

CHAPTER 9
FIREARMS AND WEAPONS INVENTORY AND CONTROL

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CHAPTER 9

FIREARMS AND WEAPONS INVENTORY AND CONTROL

1. GENERAL.

a. Responsibility. The Academy, Weapons Control Unit (WCU), is responsible for the supply, storage, distribution, quality control, repair, destruction, and accountability of firearms and weapons in the possession of the Department. Any portion of this responsibility may be delegated to other commands on a limited basis (e.g., storage of firearms and weapons, firearms, and weapons training at the command level).

b. Purpose. The Academy, WCU, was established to provide a centralized location for maintaining all data pertinent to the control of firearms and weapons in the possession of the Department. The Academy, WCU, is responsible for the disposal or necessary destruction of all firearms and weapons that are confiscated or found to be unclaimed by the Department.

2. RESPONSIBILITIES.

a. Commanders' Responsibilities. Commanders shall be responsible for the inspection and replacement of all police protective, safety, and work equipment assigned to employees within their command.

(1) The inspection and accounting of uniformed employees' authorized firearms and related equipment shall be conducted in conjunction with the employees' annual performance appraisal and documented on an inspection checklist and entered in the Employee Training Records System (ETRS)-generated CHP 311, Annual Safety/Protective Equipment Inspection (refer to Chapter 5, Annual Inspection of Departmental Pistols, Annex A, of this manual).

(2) During the annual weapons inventory, commanders shall ensure that unauthorized modifications have not been made to state-owned weapons. If unauthorized modifications are found, the weapon(s) shall be returned immediately to the Academy, WCU, for inspection and repair, if necessary.

(3) A separation of duties shall exist among the receipt, recording, counting, reconciling, and surveying of firearms and weapons. For the Academy, receipt and recording occur when weapon shipments are received and recorded into the Department's Automated Weapon System. For field commands, receipt

and recording occur when officers are assigned, and the accompanying weapons are recorded in ETRS.

b. Employees' Responsibilities. Employees shall be responsible for all assigned equipment and maintaining it in a condition which meets departmental standards and reflects favorably upon the Department. For items lost, damaged, destroyed, or stolen, refer to Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.

3. OWNERSHIP AND USE. Employees may substitute certain pieces of privately owned equipment for available state-issued equipment (refer to HPM 11.2, Chapter 10, Police Protective and Safety Equipment–Uniformed Employees, for the equipment list). However, the Department does not recognize the need for, nor does it encourage the use of, privately owned equipment when state-issued equipment is available. When a choice is permitted, the following regulations will apply:

a. When state equipment becomes available, employees may initially, and at any time, elect to carry it. Once state equipment is selected, the employee may, at any time, revert to carrying privately owned equipment.

b. Employees electing to carry their own equipment, with the approval of the Department, do so at their own expense and risk. The Department will not repair or maintain privately owned equipment, except in cases where the item is damaged in the line of duty (Section 2259 of the California Vehicle Code). Therefore, repair, maintenance, or replacement expense of privately owned equipment is the responsibility of the employee.

c. If an employee chooses to carry a privately owned revolver or semiautomatic pistol as a secondary firearm, it shall be inspected by the range officer prior to being carried on duty to ensure the firearm meets departmental standards, both in serviceability and appearance, and the holster is compatible with the firearm.

d. State-issued holsters or magazine pouches not being used on duty by the employee shall be returned with a completed CHP 266A, Credit Memo - Non-Equipment, to the Business Services Section (BSS), Supply Services Unit (SSU), per instructions in HPM 11.2, Chapter 15, Shipping Methods. Firearms and magazines needing refurbishing shall be shipped to the Academy (refer to paragraphs 7.a.[1], 7.a.[2], and 7.c. of this chapter for instructions). Any other item shall be returned to the BSS, SSU.

e. Five black-bottom magazines will be available to personnel for use with the primary firearm. Three black-bottom magazines will be available to personnel for use with the supplemental firearm. A requisition is required for replacements and

must include the requesting employee's name and ID number. The requisition shall be forwarded to the Academy, WCU, and shall include a justification.

