

**BOULDER COUNTY SHERIFF'S OFFICE
ADMINISTRATION DIVISION
POLICY AND PROCEDURE MANUAL**

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POLICIES MARKED "UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE" (U//LES)
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SUBJECT: Sheriff's Office Armory & Ammunition Cage

NUMBER: A101

EFFECTIVE DATE: August 10, 2021

SUPERSEDES: [New]

POLICY: The Boulder County Sheriff's Office maintains an armory and ammunition cage, in order to provide firearms, firearms parts, ammunition, and servicing of these items to deputies of the agency. The Personnel & Training Unit of the Administration Division is responsible for maintaining these areas. This policy is designed to provide guidance for the maintenance, access, and use of these areas.

RELATED POLICIES & PROCEDURES:

513 – Authorized Weapons, Use, and Proficiency
Boulder County Policy 2.25 – Responsibility for and Disposal of County Property

DEFINITIONS:

Access Key Card/Fob: A device designed to allow designated Sheriff's Office personnel access into the agency armory, through use of an electronic card/fob reader.

Armory/Ammunition Cage Administrator: The Personnel & Training commander and/or designee (typically the Unit sergeant), who have the authority to grant or deny access to the armory or ammunition cage, through issuance of a key or access key card/fob.

Authorized Staff Member: A member of the Sheriff's Office who has been granted access to the armory or ammunition cage, or both, without requiring an escort, or needing to sign the visitor's log.

Check-in/Check-out Log-Book: A book stationed at the ammunition cage and a second book at the armory, into which all ammunition added or removed from the ammunition cage, and all firearms, and tracked firearms components added or removed from the armory are tracked. If a computer-based inventory system is used, a check-in/check-out log-book is not required.

Computer-based Inventory System: A computer program that allows for tracking of all ammunition added or removed from the ammunition cage, and all firearms, and tracked firearms components added or removed from the armory. In the event a computer-based inventory system is not currently used, a check-in/check-out log-book fulfills this need.

Visitor's Log: A log-book located in the armory and ammunition cage, which must be filled out by all persons who enter the armory or ammunition cage, who lack

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authorization to enter the armory or ammunition cage on their own via access key card or issued key. The log-book requires a date and time of entry and exit be entered by each visitor each time they enter or exit the armory or ammunition cage (with certain exceptions listed below).

PROCEDURE:

- I. Armory and Ammunition Cage
 - A. The armory and ammunition cage are operated by the Personnel & Training Unit of the Administration Division, on behalf of all sworn personnel within the Sheriff's Office, who are authorized to use firearms.
 1. The armory contains agency owned firearms and firearm components, repair and maintenance supplies, and other equipment used to clean, repair, or alter agency firearms.
 2. The armory may also contain firearms or firearm components owned by deputies, which are being serviced in the armory.
 3. The ammunition cage holds agency purchased ammunition for both training and duty use, for both the agency and the SWAT Team.
- II. Access Restricted
 - A. Due to the dangerous nature of the items held within the armory and ammunition cage, and the need to provide accurate inventory records, only authorized personnel are allowed unescorted access within these areas.
 1. The Armory/Ammunition Cage Administrator and/or designee are the authorization authority for both armory and ammunition cage access.
 - a. Only Sheriff's Office personnel with access authorization are allowed entry into these locations without the need for escort or without needing to sign-in to a visitor's log-book.
 - b. Staff who have been granted access authorization to these areas are restricted from allowing other persons to use their assigned key or access key card to enter these locations, unescorted.
 - c. All persons who have not been granted key or access key

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card access to the armory or ammunition cage, are required to be escorted by an authorized staff member.

- d. All visitors are required to sign the visitor's log each time they enter and exit the armory or ammunition cage. The information collected includes name, date(s)/time(s) of entry and departure, and reason for visit.
 - i. This does not apply to visitors who are engaged in moving materials into or out of the armory or ammunition cage, in assistance to an authorized staff member, for which numerous entries and exits are needed in rapid succession to assist the authorized staff member. Only the initial entrance and exit need be recorded.
 - ii. The tracking of weapons and ammunition is essential for proper inventory, purchasing, and tracking requirements. Repeated failure to sign-in by a visitor may result in disciplinary action against such visitors and/or authorized staff members who fail to require visitors to sign-in.
 - iii. A sign shall be posted at the ammunition cage and entrance to the armory, reminding visitors of their duty to sign the visitor's log.

