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|  | POLICY & PROCEDURE | SERIES # 616 | PAGE 1 OF 2 |
| | POLICE ARMORY | | EFFECTIVE DATE 06/16/08 |
| | | | OVERSIGHT Prof. Standards |
| | DISTRIBUTION ALL MANUALS | AMENDS/SUPERSEDES/CANCELS P&P #616 DATED 05/04/94 | |

I. **PURPOSE:**

To establish procedure to ensure that the Police Armory is properly supplied and maintained.

II. **POLICY:**

It is the policy of the Hampton Police Division to provide a facility for the safe storage of Division weapons and ammunition.

III. **PROCEDURE:**

The Training Section staff shall be responsible for ensuring that all weapons in the Police Armory are in perfect working order and are periodically cleaned and oiled and that necessary repairs are made by a competent gunsmith to all weapons requiring same.

A. **SUPPLIES:**

The Training Section staff shall maintain sufficient supplies of weapons, ammunition and other supplies in the Police Armory by submitting requests for ordering of supplies to the Commanding Officer of the Training Unit.

B. **ASSIGNMENT OF WEAPONS:**

Any issuance and/or assignments of weapons from the Police Armory shall be made only by the Chief of Police or ranking officer designated by him.

A record must be kept of each instance of issuance and use of armory weapons, indicating the name of officer the weapon was issued to, the reason for issuing, and the date and serial number of the weapon.

C. **INVENTORY:**

The Training Section staff shall conduct an inventory of all weapons, ammunition and supplies on an annual basis and this inventory submitted to the Training Unit Commander with a copy to the Inspections Unit.

APPROVED:
CHIEF OF POLICE



D. ACCESS TO THE ARMORY:

Only personnel authorized by the Chief of Police or ranking officer designated by him will be permitted to enter the Division Armory.