4. SOURCE OF ISSUE.

a. General. The Academy, WCU, is responsible for the issuing and assigning of all state-owned firearms, firearm magazines, shotgun ammunition pouches, shotgun slings, rifle magazine pouches, rifle slings, electronic control devices (ECDs), and related parts.

b. Receipt and Recording of Shipment. At least two Gunsmiths shall verify each weapon shipment by comparing the contents of the shipment with the packing list. The Gunsmiths shall deliver the verified packing list to the Property Controller. The Property Controller shall add the serial numbers to the Department's Automated Weapon System. The Property Controller will print out a list of the added serial numbers, which the Gunsmiths shall verify and sign. The Property Controller shall retain the signed printout with the original packing list.

c. Cadets. Initially, the Academy supplies all newly hired cadets with the necessary equipment through the BSS, SSU.

d. Reinstatements. Reinstated employees are required to report to the Academy for refresher training. The Human Resources Section will notify SSU of the reinstatee's starting date in order for equipment to be issued when the reinstatee reports to the Academy.

e. CHP 81, Receipt of State Property. Each command receiving firearms and related equipment has the responsibility to ensure the employee's CHP 81 is kept current. For additional information concerning the CHP 81, refer to HPM 11.2, Chapter 10.

f. Exchange and Reissue. Primary firearms (including the magazines) which have been issued to employees shall not be exchanged or reissued between or among employees.

g. Return of Weapon. Employees retiring or separating from the Department and not purchasing their firearm shall return the firearm and all assigned magazines to the Area range officer. The range officer will then forward the weapon to the Academy, WCU, with a CHP 125, Weapon Control Memorandum, for processing, inspection, and update of required records. If the employee was issued a supplemental firearm, both weapons and all assigned magazines shall be returned.

5. SEMIAUTOMATIC PISTOL.

- a. Primary/Supplemental Firearm. Employees are required to carry the primary firearm and must comply with all existing departmental policies. Employees assigned the supplemental firearm will retain their primary firearm and are responsible for complying with policies regarding use of the supplemental firearm.
- b. Acquisition. The primary firearm shall be part of the initial issue of equipment while at the Academy (refer to paragraph 4.c. of this chapter). Requests for supplemental firearms shall be routed through Division to the appropriate Commissioner.

6. TACTICAL RIFLES FOR THE ENFORCEMENT MOTORCYCLE.

- a. Assignment Criteria. Departmental enforcement motorcycles equipped with a tactical rifle mount shall be assigned to the Department's Category I motorcycle riders, issued by the Academy, Weapons Control Unit (WCU), to accompany their assigned motorcycle. Additionally, Category II motorcycle riders who are full-time riders and are assigned an enforcement motorcycle shall have a tactical rifle assigned to them. Category II motorcycle riders who are not riding full time shall not be assigned a tactical rifle. If a current Category I or full-time Category II motorcycle rider transfers between Areas and they are assigned an enforcement motorcycle in their new Area, the employee's assigned tactical rifle shall be transferred with them. If a current Category I or full-time Category II motorcycle rider transfers to an Area that does not utilize enforcement motorcycles, or the employee is not assigned as a full-time motorcycle rider, the tactical rifle shall be transferred back to the Academy, WCU. If a command transfers a tactical rifle from one employee to another for any reason, the command shall prepare a memorandum signed by the commander notifying the Academy, WCU, of the transfer. Employees utilizing tactical rifles must comply with all existing departmental policies.

7. FIREARMS REPAIR OR REPLACEMENT.

- a. Responsibility. Firearm repairs shall be completed by the departmental Gunsmiths at the Academy. Employees who carry their privately owned firearm as primary, secondary and/or off-duty firearm do so at their own expense. The Department will not maintain or repair privately owned firearms. Repairs and/or replacement of state-owned firearms will be handled as follows:

- (1) Whenever state-owned firearms, including pistols, modified firearms, tactical rifles, rifle optics, shotguns, ECDs, and 40mm and 37mm riot guns, require service or repair, they must be shipped to the departmental Gunsmiths.

(2) Repairs. For all firearm repairs, a CHP 125 (refer to Annex A of this chapter) shall be sent to the Academy **with** the firearm. The top portion of the form, except the box marked "Repair Number," must be fully completed and any defect explained in detail. (The box marked Repair Number is for local control purposes; its use is optional.) The original and next two copies (yellow and pink) of the form shall accompany the firearm, and the last copy (goldenrod) is to be retained by the command for their records. Upon receipt of the firearm, the Academy will return the pink copy to the originating command as proof the firearm was received. Upon completion of repairs, the firearm will be returned to the command with the yellow copy of the form. The yellow copy must be signed by the commander or their designee and **returned to the Academy, WCU**, as proof the firearm was received at the command.

