
**NEVADA COUNTY
SHERIFF'S OFFICE**



GENERAL ORDER

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**Effective Date 12/1/00
12/30/17**

SUBJECT WEAPONS INVENTORY

POLICY The Nevada County Sheriff's Office will maintain up-to-date records of all weapons and ensure annual inventories of said weapons are conducted.

PURPOSE To establish guidelines governing the issuance and inventory control of all Sheriff's Office weapons.

CODE REFERENCE

CASE LAW

DEFINITIONS

PROCEDURE

- A. To ensure consistency relative to issuance procedures and proper inventory control, responsibility for all Sheriff's Office owned weapons will be assigned to Division Commanders.
 - 1. It is the responsibility of the Division Commander having control of weapons to maintain strict control of issuance to specific personnel. Division Commanders are also responsible to ensure that proper maintenance and/or repairs are performed only by qualified persons.
 - 2. It is the responsibility of Division Commanders to ensure that members of special details, such as S.E.D., who are issued special weapons as part of their assignment, return the weapons to the division upon reassignment.
 - 3. There will be an annual inventory of all Sheriff's Office weapons. This inventory is the responsibility of Division Commanders and the S.E.D. Commander.
 - a. The inventory for handguns will be completed and lists submitted to the Undersheriff by June 1st of each year. Any discrepancies in the inventory will be the responsibility of the affected Division Commander to investigate and correct.

- b. Each year, all personnel will present all firearms issued to them for inspection, inventory, and qualification at a range day scheduled for this purpose.
 - c. During the month of October each year, all Sheriff's Office shotguns, AR-15 rifles, M-14 rifles, S.E.D. special weapons, PepperBall rifles, and gas guns will be inventoried and inspected. Any discrepancies in the inventory will be the responsibility of the Division Commander to investigate and correct. Completed inventory lists will be finalized and turned in to the Undersheriff by November 1st, or as soon as practical thereafter.
 - 4. At the time the inventory and inspection are conducted, an assessment will be made by the command staff to determine whether the issuance of weapons other than the standard duty firearm is warranted. If no legitimate reason exists for the continued issuance of other than the basic firearm, the weapon(s) will be returned to the Division Commander for storage, or other such disposition.
- B. The Evidence Unit will be responsible for the destruction of weapons when deemed no longer needed for Sheriff's Office use, or when unserviceable due to mechanical problems and the firearm cannot be economically repaired.
- C. The affected Division Commander shall immediately be notified of any weapons that are lost, stolen, destroyed, sent in for repairs, transferred to another individual, transferred to another unit, or otherwise out of your control. Notification shall be by memo to the Division Commander, with a copy to the Personnel/Training Unit. This will allow for proper tracking of weapons. Division Commanders will ensure that appropriate CLETS entries are made, and that the Undersheriff is notified.