



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Police Weaponry**

Eff. Date 12/28/2021

**Purpose**

This procedure defines authorized handguns, holsters, allowable alterations to handguns, and rifle use.

**Procedure**

**HANDGUNS**

**Shall be Carried on Duty**

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All Madison Police Department (MPD) commissioned personnel shall carry a fully loaded handgun, one extra fully loaded magazine, and a pair of handcuffs on their person while on duty, pursuant to the guidelines in this policy, unless otherwise directed or waived by a commander for special circumstances. If an employee's primary role is a patrol/street capacity, the employee shall carry two extra fully loaded magazines for the employee's primary handgun.

Officers will qualify in accordance with MPD standards with any handgun carried on duty.

Any officer transitioning to a new primary duty or secondary weapon must successfully qualify with that weapon prior to carrying it on or off duty. Any officer transitioning to a new primary holster requiring a different carrying method must successfully qualify with that holster prior to use on duty. Any officer transitioning to a weapon-mounted lighting system must successfully complete the MPD weapon mounted light course of fire, with the installed light system, prior to use on or off duty.

Officers shall not carry more than two handguns.

The Chief of Police may authorize special weapons and/or ammunition to be carried by Special Weapons and Tactics (SWAT) officers and may authorize firearms, accessories, and modifications contrary to those enumerated below, for testing and evaluation purposes.

**Specifications for Primary Duty Firearm**

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The approved primary duty handguns for members of the MPD will be the following:

1. Glock Models 17 (9mm), 19 (9mm), 26 (9mm), 45 (9mm), 22 (.40 cal.), 23 (.40 cal.), 27 (.40 cal.), 21 (.45 cal.), and 30 (.45 cal.); Heckler & Koch VP9 series; and Sig Sauer P320 (9mm). Primary Duty handguns shall be black in color and shall be equipped with non-adjustable iron sights. Sub-Compact models such as the Glock 43, 43x, and 48, and the Sig Sauer P365 are only approved as primary duty handguns for personnel not assigned to field services, or for those who are temporarily filling a non-field assignment (attending training, administrative duties, etc.). See "Qualifications" and "Holsters" sections below for additional requirements.
  - a. Glock duty handguns shall be equipped with the factory Glock trigger components, which, per Glock Inc., require 5.5 pounds of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Glock factory parts are utilized and they are installed by a certified armorer.
  - b. Heckler & Koch duty handguns shall be equipped with the factory Heckler & Koch trigger components, which, per Heckler & Koch, require 5.4 pounds of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Heckler & Koch factory parts are utilized and they are installed by a certified armorer.
  - c. Sig Sauer duty handguns shall be equipped with the factory Sig Sauer trigger components, which, per Sig Sauer, require 5.5 pounds of force to fire. If an officer chooses, they can utilize

a configuration that makes the trigger pull heavier as long as Sig Sauer factory parts are utilized and they are installed by a certified armorer.

2. Any weapon used as a primary duty weapon must have a round capacity of at least 10. Pistols chambered in .380ACP (9x17mm Automatic Colt Pistol) are not approved primary duty weapons, even with a magazine extender, unless approved by a commanding officer for a special assignment. Department members who intend to carry a subcompact firearm as a primary weapon must qualify with that weapon on the full Department of Justice (DOJ) qualification course of fire.
3. Officers transitioning to a pistol-mounted optic system shall complete both a transition course authorized by the Training Team as well as an initial qualification provided by the Training Team prior to carrying such a configuration on duty.
  - a. Only MPD-approved red dot optics may be used. The Captain of Training or designee will maintain a list of the approved optics or characteristics
  - b. Pistol-mounted optics shall be mounted to the firearm's slide. Optics may be mounted via the firearm manufacturer's mount, the rear sight dovetail, or by third party alteration of the slide.
  - c. The optics must allow for the simultaneous acquisition of iron sights.
  - d. The optics and accessories must be black in color.
  - e. Officers using a pistol-mounted optics system shall adhere to holster guidelines set forth below.

An officer may not be simultaneously qualified for more than one brand of semi-automatic pistol to be used as a primary weapon without approval from the Captain of Training.

The Training Section will determine what weapon model all newly hired officers will carry while on probation.

**Detectives and Plainclothes Personnel:** When detectives or plainclothes officers wear their weapon in plain view, they will also display their MPD badge in a manner that is clearly visible and have their MPD identification on their person.

