



## **OPERATING POLICY & PROCEDURES — SECTION 500**

**NUMBER: 530**

**SUBJECT: SECURITY DEPARTMENT FIREARM POLICY & PROCEDURE**

**LAST REVIEWED: 11/23/2022; 1/12/2023**

**EXECUTIVE STAFF APPROVAL: 12/12/2022; 1/17/2023**

**BOARD APPROVAL: 1/18/2023**

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### **530.1 PURPOSE**

To establish a procedure governing the care and maintenance of firearms, the selection and use of holsters, specialty firearms, firearms training, and qualification.

### **530.2 POLICY**

#### **2.1 FIREARMS**

2.1.1 Personal firearms will be carried only by DOPL Certified Armed Guards while on duty as a Security Guard at MTECH. The armed guard must follow the guidelines and regulations pursuant to the State of Utah armed guard DOPL requirements.

1. All personally owned firearms used for duty must be approved by the Security Manager prior to carry.
2. Appropriate ammunition for on-duty carry will be provided by Mountainland Technical College, with approval of the Security Manager. Ammunition for firearm training will be provided by Mountainland Technical College and distributed at or before training sessions by either the Security Manager or the firearm instructor conducting training. All firearm ammunition will be stored and maintained by the Security Manager.

#### 2.1.2 Security of Firearms

1. Guards are responsible for the care, cleaning, and security of all firearms approved for on-duty use.
2. Guards should report any firearm malfunction to the Security Manager and/or firearms instructor.

#### 2.1.3 Qualification rules

1. All armed security guards are required to meet the minimum standards as outlined by DOPL. More qualification shoots or training may be scheduled and regulated at the discretion of the Security Manager.

2. The firearms instructor shall be in charge at all times when officers are on the firing range for qualification.
3. Only firearms and ammunition approved by the Security Manager will be used during qualifications.
4. Every guard shall fire an approved firearms qualification approved by DOPL for Armed Security Guards and obtain a passing score. While on duty, Guards may only carry a firearm that they have qualified with.
5. Guards will not be permitted to attempt to qualify numerous times before actually qualifying. Guards who fail to qualify will be placed in remedial training as soon as practicable and will be removed from armed patrol duties until the DOPL standards expressed herein are met.
6. Prior to issuing ammunition or firing, the Security Manager or firearms instructor should inspect all firearms to (1) ascertain that firearms are safe and (2) to ensure that they are properly maintained and lubricated.

### **530.3 PROCEDURE**

#### **NOTE:**

This procedure is for internal use only, and does not enlarge a guard's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this procedure, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

**3.1** A security guard's firearm is perhaps the most commonly-perceived symbol of his/her authority and role. In the interest of public safety and professionalism, the department herein sets high standards of performance for its personnel who carry firearms. This procedure ensures that members are properly trained, not only in the use of appropriate firearms, but also in their maintenance and care. In addition, the department believes that the proper selection and wearing of on-duty holsters must follow standards enforced by the Security Manager and/or the firearms instructor.

Firearms training is an important phase in the development of any security guard, particularly with weapons that are the most accessible to the guard.

Every MTECH Security Guard that makes the decision to become an armed Security Guard must complete the Utah Division of Professional Licensing (DOPL) armed guard certification as outlined by DOPL in order to carry a firearm while on duty at MTECH as a Security Guard.

This includes required firearm qualifications, firearm training and classroom training as required by DOPL. All requirements to maintain the status of the armed guard

certification must be completed as outlined by DOPL. Any guard who does not wish to become a certified armed guard must complete a DOPL approved basic Security Guard course as outlined by DOPL and will not be allowed to carry a firearm while on duty as an MTECH Security Guard.

## **3.2 FIREARMS**

3.2.1 Personal firearms will be carried only by DOPL Certified Armed Guards while on duty as a Security Guard at MTECH. The armed guard must follow the guidelines and regulations pursuant to the State of Utah armed guard DOPL requirements.

1. All personally owned firearms used for duty must be approved by the Security Manager prior to carry. Firearms must be chambered in 9mm Luger. This includes the following firearm manufacturers:
  - a. Glock
  - b. Smith and Wesson
  - c. Sig Sauer
  - d. FN
  - e. Springfield

Other manufacturers may be considered with approval of the Security Manager.

2. Appropriate ammunition for on duty carry will be provided by Mountainland Technical College, with approval of the Security Manager. Ammunition for firearm training will be provided by Mountainland Technical College and distributed at or before training sessions by either the Security Manager or firearm instructor conducting training. All firearm ammunition will be stored and maintained by the Security Manager.

3.2.2 Security of firearms

1. Guards are responsible for the care, cleaning, and security of all firearms approved for on-duty use.
2. Guards should report any firearm malfunction to the Security Manager and/or firearms instructor.

## **3.3 QUALIFICATIONS**

3.3.1 Qualification rules

1. All armed security guards are required to meet the minimum standards as outlined by DOPL. More qualification shoots or training may be scheduled and regulated at the discretion of the Security Manager.
2. The firearms instructor shall be in charge at all times when officers are on the firing range for qualification.
3. Only firearms and ammunition approved by the Security Manager will be used during qualifications.
4. No smoking, drinking alcohol, or chewing tobacco will be permitted on or near the firing range.
5. Guards waiting to shoot shall remain outside the immediate firing area.
6. Persons who are not guards will not be allowed any closer to the shooting area than what is given approval of the firearms instructor or allowed by the range rules.
7. Horseplay shall not be permitted on the firing range. Anyone engaged in horseplay shall be asked to leave the range, and the firearms instructor will notify the Security Manager of the circumstances.
8. Every guard shall fire an approved firearms qualification approved by DOPL for Armed Security Guards and obtain a passing score. While on duty, Guards may only carry a firearm that they have qualified with.
9. Guards will not be permitted to attempt to qualify numerous times before actually qualifying. Guards who fail to qualify will be placed in remedial training as soon as practicable and will be removed from armed patrol duties until the DOPL standards expressed herein are met.
10. Prior to issuing ammunition or firing, the Security Manager or firearms instructor should inspect all firearms to (1) ascertain that firearms are safe and (2) to ensure that they are properly maintained and lubricated.

### 3.3.2 Safety

1. Before going to the shooting line, guards must have on approved ear and eye protection.
2. All firearms and ammunition pouches/magazines will be emptied before entering the firing range area. (They are normally unloaded in the vehicle parking area or security office.)
3. Once firearms have been emptied, they shall remain in holsters until

guards have taken positions on or near the firing line and the firearms instructor has given permission to load with ammunition.

4. Once a shooting phase has begun, firearms shall be kept pointed down range, and guards will remain facing their targets. A guard should raise his/her hand to draw the instructor's attention if he or she misunderstands a command or experiences a firearm malfunction that they are unable to resolve.
5. At no time shall anyone go beyond the firing line until it is safe, and then only when the firearms instructor gives the command.
6. Keep the trigger finger out of the trigger guard and straight along the frame until the firearm is pointed down range and on the target.
7. Guards will obey all commands of the firearms instructor and range rules during firearms training and qualification shoots.