



**DEPARTMENT OF CORRECTIONS  
Institutions**



<b>Title:</b>	<b>Armory Operations</b>	<b>DOC Policy: 40.1.17</b>
<b>Effective:</b>	<b>11/1/16</b>	<b>Supersedes: 4/1/15</b>
<b>Applicability:</b>	<b>Institutions/Transport Units</b>	
<b>Directives Cross-Reference:</b>	<b>Armory Operations Procedure CF-211</b>	
<b>Attachments:</b>	<b>None</b>	

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the accountability and control of institution armories within Department of Corrections facilities.

**II. DEFINITIONS**

A. Armory: A designated secure location for the storage of firearms, ammunition, munitions and other security equipment. Access is restricted by the functional unit manager or designee.

**III. POLICY**

**A. Written Directives:**

1. Each correctional facility with an armory will refer to the confidential procedure, Armory Operations, (CF 211) to create institution-specific post orders or procedures for operation of the armory. The confidential Armory Operations procedure is available from the appropriate Institutions Administrator.
2. The functional unit manager or designee will designate responsibility for oversight of the armory and will specify, through written directive, what the duties and responsibilities are and how they will be carried out.
3. The functional unit manager or designee will designate responsibility for the day-to-day operation of the armory to a staff member that is not the same person responsible for oversight and will specify, through written directive, what the duties and responsibilities are and how they will be carried out.

**B. Policy Variance Exception:**

1. Request for exceptions to any specific part of this policy and/or the confidential Armory Operations procedure must be recommended in writing by the Eastside or Westside Institutions Administrator and Chief of Security on behalf of the specific facility's functional unit manager utilizing the Variance Exception form (CD1737). The reason for the specific exception and the proposed process to be used by the facility must be approved in writing by the Assistant Director of Operations.

2. Upon receiving written authorization for the exception to any specific part of this policy, the facility will explain this exception and approval (including date of approval) within the facility's Armory/Arsenal procedure.

#### **IV. IMPLEMENTATION**

Each DOC facility with an armory will create institution-specific post orders or procedures for operation of the armory.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Brian Belleque, Deputy Director