



2-3 FIREARMS AND AMMUNITION AUTHORIZATION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-62 Internal Affairs Professional Standards (IAPS) Division (Formerly 7-1)
- 2-56 Use of Force: Reporting by Department Personnel
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 3-30 Line Inspection Process (Formerly 3-42)

B. Form(s)

PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
 Firearms Range Handbook
 NMSA 1978, § 30-7-3 Unlawful Carrying of a Firearm in Licensed Liquor Establishments

D. Rescinded Special Order(s)

SO 22-85 Amendment to SOP 2-3 Firearms and Ammunition Authorization

2-3-1 Purpose

The purpose of this policy is to set forth the expectations for sworn personnel who are authorized to carry Department-approved firearms and to use Department-approved ammunition.

2-3-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide sworn personnel with a duty handgun, a less-than-lethal beanbag shotgun, or a 40-mm less-than-lethal munition. Sworn personnel who are authorized to carry a firearm may be issued a patrol rifle, 12-gauge shotgun, or an enhanced shotgun after completing successfully additional training and obtaining required certification. Furthermore, it is the policy of the Department to provide the necessary training and ammunition for all Department-issued firearms used by sworn personnel.

N/A 2-3-3 Definitions

A. Accessory



An addition to a firearm, which does not require a permanent modification to the firearm and serves to accommodate an individual officer's stature and ergonomics for usability.

B. Critical Firearm Discharge

A discharge of a firearm by sworn personnel, excluding Range practice and training firings, destruction of animals, off-duty hunting discharges where no person is struck, and off-duty, accidental discharges of a personally owned weapon where no person is struck.

C. Modification

Any change to a firearm which affects the internal function of the firearm from its original factory state. Any modifications to Department-issued firearms must be completed by the Department Armorer and approved by the Chief of Police.

D. Plainclothes

An on-duty sworn officer not wearing their Department-issued uniform but carrying their Department-issued badge and firearm.

E. Platform Qualification

An abbreviated qualification to check the function of the Department-issued firearm and sight alignment for Department-approved firearms.

F. Range Master-Approved List

A list of equipment approved for use while on-duty, which is drafted and maintained by the Range Master and approved by the Chief of Police.

G. Range Master-Authorized List

A list of modifications to Department-issued firearms that are carried while on-duty, which is authorized and approved by the Department Armorer or their designee and the Chief of Police.

H. Tactical Units

A unit consisting of Special Weapons and Tactics (SWAT), Canine (K-9), and Explosive Ordnance Disposal Unit (EOD/Bomb Squad).

I. Undercover Officer



Pursuant to an approved undercover investigation, any officer or detective working in a covert manner who obtains information about individuals or organizations through the development of ongoing relationships with individuals or organizations.

5 2-3-4 **Department-Approved Firearms and Ammunition**

A. Safe Handling and Carrying of Firearms

1. Sworn personnel shall use due care and sound judgment when handling and carrying Department-approved firearms while on-duty or off-duty.
2. Sworn personnel shall adhere to the following rules of firearm safety at all times:
 - a. Always handle firearms as if they are loaded;
 - b. Never let the muzzle cover anything that they are not willing to shoot;
 - c. Keep their finger off the trigger until their sights are on the target; and
 - d. Be sure of their target and what lies beyond it.

B. General Rules for Firearms

1. Sworn personnel shall:
 - a. Carry or use only Department-approved firearms while on-duty;
 - b. Ensure they are timely qualified on a Range Master-approved firearm as described in this Standard Operating Procedure (SOP);
 - c. Ensure they are qualified to use their firearm and ensure each type of firearm that will carry is approved by the Range Master as described in this SOP;
 - d. While on-duty, including while working in a plainclothes capacity, at a minimum, carry their duty handguns, spare magazine, badge, identification card, on-body recording device (OBRD), and a means of communication;
 - e. Qualify annually with their firearm(s) in both daylight and low light;
 - f. Maintain their Department-approved firearms in safe and working condition; and
 - g. Clean and inspect their firearms before returning to duty any time they discharge the firearm.
2. Sworn personnel shall be prohibited from using holsters with retention device(s) that prevent the officer from the gripping of their firearm.
3. On-duty sworn personnel may carry firearms into liquor establishments when responding to a call or on other official assignments.
4. Off-duty sworn personnel may carry a Department-approved firearm into a licensed liquor establishment only under the following conditions, unless responding to an emergency pursuant to NMSA 1978, § 30-7-3 as follows:
 - a. The officer shall not consume alcohol in any quantity;



- b. The establishment shall not be a business whose primary business is the sale of liquor, such as a bar or package liquor store; and
- c. The officer shall carry a firearm with which they are qualified, and the officer shall carry their badge and identification card.

N/A

- 5. Supervisors shall inspect firearms for each officer under their command and shall complete the Monthly Line Inspection Form for each officer under their command (refer to SOP Line Inspection Process for sanction classifications and additional duties).
- 6. Property Unit personnel, shall maintain up-to-date information on each officer's firearm and qualifications. Records shall include:
 - a. A list by type and serial number of each officer's Department-approved firearm and any Department-approved, personally-owned firearm that can be used as a back-up handgun or an off-duty handgun;
 - b. Qualification dates for each officer's firearms;
 - c. Qualification information regarding any other firearms; and
 - i. The Range Master and Academy Division personnel shall maintain the history of an officer's qualification scores in the officer's training file throughout their career.
 - d. Any modifications performed with the approval of the Department Armorer or their designee.

C. Rules by Type of Firearm

1. Duty Handgun

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- a. Sworn personnel shall only carry Department-issued and Department-approved handguns as a primary duty handgun.
- b. The Range Master shall approve all duty handguns and note their approval on the officer's inventory card. Prior to approval, the Range Master shall inspect and approve the officer's proposed holster and associated gear.

2. Patrol Rifle

- a. Sworn personnel shall only carry Department-issued and Department-approved rifles while on-duty.
- b. Patrol Rifle Optics:
 - i. The Range Master shall maintain a Range Master-Approved List of approved patrol rifle optics at the Department Firearms Range, consistent with the Firearms Range Handbook;
 - ii. Sworn personnel who have completed the basic patrol rifle course may purchase and employ personally-owned patrol rifle optics on their Department-approved patrol rifle. The patrol rifle optics shall be on the Range Master-Approved List or otherwise approved by the Range Master in writing;



- iii. Sworn personnel shall receive training and must qualify to use patrol rifle optics prior to using them while on-duty. Prior to use, the Range Master shall inspect patrol rifle optics for compliance with this SOP and note approval of any optics on the Range Master-Approved List;
 - iv. When mounted, the location of patrol rifle optics shall not impede the iron sights from being employed in the event the patrol rifle optic ceases to function. If the patrol rifle optic is equipped with an etched reticule, there is no need for iron sights; and
 - v. Tactical Units may deviate from the Range Master-Authorized List by issuing a different brand and design of patrol rifle optical sight approved, in writing, by the SOD Commander. The SOD Commander shall ensure that sworn personnel receive proper training prior to deployment of firearms not included on the Department's Range Master-Authorized List of approved firearms.
- c. Magnified Optics
- i. The officer shall attend and pass the Department's magnified optic course prior to using magnified optics.
 - ii. Sworn personnel who have successfully completed the magnified optics class may purchase a personally-owned magnified optic for use on a Department-approved firearm.
 - iii. Authorized magnified optic sights shall be limited to models named on the Range Master-Approved List. Prior to use, the Range Master shall inspect magnified optics for compliance with this SOP and note approval of any magnified optics on the Range Master-Approved List .
 - iv. Tactical magnified optics shall have the ability to vary from no magnification to a magnification power of six (6x).
- d. Patrol rifles must be equipped with a weapon-mounted light and sling.
3. 12-Gauge Shotgun (Buckshot)
- a. Sworn personnel shall carry only Department-approved 12-gauge shotguns with which they have successfully qualified.
 - b. The shotgun shall be issued with a sling and additional ammunition, including a side saddle-type or sock shell carrier.
4. Less-Lethal Shotgun (Beanbag)
- a. Sworn personnel shall carry only Department-approved less-lethal shotguns.
 - b. The less-lethal shotgun shall be issued with a sling and an additional ammunition carrier.
 - c. Sworn personnel shall be trained in the use of less-lethal shotguns.
 - d. Sworn personnel who are issued a less-lethal shotgun shall carry the firearm in their vehicle.
 - e. The less-lethal shotgun shall be plainly marked with high visibility yellow or orange tape, or paint on the buttstock and muzzle area of the barrel.
 - f. Sworn personnel shall never load lethal rounds in their less-lethal shotgun.



