

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.30 PAGES: 1 of 2
	RELATED ORDERS: CALEA Standard 17.5.3
	ISSUED DATE: April 15, 2010
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CHAPTER: Transportation	SUBJECT: Storage, Assignment, and Inventory of Shotguns

- I. **PURPOSE:** To establish a policy and procedure for the control, inventory, assignment, and storage of shotguns assigned to the Transportation Unit.
- II. **POLICY:** The storage, inventory, assignment, and control of shotguns shall be the responsibility of the Transportation Unit Sergeant.
- III. **PROCEDURE:**
 - A. Shotguns issued to the Sheriff's Transportation Unit are part of the equipment inventory. These shotguns are utilized in the following manner:
 1. Shotguns will be issued to each Transportation deputy whose duty detail is the Warrant Van, the State Van, or one of the two Warrant vehicles, as needed.
 2. Shotguns will not be issued to Transportation deputies assigned to local destinations.
 3. Shotguns shall be carried in an Agency approve vehicle gun rack.
 4. Shotguns shall be carried in the Agency authorized manner of an empty chamber with four rounds in the magazine.
 5. Shotguns not in use shall be stored in the gun safe located in the Transportation Sergeant's Office.
 6. Stored shotguns may be used for unusual occurrences or mutual aid responses with the approval of a supervisor.
 7. Shotguns shall not be transported into the transfer or release area of any jail or prison. The shotguns shall be secured at the appropriate control point.
 8. Shotguns transported to any jail or secured sally port of a court or hospital facility shall be secured at the appropriate location or manner designated by that agency's written directives. If the visited agency has no written directives, deputies shall follow our Agency's Policy and Procedure, to leave the weapon in the vehicle's electronic shotgun mount.

9. Deputies are responsible for contacting their destination law enforcement agency to obtain information on their firearm security procedures.
 10. Shotguns shall not remain in Transportation vehicles at the end of a shift. Shotguns shall be returned to the Transportation Sergeant's gun safe.
- B. Storage, inventory, and control of shotguns shall be the responsibility of the Transportation Sergeant.
1. The Transportation Sergeant shall list on the monthly inventory and inspection form the number of shotguns assigned to the Transportation Unit, the serial numbers of the shotguns, and the number of live rounds of stored ammunition.
 2. The Transportation Sergeant shall be responsible for documenting shotguns issued to deputies. All shotguns are issued with four live rounds. The documentation shall include the name and badge number of the deputy, date, time, and serial number of the shotgun.
 3. The Transportation Sergeant shall be responsible for the care and periodic maintenance of stored ammunition.
 4. Shotguns shall be sent to the Sheriff's Regional Training Center Range annually for maintenance. Maintenance will be noted on a regular basis.
- C. Transportation deputies engaged in Agency business which necessitates an overnight stay outside of Alameda County shall be responsible for the following:
1. Ensuring the shotgun does not remain in unattended Transportation vehicles overnight.
 2. Using a gun case provided by the Transportation Sergeant to move the shotgun from their vehicle to their lodging accommodations so as not to alarm the public.