

Subject: WEAPON & AMMUNITION POLICY

Date: January 23, 2019

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Replaces Policy Dated: July 10, 2006

PURPOSE: To establish a policy which defines the specific requirements for requisition, purchase, inventory, and disposition of weapons and ammunition. A weapon is defined as, but not limited to, a handgun, rifle, shotgun, automatic weapon, or conductive electrical weapon (CEW).

SCOPE: This policy applies to all Pinal County employees, departments, and Elected Officials.

STATEMENT OF POLICY: Weapons and ammunition must be purchased through the County Finance Department through the submission of a requisition. Pcards may not be used to purchase weapons or ammunition.

PROCEDURE:

A. REQUISITION

1. The using department is responsible for entering a requisition for purchase that includes the following information:
 - a. The quantity of each type of weapon or ammunition requested
 - b. A detailed description of the type of weapon or ammunition requested (i.e. .40 Smith and Wesson, nine-round, semi-automatic pistol)
 - c. The reason the weapon or ammunition is necessary (i.e. new hire)
 - d. Quote(s) from the suggested vendor(s)
2. The requisition, once entered into E1, automatically goes through the department requisition approval process and is routed to the County Purchasing department.

B. PURCHASING

1. Upon receipt of the weapon or ammunition requisition, the Procurement Officer determines the appropriate method of acquisition in alignment with the Pinal County Procurement Code and proceeds accordingly.
2. Once source selection is complete, the Procurement Officer completes the Federal Excise Tax (FET) Exemption Certificate and forwards to the Finance Director for signature.
3. An electronic copy of the signed FET is attached to the requisition and the Procurement Officer proceeds with the purchase order.
4. The FET Exemption Certificate with original signature must be mailed to the vendor accompanied by a copy of the purchase order.
5. Delivery of weapons shall be made to the requesting department, however the shipping documents must be forwarded to the Finance Department within three business days.

C. INVENTORY

1. Each department in ownership of weapons is responsible for keeping a detailed inventory of all weapons purchased.

2. Each Elected Official or Department Director shall provide a written inventory of ALL weapons purchased or assigned to their department (including type, caliber, and serial number) to the Finance Department by June 30th of each year. The disposition of ANY weapon which is removed from service by a department must be detailed by that department within the inventory in addition to any statutory or departmental requirements.

D. DISPOSITION

1. ALL disposition of weapons, whether through auction, sale, trade-in or other means MUST be approved prior to disposition per the Pinal County Procurement Code:
 - a. Dispositions of value up to \$100,000 shall be approved by the Finance Director (through delegated authority of the Board of Supervisors).
 - b. Dispositions of value \$100,000 or more shall be approved by the Board of Supervisors.
 - c. Disposal of a firearm in accordance with ARS 38-1115 shall be approved by the Board of Supervisors regardless of value.
2. To initiate a disposition of weapons, the using department shall provide a list of weapons to be disposed of to the Finance Director that includes:
 - a. The quantity of weapons to be disposed of;
 - b. A detailed description of the type of weapon(s) being disposed of (i.e. .40 Smith and Wesson, nine-round, semi-automatic pistol);
 - c. Serial numbers for all weapons being dispositioned;
 - d. The method of disposition and identity of receiving party (if known);
 - e. The approximate value of weapons being dispositioned;
 - f. The reason for the disposition
3. Upon approval of disposition, the using department may proceed with the disposition of weapons and removal from inventory.