



Policy Name:	WEAPONS ISSUANCE AND MANAGEMENT		
Policy #:	OP 2.2	Last Updated:	2024-10-29
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

OP 2.1 *Use of Force*

AD 7.1 *Training Standards – Use of Force*

1. PURPOSE

1.1. To provide requirements pertaining to the authorization, issuance, maintenance, and control of Surrey Police Services’ (SPS) Weapons and to ensure Member requirements and SPS policy regarding issuance, maintenance, cleaning and storage of Weapons are compliant and consistent with BC *Provincial Policing Standards* (BCPPS) and federal regulations.

2. SCOPE

2.1. This policy applies to all SPS Members.

3. POLICY

3.1. The Issuing of Weapons to, and their deployment by SPS Members must be in accordance with federal and provincial legislation, BCPPS and SPS procedures.

3.2. Members authorized to carry and use one or more Firearms (e.g., pistol, carbine, shotgun, rifles, and launcher) must be qualified in its/their use annually.

3.3. Only Weapons approved by the Director of Police Services and authorized by the Chief Constable may be issued to and deployed by Members of the SPS in the performance of their duties.

3.4. The Chief Constable will ensure that the SPS maintains a list of all Firearms, intermediate Weapons, and CEWs currently authorized for use and made available to Members.

- 3.5. Only Members qualified in the use of authorized Weapons, as per BCPPS and SPS approved training, may be issued and authorized to carry and use these Weapons.
- 3.6. Members are prohibited from carrying their issued Firearms, other Weapons, Ammunition, or any other use of force equipment when off duty, except as authorized by the Chief Constable.
- 3.7. The Chief Constable must ensure secure storage of non-personal issue Firearms, Intermediate Weapons, Conducted Energy Weapons (CEWs), CEW Probe Cartridges so that only persons authorized by the Chief Constable have access to Firearms, CEWs and CEW Probe Cartridges.
- 3.8. All SPS issue Firearms, other Weapons and Ammunition must be safely and securely stored when not in use.
- 3.9. All SPS issue Firearms and intermediate Weapons must be kept in clean and workable order.
- 3.10. Members in seconded positions with other agencies may, upon being qualified to do so, use Firearms and other Weapons, as authorized by the agency for use specific to the position.

4. PROCEDURE

Control

- 4.1. Members must ensure that every Weapon and all Munitions, Ammunition and Cartridges issued to them are Safely Stored when not being carried for operational use.
- 4.2. Members must ensure that any Weapon issued to them, or that they sign-out, is and remains or is returned, in operational, cleaned and well-maintained condition.

Damaged or Malfunctioning Firearm or Intermediate Weapons

- 4.3. If a Firearm or other Weapon in a Member's possession is damaged or malfunctions, the Member must:
 - i. safely store the Weapon;
 - ii. before the end of the Member's shift, advise the Operational Skills Unit of the nature of the malfunction or damage and the location of the Weapon; and
 - iii. arrange for a temporary replacement Weapon from the Operational Skills Unit.

Holsters

- 4.4. Members may only use holsters approved by the Chief Constable and provided by the SPS.
- 4.5. Members are required to complete all training provided by the SPS for the types of holsters issued to them.

Intermediate Weapons

4.6. Only Members who are qualified in the use of authorized intermediate Weapons shall be authorized to carry and use the same.

4.7. The Operational Skills Unit will maintain a list of intermediate Weapons currently authorized for use by Members.

Extended Range Impact Weapons

4.8. Only Extended Range Impact Weapons (ERIW) and Munitions approved in BCPPS 1.2.2 will be issued by the SPS.

4.9. Members must always safeguard Extended Range Impact Weapons and Munitions under their care and control, and ensure they are Safely Stored when not being carried for operational use.

4.10. Members storing an ERIW and Munitions in a vehicle must ensure that it is unloaded and secured in a gun rack or in a locked case in the vehicle's trunk.