### **Specifications for Secondary Firearms**

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1. All secondary weapons must meet the following specifications:
  - a. Smith & Wesson, Sig Sauer, Glock, Beretta, Ruger, Walther, or H&K brand.
  - b. Double action or striker fire as specified above.
  - c. Semi-automatic action only or revolver.
  - d. .380, .38, .357, 9mm, .40 caliber, or .45 caliber.
  - e. Carrying any other type of handgun must be approved by the Chief of Police or designee in advance.
2. Secondary weapons are those carried on duty in addition to the primary weapon and are intended only as an emergency backup weapon in the event the primary weapon is lost, non-functional, or inaccessible to the officer.
3. Officers may be responsible for ammunition and weapon maintenance for secondary and off-duty weapons.

### **Off-Duty Firearms Carry**

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1. Officers wishing to carry a handgun while off duty, based on their authority as a Madison Police Officer, must comply with the following guidelines:
  - a. Officers carrying a handgun while off duty must have a badge and MPD identification on their person.
  - b. Officers carrying a handgun while off duty are responsible for knowing and acting in accordance with all relevant MPD SOPs.
  - c. Officers carrying concealed while off duty under the provisions of this SOP shall comply with MPD regulations with regard to approved brands, models, and accessories, and will complete required training and/or qualification.

2. Officers who have been issued a license to carry a concealed weapon under Wis. Stat. 175.60 may carry weapons as authorized for any license holder by applicable state law. Officers carrying a weapon off duty, pursuant to a license issued under Wis. Stat. 175.60, are limited to carrying in places and circumstances a license holder would be. If an off-duty officer is carrying a weapon under this statute and this weapon is not an authorized MPD weapon, the employee must be aware that he/she is acting as a private citizen carrying a concealed weapon (CCW) permit.
3. No firearm may be carried off duty when an officer is consuming intoxicants or under the influence of prescribed narcotics that could alter judgment.

### Qualifications

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Department members will qualify with any handguns carried on duty or off duty, if carrying under the Law Enforcement Officers Safety Act (LEOSA) or authority as an MPD officer. The nature and timing of qualifications will be determined by the Captain of Training, but all sworn department members shall qualify on at least a yearly basis.

Department members may qualify with no more than three (3) firearms, at least one of which must be designated as a primary duty handgun. Qualification is individualized to the particular firearm, not brand/model.

- a. Primary duty handguns will be qualified with in accordance with Department and State DOJ standards and must conform to "Specifications for Primary Duty Firearms" outlined above. This applies to any firearms carried as a primary or sole firearm while on-duty (e.g., OIC, In-service, etc.).
- b. Officers will qualify with their secondary weapons annually. Officers will be required to draw their weapon, in the qualification course, from the concealed carry position utilized on duty. The method of carry must be approved by the Training Team at the time of qualification.
- c. Department members intending to carry a firearm as both an on-duty backup and occasional primary firearm will be required to demonstrate their ability to draw and holster from the concealed backup location, but will qualify (to the primary firearm standard) with a holster configuration more appropriate to the primary carry role.
- d. Time will be afforded during regular qualification or training (as possible) for officers to qualify with two (2) firearms; however, the Primary Duty firearms will be qualified first. If additional attempts or remediation are needed, the officer may not be afforded additional time on that date to qualify with a second firearm. The Department will provide duty and qualification ammunition for these initial attempts.
- e. Officers who wish to qualify with a third firearm, or a second firearm after a retest, will be required to coordinate with the In-Service Sergeant or a Training Team member to arrange a time to do so. The officer may be expected to provide training or qualification ammunition for this attempt; the Department will still provide appropriate duty ammunition.
- f. Any qualification standard (primary duty or secondary) shall meet the Department's requirement for qualification to carry that firearm off-duty.

### General Specifications

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Only MPD-authorized service ammunition shall be carried on or off duty. Officers are only authorized to use magazines designed and marketed by the manufacturer of the weapon being carried.

MPD authorized firearms may not be modified, altered, or have any non-approved part(s) installed without the approval of the Captain of Training or designee. Firearms with actions altered beyond established safety guidelines are not permitted. Trigger shoes are not permitted. Non-standard grips must be approved by the Captain of Training or designee. Officers shall not disassemble their weapons beyond the basic "field strip" unless the officer is a certified armorer for that particular weapon. A weapon mounted lighting system is considered to be an extension of the weapon and shall not be removed from the weapon except for repairs, battery/bulb replacement, or when training without the lighting system is desired. Laser projecting aiming

systems are not approved for primary duty weapons, though may be permitted for secondary, off-duty, or backup weapons.

