





POLICIES AND PROCEDURES MANUAL

	WEAPONS AND TRAINING	
	POLICY NUMBER: 4-3	ISSUING AUTHORITY 
	EFFECTIVE DATE: June 12, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

To provide for the safety and security of the City of Cambridge, officers of the police department, according to their positions and training, are authorized to carry and use while on duty, various lethal and less lethal weapons. This policy identifies those weapons and ammunition authorized by the Police Commissioner; provides direction regarding the safe handling and storage, record keeping, inspection and maintenance of those weapons; and it describes required training and use of the firing range.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. issue weapons only to those officers authorized to carry and use them;
- B. provide training in the proper handling and use of weapons by authorized personnel;
- C. keep records of weapons training and inspections;
- D. ensure that all training and inspections are conducted by qualified armorers or instructors; and
- E. ensure that department personnel receive timely instruction in the department's Use of Force and Use of Force Reporting policies.

III. DEFINITIONS

- A. *Baton*: An impact weapon of various sizes and portability.
- B. *Less Lethal Weapon*: Any weapon that when used is less likely to cause serious bodily injury or death.
- C. *Lethal Weapon*: Any weapon that when used is likely to cause serious bodily injury or death.
- D. *O.C.*: Oleoresin Capsicum or Pepper Spray.

IV. PROCEDURES

A. 4.3.1 (M) Authorization: Weapons and Ammunition

1. Types and specifications of lethal and less lethal weapons approved for use by members of the department.
 - a. Handgun: Sig Sauer P320 9mm (carry model)
 - b. Patrol Rifle: Bushmaster M4 Semi-Automatic Carbine; and Colt M4 Semi-Automatic Carbine
 - c. Specialty Impact Weapon and Munitions System: Lewis, Machine & Tool Tactical Single-Shot Launcher
 - d. Oleoresin Capsicum: Defense Technologies MK 3 (Individual Cannister) and MK 9 (Auger Cannister) Stream Spray .7%, .9%, or 1.3%.
 - e. Monadnock Expandable PR 24 Baton
2. Types and specifications of ammunition approved for use by members of the department.
 - a. 9mm Duty Round 124gr.+P
 - b. Rifle Round .223 (can use the 5.56)
 - c. 40mm Exact Impact Round
3. Review, inspection, and approval of all weapons intended for use by members of the department shall be conducted by the department's armorer according to the following procedures.
 - a. When time allows, the armorers shall inspect and approve all weapons on a rotating basis. However, at a minimum, all weapons shall be inspected twice a year, once at the range during qualifications in September, and again between June and July depending on other training requirements.
 - b. All such inspections are documented in the automated records management system.
4. Any unsafe weapon shall be removed from service until such time as it is repaired or replaced.
 - a. If an officer finds a need for repair or replacement of a firearm, the officer shall bring the weapon immediately to an armorer for inspection and service. If an armorer is unavailable, the officer should immediately notify a supervisor.
 - b. If during an inspection by an instructor or armorer the need for repair or replacement is identified, the weapon will be removed from service and exchanged for a temporary weapon.
5. The department's armorer shall keep a record on each weapon approved for official use by a member of the department.