(3) Cost Evaluation. When it is determined further repair or service of a state-owned firearm would not be economical, the Academy will notify the command and another state-owned firearm will be issued.

b. Survey. The Academy, WCU, shall survey all state-owned firearms that are not repairable or serviceable. For each firearm determined to be unserviceable or unrepairable, the Academy, WCU, shall prepare a STD. 152, Property Survey Report, and include in the package a signed witness listing, a signed Weapons Inventory Control System (WICS) printout identifying the destroyed weapon, and other supporting documentation (photographs, memorandum, etc.). The package shall be forwarded to Fiscal Management Section (FMS). Once completed, this will initiate a status change of the firearm in the Department's Automated Weapon System, as well as removal of the institutional registration with the Department of Justice Automated Firearms System (AFS).

c. Method of Shipping Firearms. Shotguns and rifles shall be shipped to the Academy by the California Highway Patrol (CHP) transportation or by an authorized contract carrier. All primary firearms shall be shipped by contract carrier or hand-carried by a uniformed employee attending training at the Academy. Hand-carried firearms must be **personally** delivered to the Academy, WCU, personnel who will sign the CHP 125 for custody of the firearms. When a contract carrier is used, the command shall contact the Academy, Supply Unit, for a pick-up order giving the package weight. State-issued credit cards **shall not** be used to pay for firearms shipping. However, necessary shipping containers may be purchased using petty cash or credit card (refer to HPM 11.2, Chapter 15, for spending limits). Firearms shipped via contract carrier shall have full value declared at the time of shipment, and **commands shall ensure the packages are not marked or processed in any way that would reveal the contents of the packages**. The packages shall have "Attention: WCU" written on the outside.

- (1) Pistol value: \$700
- (2) Shotgun value: \$400
- (3) Rifle value: \$1,000
- (4) Gas guns (37mm) value: \$300
- (5) Gas guns (40mm) value: \$1,600
- (6) Electronic control device value: \$1,200
- (7) Rifle optic value: \$600

8. ANNUAL INVENTORY OF STATE-OWNED WEAPONS.

a. Automated Weapon System.

- (1) The Department's Automated Weapon System is the WICS, a stand-alone system utilized by the Department's Property Controller in the Academy, WCU.
- (2) Weapons are never removed from WICS. Rather, the Property Controller updates status codes for weapons remaining in WICS that are no longer available for use.
- (3) To ensure all status code changes are appropriate, the Academy's Weapons Training Unit (WTU) sergeant shall regularly review and approve weapon tabulation reports from WICS.
- (4) Using WICS, the Property Controller generates printouts to be used for annual inventories.

b. State-Owned Semiautomatic Pistols, Shotguns, Tactical Rifles, Rifle Optics, Gas Guns, and Training Guns.

- (1) On April 1 of each year, the Academy, WCU, will send each command one copy of the computer printout generated by WICS which lists the serial numbers of all state-owned firearms assigned to the command and to uniformed employees.
- (2) When the printout is received, the commander shall designate two employees to physically verify the information supplied by the printout. Primary

firearms shall not be exchanged between or among employees or commands. **A check mark must be placed by each serial number indicating it has been verified.**

(3) The tactical rifle and rifle optic have separate serial numbers. The inventory will indicate the serial number of the optic that shall be attached to a specific rifle. Rifle optics shall not be exchanged between departmental rifles without prior notification to the Academy, WCU. A check mark must be placed by each serial number indicating it has been verified. When completing forms, be sure to include both the rifle and rifle optic serial numbers.

(4) Any additions, deletions, or changes shall be indicated. Weapons with serial numbers not appearing on the list shall be added. Missing firearms, additions, or discrepancies of serial numbers are to be fully documented by memorandum and attached to the inventory list, along with any applicable supporting documentation, such as a CHP 125.

(5) The inventory list shall notate any state-owned firearms held as evidence or held for post-shooting inspections, and the weapon serial number must be physically verified. The command will complete a memorandum documenting the date and time the weapon was verified, and its possible release date from evidence. The memorandum and a copy of the evidence form shall be attached to the inventory list. For state-owned firearms held as evidence with allied agencies, also include any supporting documents which confirm the weapon is still in their possession, such as the California Law Enforcement Telecommunications System (CLETS) printout and/or reports.