5. Enhanced Shotgun with Slug Ammunition

- a. Special Operations Division and Open Space Section sworn personnel shall carry only Department-Issued and Department-approved enhanced shotguns.
- b. The enhanced shotgun shall be issued as a pump or semi-automatic type action.
- c. The enhanced shotgun shall have:
 - i. Ghost ring or rifle sights;
 - ii. A side saddle-type or sock shell carrier;
 - iii. A sling;
 - iv. An extended magazine tube; and
 - v. A weapon-mounted light.

6. Department Issued Primary Back-up Handgun

- a. Sworn personnel are authorized to carry a Department issued back-up handgun while on duty. Those who are working in a plainclothes or undercover capacity, or are in an administrative/training role and not responding to dispatched calls for service may be allowed to carry the Department issued primary back-up handgun as their primary weapon.
- b. Sworn personnel who use a tactical load-bearing vest while on-duty shall not stow their Department issued back-up handgun on their vest.
- c. The Firearms Training and Property Unit personnel shall approve all Department issued back-up handguns and note them on the officer's property card. Prior to approval, the Range Master shall review the officer's proposed holster and concealment for compliance with this SOP.
- d. Physical Requirements:
 - i. For the purposes of concealment, the on-duty back-up handgun shall have a barrel length of four inches (4") or less.
 - ii. It shall be a semi-automatic.
 - iii. It shall have a minimum ammunition load of five (5) rounds.
 - iv. It shall be a .9mm caliber.

7. Personally-Owned On-Duty Back-up Handgun

- a. Sworn personnel are authorized to carry a personally-owned back-up handgun while on-duty. The on-duty back-up handgun is not a second duty handgun. The on-duty back-up handgun is for emergency situations only. Sworn personnel shall be allowed to maintain two (2) personally-owned handguns as a back-up handgun while on and off-duty. This shall be in addition to being able to carry their primary duty handgun while on and off-duty.
- b. Sworn personnel who use a tactical load-bearing vest while on-duty shall still secure their on-duty back-up handgun in an out-of-sight method.
- c. Property Unit personnel shall approve on-duty back-up handguns and note them on the officer's property card. Prior to approval, the Range Master shall review the officer's proposed holster and concealment for compliance with this SOP.



- d. Distinction:
 - i. On-duty back-up handguns and off-duty handguns are carried at different times and, therefore, serve a different purpose. Some off-duty handguns may not be carried as an on-duty back-up handgun due to their barrel length and overall size.
 - e. Physical Requirements:
 - i. For the purposes of concealment, the on-duty back-up handgun shall have a barrel length of less than four inches (4”).
 - ii. It may be a semi-automatic or a revolver.
 - iii. It shall have a minimum ammunition load of five (5) rounds.
 - iv. It shall be a .380/.38 or larger caliber.
 - v. Sworn personnel shall select the caliber and the physical size of the on-duty back-up handgun based on the officer's ability to conceal the firearm.
8. Off-Duty Handguns
- a. This subsection is not intended to limit the rights of an officer to carry firearms while off-duty in the same manner as unrestricted community members, but rather to define the authorization to carry a firearm as acceptable by law.
 - b. If an officer carries a handgun while off-duty, they shall also have their badge and identification card.
 - c. Sworn personnel may carry an on-duty back-up handgun as an off-duty handgun. The off-duty handgun may be the Department-approved handgun or a personally-owned handgun.
 - d. The Range Master shall approve off-duty handguns and note them on the officer's property card. Before approval, the Range Master shall review the officer's off-duty holster and concealment for compliance with this SOP.
 - e. Physical qualification requirements with approved off-duty carry firearms:
 - i. The off-duty handgun may be a semi-automatic or revolver;
 - ii. The minimum caliber will be .380/.38; and
 - iii. The off-duty handgun shall be carried secured in a holster, out of sight of the public.

D. Issuance of Firearms

1. Duty Handgun: The Department shall issue each officer a duty handgun. Sworn personnel shall maintain their qualification with this handgun as a primary duty handgun.
2. Second Duty Handgun: The commander of specialized units may authorize specific sworn personnel to be issued a second duty handgun for specific operational needs, such as for undercover operations or specialized directed activities. The authorization and reason shall be documented in writing by Property Unit personnel in the Department's property-tracking database.
3. Patrol Rifle: An officer's immediate supervisor shall register the officer for the class in the Department's training schedule system. The Range Master shall send the roster from the Department's training scheduling software to Property Unit



personnel. Once Property Unit personnel receive the roster, the officer is approved to pick up their rifle in preparation for patrol rifle school.

4. 12-Gauge Shotgun (Buckshot): Sworn personnel who wish to carry a 12-gauge shotgun may be issued a shotgun from Property Unit personnel once they have successfully qualified to use the firearm.
5. Enhanced Shotgun with Slug Ammunition
 - a. Enhanced shotguns with slug ammunition shall no longer be carried by sworn personnel except for qualified specialized units.
 - b. Specialized units shall request enhanced shotguns from their supervisor with the approval of their commander.
6. Personally-Owned On-Duty Back-up Handguns and Off-Duty Handguns: On-duty back-up handguns and off-duty handguns are not issued by the Department.
 - a. The Range Master or the Department Armorer shall inspect all on-duty and off-duty handguns.
 - b. The Range Master or the Department Armorer shall complete an on-duty back-up handgun form.
 - c. The Range Master shall keep the completed on-duty back-up handgun form in the officer's personnel file and shall forward a copy of the form to Property Unit Personnel. Property Unit personnel shall add the personally-owned handgun to the officer's property card.

E. Modifications to Firearms

1. There shall be no modifications to the internal parts or functions of a Department-issued firearm, other than precision rifles assigned to SOD personnel.
2. The Department Armorer shall authorize, where appropriate, modifications to the internal parts and functions of precision rifles assigned to SOD personnel after receiving approval from the SOD Commander and after notifying the Chief of Police in writing.
3. The modifications shall be performed by the Department Armorer if certified to make such modifications or by a licensed designee as approved by Firearms Range personnel.
4. All Department-issued firearms shall remain in compliance at all times with federal regulations governed by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).

F. Accessories for Firearms

1. Firearms Range personnel shall keep a list of approved accessories at the range in the Firearms Range Handbook, which is approved by the Chief of Police.



2. Accessories that require the removal of parts from the firearm for the purpose of installation (i.e., handgun sight and patrol rifle grips) shall be done at the Department Firearms Range by the Department Armorer or their designee.

G. Firearms Held for Evidence

1. Personally-owned on-duty back-up handguns and off-duty handguns, accessories, and optics that are held for evidence as part of an officer-involved shooting (OIS) shall be replaced immediately by the Department with the exact make and model or similar item.
2. Operations Review Section personnel shall be responsible to assist sworn personnel in purchasing replacement items, when such replacement items are needed based on required Department actions.
3. After replacement, the original items shall become the property of the Department.