4.11. At the start of every shift, Members must:

- i. inspect their ERIW and perform a function check;
- ii. inspect each issued ERIW to ensure it is free of any damage; and
- iii. remove any worn or damaged Munitions from service and submitted to the same to the Operational Skills Unit for replacement.

Conducted Energy Weapons

4.12. Authorized Members may be assigned CEWs and CEW probe Cartridges as personal issue equipment.

4.13. Members must always safeguard CEWs and probe Cartridges under their care and control, and ensure they are Safely Stored when not being carried for operational use.

4.14. Members who sign-out a CEW and probe Cartridges, or are assigned a CEW, must use the WiseTrack system, to allow tracking of:

- i. each CEW in the possession of a Member;
- ii. the CEW's unique identifier;
- iii. the number of probe Cartridges; and,
- iv. the date and time the CEW and probe Cartridges were signed out and returned.

4.15. CEWs and probe Cartridges available for sign-out shall, when not in use, must be Safely Stored in the equipment rooms and are required to be signed out/in, using the WiseTrack system, at the beginning and end of each shift.

4.16. At the beginning of each shift Members assigned a CEW must:

- i. Conduct a five-second spark test (without a Cartridge) at a loading / unloading station;
- ii. Confirm the battery is above 20%;
- iii. Confirm there are no faults displayed;
- iv. Confirm the CEW is in Laser On, Light On mode; and,
- v. Make a notation in their notebook indicating they have completed the above.

4.17. Members carrying a CEW must do so in a SPS approved holster on the side of the body opposite their pistol.

CEW Battery Charge Level

4.18.A Member who observes a CEW with a battery charge level that reads below 20%, is not to sign out or carry the CEW and is required to notify the Operational Skills Unit.

4.19. The Operational Skills Unit may use CEWs at below 20% for training and will dispose of any battery at 1% battery life.

CEW Operational Expiry Date

4.20. Operational probe Cartridges are marked with a five-year expiration date and Members may not carry or use a Cartridge that has reached its expiry date or is damaged.

4.21. The Operational Skills Unit may use expired operational Cartridges for training purposes, but not for scenario-based training.

CEW Repair and Replacement

4.22. Members who suspect or are aware that a CEW is faulty or malfunctioning must not sign it out, continue to carry it or deploy it against a person or animal.

4.23. Members who possess CEW that is faulty or malfunctioning must remove it from service, tag it, and as soon as practicable send it to the Operational Skills Unit for data downloading and repair or replacement.

Firearm

4.24. The SPS is the registered owner of all Firearms issued to Members and the Chief Constable shall ensure that all Firearms are registered with the Canadian Firearm Centre.

4.25. Members must be thoroughly familiar with all aspects of their issue Firearm, Ammunition, magazines, Ammunition pouch, belt and holster and will be held strictly accountable for the condition of their Firearm and associated equipment.

4.26. Members must safeguard Firearms and Ammunition under their care and control, and ensure they are Safely Stored when not being carried for operational use.

4.27. Members may only carry and use Ammunition issued by the Operational Skills Unit.

4.28. Members in seconded positions with outside agencies may be qualified, authorized to use and issued Firearms specific to their position with that agency, but are also required to maintain their SPS Firearm qualification while on secondment.

4.29. The Operational Skills Unit will maintain a current record of:

- i. Firearms and their respective serial numbers;
- ii. to whom the Firearm is issued;
- iii. Firearms currently stored and available for issue to new Members or as temporary replacements for Firearms needing repair or seized for investigative reasons, and
- iv. all temporarily issued Firearms.

Weapons Carry, Transport and Safe Storage

4.30. Members shall not carry their Firearms or any issued intermediate Weapon off duty, unless authorized by the Chief Constable, and Members so authorized are responsible for ensuring Safe Storage and compliance with the *Firearms Act* and associated *Regulations*.

4.31. Plainclothes Members shall carry their pistol while on duty, except in situations where the wearing of a pistol is operationally impractical.

4.32. Unless authorized by the Chief Constable or designate, a Member shall not permit a civilian to carry, handle or discharge a Member's Firearm.