(6) After verification, the commander and the inventory officer must sign in the space provided on the printout attesting to its validity.

(7) The signed copy of the WICS-generated printout must be returned to the Academy, WCU, no later than April 30 of each year.

c. State-Owned Firearm Magazines. Annually, all commands shall inventory all black-bottom, orange-bottom, and green-bottom pistol magazines in addition to rifle magazines within the command. This information shall accompany the Annual Weapons Inventory to the Academy, WCU.

d. State-Owned Electronic Control Devices. Every year during the month of September, the Academy, WCU, will send each command one copy of the computer printout which lists the serial numbers of the state-owned ECDs assigned to a command.

(8) When the printout is received, the commander or their designee shall physically verify the information provided on the printout. Any additions, deletions, or changes shall be indicated with supporting documents (e.g., CHP 266, Credit Memo - Equipment). **A check mark must be placed by each serial number on the printout to indicate it has been verified.** Missing ECDs, additions, or discrepancies of serial numbers are to be fully documented by memorandum and attached to the inventory list.

(9) After verification, the commander and the inventory officer must sign in the space provided on the printout attesting to its validity.

(10) The signed copy of the printout must be returned to the Academy, WCU, no later than September 30 of each year.

9. SALE OF STATE-OWNED FIREARMS TO RETIRED EMPLOYEES.

a. Policy. Employees who retire from the Department in an honorable status after 120 months of service, or as the result of a job-incurred disability not related to a mental or emotional disorder, regardless of length of service, and who have been granted a Carry Concealed Weapons permit, may be authorized to purchase their primary firearm. Employees at the rank of Chief or above may also purchase their assigned supplemental firearm. The Department reissues service pistols not purchased by the employee. Reissue occurs after the employee's state-issued weapon is returned to the Academy, WCU, by their commander and inspected by the Academy Gunsmiths.

(1) All uniformed employees, whether or not they intend to purchase their primary and/or supplemental firearm, if authorized, shall submit to their commander a CHP 277, Sale of State-Owned Service Pistol (Retiring Officer), (refer to Annex B of this chapter). Submission of the CHP 277 must occur a minimum of 90 calendar days prior to their effective retirement date in order to receive three black-bottom magazines with the purchase of the state-owned firearm. If the employee does not wish to purchase their firearm, the CHP 277 shall be retained at the Area level, and the primary firearm and five black-bottom magazines shall be shipped to the Academy, WCU, immediately upon the employee's retirement, utilizing a CHP 125.

(2) Commands of retiring employees wishing to purchase their primary and/or supplemental firearm, if authorized, shall forward the CHP 125 and two black-bottom magazines for the primary firearm to the Academy, WCU, immediately upon the employee's retirement. The primary or supplemental firearm is retained at the Area, along with three associated black-bottom magazines.

(3) Requests submitted more than 30 days after the effective retirement date will not be accepted (Section 10334 of the California Public Contract Code [CPCC]).

(4) Employees who are dismissed, resign, or who resign or retire in lieu of disciplinary action are not authorized to purchase their state-owned firearm (Section 10334 CPCC).

(5) Employees who retire due to a mental or emotional disorder are not authorized to purchase their state-owned firearm (Section 10334 CPCC).

(6) Section 1031 of the California Government Code was amended to eliminate the legal residency requirement for peace officers. Pursuant to Title 18, Section 925(a)(1) of the United States Code, the firearms prohibition applicable to individuals in the United States illegally, or unlawfully, does not apply to the possession of firearms and ammunition provided by the State of California for use by peace officers. Upon retirement, uniformed employees who are still subject to the prohibitions of the federal Gun Control Act will not be eligible to purchase their State of California-issued primary or supplemental firearm.

b. Command Level. Upon receiving the CHP 277 from the retiring employee, the command shall physically verify the weapon's serial number to confirm it is assigned to the retiring employee. Once the command has verified the weapon and signed the CHP 277, the CHP 277 shall be routed to Human Resources Section. A file copy of all documents shall be retained at the command.

c. Human Resources Section. Human Resources Section will verify the 120 months of service required to purchase their firearm and forward the CHP 277 to the Internal Affairs Section (IAS).

d. Internal Affairs Section. The IAS will verify the employee is authorized to purchase their firearm and forward the CHP 277 to the FMS.

e. Fiscal Management Section. Upon IAS approval, FMS will process the CHP 277 for billing. The purchase price will be at fair market value as listed in the annual Blue Book of Gun Values or replacement cost, whichever is less. Also included will be state sales tax and a handling charge to be determined by FMS. Contact FMS for the current handling charge.

f. Academy, Weapons Control Unit. After payment has been received, FMS will route the CHP 277 to the Academy, WCU. The Academy, WCU, will complete all required paperwork to survey the firearm out of the Department's inventory with the Department of General Services. Upon completion of all survey documentation,

the Academy, WCU, will notify the command to release the firearm, along with three magazines, to the retiring employee and to update the necessary records.

