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		Policy Title USE AND HANDLING OF SHOTGUNS			
Council Resolutions No. 329-92	Date: July 2/92	DFA	C.C.	Cross Reference	Effective Date July 2, 1992
The authority for issuance of shotguns to Special Constables of Parkland County Patrol Department was approved by the Solicitor General, effective January 1, 1989. This authorization permits members to carry shotguns in patrol vehicles for the purpose of destroying animals when required during the course of their duties. The carrying of shotguns in vehicles is not intended to replace the carrying of sidearms by Special Constables. 1. Shotguns are lethal weapons and MUST ALWAYS be handled with maximum care. To prevent tragedies or other unnecessary incidents involving issue shotguns, members will ensure that the enumerated steps/precautions are observed at ALL TIMES. a) Only members qualified in shotgun training may possess department issue shotguns and ammunition, and will be responsible for the care, handling, and cleaning of same. b) Must be in possession of a valid Firearm Acquisition Certificate (F.A.C.). c) Only departmental issue shotguns and ammunition will be employed on duty, i.e.: Shotgun: Remington, model 870 Magnum, 12 gauge, pump-action, folding stock. Ammunition: Only No. (00) Buck and Slug 12 gauge ammunition will be issued. Four rounds possession. 2. Shotgun Security, Return and Maintenance a) Shotguns will be stored at the patrol offices in Stony Plain/Tomahawk in a locked weapons cabinet away from public view and access. Each shotgun will be assigned a unit number, which, when used, will be recorded in the space provided on department daily activity Form #7. b) Minimum exposure of the shotguns to public view will be exercised at all times.					

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c) Before usage, members will prove the shotgun and inspect the ammunition. The shotgun magazine will immediately be loaded with the issued four rounds of No. (00) Buck and Slug. There will be no round replaced in the chamber either while transferring or carrying the shotgun in or to/from the patrol vehicle. d) The shotgun will be carried, with the safety on, in a "port arms" position or cradled with the barrel in the crook of the elbow and the butt firmly held. The barrel is to be pointed upwards at all times. e) The shotgun will be placed in the patrol vehicle with the barrel pointing downward and secured in the locking bracket provided. The muzzle of the shotgun shall not be directed toward anyone when carrying, placing or moving the weapon from the patrol vehicle. f) When the shotgun is no longer required, the member shall return the shotgun to the station and unload it. g) The shotgun will be unloaded with the muzzle pointed up and by depressing the release mechanism on the magazine. All rounds are to be caught by hand to prevent damage to the ammunition. Shotguns and ammunition are to be returned to the storage cabinet and locked. h) Designated NCOs will inspect the shotguns and ammunition quarterly, and designate a member of members to assist with cleaning and maintenance. Designated NCOs will submit a quarterly report on the cleanliness and condition of the shotguns and ammunition. Obvious damage or faults with shotguns/ammunition will be reported immediately for repair and or replacement. 3. Reporting Shotgun Incidents When a member employs or discharges a shotgun in any circumstance while on duty, a full report of the incident is to be available for the Chief Constable, or in his absence, the Senior NCO, prior to the conclusion of the member's shift.		