



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: SEPTEMBER 12, 2023	CHAPTER: 6 - Property	PAGE: 1 of 2	NUMBER: 6.04.01
SUBJECT: RETURN OF DIVISION FIREARMS			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

Substantive changes are italicized

PURPOSE: To ensure the Cleveland Division of Police accounts for and maintains City of Cleveland firearms.

POLICY: **It is the policy of the Cleveland Division of Police** that *sworn* members shall relinquish Division-issued firearms when they are on extended illness, suspension, restricted duty status associated with criminal charges, *have failed the annual firearm requalification, military obligations that exceed ninety days, or on any other leave of absence exceeding ninety days.*

DEFINITIONS:

Division-issued firearms – any firearms assigned to a member of the Division; including all issued accessories, magazines and ammunition.

PROCEDURES:

I. General Guidelines

A. *A sworn member who has purchased their firearm, per General Police Order [6.04.02](#) Firearm Purchase, is not required to relinquish it.*

1. *The completed copy of the Firearm Purchase Form-1 shall be submitted as proof of purchase.*
2. *The member shall not carry their purchased firearm during the time it would have otherwise been relinquished.*

B. *A sworn member on extended illness, suspension, restricted duty associated with criminal charges, have failed the annual firearm requalification, have military obligations that exceed ninety days, or on any other leave of absence exceeding ninety days shall:*

1. Not perform police duties that require a firearm during the absence.
2. At the start of the extended illness, immediately relinquish Division-issued firearms to the *Medical Unit Officer-In-Charge (OIC)*.
 - a. *Sworn members are placed on extended illness status after exceeding 60 calendar days on the sick list.*
 - b. *Sworn members on extended illness are detailed to the Medical Unit.*
3. At the start of a suspension or restricted duty status associated with criminal charges, immediately relinquish Division-issued firearms to their immediate supervisor.

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4. *Relinquish Division-issued firearms to the Firearms Training Unit when military obligations will exceed ninety days.*
5. *Relinquish Division-issued firearms to the Firearms Training Unit when annual firearm requalification is not completed to standard.*
6. *Relinquish Division-issued firearms to their immediate supervisor when any other leave of absence exceeds ninety days.*

II. Member Responsibilities

- A. *Sworn members shall relinquish Division-issued firearms when on extended illness, suspensions, restricted duty status associated with criminal charges, when they have failed the annual firearm requalification, military obligations that exceed ninety days, or any other leave of absence exceeding ninety days.*
- B. *Members shall coordinate with the Firearms Training Unit to be reissued their Division-issued firearm after returning to active duty status.*

III. Supervisor Responsibilities

- A. When taking custody of a Division-issued firearm for the reasons described above, supervisors shall:
 1. Ensure the firearm is *unloaded and safely* conveyed to the *Firearms Training Unit*.
 2. Document the method of conveyance in their Daily Report.
 3. Not enter into evidence or hold Division firearms in any other manner than described in this order.
- B. *Commanders or their designee shall notify the Firearms Training Unit's Officer-In-Charge via email if a member in their chain has returned to active duty status and permission to reissue the firearm is granted.*

IV. Firearms Training Unit Responsibilities

- A. *The Firearms Training Unit shall accept and store relinquished firearms.*
- B. Firearms shall be reissued when a member resumes active duty status and meets Division requirements.
- C. *Firearms shall not be reissued until permission from the member's commander or their designee has been given.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.

DAD/DF/MM/arg

Policy Unit

Revised 09/12/23; Replaced 06/18/14