NOTE: If the retiree purchase process is completed prior to the employee's retirement date, the command shall issue the employee a loaner firearm from the Area inventory for duty purposes. At no time shall the employee carry the recently purchased departmental firearm as their primary or secondary weapon while on duty.

g. Disapproved Requests. Disapproved requests will be returned to the originating command. Once the command receives notification the request was disapproved, the command shall immediately forward the state-owned firearm and three magazines to the Academy, WCU, utilizing the CHP 125.

10. SALE OF STATE-OWNED FIREARMS TO SPOUSE OR DOMESTIC PARTNER OF UNIFORMED MEMBER WHO HAS DIED IN THE LINE OF DUTY.

a. Policy. The spouse or domestic partner of a uniformed member of the Department who has died in the line of duty may be authorized by the Commissioner to purchase the employee's primary firearm. In accordance with Section 10334 CPCC, no other person is authorized to purchase the weapon.

(1) If the spouse or domestic partner of a uniformed member of the Department who has died in the line of duty wants to purchase the employee's primary firearm, they shall submit the request in writing to the employee's commander within 30 calendar days of the employee's line-of-duty death.

(2) The command shall verify the legal relationship upon receipt of a written request from a spouse or domestic partner to purchase the primary firearm of a uniformed employee who has died in the line of duty. Proof of the legal relationship shall be verified by a certified copy of a marriage certificate or domestic partner certificate.

(3) When a spouse or domestic partner wants to purchase the primary firearm, the commander of the employee shall forward the following original documents to the Academy, WCU, and retain a copy at the Area for three years:

(a) The original letter from the spouse or domestic partner requesting the purchase of the primary firearm.

(b) A certified copy of a marriage certificate or domestic partner certificate.

(c) A CHP 277A, Sale of State-Owned Service Pistol (Surviving Spouse or Domestic Partner). The form should be completed by the surviving

spouse or domestic partner with the assistance of the deceased employee's command. The CHP 277A is available on the CHP Intranet site under Forms.

(d) A CHP 125.

(4) The departmentally issued black-bottom magazines shall be returned to the Academy, WCU, with the above specified documents. The primary firearm will undergo an inspection by a qualified Area command firearms officer. If the firearm is considered serviceable, the Area shall physically maintain possession of the firearm until authorized by the Academy, WCU, to send it to a Federal Firearms License (FFL) dealer.

(5) The command shall inform the spouse or domestic partner, who is a California resident, of California handgun laws pertaining to the purchase of the primary firearm. These laws consist of, but are not limited to:

(a) The spouse or domestic partner is required to undergo a background check during a ten-day waiting period which begins the day they complete the paperwork with the FFL dealer (Section 27540 of the California Penal Code [CPC]).

(b) The spouse or domestic partner must be at least 21 years old (Section 27505 CPC).

(c) The spouse or domestic partner will not be able to purchase the large capacity magazines with the pistol (Section 32310 CPC).

(d) The spouse or domestic partner must present a valid handgun safety certificate to the FFL dealer (Section 26840 CPC). The spouse or domestic partner must perform a safe handling demonstration with the handgun (Sections 26850 and 26853 CPC).

NOTE: It is considered collusion (a misdemeanor) to take a test for another or provide any person answers to the test relating to firearms safety certificates (Section 27550 CPC).

(6) It may not be legally possible in some circumstances to sell the primary firearm to the surviving spouse or domestic partner if they are not a resident of California. The Academy, WCU, and the Area command of the employee will work with the local out-of-state allied agency to ensure all laws relative to the purchase, transfer, and possession of the firearm are properly carried out.

(7) The surviving spouse or domestic partner is only authorized to purchase the primary duty weapon issued to the fallen employee.

(8) Requests submitted to the Department more than 30 days after the line-of-duty death will not be accepted (Section 10334 CPCC).

b. Fiscal Management Section. Upon approval, the Academy, WCU, will route the CHP 277A to the FMS for billing.

