



**CLYDE H. PARRY**  
CHIEF OF POLICE

## GENERAL ORDER

**LESS LETHAL EXTENDED RANGE IMPACT WEAPON      GENERAL ORDER – 3F**  
**Implementation Date: June 10, 2015**  
**Revokes: None**

### 3F.1 INTRODUCTION

The purpose of this General order is to establish guidelines and procedures for the use of an extended range impact weapon, as a less lethal method of controlling violent or potentially violent individuals. This procedure shall apply to all authorized sworn members.

All officers shall be issued a copy of this Order and be instructed in Department policies regarding the response to resistance and qualify with the less lethal shotgun, in accordance with General Order 3C, prior to being authorized to use the less lethal shotgun.

### 3F.2 DEFINITIONS

See General Order - 3D

### 3F.3 POLICY/PROCEDURE

#### 3F.3.1 Weapon System

- A. A dedicated 12 gauge shotgun system will be utilized.
- B. The shotgun will be clearly marked with an orange stock.
- C. The forend will be equipped with a sure fire lighting system.
- D. Under no circumstances shall any person be authorized to tamper with or alter in any manner, any less lethal projectile.
- E. Only the 12 gauge drag stabilized tear drop bean bag round shall be utilized in the less lethal shotgun.
- F. The officer shall ensure that the drag stabilized round is the only munition that is loaded into the weapon.
- G. Under no circumstances shall less lethal munitions be stored with lethal munitions.

**3F.3.2 Issue of Less Lethal Shotgun**

- A. Only officers that have successfully completed a departmental approved training course in the proper use and deployment of less lethal projectiles shall be authorized to utilize the weapon.
- B. Only less lethal shotguns supplied by the Department will be used. No modifications to the shotgun will be made without the approval of the Range Master or Training Unit Supervisor.
- C. Storage Requirements
  - 1. When the Less Lethal Shotguns are not checked out by in-service officers, they will be stored in the Department ordinance room in the SAFE condition.
  - 2. While on duty, the less lethal shotgun shall be stored in a locking rack suitable for a shotgun or a case that is secured inside the trunk of the vehicle.
  - 3. During off duty hours, or after the officer has completed their tour of duty, the less lethal shotgun shall be secured in the approved locking device in the vehicle's trunk, dedicated rack inside the marked patrol vehicle, or inside the Department ordinance room. At the end of the sequential days for an officer's tours of duty the less lethal shotgun shall be returned to the ordinance room.
- D. Training
  - 1. Annually, all authorized members will receive proficiency training in the use of the less lethal shotgun.
  - 2. During annual training, should an authorized member not be able to show proficiency, they will not be authorized to use the Less Lethal shotgun until such time as they pass the proficiency training. A memo will be sent from the Training Unit to the authorized member's supervisor. Any retraining will be arranged between the Unit Supervisor and the Training Unit.

**3F.3.3 Deployment**

- A. The Less Lethal Shotgun may be removed from its case or locking rack:
  - 1. To restore or maintain order during civil disturbances.
  - 2. When a critical incident develops and the officer reasonably believes a less lethal response may be required and the Less Lethal Shotgun provides the officer with a tactical advantage.
- B. Officers will inspect the chamber and magazine tube every time the less lethal weapon comes under their control.
- C. The less lethal shotgun shall remain in its case or locking rack until it can be deployed.
- D. When the officer is in-service, the weapon shall be carried in the "Patrol Ready" condition:

1. Bolt forward on an empty chamber.
  2. The weapon on safe.
  3. Four less lethal rounds in the magazine tube.
- E. Prior to a less lethal round being deployed, if feasible, loud announcements of "Bean Bag!" should be given.
- F. Officers shall target the large muscle groups such as the abdomen or thighs in order to gain compliance.
- G. Officers should only target the head, neck, and groin area when lethal would be required.
- H. Officers should avoid deploying the less lethal round at a target less than fifteen (15) feet away as it increases the chances for serious bodily injury.
- I. The optimum range for deployment is approximately 7-15 yards or 20-50 feet from the subject.
- J. Unloading Procedures in the Field
1. When practical the officer shall move to an area away from public view.
  2. Point the firearm in a safe direction.
  3. Engage the safety mechanism (RED BAND WILL NOT BE VISIBLE).
  4. Push upward on the action bar, then pull the fore-end slowly rearward until the front of the shell is even with the ejection port.
  5. Lift the front of the shell outward and remove.
  6. Pull the fore-end fully rearward until the next shell is released from the magazine.
  7. Tip the firearm sideways to allow the shell to drop from the ejection port.
  8. Close and open the action until all shells are removed.
  9. The officer shall then lock the bolt to the rear and visually inspect the chamber.
  10. Once it is determined the firearm is unloaded, return the weapon to the patrol ready condition.

#### 3F.3.4 Handling of Suspects

- A. Suspects who have been struck by less lethal rounds should be given loud, clear commands to comply with officer's orders in order to gain compliance.
- B. Once compliance has been obtained; officers should secure the suspect in handcuffs.

- C. Suspects who have been struck by less lethal rounds shall be transported to a medical facility for examination and medical clearance.

**3F.3.5 Reporting Procedures**

- A. The use of less lethal munitions constitutes a use of force and as such, a Response to Resistance Report (Blue Team) will be completed along with a body diagram and include how many bean bag rounds struck.
- B. All injuries shall be photographed.

**3F.3.6 Inspection**

- A. The Less Lethal Shotgun shall be inspected each time it is issued to an officer and returned to the Ordinance Room.
- B. The sworn supervisor shall document the inspection on the sign in/out log.
- C. If any deficiencies are noted, the sworn supervisor shall take the particular Less Lethal Shotgun out of service and notify the Training Unit by email that a repair is needed.

**APPROVED**

  
\_\_\_\_\_  
Clyde H. Parry  
Chief of Police