



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



380.06 AUTHORIZATION FOR OFFICER PURCHASE OR RECEIPT OF ASSAULT WEAPONS 01-27-17

PURPOSE

The purpose of this order is to establish procedures for sworn personnel to obtain department authorization for private purchase or receipt of assault weapons.

POLICY

It shall be the policy of the Sacramento Police Department that each qualifying sworn personnel be granted only (1) authorization letter to purchase or receive an assault weapon, and that each authorization letter is processed per Section PC 30630.

PROCEDURE

A. OBTAINING ASSAULT WEAPONS AUTHORIZATION LETTER

1. Sworn personnel requesting to privately purchase or receive an assault weapon per section PC 30630 shall:
 - a. Be off probation.
 - b. Complete all pertinent information on the Assault Weapon Management form (SPD 008 B).
NOTE: The SPD 008 B shall include the justification for the purchase/transfer of the weapon, and how it will be secured and stored.
 - c. Route the SPD 008 B to the Criminal Intelligence Unit (CIU).
2. The CIU Sergeant or their designee shall ensure that the SPD 008 B is routed through the employee's chain of command and the IAD for review and comments on the Assault Weapon Chain of Command Signature Review form (SPD 008 A).
3. The IAD Lieutenant shall:
 - a. Review the employee's IAD file.
 - b. Add comments to the SPD 008 A.
 - c. Forward the completed SPD 008 B to the requestor's Office Chief.
4. The Office Chief shall:
 - a. Verify that the SPD 008 B has been reviewed by all necessary persons.
 - b. Add comments to SPD 008 A.
 - c. Forward the request to the Chief of Police.
5. The Chief of Police shall indicate approval/denial and route the request to the CIU Sergeant.

B. CIU RESPONSIBILITY

1. The CIU Sergeant or their designee shall ensure:
 - a. That the sworn personnel making the request, does not have an existing letter authorizing them to purchase an assault weapon on file. **NOTE: If the weapon was not purchased with the original authorization letter or the weapon was sold, transferred, stolen, lost or destroyed, a second authorization request may be submitted. The requests will be approved on a case by case basis.**
 - b. The rifle intended for purchase is approved for use on the Sacramento Police Department Rifle Team.
 - c. The request is logged and upon approval, an authorization letter is prepared and sent to the Chief of Police for signature and returned to CIU.
2. Pursuant to PC 30630(b)(1), sworn personnel retiring or resigning may no longer be eligible to legally possess an assault rifle. The CIU Sergeant or their designee shall notify the sworn personnel of the requirements necessary to legally possess an assault rifle after their resignation/retirement is finalized.



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C. SWORN PERSONNEL RESPONSIBILITY

1. Sworn personnel purchasing or receiving an assault weapon using Department authorization shall:
 - a. Register the assault weapon as provided per Section 30630(f)(2) PC.
 - b. Use, sell or transfer the weapon only as authorized and in accordance with existing laws.
 - c. Notify CIU in writing within 30 days of the sale, transfer, or loss of the weapon. The written notification shall include who the weapon was transferred or sold to, and when the transaction occurred.
 - d. Immediately notify the appropriate jurisdictional law enforcement agency in the event of loss or theft of the weapon.
 - e. Present the assault weapon to the SPD Armorer within 5 days of the receipt of the DOJ authorization letter.
 - f. Send or present a copy of the DOJ letter of registration to CIU within 2 weeks of receipt of the letter.
 - g. Be aware that they may not be authorized to continue to possess an assault rifle when they retire or resign from the Department per 30630(b)(1) PC.

CI. AUTHORIZATION LETTER

1. The authorization letter to purchase or receive the assault weapon shall be valid for a period of 30 days from the date of issuance.
2. If the authorization letter is not used within 30 days, then the officer will need to submit a new request in order to obtain a new authorization letter.
3. The authorization letter shall identify the recipient as a peace officer and identify the specific assault weapon to be received by model and serial number if known.
4. CIU shall route the signed authorization letter to the officer, with a copy of the letter and the original application to be retained in the CIU file.