**NASI DISPLAY OF FIREARM, FIREARM SAFETY & FIREARM SHOOTING POLICY**

Being an armed NASI security officer is a professional privilege and not to be taken lightly. Each day, prior to assuming duties at an NASI armed security account, you need to remind yourself of the great responsibility you bare in protecting the client and personnel who’s well-being you are to safeguard.

You also need to understand you have the duty to uphold the reputation of your client, your company, your profession, and yourself. As an armed security officer, you will be required to, and given the opportunity to, maintain a higher level of professional training and responsibly.

The policies and procedures to follow were developed to not only protect NASI, but also to protect the officer. As an NASI armed security officer, you will be required to know and adhere to all of the following guidelines, policies, and procedures. You must read, understand, and sign all attached policies, guidelines, and training agendas. We at NASI want your employment with us to be rewarding and safe.

# 1. BASIC GUIDELINE

It is imperative that the NASI security officer understand the un-holstering, display or use of a firearm is for defensive purposes only and should only be un-holstered, displayed or used if all reasonable alternatives have been exhausted or the immediate threat situation will not allow the officer to safely use other defensive alternatives. You may un-holster, display or, if the circumstance dictates, discharge your firearm, only when you believe there is an immediate threat of being killed or sustaining great bodily injury to yourself or in the defense of another to protect them from death or great bodily injury.

NASI security officers must also understand that firearms safety is of the utmost importance; all basic firearms safety guidelines shall be strictly adhered to. Any violations regarding these policies could result in immediate termination, criminal prosecution, and/or civil actions against you, the client, and NASI.

# 2. FIREARMS SAFETY POLICIES

1. When storing a firearm, you must ensure that the weapon is in a secure location, such as a safe or secured with a commercial locking device on the weapon. The location should be where children or others do not have access to. You must be aware that any time you remove your firearm from its protective holster you increase the odds for an accidental discharge. The device or safe must meet DOJ requirements.

\*If you are using your firearm for home protection you must take necessary precautions to ensure children or others do not have immediate access to your firearm. You must obey and adhere to all state laws and regulations regarding possession of a firearm in

the home.

NASI accepts no responsibility for your actions in the use or display of your firearm for any reason outside of NASI employment.

1. Ammunition should be kept separate from your weapon.

1. Treat all firearms as if they were loaded.

1. Never accept any firearm from someone else unless you check it to determine if it is loaded or not. Never assume that a firearm is unloaded. The weapon must be checked each time it is handled.

1. Always keep the firearm pointed in a safe direction, even if it is unloaded.

1. Never load your firearm with ammunition that is the wrong caliber. Check all ammunition first before loading. Do not use rusty or old ammunition.

1. Keep your finger off the trigger until you are ready to shoot. Your trigger finger should be alongside of the frame, not on or in the trigger guard.

1. Firearms shall be maintained properly to ensure they function properly. If you find your weapon is not functioning properly or is damaged in any way, you shall immediately notify the operations manager of the problem and immediately make arrangements to fix or replace the weapon to avoid delays in working your assignment.

1. Never bring a loaded firearm into any NASI building or training facility unless you are working in uniform or you were told to do so by the Operations Manager or the firearms training staff.

1. Never load or unload your weapon in your car or at your post location. This type of activity increases the chances of an accidental discharge and may result in criminal prosecution as well as immediate termination.

1. Never leave your firearm in your vehicle unless it is absolutely necessary. It is very important for you to plan your workday ahead of time.

1. You must always remember that a firearm is a lethal weapon and serious repercussions will ensue as a result of its misuse.

# 3. FIREARMS EQUIPMENT POLICIES

1. Every weapon carried by any NASI security officer, either issued by NASI or owned by you, must be checked and approved by the Operations Manager. Semi-auto handguns that are approved by NASI are the Glock 9mm, Beretta 9mm, Sig Sauer 9mm. and Smith and Wesson Sigma 9mm as well as others if approved by NASI.

All revolvers must be approved by the NASI Operations Manager. You will never carry a firearm you are not authorized to possess either by California state law and/or NASI policy.

1. You shall have the proper size holster for your firearm and bring it to the Operations Manager for approval.

1. You shall carry the proper amount of ammunition which is compatible for your firearm. If you carry a .38 revolver, you shall have 6 rounds in the cylinder and two loaded 6round speedy loaders that are compatible with your weapon for a total of 18 rounds.

