


Florida Fish and Wildlife Conservation Commission  
**Internal Management Policies and Procedures (IMPP)**

	<b>TITLE</b>	<b>IMPP</b>
	Work Use of Firearms by Non-Sworn FWC Employees	1.34
		<b>EFFECTIVE DATE</b>
		August 27, 2018
	<b>APPLICABILITY</b>	RESCINDS/AMENDS
	All Employees	N/A
<b>REFERENCES:</b> SECTION 790.06, FLORIDA STATUTE; SECTION 790.174, FLORIDA STATUTE <b>AUTHORITY:</b> SECTION 790.33(4), FLORIDA STATUTE; EXECUTIVE DIRECTOR		
<b>IMPP OWNER:</b> GENERAL SERVICES		

**POLICY**

It is the policy of the FWC to direct non-sworn employees in the use of firearms required as part of assigned job duties and to provide employees with the corresponding requirements concerning training and accountability. This policy establishes a uniform, agency-wide baseline for the purposes of safety and accountability but is not intended to replace higher standards of proficiency, safety, and procedure implemented on a program-by-program basis. However, nothing in this IMPP should be construed to limit the rights of an employee to carry a concealed firearm as a private citizen as provided in [Section 790.06, Florida Statutes](#).

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**1.34.1 DEFINITIONS**

**Employee** – Non-sworn employee and volunteers whose regular job duties may require the use or handling of firearms and are not otherwise prohibited by law to possess firearms. This does not include contractors; the written agreement between FWC and a contractor will determine whether a particular contractor is obligated to observe this policy.

**Firearm** - Any device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. Firearm applies to both FWC-issued and FWC-approved firearms, including employees' privately-owned firearms that have been individually approved by FWC for use in official duties. Notwithstanding the preceding definition, the following are specifically excluded from the provisions of this IMPP: bang sticks, signaling devices, hand or stationary launchers used for prescribed burns, net guns, cannon nets, rocket nets, dart guns, paintball guns, pellet guns, and air guns.

### **1.34.2 PROCEDURE**

#### **Use of Firearms:**

- A.** Only Employees who have received prior authorization in writing from their supervisor may use firearms as part of their job duties.
- B.** Only FWC-issued or approved firearms will be used in the performance of duties.
- C.** Prior to using a firearm, the employee will inspect it for serviceability ensuring that it is in clean working condition.

### **1.34.3 EMPLOYEE RESPONSIBILITY AND LIABILITY**

- A.** All firearms carried for work purposes are the responsibility of the employee and will be subject to inspection at any time.
  - 1.** Employees carrying a firearm for work purposes must do so in a responsible manner. No FWC employee, while on duty, shall use a firearm in a manner that is unrelated to assigned duties, or which is unsafe or endangers any person. When carrying a firearm, the employee shall have a Commission-issued identification card readily available.
  - 2.** FWC-issued firearms shall not be used for personal use. Off-duty employees shall not carry a FWC-issued firearm on their person or in their vehicle except, when approved by the supervisor, for transportation, cleaning and maintenance.
  - 3.** Personal firearms may not be used for non-work-related purposes while on duty.
  - 4.** Employees that choose to use a personally owned firearm for work purposes are responsible for cleaning and maintaining the firearm in a safe condition.
- B.** Employees are responsible for ensuring FWC-issued, or approved personally owned firearms are the appropriate tool for the intended purpose when the employees' duties warrant the use of a firearm.
- C.** Employees shall not carry any firearm, on or about their person, in a manner concealed to the public unless they are legally permitted to do so pursuant to Florida's concealed firearms law.
- D.** Employees are responsible for informing their supervisor if they are prohibited from carrying firearms by law or court order.

### **1.34.4 TRAINING**

- A.** All employees authorized to use firearms for work purposes must receive basic firearm proficiency and safety awareness training. Those employees that were authorized to use firearms for work purposes prior to the creation of this IMPP, shall complete an FWC firearms safety course within one year of the date of approval of this IMPP. All other employees authorized to use firearms for work purposes must complete such course prior to utilizing firearms for work purposes.

- B. The FWC firearms safety course, coordinated through FWCs Hunter Education Staff, will be offered at least annually and will include demonstration of safe handling at an approved range with a Range Safety Officer. Section Leaders will be responsible for ensuring the required training is completed and for maintaining documentation of training. Section Leaders may delegate this responsibility in writing to a subordinate who is qualified to fulfill this role, so long as the delegate is not the same as the employee. Employees authorized to use firearms for work purposes may voluntarily opt to retake the FWC firearms safety course, or take an FWC Hunter Safety Course including practice at an approved range, as a part of their job duties, on an annual basis. Supervisors may require employees to retake the FWC firearms safety course at their discretion.
- C. Employees that have taken the FWC firearm safety course must complete an on-line FWC firearm safety refresher course every four years.

#### **1.34.5 STORAGE, CLEANING, AND MAINTENANCE OF FIREARMS & AMMUNITION**

- A. All FWC-issued firearms and ammunition shall be stored in accordance with the same storage requirements identified in [Section 790.174, Florida Statutes](#).
  - 1. All ammunition and FWC-issued or approved firearms shall be stored unloaded in a safe, secure, lockable and non-portable location while in FWC facilities.
  - 2. All firearms shall be transported unloaded in safe, secure, cases. Firearms will only be loaded immediately prior to use.
- B. All employees shall use the appropriate, commercially-produced ammunition specific to each approved firearm.
- C. All firearms shall be maintained in a clean and fully serviceable condition in accordance with the manufacturer's recommendations. Personally owned firearms shall be cleaned and maintained by the owner. FWC-owned firearms shall be cleaned and maintained by the Section Leader or designee. Firearms shall be unloaded and remain unloaded during cleaning. All ammunition shall be removed from the immediate area before cleaning firearms.

#### **1.34.6 REQUIRED RECORDS**

- A. Each Section Leader or designee shall maintain accurate and complete inventory of FWC-owned firearms and records of property assignment. Additionally, they shall ensure compliance with purchasing rules and policies when making firearm-related purchases.
- B. Each FWC-owned firearm not assigned to a single individual shall have a corresponding check in/check out system to be maintained by the Section Leader or designee.
- C. Each Section Leader or designee shall submit to the Office of Human Resources accurate training records of staff that have been approved to use firearms as a part of their duties, as well as confirmation of the date the employee took a FWC firearm safety course and each refresher course. Such records will be maintained in the employee's personnel file.

**FORMS**

FORM NUMBER	FORM TITLE
	None

Approved: Thomas H. Eason  
Eric Sutton, Executive Director or Designee

Date: August 27, 2018

History: Est.: 08/27/2018