- a. Each weapon is tracked by serial number in the automated records management system.
6. All authorized department firearms shall be safely and properly stored.
 - a. At an officer's place of residence or in a private vehicle, each firearm shall be stored in accordance with state law (M.G.L. c. 141, § 131L) in a manner to deny access to unauthorized persons.
 - b. At the police station, if a firearm is stored in an officer's locker or a compartment within the locker, the locker and/or the compartment shall be kept locked when unattended.
 - c. Rifles that are deployed in a department vehicle shall be stored and maintained in a Transfer Position in a locked gun box within the vehicle. In the Transfer Position, the selective switch is on safe, the bolt is forward with no round in the chamber, and a full magazine is in the magazine well.
7. Handling of Firearms
 - a. All personnel shall exercise caution and the utmost care in handling of department issued firearms at all times. Firearms should be carried in accordance with the law and established department policies and procedures.
8. Removing Firearms from Holster:
 - a. Circumstances when an officer removes a firearm from its holster would include the following:
 - (1) For use in the performance of his/her duties.
 - (2) To clean the firearm
 - (3) To store the firearm
 - (4) At the direction of a superior officer conducting firearms inspections
- B. 4.3.2 (M) Demonstrating Proficiency with Weapons
 1. Prior to assuming a sworn position with the department, all officers shall graduate from a certified police academy where they will pass all proficiency requirements with the duty handgun, patrol rifle, Oleoresin Capsicum spray, and Expandable PR-24 Baton. Upon graduation from a certified police academy, all officers will receive additional departmental training and will pass all proficiency requirements regarding the deployment of the Specialty Impact Weapon and Munition System.
- C. 4.3.3 (M) Annual Proficiency Training
 1. At least annually, all department personnel authorized to carry weapons shall receive in-service training on the department's use of force policy and shall demonstrate proficiency with all approved lethal weapons that they are authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. In addition:

- a. proficiency shall be monitored by a certified weapons or tactics instructor;
 - b. training and proficiency shall be documented; firearms are documented in the automated records management system and other less lethal weapons are documented in the Training and Certification Unit; and
 - c. remedial training shall be provided for those employees who are unable to qualify with an authorized weapon prior to resuming official duties.
 - (1) Remedial training is conducted immediately after an officer fails to meet the qualification requirements and continues with the remediation until passing.
 - (2) If an officer cannot pass after remediation, the case shall be referred to the Lieutenant in the Training and Certification Unit and up the appropriate chain of command.
- D. 4.3.4 (M) Prerequisites to Carrying Lethal and Less Lethal Weapons
- 1. Prior to receiving authorization to carry lethal and less lethal weapons, all department officers shall receive all Use of Force policies and related instruction; policy receipt and curriculum delivery shall be fully documented.
 - a. Such training shall be conducted as soon as practical after graduating a certified police academy and documented by the Training and Certification Unit.
- E. 4.3.5 (M) Firearms Range
- 1. The uses and restrictions for firing ranges include the following.
 - a. The ranges at Fort Devens utilized by the department under contract shall be limited to training of authorized firearms including the pistol and patrol rifle.
 - b. If needed, the ranges at Fort Devens may be utilized for training on the 40mm Launcher.
 - 2. Documented safety procedures and range rules, which are reviewed prior to every training event, shall be conducted and documented prior to any live-fire training at the range. This includes the procedures for emergency medical attention.
 - a. The documentation shall be conducted by the armorer and forwarded to the Training and Certification Unit.
 - 3. Designation of a responsible range supervisor shall be made during all times the range is in use.
 - a. During any use of the range, the department will designate and assign a Lead Firearms Instructor, who at a minimum will be a certified firearms instructor by the Municipal Police Training Committee.
 - 4. The type of weapons, ammunition, targets, and equipment permitted for use on the range include the following.

- a. Only weapons, ammunition, and equipment authorized for use by department officers shall be used on the range. The targets for qualification shall be those identified by the Municipal Police Training Committee.
5. Required personal safety equipment during use.
 - a. Anyone on the firing line must, at a minimum, wear issued body armor; eye and ear protection shall be provided by each officer individually. It is recommended that on the firing line, officers wear a ball cap to protect them from discharged casings.
6. Training and certification requirements for range supervisory personnel, to include emergency medical response training for firearms instructors.
 - a. All instructors shall maintain up-to-date CPR/First Responder certification.
7. Regulations regarding the storage of ammunition and weapons.
 - a. During range training the department utilizes a rented secure U-Haul truck for transfer and storage of ammunition, weapons, targets and other equipment as required.
 - b. Within the truck there is a metal rifle rack where rifles are securely locked and stored. In addition, a cable lock goes through the trigger guard of the rifles for added security.
 - c. Generally, handguns are not stored in the truck; rather the handguns are kept in the possession of each officer who transports the weapon in a private or police department vehicle.