H. Exceptions to the Firearms and Ammunition Authority SOP

1. Due to the unique assignments of some detectives, there may be specific exceptions to the duty-firearm policy, which shall be approved and documented in an Interoffice Memorandum by the detective's Division Commander.
 - a. The detective's Division Commander shall forward the Interoffice Memorandum to Property Unit personnel.
 - b. Upon receipt of the Interoffice Memorandum, Property Unit personnel shall update the detective's property card.
2. There shall be no exception to the firearm modification rules as outlined in this SOP.

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I. Ammunition

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1. Sworn personnel shall carry and use only Department-approved ammunition in conjunction with their Department-approved firearm.
 - a. Sworn personnel shall not carry or use ball ammunition in their back-up handgun while on-duty.
 - b. Sworn personnel shall use only factory ammunition with an expanding projectile (i.e., hollow-point or soft-point ammunition).
2. Sworn personnel shall maintain a full magazine of ammunition in their duty handgun and rifle. For rifle ammunition, sworn personnel shall maintain two (2) rounds less than the capacity of ammunition in their rifle magazine. For instance, twenty-eight (28) rounds of rifle ammunition shall be loaded into a thirty (30) round rifle magazine in order to be considered full capacity.



3. The Range Master shall maintain the approved manufacturer, bullet weight, and projectile type of ammunition at the Department Firearms Range, if other than a 9-mm, 40 S&W, or a 45 ACP.
4. The Department shall issue ammunition for practice, duty, and initial training for Department-approved firearms. The Range Master shall maintain control over this inventory.
5. Practice ammunition shall be used only for practice at the Department Firearms Range, unless the officer will be taking a course from an outside vendor.
 - a. Sworn personnel in need of training ammunition for a course from an outside vendor shall submit an Interoffice Memorandum, through their chain of command, to the Range Master for approval.
6. The Range Master shall maintain records of names of sworn personnel and number of boxes of practice ammunition used. Duty ammunition shall be issued as needed by the Range Master, with a documented explanation of any lost or damaged ammunition. Duty ammunition shall be changed out every two (2) years or sooner if damaged, visibly corroded, or otherwise unusable.
7. Consistent with the CBA, the Department shall issue ammunition for certain pistol calibers and M-4-type rifles. For pistol calibers for which the Department issues duty ammunition, sworn personnel shall be limited to carrying only Department-approved duty ammunition.
8. Only the Range Master or their designee shall be authorized to order and receive ammunition to be distributed to sworn personnel.
9. All training ammunition shall be stored at the Firearms Range.

5 2-3-5 **Qualifications**

A. General Qualification Requirements

- 3** 1. Sworn personnel shall not possess, carry, or use firearms while on-duty unless they are qualified on the specified firearm.
2. Sworn personnel shall qualify on the course of fire with their duty handgun(s) established by the New Mexico Department of Public Safety (NMDPS).
3. Sworn personnel shall qualify each calendar year with every firearm currently carried while on-duty, including all back-up handguns. If sworn personnel carry an off-duty handgun, they shall qualify with that handgun annually.
4. Special Weapons and Tactics (SWAT) and K-9 Unit personnel shall qualify quarterly.



5. The qualification methodology shall be designated by the Department and include the NMDPS daylight and low light qualification.
6. Sworn Honor Guard Team personnel who use shotguns shall not be required to qualify with the shotguns because they are not intended to be used as a duty firearm and are tools for display only.
7. Sworn personnel are encouraged to wear the gear they normally wear during duty hours during their qualification.

B. Qualification by Type of Firearm

1. Duty Handgun

- a. For a duty handgun, sworn personnel shall qualify, at a minimum, once annually on the NMDPS daylight and low light qualification.
- b. A passing score of eighty percent (80%) or greater is required.

2. Second Duty Handgun

- a. If the second duty handgun is the same platform as the primary duty handgun, sworn personnel shall be required to shoot a platform qualification with their second duty handgun.
- b. If the platform of the second duty handgun differs, then sworn personnel shall be required to shoot and pass a NMDPS daylight and low light qualification on both firearms.

3. Patrol Rifle

- a. To qualify to carry a patrol rifle, sworn personnel shall have successfully qualified on their duty handgun.
- b. The officer shall attend and successfully pass the Department's patrol rifle course, scoring ninety percent (90%) or greater on the final qualification on the NMDPS daylight and low light qualification.
- c. In order to continue to use their patrol rifle, sworn personnel shall qualify annually and maintain a ninety percent (90%) score or greater on their NMDPS daylight and low light rifle qualifications.

4. Department Issued Back-up Handgun

- a. For a Department-issued back-up handgun, sworn personnel shall pass the Department handgun platform qualification successfully.
- b. A passing score of eighty percent (80%) or greater is required.

5. 12-Gauge Shotgun (Buckshot)



- a. Each officer who carries a 12-gauge shotgun shall qualify, at a minimum, once annually on the Department shotgun qualification process, with a passing score of eighty percent (80%) or greater.

6. Breaching Shotgun

- a. Prior to being issued and carrying a breaching shotgun, sworn personnel who work in a specialized capacity shall complete a ballistic breaching class.
- b. Sworn personnel who are assigned to FSB are prohibited from using a breaching shotgun and ammunition.

7. Less-Lethal Shotgun (Beanbag)

- a. Sworn personnel who use a less-lethal shotgun shall fire a two (2) round less-lethal shotgun maintenance course during the NMDPS daylight qualification. Any officer who elects not to conduct the two (2) round less-lethal shotgun maintenance course is ineligible to deploy with a less-lethal shotgun.
- b. Sworn personnel shall fire the two (2) rounds at seven (7) yards and shall be preceded by the verbal statement, "Beanbag, beanbag, beanbag."
- c. Sworn personnel shall display proper manipulations of the less-lethal shotgun and correct statements and shall not strike in a lethal area in order to qualify.

8. Enhanced Shotgun with Slug Ammunition

- a. Only sworn personnel who complete the enhanced shotgun course shall be authorized to carry the shotgun and use slug ammunition.
- b. Sworn personnel who are issued an enhanced shotgun shall complete the training course at the Department Firearms Range prior to carrying the enhanced shotgun while on-duty.
- c. Each officer who carries an enhanced shotgun shall qualify, at a minimum, once annually by shooting the Department daylight and low light enhanced shotgun qualification course.
- d. A passing score of ninety percent (90%) or greater is required.

9. Personally-Owned On-Duty Back-up Handgun

- a. For a personally-owned on-duty back-up handgun, sworn personnel shall pass the Department back-up handgun qualification successfully.
- b. A passing score of eighty percent (80%) or greater is required.
- c. During annual qualifications, if the firearm malfunctions three (3) or more times, Firearms Range personnel shall remove the firearm from the line until it has been repaired.