4.33. Members must unload Firearms using an unloading station whenever practicable.

4.34. A Member may transport a Firearm or other issued Weapon for the purpose of:

- i. regular duties;
- ii. attending a training course;
- iii. traveling and attending a recognized shooting range for the purpose of training;
- iv. taking the Weapon home, in order to, from home, attend training in use of the Weapon or for cleaning; or
- v. as authorized by the Chief Constable.

Maintenance, Care and Control

4.35. The Operational Skills Unit is responsible for:

- i. the repair of all Firearms;
- ii. arranging delivery to a designated repair facility, if required to perform repairs;
- iii. ensuring that only a certified Armourer repairs a Firearm;

- iv. ensuring that all Firearms are subjected to a comprehensive annual inspection; and,
- v. ensuring that any necessary maintenance is performed in accordance with the manufacturer's recommendations.

4.36. The Operational Skills Unit will seek to efficiently schedule the timing of inspections and maintenance and maintain a detailed record of Member inspections.

Firearm Relinquishment

4.37. A Member shall relinquish their Firearm(s) and Ammunition to the Chief Constable, or designate, and the Member's Supervisor shall ensure that the Member does or has done so, when:

- i. a Member will be on sick leave for more than thirty (30) calendar days;
- ii. a Member goes on any type of leave without pay;
- iii. Member is suspended from duty;
- iv. Member is on parental leave;
- v. there is reason to believe the Member may be unfit to handle a Firearm; or,
- vi. any other reason is determined by the Chief Constable.

APPENDIX A: DEFINITIONS

“Conducted Energy Weapon” or “CEW” means a Weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Extended Range Impact Weapons” (also includes Kinetic Energy Impact Projectile) means a device firing a special projectile designed to gain compliance, overcome resistance, or prevent serious injury or death. It includes flexible or non-flexible projectiles, which are intended to gain compliance or incapacitate a subject through pain compliance, with a reduced potential for causing death or serious injury when properly used.

“Intermediate Weapon” or “Less Lethal Weapon” means a Weapon whose normal use is not intended or likely to cause serious injury or death, including Extended Range Impact Weapons, aerosols, and Conducted Energy Weapons.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Munitions, Ammunition or Cartridge” mean a projectile intended for use with a Firearm or other thing intended to be fired or forcefully released by a Firearm or other Weapon during operational use.

“Safely Stored” or “Safe Storage” in relation to a Firearm means that the Firearm is:

1) unloaded;

2) further secured by:

means of a Secure Locking Device and by being stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into; or

stored in a vault, safe, or room that has been specifically constructed or modified for the secure storage of restricted Firearms and that is kept securely locked; or

in the event that i) or ii) above are unavailable rendering the Firearm inoperable by removing the barrel, keeping the barrel separate from the Firearm and locking the Firearm frame to an immovable object; and

3) not readily accessible to Ammunition, unless the Ammunition is stored, together with or separately from the Firearm, in:

a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into; or

a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted Firearms and that is kept securely locked.

“Secure Locking Device” means a device that can only be opened or released by the use of an electronic, magnetic or mechanical key or by setting the device in accordance with an alphabetical

or numerical combination; and that, when applied to a Firearm, prevents the Firearm from being discharged.

“Training Cartridge” means anything intended to be fired or forcefully released by a Firearm or other Weapon during training use, and by design intended to be less than lethal or inert, including blue simulation air Cartridges for scenario-based training.

“Weapon” means any thing designed, intended or used for inflicting physical Bodily Harm and includes Firearm and the following Intermediate Weapons:

- oleoresin capsicum (OC) spray
- impact Weapons, specifically batons
- Extended Range Impact Weapons, (e.g., beanbag shotguns, ARWEN)
- Conducted Energy Weapons

APPENDIX B: REFERENCES

British Columbia Provincial Policing Standards

Firearms Act, S.C. 1995, c. 39

Police Act, R.S.B.C. 1996, c. 367