(1) The purchase price will be at fair market value as listed in the most recent volume of the annual Blue Book of Gun Values or replacement cost, whichever is less. State sales tax and a handling charge determined by FMS will be included in the cost. Contact FMS to determine the current price.

(2) The invoice sent to the spouse or domestic partner shall include an indemnity clause releasing the Department from all liability relating to the use or transfer of the firearm. The FMS shall not accept payment if the spouse or domestic partner does not sign the indemnity clause.

(3) Once payment is received, FMS shall route the completed CHP 277A to the Academy, WCU.

c. Academy, Weapons Control Unit. Once the Academy, WCU, has received the CHP 277A from FMS, the Academy, WCU, will notify the command to send the firearm to the FFL dealer recorded on the CHP 277A and update the necessary records. The Academy, WCU, shall retain all original documentation for three years.

d. Disapproved Requests. Disapproved requests will be routed to the Academy, WCU, and returned to the originating command. Once the command receives notification from the Academy the request was disapproved, the command shall notify the spouse or domestic partner of the reason and immediately forward the primary firearm to the Academy, WCU. The Area and the Academy, WCU, will retain documentation for three years.

11. LOANER EQUIPMENT FOR EMERGENCY TEMPORARY REPLACEMENT PURPOSES.

a. Division Level. Division Chiefs are authorized to maintain five semiautomatic pistols, two left-hand duty holsters, five right-hand duty holsters, five magazine pouches, and the actual number of plain clothes holsters (refer to Chapter 4, Firearms Equipment, paragraph 2.c., of this manual) as necessary for deployment. These items of equipment are available for loan to employees in commands whose

equipment is being sent out for repair, service, replacement, or post-shooting inspection. Requisitions for holsters and magazine pouches shall be submitted to the BSS, SSU.

b. Command Level. Each command was initially issued loaner semiautomatic pistols for use when scheduled maintenance or inspection is being conducted on an employee's permanently issued primary firearm. These pistols shall remain in the command and are not to be exchanged or issued to individual employees or other commands. To ensure an adequate number of loaner firearms are available to meet the needs of Area offices, the following allocations have been established:

- (1) For 1 to 25 uniformed personnel: two loaner pistols.
- (2) For 26 to 50 uniformed personnel: four loaner pistols.
- (3) For 51 to 75 uniformed personnel: six loaner pistols.
- (4) For 76 to 100 uniformed personnel: eight loaner pistols.
- (5) For 100 or more uniformed personnel: ten loaner pistols.

c. Additional Loaner Equipment. Commands requesting additional loaner equipment should contact the Academy, WCU. Loaner firearms shall not be permanently transferred between or among commands or Divisions without the approval of the Academy, WCU.

12. REPORTING/REPLACEMENT OF LOST/STOLEN WEAPONS. In the event a departmental weapon and/or rifle optic is lost or stolen, the provisions of HPM 11.2, Chapter 8, regarding loss or theft of state-owned property are required to be followed. In addition, immediate notification shall be made to the Area command and the local law enforcement agency, if a weapon is involved. Subsequent notification shall be made within 24 hours to the Academy, WCU, via telephone. A memorandum explaining/summarizing the incident, and all documents and reports pertaining to the lost/stolen weapon shall be forwarded to the Academy, WCU, as soon as possible for reporting, accountability, and replacement purposes. For additional required documentation, refer to HPM 11.2, Chapter 8.

13. CENTRALIZED FIREARMS AND WEAPONS DISPOSAL.

a. General. The Academy, WCU, shall be the central location for disposal of all firearms and weapons which have come into possession of the Department as evidence, contraband, or were found or surrendered property. Refer to

HPM 70.1 Evidence Manual, Chapter 11, Release/Disposal of Weapons, for processing firearms and weapons for disposal.

b. Instructions for Destruction of Firearms.

(1) Destruction shall be performed by an Academy Gunsmith and witnessed by the Academy, WTU, sergeant, as provided for in Sections 18000 and 18005 CPC.

(2) The Lead Gunsmith or Property Controller shall update the weapon status code in the WICS, CLETS, and CLETS Electronic Record Tracking to indicate destruction. Both the Lead Gunsmith or Property Controller and the Academy, WTU, sergeant shall sign a WICS printout identifying the destroyed weapon.

c. Documentation Retention.