C. Qualification Failures

1. Handgun Failures



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-3 (Formerly 2-22)

P&P Draft 09/06/2023

- a. Sworn personnel who fail to qualify on their primary duty handgun on the date of their qualification shall be provided remedial training, as determined by Department Firearms personnel.
 - i. If sworn personnel score between seventy percent (70%) and seventy-nine percent (79%), Department Firearms personnel shall provide immediate remedial training, and sworn personnel shall be given a second opportunity to qualify.
 1. Sworn personnel, regardless of rank, who fail to score over seventy-nine percent (79%) on their second attempt shall be immediately placed in an administrative assignment at the Department Firearms Range and shall relinquish their Department-approved police vehicle and Department-approved handgun to Department Firearms personnel.
 - A. The Advanced Training Sergeant or their designee shall notify the affected officer's chain of command, up to and including the affected officer's Deputy Chief, Operations Review, and Human Resources, of the second failure and the mandatory administrative assignment.
 - B. Firearms Range personnel shall develop a practice schedule for the officer who failed to qualify and this practice schedule will be designed to correct deficiencies and improve qualification scores. The Advanced Training Sergeant or their designee shall provide the sworn personnel's supervisor with the training schedule by the close of the Advanced Training Sergeant's current shift for the day of the failure.
 - ii. If sworn personnel score below seventy percent (70%) on their first attempt, they shall be placed on administrative assignment at the Department Firearms Range, until they are successfully able to pass the qualification.
 1. Sworn personnel who are on administrative assignment at the Department Firearms Range shall relinquish their Department police vehicle and Department-approved handgun to Department Firearms personnel.
 2. The Advanced Training Sergeant or their designee shall immediately notify the affected personnel's chain of command of the failure and the administrative assignment.
 3. Firearms Range personnel shall develop a practice schedule that is designed to correct deficiencies and improve qualification scores. The Advanced Training Sergeant or their designee shall provide the personnel's supervisor with the training schedule.
 - iii. Sworn personnel who fail to qualify within thirty (30) calendar days of their second attempt shall be subject to administrative and/or disciplinary action, up to and including termination of employment.
 - iv. Sworn personnel who require remediation on two (2) or more subsequent years with a handgun shall be required to complete mandatory training developed by Firearms Range personnel.
 1. The officer's immediate supervisor shall initiate a Performance Evaluation and Management System (PEMS) Monitoring Plan to ensure that the officer's training plan is adhered to.



2. Optional Firearm Systems

- a. If sworn personnel score between eighty percent (80%) and eighty-nine percent (89%) for the patrol rifle or enhanced shotgun qualification, Department Firearms personnel shall provide immediate remedial training and sworn personnel shall be given a second opportunity to qualify.
- b. If sworn personnel score below eighty percent (80%), Department Firearms personnel shall take possession of the optional firearm system. Sworn personnel shall have thirty (30) days to return to the Department Firearms Range for additional remedial training and shall be given an opportunity to qualify.
- c. The buckshot shotgun is evaluated as a pass/fail qualification.
- d. If sworn personnel have failed the patrol rifle, buckshot shotgun, or the enhanced shotgun qualification on the second attempt, they shall lose authorization to carry or use that firearm until they attend formal remedial training at the Department Firearms Range and pass the required qualification course of fire.
 - i. This remedial training and qualification must occur within thirty (30) calendar days of the initial failure.
 - ii. If sworn personnel do not complete the remedial training and qualification, they shall lose the authorization to carry or use that firearm.
 1. Sworn personnel who fail on the second attempt shall have the optional firearm systems removed from their possession by the Range Master or their designee.
 2. If sworn personnel have an optional firearm taken from them two (2) consecutive years in a row, they shall lose the authorization to carry that weapon system.
 3. To regain authorization, sworn personnel shall complete the entire platform certification training course for that firearm.
 - iii. Failing a qualification with a rifle, buckshot shotgun, or enhanced shotgun does not require sworn personnel to be placed on administrative assignment at the Department Firearms Range.
- e. Sworn personnel who fail to score ninety percent (90%) or above with their patrol rifle shall be mandated to attend practice sessions a minimum of once every two (2) months until they complete their next annual firearm qualification.
 - i. Sworn personnel who fail to attend mandatory practice sessions shall immediately relinquish their patrol rifle for a period of one (1) year.
 - ii. After one (1) year, sworn personnel shall be required to attend the patrol rifle school in order to carry the patrol rifle.

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D. Qualification Exemptions

1. Academy Division personnel shall review qualifications, at least annually, and determine, in coordination with Payroll Section personnel, whether there is good cause to delay qualifications, such as military leave or leave under the Family Medical Leave Act (FMLA).



2. Sworn personnel requiring an exemption from qualification shall request an exemption in writing through their chain of command. The Chief of Staff or Deputy Chief shall be authorized to approve the request.
 - a. Exemptions shall be granted for good cause and shall be within a length of time that is appropriate to address such cause. Academy Division personnel shall maintain exemption requests and approvals in the officer's training file.

E. Platform Qualifications

1. OIS Platform Qualification

- a. Sworn personnel returning to work after being involved in an OIS shall be issued a new duty handgun, and shall pass the OIS Platform Qualification.
- b. After an OIS, an officer shall report to Advanced Training Unit personnel at the Academy Division.
 - i. Advanced Training Unit personnel shall review the known totality of the circumstances of the OIS and shall ensure that any immediate training, tactics, equipment concerns, or deficiencies are addressed before sending the officer to the Department Firearms Range.
- c. After an OIS, the officer shall demonstrate to Firearms Range personnel that they can still operate the firearm and that the sights of the new firearm are aligned properly. The officer shall use the same make and model of firearm they shot during their last annual qualification.
- d. Firearms Range personnel and Behavioral Sciences Section (BSS) personnel shall evaluate and determine whether the officer is ready to shoot the OIS Platform Qualification.

2. Return-to-Duty Platform Qualification

- a. Sworn personnel returning to duty shall be allowed to practice shooting prior to attempting the NMDPS Return-to-Duty Platform Qualification.

3. Sworn personnel who are issued a replacement duty firearm shall be required to pass a firearm platform qualification when their firearm has been stolen, broken, or taken out of service.

N/A 2-3-6

Reporting Requirements

- A. All sworn personnel who have been involved in a critical firearm discharge, including accidental discharges that occur while on-duty and off-duty, shall follow the Department's mandatory reporting requirements (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).
- B. All supervisors shall report a critical firearm discharge (refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties).



- C. Internal Affairs Professional Standards (IAPS) Division personnel shall investigate all critical firearm discharges (refer to SOP Internal Affairs Professional Standards (IAPS) Division for sanction classifications and additional duties).

5 2-3-7 Firearms Inspections and Repairs

- A. Firearms Range personnel, Department supervisors, the chain of command, and Performance Metrics Unit personnel may inspect any firearm at any time.
 - 1. Sworn personnel shall cooperate with all firearm inspections.
 - 2. Any firearm that is determined to be unsafe or that has out-of-policy modifications shall not be fired or carried while on-duty or off-duty until the Department Armorer has verified that the firearm is safe.
- B. Department-approved firearms that are taken out of service by the Department Armorer must be left at the Department Firearms Range.
 - 1. Property Unit personnel shall issue the officer a replacement duty firearm.
 - 2. The Department Armorer shall document when a firearm is taken out of service in an Interoffice Memorandum, with a copy to Property Unit personnel and the officer, and shall maintain a copy at the Department Firearms Range.
- C. The Department Armorer shall repair only Department-approved firearms.
 - 1. Repairs conducted by designated Firearms Range personnel or a licensed designee include the replacement of broken parts or worn barrels with new factory replacement parts. The Department shall consider such repairs as maintenance and not modifications.



2-3 FIREARMS AND AMMUNITION AUTHORIZATION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-62 Internal Affairs Professional Standards (IAPS) Division (Formerly 7-1)
- 2-56 Use of Force: Reporting by Department Personnel
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 3-30 Line Inspection Process (Formerly 3-42)

B. Form(s)

PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
 Firearms Range Handbook
 NMSA 1978, § 30-7-3 Unlawful Carrying of a Firearm in Licensed Liquor Establishments

D. Rescinded Special Order(s)

~~SO 22-85 Amendment to SOP 2-3 Firearms and Ammunition Authorization~~ ~~SO 19-117~~
~~SOP 2-3 Firearms and Ammunition Authorization; Differences Between~~
~~Modifications and Accessories~~

~~SO 21-107 Amendment to SOP 2-3 Firearms and Ammunition Authorization~~

2-3-1 Purpose

The purpose of this policy is to set forth the expectations for sworn personnel who are authorized to carry Department-approved firearms and to use Department-approved ammunition.