III. Check-in/Check-out Log-Book or Computer-based Inventory System

- A. Whenever a firearm or firearm component is brought into the armory for repair, inspection, or safekeeping, and the firearm or firearm component will be left unattended, an authorized staff member must register the item in the log-book or computer-based inventory system used to record the check-in/check-out of firearms or firearm components.
- B. Whenever a firearm or firearm component is taken from the armory, an authorized staff member must record the item in the log-book or computer-based inventory system used to record the check-in/check-out of firearms or firearm components.
 - 1. The requirement to check-in or check-out firearms or firearm components applies to both agency and privately owned pieces.

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- C. Whenever ammunition is brought into or taken out of the ammunition cage, an authorized staff member must register the item in the log-book or computer-based inventory system used to record the check-in/check-out of ammunition.
 - 1. Ammunition is tracked by the case, ammo can, or box (if removed from a larger case) which is delivered or removed from the ammunition cage. Individual round counts are too burdensome to track, and ammunition tracking is designed to track the storing or removal of larger amounts of ammunition.
- D. Log-book records are maintained in accordance with state and federal record keeping laws, as well as policies of the Sheriff's Office. Computer-based Inventory System records are retained as permitted by the system's constraints to retain previous entries after updates have occurred.

IV. Disposal of Equipment or Supplies

- A. On occasion, firearms, firearm parts, ammunition, and other armory or ammunition cage equipment may become damaged, destroyed, unusable, or no longer needed. Items which fall into these categories will be disposed of accordingly.
 - 1. Items which have been purchased with County funds, which are still in good working order, and are not considered dangerous or hazardous, need to be disposed of following Boulder County Policy # 2.25.
 - a. Items such as firearms, firearm components, ammunition, and hazardous materials are not disposed of following Boulder County Policy # 2.25.
 - 2. Firearms, firearms components, or ammunition which are still in good working order, may be sold or traded to a federally licensed vendor, in accordance with applicable federal, state, or local laws, or another law enforcement agency.
 - a. The sale or trade of firearms, firearm components, or ammunition, requires the authorization of the Sheriff or designee, in writing.
 - b. Any serialized firearms or firearms parts must have their serial numbers run in NCIC/CCIC to make certain they are

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not listed as stolen or wanted for any reason, before being sold or traded.

- c. Funds gathered from the sale of these items are remitted to Sheriff's Office Accounting staff, for deposit into the account designated to receive said funds.
3. Any firearms, firearm components, ammunition, and equipment which is no longer in good working order is to be destroyed or disposed of.
- a. Firearms and firearms components are to be destroyed in such a manner as to make them unusable, and unable to be restored to a functioning order.
 - b. Ammunition is to be destroyed under current best practices recognized by ammunition manufacturers or as followed by the Sheriff's Office Property/Evidence Section.
 - c. Hazardous materials are to be disposed of following industry standards for disposal of hazardous materials.
 - d. Equipment not meeting the standards listed above, and no longer in good working order, can be placed in the trash or recycled, unless it falls within County guidelines for Spring clean-up disposal, outlined in Boulder County Policy # 2.25.
4. All items that are disposed of, which were tracked in an inventory system, will have an update made into the inventory system indicating the final disposition of the item.

By Order of the Undersheriff,

Tommy L. Sloan

Tommy Sloan,
Undersheriff

August 10, 2021

Date

ATTACHMENTS OR ADDENDUMS:

[None]

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SUBJECT: Sheriff's Office Quartermaster & Agency Equipment

NUMBER: A102

EFFECTIVE DATE: August 10, 2021

SUPERSEDES: [New]

POLICY: The Boulder County Sheriff's Office Personnel & Training Unit is responsible for requisitioning, distributing, and disposing of most items of equipment issued to deputies and other personnel of the Boulder County Sheriff's Office. This policy is designed to provide guidance for the issuance, storage, and disposal of equipment under the control of the Unit.