If you carry an approved semi-auto, you must have a minimum of three magazines loaded to capacity, not to exceed 10 rounds compatible for the weapon. You must carry one magazine for your weapon and two magazines in your compatible magazine pouches. You shall have in your possession magazines that do not exceed a 10 round maximum capacity.

1. Ammunition must be factory-made, hollow point. No armor-piercing, magnum, or hard ball ammunition.

1. All armed security officers must qualify twice a year not less than 4 months a part during the officers 2 year firearms permit. Proof of qualification must be forwarded to an NASI manager and the NASI trainer after each qualification.

1. All armed security officers shall qualify and carry only the firearm approved by NASI and the firearm used to qualify during a BSIS qualification course.

1. If your holster, speedy loaders, magazines, or magazine pouches have become damaged, you shall immediately notify the Operations Manager so arrangements can be made to replace the holster to ensure your safety.

1. You are not allowed to carry backup weapons of any kind.

1. You shall never carry any weapon in the single-action position, revolvers or semi-auto.

1. You shall never carry a replica or simulated weapon on duty; this is a direct violation of California Code of Regulations 631.b

1. You are not allowed to carry any unauthorized striking or stabbing instrument what-so- ever. Any knife and or striking weapon must be approved by the Operations Manager or the training staff; this includes inspection of any knife.
2. You are not authorized to carry a Taser unless it has been approved by the client, Operations Manager, or training staff and you have certification regarding Taser training.

1. Pepper Spray must also be approved by the Operations Manager and you must have proof of certification in the use of Pepper Spray prior to you working a post.

1. You shall never use a firearm belonging to NASI for duty outside of NASI employment.

1. You shall never transport an NASI-issued weapon belonging to NASI to any location other than NASI-sponsored employment, BSIS firearms qualification, and/or NASI firearms training.

1. You shall be in possession of your valid BSIS guard card and valid firearms qualification card at all times during employment with NASI.

# 4. TRANSPORTATION LAW

California Penal Code 12031(d) (5), allows an armed security officer to be armed in the scope of their duties and carry a loaded firearm while in full uniform to and from their place of employment. Do not stop along the way or take any part of your uniform off while in transit. Stopping along the way is poor officer safety and could be very dangerous.

# 5. DISPLAY OF FIREARMS

1. You shall not display your weapon unless you believe there is imminent danger to yourself or another (Refer to NASI shooting Policy). You shall not draw or exhibit (display) a firearm unless in the act of self-defense and if based on the proximity of an armed attacker to you displaying of the fire arm might prevent an attack.

Example:

A suspect with a knife is threatening the officer or another at a distance of 21 to 25 feet away and is obviously directing the threat directly towards them. Due to the close proximity of the suspect to the officer or other potential victims, the displaying of the officer’s weapon would be appropriate and necessary. Displaying of the officers weapon along with commands and warnings given to the suspect by the officer may ultimately deter the suspect from attacking therefore avoiding an officer involved shooting.

This action must be immediately reported to the police and supervision.

1. You shall not display or un-holster your weapon as a mere threat. There must be a viable threat to the officer or another. If unjustified, this action could result in criminal prosecution.

1. If you remove your weapon from its holster or if your weapon is displayed while on duty you must immediately notify law enforcement and your supervisor and complete a report of the events that led up to the un-holstering or display of your weapon.
2. You shall never place your hand on the grip portion of your firearm unless it is in the legal and lawful performance of your duty.

1. In the event you have an accidental discharge, you shall immediately notify the local law enforcement agency and notify your supervisor. You will then document a complete report on the events that led up to the discharge of your firearm.

1. You shall never remove your firearm from its holster to show it to another officer or anyone else unless it is approved by either the training staff or the Operations Manager. Horseplay with weapons will not be tolerated. If you are involved in horseplay involving your firearm, you will be termination.

1. Never load or unload a weapon inside of any NASI building or training facility unless told to do so by a firearms training staff member.

1. You, as an officer employed by NASI, shall never provoke a shooting.

1. In the event of an armed situation, you must take into consideration what your background is and how serious the threat is.

1. Never fire at an unidentified target, or on an unarmed subject who is not posing an immediate deadly or grave threat to you and/or innocent bystanders. (SEE SHOOTING POLICY BELOW).

1. In the event that you are involved in a shooting, you shall immediately notify local law enforcement and emergency medical services. When able, you shall notify your supervisor, who will be responsible for making other notifications to the Operations Manager, Vice President, and CEO. (SEE SHOOTING POLICY BELOW).

