I. PURPOSE
The purpose of this policy is to establish Department of Corrections procedures and employee responsibilities for eligible corrections officers to possess and securely store personal firearms and ammunition at Department of Corrections facilities and at non-prison facilities and buildings owned or occupied by the department.

II. DEFINITIONS
A. Concealed Handgun License (CHL): A current and valid Oregon Concealed Handgun License issued by the employee’s county of residence in accordance with ORS 166.291 and 166.292.
B. Corrections Officer: As defined in ORS 181.610, a department staff member in the correctional officer classification series who is charged with and primarily performs the duty of custody, control or supervision of inmates.
C. Department of Corrections Facility: The building and grounds area operated by a functional unit which physically houses inmates.
D. Non-Prison Department of Corrections Facilities and Buildings: Public buildings and parking lots owned and/or occupied by the Department of Corrections that are not part of the grounds of a Department of Corrections facility.
E. Personal Firearm: A handgun possessed by an individual corrections officer employed by the Department of Corrections. “Handgun” includes any pistol or revolver using a fixed cartridge containing a propellant charge, primer and projectile, and designed to be aimed or fired otherwise than from the shoulder.

III. POLICY
A. General Policies
1. Corrections Officers’ Possession and Storage of Personal Firearms and Ammunition at a Department of Corrections Facility:
   a. A corrections officer employed by the Department of Corrections that meets the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may possess and store...
the officer’s personal firearm and ammunition at a Department of Corrections facility only in the manner authorized and provided in the department’s rule on Facility Access, OAR 291-016-0120, and this policy.

b. A corrections officer that does not meet the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may not possess and store the officer’s personal firearm and ammunition at a Department of Corrections facility.

2. Corrections Officers’ Possession and Storage of Personal Firearms and Ammunition at Non-Prison Department of Corrections Facilities and Buildings: A corrections officer employed by the Department of Corrections that meets the applicable statutory eligibility requirements set forth in ORS 166.360 to 166.380 (as amended by 2014 Or Laws, chapter 88) may possess and store a personal firearm and ammunition in the officer’s personal vehicle when the vehicle is parked in a department parking lot at a non-prison facility or building owned or occupied by the department only if the officer:

a. Is present in the officer’s official capacity at a public building occupied by the department,

b. Has a valid concealed handgun license issued pursuant to ORS 166.291 and 166.292;

c. Has secured the personal firearm and ammunition in a closed and locked trunk, glove compartment, center console or other container, and the key is not inserted into the lock, if the trunk, glove compartment, center console or other container locks with a key; and

d. Has complied with the procedures, terms and conditions for authorization set forth in this policy.


4. Ammunition: A corrections officer employed by the Department of Corrections who has received authorization from the department to possess and store a personal firearm and ammunition at a Department of Corrections facility and at non-prison facilities or buildings occupied by the department in accordance with this policy may possess and store with his/her personal firearm only that amount of ammunition that the personal firearm is designed to hold plus two additional magazines or speed loaders.

5. Employee Responsibility for Personal Firearms and Ammunition:

a. The employee shall be responsible for his/her personal firearm and ammunition at all times.
b. The employee shall be responsible for handling and maintaining the employee’s personal firearm and ammunition in a safe, secure and serviceable condition.

c. The employee shall not draw or exhibit the employee’s personal firearm or ammunition at any time while possessed or stored at a Department of Corrections facility or non-prison facility or building owned or occupied by the department except as necessary in the process of safely placing it in a designated storage location.

B. Employee Discipline

Any violation of this policy may result in disciplinary action up to and including termination from state service.

C. Suspension or Termination of Personal Firearm Secure Storage Authorization:

The functional unit manager may temporarily suspend the employee’s authorization to possess and securely store a personal firearm and ammunition on property owned or occupied by the Department of Corrections if the employee is under investigation for serious misconduct that, in the discretion of the functional unit manager, involves circumstances that by allowing the employee to possess a personal weapon on DOC properties may present a significant threat to the safety and security of the department and its employees.

IV. IMPLEMENTATION

Each Department of Corrections facility (institution) will establish and maintain a confidential procedure that addresses the management and use of secure storage locations used to store eligible corrections officers’ personal firearms while at the facility.

Certified: _____________________________
Birdie Worley, Rules Coordinator

Approved: _____________________________
Elizabeth Craig, Administrator