## HOLSTERS

1. MPD will provide the initial issue duty holster to all new employees. Officers may purchase other approved holsters through their uniform and equipment account. MPD will replace duty holsters that are damaged in the course of duty.
2. Holsters must meet the following specifications:
  - a. Uniformed personnel, while working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon carried. The holster will be plain black, have a safety strap or hood which covers the back of the slide or hammer, and possess characteristics which secure the weapon so as to withstand strenuous activity, whether or not the strap or hood are engaged. Officers using a pistol-mounted optic shall carry a holster that adheres to all specifications set forth above; in addition, the holster will have a feature that covers/protects the optic from all sides while holstered. The holster will have solid belt loops and allow a handgun to be holstered and secured with one hand.
  - b. Uniformed personnel, not working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon being carried. The holster will be plain, black in color, and be capable of securing the weapon so as to withstand strenuous activity and shall make use of at least one form of active retention. The holster will allow the handgun to be holstered and secured with one hand. There is still a requirement to use a holster with active retention, but not a hood covering the optics. Officers in plainclothes are also not required to have a holster that covers the optics unless working in a field capacity.
  - c. Plainclothes Personnel shall carry a holster or fanny pack designed to secure the specific weapon being carried. The holster will be capable of securing the weapon so as to withstand strenuous physical activity. The holster will allow the handgun to be holstered and secured with one hand.
3. Primary duty holsters are to be worn in a manner that allows for a strong hand draw stroke.
4. Shoulder holsters which meet the following specifications are authorized:
  - a. The holster will be worn in the manner intended by the manufacturer and secured to the waist belt.
  - b. The holster will have the capability of allowing the handgun to be returned to the holster with one hand.
  - c. The holster will be equipped with a safety strap or other means of securing the weapon so as to withstand strenuous physical activity.
5. Captains may permit subordinate officers to carry a holster that deviates from the above, or authorize other means of carrying their weapon; such permission shall be in writing and placed in the employee's personnel file.
6. Secondary weapons must be holstered and fully concealed in such a manner as to remain secure during vigorous physical activity. A designated representative of the Training Team will inspect the security of holsters and carrying methods for all secondary weapons during firearm qualification.

## DRAWING THE HANDGUN AND CONFRONTING A THREAT

1. A handgun may be removed from its holster in the performance of duty under the following circumstances and only with the finger outside of the trigger guard:
  - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
  - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
  - c. At an approved range.
2. When confronting threats with drawn handgun:
  - a. The finger will remain outside of the trigger guard until such time as circumstances exist which reasonably indicate a danger to life or of great bodily harm.
  - b. If applicable to the officer's particular weapon system, the pistol will be in double action mode and the weapon will not be cocked.

- c. If applicable to the officer's particular weapon system, after being fired, a semi-automatic pistol may remain in the cocked/single action mode until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to double action mode by use of the de-cocking lever, if so equipped.

## DEPARTMENT APPROVED RIFLES / ADMINISTRATIVE GUIDELINES

1. Officers will only use MPD-authorized rifles.
2. No modification, alteration, or installation of any part on any department assigned or individually owned rifle shall be made without the approval of the Captain of Training or designee, or by the SWAT commander (for SWAT tactical team members).
3. Only officers who meet MPD training requirements are authorized to use MPD approved rifles and they will use them in accordance with department training, policy, and established safety procedures.
4. Officers shall ensure that their MPD assigned and/or individually owned rifle is properly maintained, regularly inspected, and serviced in accordance with MPD training.
5. The Captain of Training or designee shall maintain rifle assignments and records.
6. Except for exigent circumstances, officers shall not use a rifle not assigned to them.
7. Uniformed officers assigned to and engaged in field operations shall ensure that their authorized rifle is properly secured in their squad at the start of their shift unless approved by a supervisor. This requirement does not apply to off-duty or special assignments.
8. Rifles transported in police vehicles shall be secured in the mounting brackets provided or be cased in the vehicle's trunk. The rifle should have an empty chamber, have the safety on, and have a magazine loaded with the prescribed number of rounds as established by this SOP.
  - a. Only MPD-approved rifle ammunition is authorized to be carried on duty.
  - b. Magazines designed to hold 20 rounds shall be loaded with no fewer than 18 rounds. Magazines designed to hold 30 rounds shall be loaded with no fewer than 28 rounds. In no case shall the magazine be loaded with more rounds than designated by the manufacturer.
9. In police vehicles equipped with a prisoner transport screen, the screen shall be in the up or closed position when transporting prisoners, suspects, or persons under protective custody when a rifle is secured in the passenger compartment.
10. In the event an officer's rifle becomes fouled, is suspected of having a partial or complete barrel obstruction, or is otherwise not in a serviceable condition, it shall be immediately made safe and placed out of service until proper cleaning and/or repairs can be made. The officer responsible for the rifle shall promptly make written notice to the Training Team's In-Service Sergeant noting the nature of the problem. If the rifle will be unserviceable for an extended period of time, the officer will be issued an MPD-owned loaner rifle zeroed to the officer.
11. In the event an officer's rifle is collected as evidence, the Training Team's In-Service Sergeant or designee will issue an MPD-owned loaner rifle zeroed to the officer as soon as possible.
12. Storage for rifles will be provided in each district station armory.

