inspection, verification and entry into the Department's electronic Firearms Inventory Tracking System (FITS).*

Prior to carrying a privately-owned firearm on or off duty, while performing duties based upon their peace officer status, the officer shall present the firearm to the *Department Armory* for inspection and verification.

Officer's Responsibilities. *Officers are responsible for the following:*

- *Upon acquiring ownership of a firearm falling under this provision, present the firearm to the Department Armory for inspection, verification, and if approved, entry of the information into the FITS; or,*
- *When relinquishing ownership of a firearm (i.e., the transfer or sale of a firearm) falling under this provision, the officer shall notify the Department Amory either in person or telephonically.*

Department Armory's Responsibilities. The *Department Armory* shall:

- *Inspect, verify and document approval of the firearm utilizing the FITS;*
- *Maintain the information pertaining to firearm(s) falling under this provision within the FITS until the officer is separated from the Department; and,*
- *Discontinue adding the separated officer's firearm(s) inspection and approval information into the FITS.*

Note: *Separated officer's firearm(s) inspection and approval information is archived in the FITS.*

610.67 FIREARMS – SPECIALIZED DUTY ASSIGNMENTS. *Officers assigned to specialized duty assignments may carry firearms other than those defined as primary or back-up firearms provided the following:*

- *The firearm is consistent with their specialized duty assignment;*
- *Approval is obtained from the officer's commanding officer;*

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- *If the officer changes his or her assignment, they shall obtain approval from the employee's new commanding officer to carry the firearm; and,*
- *If the firearm is personally owned, the officer shall comply with presenting the firearm to the Department Armory for inspection, verification, and if approved, entry of the information into the Firearm Inventory Tracking System.*

Commanding Officer's Responsibilities. *The Commanding Officer of the requesting officer shall forward an Intradepartmental Correspondence, Form 15.02.00, addressed to the Commanding Officer, In-Service Training Division, with justification for carrying a specific firearm other than or in addition to the Department approved primary or back-up firearm. In-Service Training Division will work in conjunction with the requesting officer's chain of command during the approval process.*

Note: *A specialized duty assignment may include, but is not limited to, Detective Support and Vice Division, Robbery-Homicide Division, Metropolitan Division, etc.*