4322 ARMORY/ORDINANCE

B. Procedure

1. All departmental ordnance other than SWAT weapons shall be stored in supply except when issued or in use.

2. All weapons stored in the armory shall be kept unloaded and locked in cabinets separate from ammunition. Where possible, weapons shall be stored with the action open and safety on.

3. Space permitting, radars, riot equipment, radios, vehicle keys, and other special use equipment may be stored in the armory.

C. Rule

1. All ammunition, except shotgun rounds in daily use, shall be kept in locked cabinets or cases.

2. The door to the armory shall be kept closed and locked except when in use.

3. Equipment removed from the armory for daily use by patrol agents shall be signed out on the equipment sign-out log.

4. Agents removing equipment from the armory shall be responsible to prevent the loss or damage of such equipment and shall return such equipment to the armory at the end of their tour of duty.