2-3-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide sworn personnel with a duty handgun, a less-than-lethal beanbag shotgun, or a 40-mm less-than-lethal munition. Sworn personnel who are authorized to carry a firearm may be issued a patrol rifle, 12-gauge shotgun, or an enhanced shotgun after completing successfully additional training and obtaining required certification. Furthermore, it is the policy of the Department to provide the necessary training and ammunition for all Department-issued firearms used by sworn personnel.



N/A 2-3-3 Definitions

A. Accessory

An addition to a firearm, which does not require a permanent modification to the firearm and serves to accommodate an individual officer's stature and ergonomics for usability.

B. Critical Firearm Discharge

~~A discharge of a firearm by sworn personnel, excluding Range practice and training firings, destruction of animals, off-duty hunting discharges where no person is struck, and off-duty, accidental discharges of a personally owned weapon where no person is struck.~~
~~discharge of a firearm by an APD officer, excluding range and training firings; destruction of animals, and; off-duty hunting discharges where no individual is struck; and off-duty, accidental discharges of a personally owned weapon where no individual is struck.~~

~~A discharge of a lethal firearm by an officer, including accidental discharges and discharges where no person is struck. Range and training firings, destruction of animals, and off-duty hunting discharges where no person is struck are not critical firearm discharges.~~

C. Modification

Any change to a firearm which affects the internal function of the firearm from its original factory state. Any modifications to Department-issued firearms must be completed by the Department Armorer and approved by the Chief of Police.

D. Plainclothes

An on-duty sworn officer not wearing their Department-issued uniform but carrying their Department-issued badge and firearm.

~~D~~. E. Platform Qualification

An abbreviated qualification to check the function of the Department-issued firearm and sight alignment for Department-approved firearms.

~~E~~. F. Range Master-Approved List

A list of equipment approved for use while on-duty, which is drafted and maintained by the Range Master and approved by the Chief of Police.

~~F~~. G. Range Master-Authorized List



A list of modifications to Department-issued firearms that are carried while on-duty, which is authorized and approved by the Department Armorer or their designee and the Chief of Police.

H. Tactical Units

Tactical units shall consist of Special Weapons and Tactics (SWAT), Canine (K-9), and Explosive Ordnance Disposal Unit (EOD/Bomb Squad).

I. Undercover Officer

Pursuant to an approved undercover investigation, any officer or detective working in a covert manner who obtains information about individuals or organizations through the development of ongoing relationships with individuals or organizations.

5 2-3-4 Department-Approved Firearms and Ammunition

A. Safe Handling and Carrying of Firearms

1. Sworn personnel shall use due care and sound judgment when handling and carrying Department-approved firearms while on-duty or off-duty.
2. Sworn personnel shall adhere to the following rules of firearm safety at all times:
 - a. Always handle firearms as if they are loaded;
 - b. Never let the muzzle cover anything that they are not willing to shoot;
 - c. Keep their finger off the trigger until their sights are on the target; and
 - d. Be sure of their target and what lies beyond it.

B. General Rules for Firearms

1. Sworn personnel shall:
 - a. Carry or use only Department-approved firearms while on-duty;
 - b. Ensure they are timely qualified on a Range Master-approved firearm as described in this Standard Operating Procedure (SOP);
 - c. Ensure they are qualified to use their firearm and ensure each type of firearm that will carry is approved by the Range Master as described in this SOP;
 - d. While on-duty, including while working in a plainclothes capacity, at a minimum, carry their duty handguns, spare magazine, badge, identification card, on-body recording device (OBRD), and a means of communication;
 - e. Qualify annually with their firearm(s) in both daylight and low light;
 - f. Maintain their Department-approved firearms in safe and working condition; and
 - g. Clean and inspect their firearms before returning to duty any time they discharge the firearm.



2. Sworn personnel shall be prohibited from using holsters with retention device(s) that prevent the officer from the gripping of thier firearm.
3. On-duty sworn personnel may carry firearms into liquor establishments when responding to a call or on other official assignments.
4. Off-duty sworn personnel may carry a Department-approved firearm into a licensed liquor establishment only under the following conditions, unless responding to an emergency pursuant to NMSA 1978, § 30-7-3 as follows:
 - a. The officer shall not consume alcohol in any quantity;
 - b. The establishment shall not be a business whose primary business is the sale of liquor, such as a bar or package liquor store; and
 - c. The officer shall carry a firearm with which they are qualified, and the officer shall carry their badge and identification card.
5. Supervisors shall inspect firearms for each officer under their command and shall complete the Monthly Line Inspection Form for each officer under their command (refer to SOP Line Inspection Process for sanction classifications and additional duties).
6. Property Unit personnel, shall maintain up-to-date information on each officer's firearm and qualifications. Records shall include:
 - a. A list by type and serial number of each officer's Department-approved firearm and any Department-approved, personally-owned firearm that can be used as a back-up handgun or an off-duty handgun;
 - b. Qualification dates for each officer's firearms;
 - c. Qualification information regarding any other firearms; and
 - i. The Range Master and Academy Division personnel shall maintain the history of an officer's qualification scores in the officer's training file throughout their career.
 - d. Any modifications performed with the approval of the Department Armorer or their designee.

N/A

C. Rules by Type of Firearm

1. Duty Handgun

- a. Sworn personnel shall only carry Department-issued and Department-approved handguns as a primary duty handgun.
- b. The Range Master shall approve all duty handguns and note their approval on the officer's inventory card. Prior to approval, the Range Master shall inspect and approve the officer's proposed holster and associated gear.

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2. Patrol Rifle



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- a. Sworn personnel shall only carry Department-issued and Department-approved rifles while on-duty.
 - b. Patrol Rifle Optics:
 - i. The Range Master shall maintain a Range Master-Approved List of approved patrol rifle optics at the Department Firearms Range, consistent with the Firearms Range Handbook;
 - ii. Sworn personnel who have completed the basic patrol rifle course may purchase and employ personally-owned patrol rifle optics on their Department-approved patrol rifle. The patrol rifle optics shall be on the Range Master-Approved List or otherwise approved by the Range Master in writing;
 - iii. Sworn personnel shall receive training and must qualify to use patrol rifle optics prior to using them while on-duty. Prior to use, the Range Master shall inspect patrol rifle optics for compliance with this SOP and note approval of any optics on the Range Master-Approved List;
 - iv. When mounted, the location of patrol rifle optics shall not impede the iron sights from being employed in the event the patrol rifle optic ceases to function. If the patrol rifle optic is equipped with an etched reticule, there is no need for iron sights; and
 - v. Tactical Units may deviate from the Range Master-Authorized List by issuing a different brand and design of patrol rifle optical sight approved, in writing, by the SOD Commander. The SOD Commander shall ensure that sworn personnel receive proper training prior to deployment of firearms not included on the Department's Range Master-Authorized List of approved firearms.
 - c. Magnified Optics
 - i. The officer shall attend and pass the Department's magnified optic course prior to using magnified optics.
 - ii. Sworn personnel who have successfully completed the magnified optics class may purchase a personally-owned magnified optic for use on a Department-approved firearm.
 - iii. Authorized magnified optic sights shall be limited to models named on the Range Master-Approved List. Prior to use, the Range Master shall inspect magnified optics for compliance with this SOP and note approval of any magnified optics on the Range Master-Approved List .
 - iv. Tactical magnified optics shall have the ability to vary from no magnification to a magnification power of six (6x).
 - d. Patrol rifles must be equipped with a weapon-mounted light and sling.
3. 12-Gauge Shotgun (Buckshot)
- a. Sworn personnel shall carry only Department-approved 12-gauge shotguns with which they have successfully qualified.
 - b. The shotgun shall be issued with a sling and additional ammunition, including a side saddle-type or sock shell carrier.
4. Less-Lethal Shotgun (Beanbag)



- a. Sworn personnel shall carry only Department-approved less-lethal shotguns.
- b. The less-lethal shotgun shall be issued with a sling and an additional ammunition carrier.
- c. Sworn personnel shall be trained in the use of less-lethal shotguns.
- d. Sworn personnel who are issued a less-lethal shotgun shall carry the firearm in their vehicle.
- e. The less-lethal shotgun shall be plainly marked with high visibility yellow or orange tape, or paint on the buttstock and muzzle area of the barrel.
- f. Sworn personnel shall never load lethal rounds in their less-lethal shotgun.

