

	POLICY	Motion No.	EXEC 1023-2023
	Management and Control of Police Academy Firearms and Ammunition	Effective Date	10/17/2023
		Responsible Department	
		Attorney Review / Date	[Attorney Name] [Date]

PURPOSE

Pennsylvania Highlands Community College (PHCC) is committed to maintaining the inventory of weapons and ammunition utilized in the Municipal Police Academy with the highest concern for safety and security. A strict system of control over the weapons and ammunition is paramount to achieve safety and security standards necessary to prevent injury/death, loss, misuse and/or theft.

POLICY

It is the policy of PHCC to provide for the highest possible level of safety and security of weapons and ammunition utilized for the Municipal Police Academy and other training/certificate program requiring the use of weapons, by instituting and maintaining a system of control(s) providing for cadet/students and instructor education, proper inventory controls and direct supervision. This includes close collaboration with PHCC’s Security Department, routine audits and inventory of weapons and ammunition, direct oversight of all weapon and ammunition issuances and documentation of all weapons and/or ammunition sales, transfers, maintenance, storage, or retrieval.

A. Firearms Program

PHCC will contract with a local firearms range, which must be inspected and approved by the Municipal Police Officer’s Education and Training Commission (MPOETC), for training cadets in firearms safety, operation, and qualification.

PHCC retains the sole responsibility for all aspects of the Municipal Police Academy training program and/or Act 235 Lethal Weapons Certification Program, including all necessary approvals and accreditations for instructional personnel to ensure all courses taught conform with the Pennsylvania MPOETC training standards.

B. Firearms & Ammunition Storage

All firearms will be maintained in two fire resistant locked safes. These safes will be located behind a locked door and will be under 24/7 surveillance by a security camera. Access to the storage room and the safes is limited to the Director of the Police Academy, Assistant Director of the Police Academy, Director of PHCC Security and Safety, and the designated Lead and Co-Lead Firearms Instructors of the Police Academy.

All ammunition will be stored in a separate location from the firearms and in a fire-resistant safe located in a separate and distinct campus location from the safes storing the firearms.

C. Firearms and Ammunition Removal from Safes and Transport to Training Locations for Use

Firearms and ammunition will only be removed from the safes by the Director of the Police Academy, Assistant Director of the Police Academy, and/or their designated Lead and Co-Lead Firearms Instructors for required firearms training, inventories and/or to facilitate necessary repairs. No later than January 2 of each calendar year, the College President will receive from the Director of the Police Academy an up-to-date list of who has access to the firearms and ammunition safes. In the event of a personnel change, this

list will be updated within 10 days of such a change.

When any firearms or ammunition are removed from their storage location, an inventory log must be completed by the authorized user indicating what firearms and ammunition were removed, for what purpose, intended designation, and the expected time of day the firearm/unused ammunition would be returned.

Ammunition and firearms will be transported to and from training locations by only authorized personnel in a secure/locked case.

Once at the training location, each cadet will be assigned a specific marked firearm to be used during each training session. Instructors will make note of the ammunition given to each cadet and how much was used during training.

All weapons and ammunition must be returned to the College and properly and safely stored at the end of each training session. Authorized personnel are not allowed to keep firearms and unused ammunition overnight unless explicit written permission is given by the College President.

When the firearms are returned to the campus storage locations after the firearms training is completed, authorized personnel will complete an inventory log of what firearms and ammunition were returned. These inventory logs will be copied monthly by the Director or Assistant Director of the Police Academy and kept in a secure location.

Any missing firearms or unused ammunition will be reported immediately to the PHCC Director of Security and to the College President.

D. Inventory Check

The College President will designate a Cabinet member to conduct an unannounced inventory check along with either The Director or Assistant Director of the Police Academy at least twice per year. Once completed, a copy of the inventory inspection outcomes will be transmitted to the College President's Office within one college day of the inspection.

Any missing firearms or unused ammunition will be reported immediately to the PHCC Director of Security and to the College President.

All firearms will be marked appropriately to indicate that they are the property of PHCC. Weapons being traded, sold, or otherwise disposed of will be removed from the firearms inventory list by the Director of the Police Academy, in compliance with all College policies regarding disposal of college-owned property, and all state and federal statutes regarding the transfer/disposal of firearms, and federal or state grant requirements.

E. Responsibilities:

- **Police Academy Director:** The Director of the Police Academy is responsible for the overall implementation and compliance of this policy.
- **Assistant Director:** In the absence of the Police Academy Director, the Assistant Director assumes responsibility for the overall implementation and compliance of this policy.

- **Lead and Co-Lead Firearms Instructor(s):** The Lead and Co-Lead Firearms Instructors are responsible for scheduling authorized firearms instructors for range instruction, proper inspection, and function of all weapons, overseeing firearms safety, functionality, and use of all firearms while on the range. They will ensure Cadets/students receive training in the nomenclature and safe operation of each weapon to be used and visually inspect each weapon before used on the firearms range. The Lead Firearms and Co-Lead Instructor are responsible for recording and conducting bi-annual inspections and required maintenance of all weapons. This report will be submitted to the Police Academy Director or Assistant Director on June 1, and December 1 of each year for record keeping.
- **Cadets/Students:** Cadets/students will be assigned the same handgun throughout the firearms portion of the academy and/or Act 235 Lethal Weapons Certification Program and shall only be given and use the handguns at the firearms training facility and shall promptly report any problems or malfunctions to any firearms instructor. Cadets/students shall visually inspect their assigned weapons before each day of firearms training and notify an instructor of any problems. Cadets/students are responsible for cleaning their assigned weapons after each day on the range.

F. Compliance and Consequences:

- **Cadets/Students:** Failure of cadets/ students to comply with this policy may result in disciplinary action including counseling, suspension, and/or dismissal from the academy or Act 235 Lethal Weapons Certification Program. The cadet/student is solely responsible for any adverse financial penalty their discipline may cause.
- **Administration/Instructors:** Failure to comply with this policy by the Administration of the Police Academy, the Lead and Co-Lead Firearms Instructors and Firearm Instructors may result in disciplinary action, including but not limited to counseling, suspension and/or dismissal.

Effective Date	Motion Number	Document Author	Description of Change
10/17/2023	EXEC 1023-2023	Dennis Miller	Initial Release