



**DEPARTMENT OF CORRECTIONS  
Administration**



<b>Title:</b>	<b>Secure Storage of Personal Handguns and Ammunition</b>	<b>DOC Policy: 10.1.7</b>
<b>Effective:</b>	<b>5/22/24</b>	<b>Supersedes: 7/1/15</b>
<b>Applicability:</b>	<b>All functional units</b>	
<b>Directives Cross-Reference:</b>	<b>291-016 Facility Access</b>	
<b>Attachments:</b>	<b>Personal Handgun and Ammunition Secure Storage Authorization Agreement (CD 1680)</b>	

**I. PURPOSE**

The purpose of this policy is to establish Department of Corrections (DOC) procedures and employee responsibilities for eligible authorized staff to possess and securely store personal handguns and ammunition at Department of Corrections facilities, and at non-prison facilities and buildings owned or occupied by the department.

**II. DEFINITIONS**

- A. **Adults in Custody:** Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- B. **Authorized Staff:** Employees of the Department of Corrections, and employees of the State Board of Parole and Post-Prison Supervision and Oregon Corrections Enterprises, who are assigned to work in or at a public building owned or occupied by the department.
- C. **Concealed Handgun License:** 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.
- D. **Department of Corrections Facility:** The building and grounds area operated by a functional unit that physically houses adults in custody.
- E. **Non-Prison Department of Corrections Facilities and Buildings:** Public buildings and parking lots owned or occupied by the Department of Corrections that are not part of the grounds of a Department of Corrections facility.
- F. **Personal Handgun:** A handgun possessed by an authorized staff member. “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.
- G. **Vehicle:** A vehicle that is self-propelled and commonly known as a passenger car, van, truck, or motorcycle.

### III. POLICY

#### A. General Policies

1. Authorized Staff Members' Possession and Storage of Personal Handguns and Ammunition at a Department of Corrections Facility:

Authorized staff may possess and store a personal handgun 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.

2. Authorized Staff Members' Possession and Storage of Personal Handguns and Ammunition at Non-Prison Department of Corrections Facilities and Buildings:

Authorized staff may possess and store a personal handgun and ammunition in the employee'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 employee:

- a. Is present at a public building owned or occupied by the department;
- b. Has a valid concealed handgun license issued pursuant to ORS 166.291 and 166.292;
- c. Has secured the handgun and ammunition in a closed and locked container designed for the storage of a firearm inside a vehicle; and
- d. Has complied with the procedures, terms, and conditions for authorization set forth in this policy.

3. Personal Handgun Secure Storage Authorization Agreement: All staff employed by the Department of Corrections, the State Board of Parole and Post-Prison Supervision, and Oregon Corrections Enterprises must review and sign annually the department's Personal Handgun and Ammunition Secure Storage Authorization Agreement (CD 1680).

4. Ammunition: Authorized staff members who have received authorization from the department to possess and store a personal handgun and ammunition at a Department of Corrections facility, and at non-prison facilities or buildings owned or occupied by the department, in accordance with this policy, may possess and store with their personal handgun only that amount of ammunition that the personal handgun is designed to hold plus two additional magazines or speed loaders.

5. Employee Responsibility for Personal Handguns and Ammunition:

- a. The employee shall be responsible for their personal handgun and ammunition at all times.

- b. The employee shall be responsible for handling and maintaining the employee's personal handgun and ammunition in a safe, secure, and serviceable condition.
- c. The employee shall not draw or exhibit the employee's personal handgun 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:**

- 1. The DOC Director, appropriate Assistant Director, Chair of the Board of Parole and Post-Prison Supervision, or Oregon Corrections Enterprises Administrator may temporarily suspend an employee's authorization to possess and securely store a personal handgun and ammunition on property owned or occupied by the Department of Corrections.
- 2. This may only happen if the employee is under investigation for serious misconduct that, in the discretion of the DOC Director, appropriate Assistant Director, Chair of the Board of Parole and Post-Prison Supervision, or Oregon Corrections Enterprises Administrator, involves circumstances which may present a significant threat to the safety and security of the department and its employees if the employee was allowed to possess a personal weapon on DOC properties.
- 3. Clarification: The appropriate Assistant Director means the Assistant Director responsible for oversight of the employee's functional unit.

**IV. IMPLEMENTATION**

- A. Each Department of Corrections functional unit will establish and maintain a confidential procedure that addresses the management and use of secure storage locations used for authorized staff that are eligible to store personal handguns while at the facility.
- B. Any exceptions or deviations to this policy will require approval from the Director of the Department of Corrections.

Certified: \_\_\_\_\_ signature on file  
Julie Vaughn, Rules Coordinator

Approved: \_\_\_\_\_ signature on file  
Heidi Steward, Deputy Director

## Personal Handgun and Ammunition Secure Storage Authorization Agreement

***All employees of the Oregon Department of Corrections (DOC), Board of Parole and Post-Prison Supervision, and Oregon Corrections Enterprises are required to sign this agreement form annually, regardless of whether they plan to bring a personal handgun and ammunition to DOC facilities or non-prison facilities and buildings occupied by the department.***

The Department of Corrections is not responsible or liable for any accidental or negligent occurrences created by an employee's failure to follow the provisions of this policy.

The Department of Corrections is not responsible or liable for any damage or loss of an employee's personal handgun, ammunition, or holster.

Any violation of Department of Corrections policy on Secure Storage of Personal Handguns and Ammunition (DOC policy 10.1.7) may result in disciplinary action up to and including termination from state service.

The DOC Director, appropriate Assistant Director responsible for oversight of the employee's functional unit, Chair of the Board of Parole and Post-Prison Supervision, or Oregon Corrections Enterprises Administrator may temporarily suspend an employee's authorization to possess and securely store a personal handgun 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 DOC Director, appropriate Assistant Director, Chair of the Board of Parole and Post-Prison Supervision, or Oregon Corrections Enterprises Administrator, involves circumstances that may present a significant threat to the safety and security of the department and its employees if the employee was allowed to possess a personal weapon on department properties.

By signing below, I acknowledge that I have reviewed, understand, and agree to abide by the Department of Corrections policy on Secure Storage of Personal Handguns and Ammunition (10.1.7) prior to bringing a personal handgun and ammunition to a Department of Corrections facility or to non-prison facilities and buildings occupied by the department. I further acknowledge that I have reviewed, understand, and agree to abide by the correctional facility's confidential procedure regarding the secure storage of personal handguns and ammunition. I agree to properly control and secure my personal handgun and authorized ammunition in the department-provided personal gun lockers or in a secure personal vehicle if department-provided personal gun lockers are not available, in accordance with the procedures, terms, and conditions established by the Department of Corrections in its policy on Secure Storage of Personal Handguns and Ammunition (DOC policy 10.1.7).

\_\_\_\_\_  
Employee Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Functional Unit Manager or Designee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date