5. Enhanced Shotgun with Slug Ammunition

- a. Special Operations Division and Open Space Section sworn personnel shall carry only Department-Issued and Department-approved enhanced shotguns.
- b. The enhanced shotgun shall be issued as a pump or semi-automatic type action.
- c. The enhanced shotgun shall have:
 - i. Ghost ring or rifle sights;
 - ii. A side saddle-type or sock shell carrier;
 - iii. A sling;
 - iv. An extended magazine tube; and
 - v. A weapon-mounted light.

6. Department Issued Primary Back-up Handgun

- a. Sworn personnel are authorized to carry a Department issued back-up handgun while on duty. Those who are working in a plainclothes or undercover capacity, or are in an administrative/training role and not responding to dispatched calls for service may be allowed to carry the Department issued primary back-up handgun as their primary weapon.
- b. Sworn personnel who use a tactical load-bearing vest while on-duty shall not stow their Department issued back-up handgun on their vest.
- c. The Firearms Training and Property Unit personnel shall approve all Department issued back-up handguns and note them on the officer's property card. Prior to approval, the Range Master shall review the officer's proposed holster and concealment for compliance with this SOP.
- d. Physical Requirements:
 - i. For the purposes of concealment, the on-duty back-up handgun shall have a barrel length of four inches (4") or less.
 - ii. It shall be a semi-automatic.
 - iii. It shall have a minimum ammunition load of five (5) rounds.
 - iv. It shall be a .9mm caliber.

~~6-7.~~ Personally-Owned On-Duty Backup Back-up Handgun



- a. Sworn personnel are authorized to carry a personally-owned ~~backup~~back-up handgun while on-duty. The on-duty ~~backup~~back-up handgun is not a second duty handgun. The on-duty ~~backup~~back-up handgun is for emergency situations only. Sworn personnel shall be allowed to maintain two (2) personally-owned handguns as a ~~backup~~back-up handgun while on and off-duty. This shall be in addition to being able to carry their primary duty handgun while on and off-duty.
- b. Sworn personnel who use a tactical load-bearing vest while on-duty shall still secure their on-duty ~~backup~~back-up handgun in an out-of-sight method.
- c. Property Unit personnel shall approve on-duty ~~backup~~back-up handguns and note them on the officer's property card. Prior to approval, the Range Master shall review the officer's proposed holster and concealment for compliance with this SOP.
- d. Distinction:
 - i. On-duty ~~backup~~back-up handguns and off-duty handguns are carried at different times and, therefore, serve a different purpose. Some off-duty handguns may not be carried as an on-duty ~~backup~~back-up handgun due to their barrel length and overall size.
- e. Physical Requirements:
 - i. For the purposes of concealment, the on-duty ~~backup~~back-up handgun shall have a barrel length of less than four inches (4").
 - ii. It may be a semi-automatic or a revolver.
 - iii. It shall have a minimum ammunition load of five (5) rounds.
 - iv. It shall be a .380/.38 or larger caliber.
 - v. Sworn personnel shall select the caliber and the physical size of the on-duty ~~backup~~back-up handgun based on the officer's ability to conceal the firearm.

V.
~~7-8.~~ 8. Off-Duty Handguns

- a. This subsection is not intended to limit the rights of an officer to carry firearms while off-duty in the same manner as unrestricted community members, but rather to define the authorization to carry a firearm as acceptable by law.
- b. If an officer carries a handgun while off-duty, they shall also have their badge and identification card.
- c. Sworn personnel may carry an on-duty ~~backup~~back-up handgun as an off-duty handgun. The off-duty handgun may be the Department-approved handgun or a personally-owned handgun.
- d. The Range Master shall approve off-duty handguns and note them on the officer's property card. Before approval, the Range Master shall review the officer's off-duty holster and concealment for compliance with this SOP.
- e. Physical qualification requirements with approved off-duty carry firearms:
 - i. The off-duty handgun ~~can~~may be a semi-automatic or revolver;
 - ii. The minimum caliber will be .380/.38; and
 - iii. The off-duty handgun shall be carried secured in a holster, out of sight of the public.

D. Issuance of Firearms



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1. Duty Handgun: The Department shall issue each officer a duty handgun. Sworn personnel shall maintain their qualification with this handgun as a primary duty handgun.
2. Second Duty Handgun: The commander of specialized units may authorize specific sworn personnel to be issued a second duty handgun for specific operational needs, such as for undercover operations or specialized directed activities. The authorization and reason shall be documented in writing by Property Unit personnel in the Department's property-tracking database.
3. Patrol Rifle: An officer's immediate supervisor shall register the officer for the class in the Department's training schedule system. The Range Master shall send the roster from the Department's training scheduling software to Property Unit personnel. Once Property Unit personnel receive the roster, the officer is approved to pick up their rifle in preparation for patrol rifle school.
4. 12-Gauge Shotgun (Buckshot): Sworn personnel who wish to carry a 12-gauge shotgun may be issued a shotgun from Property Unit personnel once they have successfully qualified to use the firearm.
5. Enhanced Shotgun with Slug Ammunition
 - a. Enhanced shotguns with slug ammunition shall no longer be carried by sworn personnel except for qualified specialized units.
 - ~~b.~~ Specialized units shall request enhanced shotguns from their supervisor with the approval of their commander.
 - b.
6. Personally-Owned On-Duty ~~Backup~~Back-up Handguns and Off-Duty Handguns: On-duty ~~backup~~back-up handguns and off-duty handguns are not issued by the Department.
 - a. The Range Master or the Department Armorer shall inspect all on-duty and off-duty handguns.
 - b. The Range Master or the Department Armorer shall complete an on-duty ~~backup~~back-up handgun form.
 - c. The Range Master shall keep the completed on-duty ~~backup~~back-up handgun form in the officer's personnel file and shall forward a copy of the form to Property Unit Personnel. Property Unit personnel shall add the personally-owned handgun to the officer's property card.

E. Modifications to Firearms

1. There shall be no modifications to the internal parts or functions of a Department-issued firearm, other than precision rifles assigned to SOD personnel.
2. The Department Armorer shall authorize, where appropriate, modifications to the internal parts and functions of precision rifles assigned to SOD personnel after



receiving approval from the SOD Commander and after notifying the Chief of Police in writing.

3. The modifications shall be performed by the Department Armorer if certified to make such modifications or by a licensed designee as approved by Firearms Range personnel.
4. All Department-issued firearms shall remain in compliance at all times with federal regulations governed by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).

F. Accessories for Firearms

1. Firearms Range personnel shall keep a list of approved accessories at the range in the Firearms Range Handbook, which is approved by the Chief of Police.
2. Accessories that require the removal of parts from the firearm for the purpose of installation (i.e., handgun sight and patrol rifle grips) shall be done at the Department Firearms Range by the Department Armorer or their designee.

