

Management of Weapons and Control Devices

506.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

506.2 POLICY

It is the policy of the Milwaukee County Sheriff's Office that the presence and the use of weapons in the jail will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained in and are qualified to use (Wis. Admin. Code DOC § 350.18(9)).

506.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time. If it is necessary to load or unload a firearm, personnel shall use the clearing barrels located outside of the facility's secure perimeter to facilitate the safe loading and unloading of firearms.

Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Sheriff or authorized designee and under the direct supervision of a supervisor.

506.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

Agency-approved weapons, tools and chemical agents, including, but not limited to, pepper projectiles, batons, electronic control devices, impact weapons, weapon-fired projectiles, noise/flash distraction devices, sting grenades and similar devices, may be possessed and used only by custody staff members who have received agency-authorized training and are qualified to use them.

Agency-approved weapons, tools and chemical agents shall only be allowed inside the secure perimeter with the approval of the Sheriff or the authorized designee.

506.5 STORAGE OF WEAPONS, CHEMICAL AGENTS AND CONTROL DEVICES

The armory shall be located in a secure and readily accessible repository outside of inmate housing and activity areas. It shall be secured at all times. Access to the armory shall be limited by the Jail Commander or the authorized designee. Only personnel who have received agency-approved training in the maintenance of the stored equipment and who have been designated by the Jail Commander are authorized to be inside the armory.

The following equipment shall be stored and secured in the armory:

- (a) All agency-approved weapons.

Milwaukee County Sheriff's Office

Custody Manual

Management of Weapons and Control Devices

- (b) All agency-approved control devices and associated supplies, with the exception of the electronic control devices.
- (c) All security equipment, such as helmets, face shields, stab or protective vests and handheld shields.
- (d) All agency-approved chemical agents.

Explosive materials will be stored in a safe approved by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and in compliance with 27 CFR 555.201 et seq.

506.5.1 WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure perimeter of the jail.

506.5.2 INVENTORY

The Jail Commander should designate one or more properly trained staff to be responsible for maintaining all weapons, chemical agents and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility's weapons and control devices on a monthly basis.

To facilitate the inventory, all weapons, chemical agents and control devices shall be stored in assigned locations inside the armory. A log sheet shall be maintained within the armory at all times, detailing the exact location of each item. The removal of any weapon, chemical agents or control device shall be documented on the log sheet, showing who removed the item, the date and time of removal and the reason for removal. An additional log entry shall be made indicating the date and time of the item's return.

The Jail Commander shall be immediately notified in the event that any weapon or control device is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

506.5.3 REVIEW, INSPECTION AND APPROVAL

Every control device and chemical agent will be periodically inspected for serviceability and expiration dates by the instructor designated to train on the use of a particular control device or chemical agent. The designated instructor is responsible to ensure replacement of outdated or unserviceable items.