RELATED POLICIES & PROCEDURES:

315 – Ending Employment

523 – Uniforms and Appearance

A101 – Sheriff's Office Armory & Ammunition Cage

Boulder County Policy 2.25 – Responsibility for and Disposal of County Property

DEFINITIONS:

Agency Equipment: Items purchased, issued, or stored by the Personnel & Training Unit, for the benefit of staff of the Sheriff's Office. In the context of this policy, Agency Equipment primarily refers to non-firearms or ammunition related equipment. Additionally, equipment used for training purposes only, is not contained within this definition.

Central Storage Closet: A storage room within the Sheriff's Office Headquarters building, which stores equipment commonly issued to deputies or other staff, or equipment which by its nature, requires added security while in storage.

Inventory System: A paper or electronic means of tracking inventories of equipment purchased, issued, stored, or destroyed by the Personnel & Training Unit.

Quartermaster: A member of the Sheriff's Officer Personnel & Training Unit assigned to duties including, but not limited to: Purchasing, issuance, inventory, storage, and disposal of equipment issued to deputies and other agency personnel.

Storage Cage: A cage located within the Sheriff's Office Headquarters building, belonging to the Personnel & Training Unit, which holds overstocked equipment, which by its nature, requires added security but not to the same extent as the Central Storage Closet.

PROCEDURE:

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I. Purchase of Equipment

A. The Quartermaster is responsible for purchasing equipment commonly issued to deputies or other staff members of all agency divisions, or for making special purchases requested by authorized individuals, within the Sheriff's Office.

1. Equipment commonly purchased includes uniforms, duty gear, ballistic vests, and protective equipment.

a. The Quartermaster will receive routine order requests from other divisions through the current requisition system.

i. Orders received in this manner will be tracked by the Quartermaster, to ensure timely and accurate delivery.

b. Advance purchase of certain items in anticipation of new hires, or equipment that is frequently damaged, may occur, in order to maintain a stockpile.

i. Purchases made in advance will be tracked by the Quartermaster, to ensure timely and accurate deliver.

c. Certain items (received in good condition from staff members no longer needing use of that equipment), may be retained for future use by the Quartermaster, in order to avoid additional cost to the agency.

d. In certain cases, individual units or divisions may opt to purchase equipment specific to their needs, without involving the Quartermaster.

e. Other members of the Personnel & Training Unit may also purchase equipment on behalf of the agency, in lieu of the Quartermaster.

i. Items purchased by other members of the Unit, will be reported to the Quartermaster, to allow for tracking to ensure timely and accurate delivery.

f. If the Quartermaster is uncertain about the need to make a

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particular purchase, or during times where a purchase would incur a large expense, the Quartermaster is to inquire with the Personnel & Training commander for approval.

II. Issuance of Equipment

A. Equipment purchased by Personnel & Training, or equipment which is the responsibility of Personnel & Training to issue to agency staff members, is the responsibility of the Quartermaster for distribution. Other members of the Unit may also distribute equipment as need dictates.

1. The Quartermaster will coordinate with affected individual staff members for distribution of individually issued pieces of equipment. For large scale delivery of items to multiple personnel, the Quartermaster will coordinate with a divisional, shift, or unit representative which is receiving the equipment, to ensure accurate and timely delivery.

III. Tracking and Inventory

A. As equipment is issued to agency staff members, the Quartermaster will track to whom the equipment was issued.

1. This list will assist in recovering equipment from staff members as they transition roles or leave the agency.

B. When staff members leave the agency, all issued equipment must be returned (or destroyed in certain circumstances).

1. As agency staff members transition to new positions within the agency, and no longer require the use of certain pieces of equipment, the equipment will be returned to the Quartermaster, who will then make note of the returned equipment.
2. Equipment collected by the Quartermaster, which is not part of the inventory kept by the Quartermaster, will be returned to the appropriate responsible party.
3. Agency staff members who are leaving the employment of the Sheriff's Office will have a list of equipment sent to them, at least one week before their departure, by the Quartermaster.
 - a. A copy of this list will also be sent to the departing staff member's supervisor(s), with a message to both the staff

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member and their supervisor(s), indicating that returned equipment is to be delivered to the supervisor(s), in compliance with Sheriff's Office policy 315. The message should also indicate the supervisor(s) is responsible for inventorying the equipment upon receiving it.