G. Firearms Held for Evidence

1. Personally-owned on-duty ~~backup~~back-up handguns and off-duty handguns, accessories, and optics that are held for evidence as part of an officer-involved shooting (OIS) shall be replaced immediately by the Department with the exact make and model or similar item.
2. Operations Review Section personnel shall be responsible to assist sworn personnel in purchasing replacement items, when such replacement items are needed based on required Department actions.
3. After replacement, the original items shall become the property of the Department.

H. Exceptions to the Firearms and Ammunition Authority SOP

1. Due to the unique assignments of some detectives, there may be specific exceptions to the duty-firearm policy, which shall be approved and documented in an Interoffice Memorandum by the detective's Division Commander.
 - a. The detective's Division Commander shall forward the Interoffice Memorandum to Property Unit personnel.
 - b. Upon receipt of the Interoffice Memorandum, Property Unit personnel shall update the detective's property card.
2. There shall be no exception to the firearm modification rules as outlined in this SOP.



I. Ammunition

3

1. Sworn personnel shall carry and use only Department-approved ammunition in conjunction with their Department-approved firearm.
 - a. Sworn personnel shall not carry or use ball ammunition in their ~~backup~~ back-up handgun while on-duty.
 - b. Sworn personnel shall use only factory ammunition with an expanding projectile (*i.e.*, hollow-point or soft-point ammunition).
2. Sworn personnel shall maintain a full magazine of ammunition in their duty handgun and rifle. For rifle ammunition, sworn personnel shall maintain two (2) rounds less than the capacity of ammunition in their rifle magazine. For instance, twenty-eight (28) rounds of rifle ammunition shall be loaded into a thirty (30) round rifle magazine in order to be considered full capacity. Sworn personnel shall ~~maintain a full magazine of ammunition in their duty handgun.~~
3. The Range Master shall maintain the approved manufacturer, bullet weight, and projectile type of ammunition at the Department Firearms Range, if other than a 9-mm, 40 S&W, or a 45 ACP.
4. The Department shall issue ammunition for practice, duty, and initial training for Department-approved firearms. The Range Master shall maintain control over this inventory.
5. Practice ammunition shall be used only for practice at the Department Firearms Range, unless the officer will be taking a course from an outside vendor.
 - ~~a.~~ Sworn personnel in need of training ammunition for a course from an outside vendor shall submit an Interoffice Memorandum, through their chain of command, to the Range Master for approval.
 - a.
6. The Range Master shall maintain records of names of sworn personnel and number of boxes of practice ammunition used. Duty ammunition shall be issued as needed by the Range Master, with a documented explanation of any lost or damaged ammunition. Duty ammunition shall be changed out every two (2) years or sooner if damaged, visibly corroded, or otherwise unusable.
7. Consistent with the CBA, the Department shall issue ammunition for certain pistol calibers and M-4-type rifles. For pistol calibers for which the Department issues duty ammunition, sworn personnel shall be limited to carrying only Department-approved duty ammunition.
8. Only the Range Master or their designee shall be authorized to order and receive ammunition to be distributed to sworn personnel.
9. All training ammunition shall be stored at the Firearms Range.



5 2-3-5 **Qualifications**

A. General Qualification Requirements

- 3**
1. Sworn personnel shall not possess, carry, or use firearms while on-duty unless they are qualified on the specified firearm.
 2. Sworn personnel shall qualify on the course of fire with their duty handgun(s) established by the New Mexico Department of Public Safety (NMDPS).
 3. Sworn personnel shall qualify each calendar year with every firearm currently carried while on-duty, including all ~~backup~~ back-up handguns. If sworn personnel carry an off-duty handgun, they shall qualify with that handgun annually.
 4. Special Weapons and Tactics (SWAT) and K-9 Unit personnel shall qualify quarterly.
 5. The qualification methodology shall be designated by the Department and include the NMDPS daylight and low light qualification.
 6. Sworn Honor Guard Team personnel who use shotguns shall not be required to qualify with the shotguns because they are not intended to be used as a duty firearm and are tools for display only.
 - ~~7.~~ Sworn personnel are encouraged to wear the gear they normally wear during duty hours during their qualification.

7.

B. Qualification by Type of Firearm

1. Duty Handgun
 - a. For a duty handgun, sworn personnel shall qualify, at a minimum, once annually on the NMDPS daylight and low light qualification.
 - b. A passing score of eighty percent (80%) or greater is required.
2. Second Duty Handgun
 - a. If the second duty handgun is the same platform as the primary duty handgun, sworn personnel shall be required to shoot a platform qualification with their second duty handgun.



- b. If the platform of the second duty handgun differs, then sworn personnel shall be required to shoot and pass a NMDPS daylight and low light qualification on both firearms.

3. Patrol Rifle

- a. To qualify to carry a patrol rifle, sworn personnel shall have successfully qualified on their duty handgun.
- b. The officer shall attend and successfully pass the Department's patrol rifle course, scoring ninety percent (90%) or greater on the final qualification on the NMDPS daylight and low light qualification.
- c. In order to continue to use their patrol rifle, sworn personnel shall qualify annually and maintain a ninety percent (90%) score or greater on their NMDPS daylight and low light rifle qualifications.

4. Department Issued Back-up Handgun

- a. For a Department-issued back-up handgun, sworn personnel shall pass the Department handgun platform qualification successfully.
- b. A passing score of eighty percent (80%) or greater is required.

~~4.5.~~ 12-Gauge Shotgun (Buckshot)

- a. Each officer who carries a 12-gauge shotgun shall qualify, at a minimum, once annually on the Department shotgun qualification process, with a passing score of eighty percent (80%) or greater.

~~5.6.~~ Breaching Shotgun

- a. Prior to being issued and carrying a breaching shotgun, sworn personnel who work in a specialized capacity shall complete a ballistic breaching class.
- b. Sworn personnel who are assigned to FSB are prohibited from using a breaching shotgun and ammunition.

~~6.~~ Less-Lethal Shotgun (Beanbag)

7.

- a. Sworn personnel who use a less-lethal shotgun shall fire a two (2) round less-lethal shotgun maintenance course during the NMDPS daylight qualification. Any officer who elects not to conduct the two (2) round less-lethal shotgun maintenance course is ineligible to deploy with a less-lethal shotgun.
- b. Sworn personnel shall fire the two (2) rounds at seven (7) yards and shall be preceded by the verbal statement, "Beanbag, beanbag, beanbag."
- c. Sworn personnel shall display proper manipulations of the less-lethal shotgun and correct statements and shall not strike in a lethal area in order to qualify.

~~7.8.~~ Enhanced Shotgun with Slug Ammunition



- a. Only sworn personnel who complete the enhanced shotgun course shall be authorized to carry the shotgun and use slug ammunition.
- b. Sworn personnel who are issued an enhanced shotgun shall complete the training course at the Department Firearms Range prior to carrying the enhanced shotgun while on-duty.
- c. Each officer who carries an enhanced shotgun shall qualify, at a minimum, once annually by shooting the Department daylight and low light enhanced shotgun qualification course.
- d. A passing score of ninety percent (90%) or greater is required.

~~8-9.~~ 9. Personally-Owned On-Duty ~~Backup~~Back-up Handgun

- a. For a personally-owned on-duty ~~backup~~back-up handgun, sworn personnel shall pass the Department ~~backup~~back-up handgun qualification successfully.
- b. A passing score of eighty percent (80%) or greater is required.
- c. During annual qualifications, if the firearm malfunctions three (3) or more times, Firearms Range personnel shall remove the firearm from the line until it has been repaired.

