

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 1.19</b>
		Issue Date: November 17, 2014
		Revision Date: December 22, 2014
<b>CHAPTER:</b> Sheriff's Office Role and Authority		Related Policy: G.O. 1.03 General Rules Concerning Firearms; G.O. 1.05 Authorized Weapons, Ammunition and Carrying Devices; G.O. 7.48 Ride-Along Program; APM Chapter 3, Section 2, Issue 1 Workplace Violence
<b>SUBJECT: Sheriff's Office Gun Lockers</b>		Related Laws:

**POLICY:** The Sheriff's Office may permit non-certified employees to temporarily utilize or be assigned firearm (gun) lockers at Lane County Sheriff's Office facilities to store their personal weapons. The Sheriff's Office is not responsible for any loss or damage of any employee personal weapons stored at Sheriff's Office facilities.

**DEFINITIONS:**

1. **Non-certified employee:** Any Sheriff's Office employee that is not a full time DPSST Certified sworn Deputy Sheriff or sworn Special Deputy.
2. **Personal Weapon:** For the purpose of this policy, any handgun that the employee has a legal right to possess and carry (concealed handgun permit authorized).

**RULE:**

1. It shall be the responsibility of each Division Commander, or their designee to determine which non-certified employees are authorized to carry handguns while entering into any Lane county Sheriff's Office building.
2. Non-certified employees are not allowed to bring personal weapons into Sheriff's Office facilities unless they have received prior approval.
3. All non-certified employees shall acknowledge in writing their desire to store their personal weapon inside Sheriff's Office buildings while they are on duty.
4. Corrections Division Supervisors shall maintain an accurate list of all gun lockers assigned to certified and non-certified personnel in Corrections.
5. Administration Division Supervisors shall maintain a list of non-certified staff that has been authorized to store their personal weapon inside Sheriff's Office buildings while they are on duty.

6. Authorized non-certified personnel will only be permitted to store personal handguns inside Sheriff's Office firearm lockers. Rifles, shotguns, or any other type of weapon will not be permitted.

**PROCEDURE:**

**I. Firearm (Gun) Locker Assignments: Corrections Division**

- A. Gun lockers are maintained at Sheriff's Office Correctional facilities for the purpose of storing duty and off-duty firearms for Lane County deputy sheriffs, other law enforcement agency certified sworn personnel, and other approved Lane County Sheriff's Office personnel.
  1. Sheriff's Office sworn certified full time employees and authorized non-certified Correctional employees shall be assigned employee gun lockers at the Sheriff's Office facility they are assigned to.
    - a. Sworn certified full time employees that are required to carry a firearm as part of their regular duties shall be issued a gun locker upon hire and/or assignment to the Corrections division.
    - b. Non-certified employees will only be assigned a facility gun locker if they possess a valid Concealed Handgun License (CHL).
    - c. Employees will be issued a gun locker key only to the individual locker assigned to them.
    - d. Corrections Division Supervisors are responsible for maintaining an accurate log of every gun locker within their respective section and who the gun lockers are assigned to.
    - e. Corrections Division Supervisors will maintain a master gun locker key and additional replacement gun locker keys for each gun locker within their division.
    - f. All unassigned gun locker keys and master keys will be stored inside the division armory.
  2. Sheriff's Office sworn certified employees who are assigned to a different division within the Sheriff's Office may request to be issued a gun locker at the Corrections division, with approval of the Corrections Division Commander.
  3. Other law enforcement personnel and division sworn certified employees requiring only a temporary securing of their firearm may be issued a key to the gun lockers located at the following applicable locations:
    - a. Secured Parking gun lockers located at the Jail facility;
    - b. Jail Reception gun lockers;

II. Firearm (Gun) Locker Assignments: Administrative Division

- A. Gun lockers are maintained at Sheriff's Office facilities for the purpose of storing duty and off-duty firearms for Lane County deputy sheriffs, other law enforcement agency certified sworn personnel, and other approved Lane County Sheriff's Office personnel.
  - 1. Authorized non-certified employees shall use the Support Services gun lockers at Main Office Administration to secure their personal weapon.
  - 2. Non-certified employees will only be allowed to use the gun locker if they possess a valid Concealed Handgun License (CHL).
- B. Other law enforcement personnel and division sworn certified employees requiring only a temporary securing of their firearm may utilize the gun lockers located at the following applicable locations:
  - 1. C.I.S. gun lockers at Police Services;
  - 2. Support Services gun lockers at Main Office Administration.

III. Non-Certified Request Process:

- A. Non-certified employees wanting access to a gun locker to store their personal weapon while on duty must submit a written memorandum to their respective division supervisor for forwarding via chain of command to the Division Commander.
  - 1. The request must include the reason for the request and type of weapon to be stored.
  - 2. The employee must acknowledge that they have read and understood this General Order, and all the related policies associated with this General Order.
  - 3. The requesting employee must provide the Supervisor with a copy of their valid CHL along with their memorandum.
- B. Approved requests
  - 1. Corrections Division: If a locker is available, the employee will be assigned a locker and issued a key.
    - a. If a locker is not available, the employee will be notified that they will be assigned a locker at the next availability.
  - 2. Administrative Division: The employee will be instructed on how to use the PIN system on the gun lockers.

- C. The employee will be notified in writing if the request is denied and the reason(s) for the denial.
- D. A copy of the written locker request and the CHL will be placed inside the employees Division File.
  - 1. The employee must provide a copy of any CHL renewal.
- E. If issued, the gun locker key will be returned to the supervisor once the locker is no longer wanted.

IV. Responsibilities:

- A. Non-certified employees are not authorized to carry their personal firearm while on duty in any official capacity, including when participating in an approved ride-along while off duty.
- B. Any accidental discharge of the non-certified employee's personal weapon will be reported immediately to the shift supervisor (refer to General Order 1.03, Section II).
  - 1. Employees shall be subject to disciplinary or criminal action or both if they are determined to be negligent in the use of any firearm or misuse of their assigned gun locker.
    - a. Use of gun lockers may be cancelled if the gun locker is used inappropriately or if the provisions of the policy are violated.