### Individually Owned Rifles

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Officers who have completed MPD-approved training may carry and utilize an AR-15 A2/A3 style 5.56mm/.223 rifle they personally own while on duty.

The rifle shall meet the following criteria:

1. Be made by Colt, Bravo Company Manufacturing, or Sig Sauer.
2. Be semi-automatic.
3. Have a minimum barrel length of 16 inches.
4. Have a full or multi-position collapsible stock; no folding stocks are allowed.
5. Have a sling attached that is black in color.
6. Be equipped with iron sights.
7. Rifle and accessories shall be black in color (Any deviation must be approved by the Captain of Training or designee).

Deviations from these requirements may be made only with the written approval of the Captain of Training. Deviations for SWAT tactical team members may be approved by the SWAT commander.

### **Optional Accessories for Authorized Rifles**

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1. MPD-owned rifles may be equipped with a flashlight. The flashlight mount must:
  - a. Not require a modification of the rifle hand guards as delivered by the manufacturer.
  - b. Be able to be stored in the rifle mounting rack system in the squads.
2. Individually owned rifles may be equipped with the following accessories purchased at the owner's expense:
  - a. Flashlight.
  - b. A vertical forward grip.
  - c. A tactical hand guard or free floating hand guard; a low-profile gas block may be used in conjunction with an extended free floating hand guard.
  - d. An alternative stock and/or pistol grip.
  - e. An ambidextrous safety and/or charging handle.
  - f. An enlarged or "winter" trigger guard.
3. With prior approval and inspection by a member of the Training Team, an officer may mount a personally owned optic on an MPD rifle.
4. Individually owned rifles may be equipped with optical sights, which include red dots, magnifiers, and riflescopes.
5. Guidelines for red dots, magnifiers, and riflescopes are the following:
  - a. Only MPD approved red dots, magnifiers, and riflescopes can be used on duty; the Captain of Training or designee will be the approving authority.
  - b. If equipped with optics, the optics must allow for simultaneous utilization of the iron sights.
    - i) If equipped with a rifle scope, back-up sights must be accessible through a quick release mount or offset 45-degree sights.
  - c. Officers utilizing an optical sighting system must have the system inspected by Training staff and qualify with an MPD Firearms Instructor with that sighting system prior to using the rifle on duty.
  - d. Officers with individually owned rifles may use a fixed-power magnifier in conjunction with the approved optics. The magnifier must utilize a mounting system that allows it to be instantly folded or rotated out of the way so the primary optics can be used without the magnifier, while remaining attached to the rifle.
  - e. Riflescopes must be able to return to 1x (1power) magnification.
  - f. Rifle optics shall never be used as a replacement for binoculars.
6. Current SWAT members may add additional accessories to individually owned rifles with the approval of the SWAT commander. SWAT members who leave the team in good standing may retain accessories at the discretion of the SWAT Commander. This approval may be rescinded at any time.
7. Installation of accessories that require disassembly beyond the standard field strip must be completed by a trained armorer or gunsmith and be inspected by an MPD armorer prior to duty use.

### **Rifle Safety Procedures**

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1. Rifles shall at all times be handled in accordance with MPD training, policy, and established safety procedures.
2. When inspecting, loading, or unloading rifles, officers shall:
  - a. Ensure the safety is on.
  - b. While seated in the front passenger compartment of a police vehicle, place the muzzle toward the engine and away from any portion of an officer's body.
  - c. Remove the magazine.
  - d. Pull the charging handle to the rear and lock the bolt back by depressing the lower half of the bolt catch. If a round is in the chamber, it should be ejected by this action.
  - e. Visually inspect the chamber to see that it is empty, keeping fingers out of the ejection port to prevent injury.
  - f. Close the action by pulling the charging handle to the rear and then releasing it.