C. Qualification Failures

1. Handgun Failures

- a. Sworn personnel who fail to qualify on their primary duty handgun on the date of their qualification shall be provided remedial training, as determined by Department Firearms personnel.
 - i. If sworn personnel score between seventy percent (70%) and seventy-nine percent (79%), Department Firearms personnel shall provide immediate remedial training, and sworn personnel shall be given a second opportunity to qualify.
 - 1. Sworn personnel, regardless of rank, who fail to score over seventy-nine percent (79%) on their second attempt shall be immediately placed in an administrative assignment at the Department Firearms Range and shall relinquish their Department-approved police vehicle and Department-approved handgun to Department Firearms personnel.
 - A. The Advanced Training Sergeant or their designee shall notify the affected officer's chain of command, up to and including the affected officer's Deputy Chief, Operations Review, and Human Resources, of the second failure and the mandatory administrative assignment.
 - B. Firearms Range personnel shall develop a practice schedule for the officer who failed to qualify and this practice schedule will be designed to correct deficiencies and improve qualification scores. The Advanced Training Sergeant or their designee shall provide the sworn personnel's supervisor with the training schedule by the close of the Advanced Training Sergeant's current shift for the day of the failure.



- ii. If sworn personnel score below seventy percent (70%) on their first attempt, they shall be placed on administrative assignment at the Department Firearms Range, until they are successfully able to pass the qualification.
 1. Sworn personnel who are on administrative assignment at the Department Firearms Range shall relinquish their Department police vehicle and Department-approved handgun to Department Firearms personnel.
 2. The Advanced Training Sergeant or their designee shall immediately notify the affected personnel's chain of command of the failure and the administrative assignment.
 3. Firearms Range personnel shall develop a practice schedule that is designed to correct deficiencies and improve qualification scores. The Advanced Training Sergeant or their designee shall provide the personnel's supervisor with the training schedule.
- iii. Sworn personnel who fail to qualify within thirty (30) calendar days of their second attempt shall be subject to administrative and/or disciplinary action, up to and including termination of employment.
- iv. Sworn personnel who require remediation on two (2) or more subsequent years with a handgun shall be required to complete mandatory training developed by Firearms Range personnel.
 1. The officer's immediate supervisor shall initiate a Performance Evaluation and Management System (PEMS) Monitoring Plan to ensure that the officer's training plan is adhered to.

2. Optional Firearm Systems

- a. If sworn personnel score between eighty percent (80%) and eighty-nine percent (89%) for the patrol rifle or enhanced shotgun qualification, Department Firearms personnel shall provide immediate remedial training and sworn personnel shall be given a second opportunity to qualify.
- b. If sworn personnel score below eighty percent (80%), Department Firearms personnel shall take possession of the optional firearm system. Sworn personnel shall have thirty (30) days to return to the Department Firearms Range for additional remedial training and shall be given an opportunity to qualify.
- c. The buckshot shotgun is evaluated as a pass/fail qualification.
- d. If sworn personnel have failed the patrol rifle, buckshot shotgun, or the enhanced shotgun qualification on the second attempt, they shall lose authorization to carry or use that firearm until they attend formal remedial training at the Department Firearms Range and pass the required qualification course of fire.
 - i. This remedial training and qualification must occur within thirty (30) calendar days of the initial failure.
 - ii. If sworn personnel do not complete the remedial training and qualification, they shall lose the authorization to carry or use that firearm.



1. Sworn personnel who fail on the second attempt shall have the optional firearm systems removed from their possession by the Range Master or their designee.
2. If sworn personnel have an optional firearm taken from them two (2) consecutive years in a row, they shall lose the authorization to carry that weapon system.
3. To regain authorization, sworn personnel shall complete the entire platform certification training course for that firearm.
- iii. Failing a qualification with a rifle, buckshot shotgun, or enhanced shotgun does not require sworn personnel to be placed on administrative assignment at the Department Firearms Range.
- e. Sworn personnel who fail to score ninety percent (90%) or above with their patrol rifle shall be mandated to attend practice sessions a minimum of once every two (2) months until they complete their next annual firearm qualification.
 - i. Sworn personnel who fail to attend mandatory practice sessions shall immediately relinquish their patrol rifle for a period of one (1) year.
 - ii After one (1) year, sworn personnel shall be required to attend the patrol rifle school in order to carry the patrol rifle.

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D. Qualification Exemptions

1. Academy Division personnel shall review qualifications, at least annually, and determine, in coordination with Payroll Section personnel, whether there is good cause to delay qualifications, such as military leave or leave under the Family Medical Leave Act (FMLA).
2. Sworn personnel requiring an exemption from qualification shall request an exemption in writing through their chain of command. The Chief of Staff or Deputy Chief shall be authorized to approve the request.
 - a. Exemptions shall be granted for good cause and shall be within a length of time that is appropriate to address such cause. Academy Division personnel shall maintain exemption requests and approvals in the officer's training file.

E. Platform Qualifications

1. OIS Platform Qualification
 - a. Sworn personnel returning to work after being involved in an OIS shall be issued a new duty handgun, and shall pass the OIS Platform Qualification.
 - b. After an OIS, an officer shall report to Advanced Training Unit personnel at the Academy Division.
 - i. Advanced Training Unit personnel shall review the known totality of the circumstances of the OIS and shall ensure that any immediate training, tactics, equipment concerns, or deficiencies are addressed before sending the officer to the Department Firearms Range.



- c. After an OIS, the officer shall demonstrate to Firearms Range personnel that they can still operate the firearm and that the sights of the new firearm are aligned properly. The officer shall use the same make and model of firearm they shot during their last annual qualification.
- d. Firearms Range personnel and Behavioral Sciences Section (BSS) personnel shall evaluate and determine whether the officer is ready to shoot the OIS Platform Qualification.

2. Return-to-Duty Platform Qualification

- a. Sworn personnel returning to duty shall be allowed to practice shooting prior to attempting the NMDPS Return-to-Duty Platform Qualification.
3. Sworn personnel who are issued a replacement duty firearm shall be required to pass a firearm platform qualification when their firearm has been stolen, broken, or taken out of service.

N/A 2-3-6

Reporting Requirements

- A. All sworn personnel who have been involved in a critical firearm discharge, including accidental discharges that occur while on-duty and off-duty, shall follow the Department's mandatory reporting requirements (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).
- B. All supervisors shall report a critical firearm discharge (refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties).
- C. Internal Affairs Professional Standards (IAPS) Division personnel shall investigate all critical firearm discharges (refer to SOP Internal Affairs Professional Standards (IAPS) Division for sanction classifications and additional duties).

5 2-3-7

Firearms Inspections and Repairs

- A. Firearms Range personnel, Department supervisors, the chain of command, and Performance Metrics Unit personnel may inspect any firearm at any time.
 1. Sworn personnel shall cooperate with all firearm inspections.
 2. Any firearm that is determined to be unsafe or that has out-of-policy modifications shall not be fired or carried while on-duty or off-duty until the Department Armorer has verified that the firearm is safe.
- B. Department-approved firearms that are taken out of service by the Department Armorer must be left at the Department Firearms Range.
 1. Property Unit personnel shall issue the officer a replacement duty firearm.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-3 (Formerly 2-22)

P&P Draft 09/06/2023

2. The Department Armorer shall document when a firearm is taken out of service in an Interoffice Memorandum, with a copy to Property Unit personnel and the officer, and shall maintain a copy at the Department Firearms Range.
- C. The Department Armorer shall repair only Department-approved firearms.
1. Repairs conducted by designated Firearms Range personnel or a licensed designee include the replacement of broken parts or worn barrels with new factory replacement parts. The Department shall consider such repairs as maintenance and not modifications.

REDLINED