- b. The affected supervisor(s) are responsible for conducting an inventory of the returned equipment as it relates to the list previously provided.
 4. Any staff members leaving the agency and failing to return equipment which has been confirmed as being issued to them, will have their last assigned supervisor notified in order for the supervisor to make contact, in an attempt to retrieve the item.
- C. Equipment stored by Personnel & Training within the Central Storage Closet, Personnel & Training Storage Cage, or other equipment cabinets, will be inventoried once per year, in June.
 1. This inventory will be compared to the inventory system currently in use by the Personnel & Training Unit. The comparison will examine items currently stored versus what is listed as being stored by the Unit in one of its storage areas.
 - a. Any items falling significantly below typical inventory levels, will be reported to the Personnel & Training Unit commander, for determination if replenishment should occur, and at what level.
 2. During the annual inventory, any equipment needing to be organized within the storage areas, will be organized.
- D. Physical inventory of items contained within the Armory or Ammunition Cage, will be conducted by the agency Armorer/Range Master, as outlined in policy A101.

IV. Storage

- A. The Personnel & Training Unit stores equipment related items purchased, issued, or retained as part of its duties within the agency. As such, the Unit utilizes the Central Storage closet and the Personnel & Training Storage Cage. Some items may also be kept in other equipment cabinets belonging to the Unit.

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1. Access to these locations is limited to certain members of the Personnel & Training Unit. The Sheriff's Administrative Assistant, and the Operations Extra Duty Coordinator are also granted access to the Central Closet.
 - a. The Sheriff's Administrative Assistant and the Operations Extra Duty Coordinator have been given space within the Central Closet to store supplies related to the needs of their specific positions.
 - b. The authority to grant unescorted access to these storage locations falls to the Personnel & Training Commander, Sergeant, or Personnel Supervisor.
 - c. All other persons who have not been granted unescorted access to these storage areas, are required to be escorted by a member of Personnel & Training.
 - i. Personnel & Training staff and other employees granted access into these areas, are not to allow use of their keys or access cards to other staff members not normally granted unescorted access, without also being present.

V. Disposal of Equipment

- A. Through the course of time, advances in law enforcement equipment and technology will result in certain pieces of equipment becoming outdated. The Sheriff's Office may no longer require the use of these items, and as such, may opt to dispose of them.
 1. The Personnel & Training Unit should ascertain if equipment in its control is needed for use by any units within the agency, before disposing of it.
 2. Equipment no longer needed by any units within the agency, can then be re-sold, transferred to another law enforcement agency or outside organization, or destroyed.
 - a. Equipment that is specific to law enforcement, and in good working order, can be transferred to another law enforcement agency only. Attempts should be made by Personnel & Training to contact other law enforcement

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agencies to see if the equipment will fit their needs.

- b. Equipment that is in good working order and not specific to law enforcement, can be transferred to another Boulder County run agency, or outside government agency or organization. Attempts should be made by Personnel & Training to contact other entities to see if the equipment will fit their needs.
 - i. Compliance with Boulder County Policy # 2.25 must first be met, before transferring equipment to an outside agency or organization.
- c. Equipment in good working order, with no other agency wanting to take possession of it (in compliance with Boulder County Policy # 2.25), may be sold with permission of the Sheriff or designee, and the profits deposited into the general fund of Boulder County.
 - i. Law enforcement specific equipment must be sold to authorized law enforcement vendors.
- d. Equipment no longer in good working order, or which is so outdated, or unable to be transferred or sold, may be destroyed at the direction of the Personnel & Training commander.
 - i. Destruction of equipment requires that it is rendered no longer usable, functional, and recognizable as law enforcement specific equipment.
 - ii. Equipment which is not recognizable as law enforcement specific equipment, may be thrown away, if compliance with Boulder County Policy # 2.25 has been met.
- e. All items that are disposed of, which were tracked in the inventory system, will have an update made into the inventory system indicating the final disposition of the item.

VI. Records Retention

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- A. Inventory system records are maintained in accordance with state and federal record keeping laws, as well as policies of the Sheriff's Office. Computer-based Inventory System records are retained as permitted by the system's constraints to retain previous entries.

By Order of the Undersheriff,

Tommy L. Sloan

Tommy Sloan,
Undersheriff

August 10, 2021

Date

ATTACHMENTS OR ADDENDUMS:

[None]

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