- g. Inspect the magazine to ensure it is properly loaded before inserting into the magazine well. Tug aggressively down to ensure the magazine is properly seated.
  - h. Close the dust cover.
  - i. Inspect the sights to ensure they have not been altered.
  - j. Secure the rifle in the vehicle mounting bracket.
3. In police vehicles so equipped, the prisoner transport screen shall be in the up/closed position when transporting prisoners, suspects, or persons under protective custody.

### **DEPLOYING THE PATROL RIFLE AND CONFRONTING A THREAT**

1. A rifle may be deployed in the performance of duty under the following circumstances and only with the finger outside of the trigger guard and the safety on:
  - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
  - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
  - c. At an approved range.
2. When confronting threats with a deployed rifle:
  - a. The finger will remain outside of the trigger guard with the safety on until such time and circumstances exist which reasonably indicate a danger to life or of great bodily harm.
  - b. After being fired, the safety selector may remain on fire until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to safe.

### **MISCELLANEOUS WEAPONRY**

1. Uniformed personnel, while working in the field in a patrol capacity, shall have an MPD-authorized baton immediately available in their vehicle.
2. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized chemical agent. Carrying of an MPD authorized chemical agent is optional for non-field personnel.
3. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized electronic control device (ECD). This does not apply to personnel who have not been trained in the use of an electronic control device, or if no device is available (e.g., special events, Field Training & Evaluation (FT&E), SWAT).
4. The use or carrying of any non-authorized firearm, electronic control device, ammunition, chemical agent, or agent-dispensing device is prohibited.
5. Commissioned personnel are permitted to carry folding/retractable knives with a blade no longer than four inches for utility purposes while on duty. Fixed-blade knives are authorized only for members of SWAT and only while operating in that capacity during special circumstances with the written permission of the Chief of Police.

### **FIREARMS SAFETY**

Members of the MPD shall strictly adhere to all safety guidelines when handling any firearm to prevent an unintentional discharge of that firearm. Members shall not engage in any behavior with a firearm that may pose an unnecessary danger to any other person. Officers shall take reasonable measures to ensure the security and safe storage of MPD approved weapons. This procedure applies to all members of the MPD while on duty and to the handling of any MPD approved weapon while off duty.

### **FIREARMS IN THE DANE COUNTY COURTHOUSE**

It is the procedure of MPD to actively participate in the safe and secure operation of the Dane County Courthouse (DCC). Courthouses are locations where disputes involving the most volatile human emotions are resolved and thus, can create unique potential dangers. Madison Police Officers shall recognize this environment and exercise extreme care when bringing a firearm into the Dane County Courthouse.

1. On-duty MPD sworn employees performing official duties are authorized to carry firearms in the DCC regardless of attire (e.g., military, utility, professional uniform, or civilian).
2. On-duty employees shall:
  - a. Wear a visible breast/pocket badge if wearing the military, utility, or professional uniforms. While in civilian attire, a pocket badge and/or MPD ID card shall be displayed on the outer garment.
  - b. Wear an agency-approved holster and adhere to all MPD firearms safety and weapon retention procedures.
  - c. When in civilian attire, wear an outer garment (coat, jacket, vest) to cover the firearm. A badge on a belt clip or MPD ID card shall be displayed near the firearm.
  - d. Have MPD-issued identification on his/her person and produce this identification to Sheriff's staff or weapons screener upon request.
  - e. Officers engaged in undercover activities are exempt from the above visible identification requirements and may provide weapons screening staff with other evidence of law enforcement status.
3. On-duty employees entering the DCC through the main entrance on South Hamilton Street shall, upon request of Sheriff's staff or a weapons screener, provide proper identification, state the reason of the visit, and sign-in on the log book. If an employee is not on official business, the employee's firearm shall be secured in a gun locker near the main entrance and the employee shall submit to weapons screening procedures.
4. Off-duty employees requiring access to the DCC for the purpose of attending to personal business shall enter the DCC through the public entrance on South Hamilton Street and will submit to weapons screening. If armed, they will be required to secure their firearm in a manner approved by the DCC Staff and will be required to submit to weapons screening procedures. MPD employees who are not on duty and not on official business are not authorized to carry firearms in the DCC.

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