(1) All documents relating to the disposal of firearms and/or weapons, such as court or prosecution reports, shall be attached to the original CHP 36, Evidence/Property Receipt/Report. This shall be retained by the command for the current year plus five years from the date the firearms and/or weapons are shipped to the Academy, WCU.

(2) The Academy, WCU, will retain the copy of the AFS printout and documentation forwarded with the firearms shipments for the current year plus ten years.

ANNEX A

CHP 125, WEAPON CONTROL MEMORANDUM

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

WEAPON CONTROL MEMORANDUM

CHP 125 (Rev. 12-24) OPI 091 (Formerly CHP 266A)



Distribution: Refer to HPM 70.8

To: CHP Academy
3500 Reed Avenue
West Sacramento, CA 95605

DATE SHIPPED	SHIPPED VIA ON-TRAC	FROM (COMMAND NAME AND LOCATION CODE) WOODLAND - 280	
OFFICER'S NAME (LAST, FIRST) SMITH, JOHN	TYPE ☒ PRIMARY ☐ SUPPLEMENTAL ☐ SECONDARY	ID NUMBER 00000	REPAIR NUMBER
MAKE S + W	MODEL NUMBER/NAME MODEL	WEAPON SERIAL NUMBER CHP 0000	OPTIC SERIAL NUMBER E00000
WEAPON ☐ Repair ☐ Post-shooting Inspection ☐ Turn-in ☐ 311 Inspection	SHIPPING OR INSPECTING OFFICER (NAME AND ID NUMBER)		PHONE NUMBER
NECESSARY REPAIRS (BE EXPLICIT)			

FOR ACADEMY USE

DATE RECEIVED	RECEIVED BY (NAME AND ID NUMBER)	DATE RETURNED	SHIPPED VIA (NAME AND ID NUMBER)
GUNSMITH'S COMMENTS			
GUNSMITH/ID NUMBER		DATE RECEIVED	RECEIVED BY (NAME AND ID NUMBER)

Use previous editions until depleted.

Chp125_1224.pdf

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ANNEX B

CHP 277, SALE OF STATE-OWNED SERVICE PISTOL (RETIRING OFFICER)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL SALE OF STATE-OWNED SERVICE PISTOL (RETIRING OFFICER) CHP 277 (Rev. 7-21) OPI 091					Original to Academy, Weapons Control Unit		DATE SUBMITTED
NAME John Smith		ID NUMBER 00000	LOCATION CODE 250	RETIREE'S DATE OF BIRTH		EFFECTIVE RETIREMENT DATE	
RETIREE'S BILLING ADDRESS 10 Main Street, Sacramento, CA 95814							
RETIREE'S TELEPHONE NUMBER		RETIREE'S E-MAIL ADDRESS		MAKE	MODEL	SERIAL NUMBER	
☐ I do not intend to purchase my state-issued duty weapon upon retirement. <i>(Retain at Area.)</i> ☐ I do intend to purchase my state-issued duty weapon upon retirement. <i>(Route to Human Resources Section.)</i>							
RETIREE'S SIGNATURE						DATE	
COMMANDER'S AUTHORIZATION							
SIGNATURE						DATE	
Upon retirement, two black bottom magazines shall be returned to the Academy, Weapons Control Unit, with a corresponding CHP125, Weapon Control Memorandum. The state-issued duty weapon is to be retained at the Area of assignment along with three black bottom magazines until approved for release by the Academy, Weapons Control Unit. Refer to Highway Patrol Manual 70.8, Firearms Manual, Chapter 9, Firearms and Weapons Inventory and Control.							
ROUTE TO:							
HUMAN RESOURCES SECTION							
CHP SERVICE TIME (MINIMUM OF 120 MONTHS REQUIRED)				SIGNATURE		DATE	
OFFICE OF INTERNAL AFFAIRS							
PURCHASE OF STATE WEAPON ☐ APPROVED ☐ DENIED				SIGNATURE		DATE	
FISCAL MANAGEMENT SECTION							
PURCHASE COST	DATE PAID	INITIALS	INVOICE NUMBER	SIGNATURE		DATE	
ACADEMY, WEAPONS CONTROL UNIT							
☐ ENTERED INTO DEPARTMENT OF JUSTICE AUTOMATED FIREARMS RECORD SYSTEM		WEAPONS CONTROL UNIT DATABASE UPDATED			INITIALS	DATE	

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