1. It will also be your responsibility to notify the BSIS and complete their violent incident report.

# 6. SUPERVISOR RESPONSIBILITIES

1. Supervisors have the responsibility of ensuring all policies and procedures handed down by NASI are strictly adhered to. This will ensure officer safety issues and help safeguard against liability issues.

1. Make random checks of equipment (NOT WEAPONS AS THIS IS UNSAFE) and

firearms qualification cards of all officers to ensure that none of the above policies or procedures are violated.

1. Any and all violations shall be immediately documented by the supervisor and forwarded to the Operations Manager for review.
2. No violation shall be uncorrected. Should the supervisor have any questions as how to correct an issue, they will immediately consult with the Operations Manager. It is imperative that these matters be handled expeditiously.

1. If a supervisor discovers that a serious violation has occurred, such as horseplay, they shall immediately notify the Operations Manager and Vice President, and the officer involved should be immediately removed from their post. Allowing the officer to continue to work could result in serious liability issues.

# 7. QUALIFICATION GUIDELINES

1. You must comply with all BSIS training and firearms qualification. Any officer who fails to comply with or is unable to provide documentation of training shall be removed from their post and duties until they are in compliance.

1. You will also be responsible for understanding the NASI International shooting policy.

1. If you do not understand any part of these guidelines, policies, and procedures, you shall immediately contact your immediate supervisor for clarification.

# 8. FIREARMS SHOOTING POLICY

NASI’s policy governing the display and discharge of a firearm shall be strictly adhered to at all times by all of this company's employees. All officers shall read and understand all polices of this company. NASI understands there is a very real possibility that NASI officers will be placed into a position of protecting themselves or others from imminent danger of death or great bodily injury. If possible the officer must attempt to avoid a deadly force encounter and take every reasonable precaution as not to provoke a deadly force situation.

Firearms shall be regarded as defensive weapons and shall be used only in the absence of reasonable alternatives. Officers shall understand that in case of a situation that may result in the un-holstering, display, or discharge of their firearm and circumstances allow, if reasonable, they must attempt to avoid a deadly force encounter by notifying local law enforcement allowing them to handle the situation, using cover and concealment, or tactical communication from a safe distance. However, if the threat is an immediate threat of death or great bodily injury to you or another and any delay in your necessary and immediate action could result in death or great bodily injury to you or another then the use of deadly force would be appropriate. Remember, just displaying a firearm in an inappropriate manner can cause irreparable consequences.

It shall be your responsibility to the use of firearms only when reasonably necessary and justified when one or more of the following extenuating circumstances exists.

* Immediate Threat - In self-defense or in defense of another when you reasonably believe there is an immediate threat of death or great bodily injury to yourself or to others. You must understand that just un-holstering your weapon is a very serious event.

* Substantial Risk - There is a substantial risk that the person whose arrest is sought will cause death or serious bodily harm if immediate intervention is delayed. You must consider the possibility of an Active Shooter incident when working areas that are open to the general public or where an active shooter has immediate access to innocent victims.

* It is your responsibility to understand the seriousness of discharging your firearm; therefore, you must take into account the presence of innocent persons if a deadly force encounter takes place. Background issues shall always be considered as well as distance and target identification.

* At no time will a firearm be used to kill an animal that is critically injured. You shall notify animal control and/or local authorities.

* At no time will a firearm be used to shoot at a moving vehicle unless circumstances dictate the use of a firearm as a final means of defense to protect yourself or others from an immediate threat of being killed or sustaining great bodily injury from the suspect. Remember, a vehicle is not the suspect we do not shoot at cars only a person with a weapon.

This policy is not intended to prohibit you from using a firearm during authorized practice and training at an approved training area.

**9. POLICY ENFORCEMENT:**

The discharge of any weapon by careless or negligent handling by any employee shall constitute a neglect of duty.

Any discharge of a firearm by a member of this company, for whatever reason except as part of an authorized training exercise or recreational shooting, shall be immediately reported and documented by the involved employee in compliance with the existing policy of this company.

Note: Firearms may not be used off duty unless they are used for practice and qualifications.

In the event you are involved in a shooting, you shall immediately notify the local law enforcement agency and if necessary emergency medical services. When it is safe, you shall notify your immediate supervisor who in turn shall notify the Operations Manager. The Operations Manager will notify the Vice President and the CEO. You shall document a complete report regarding the events that led up to the shooting.

In the event of an accidental discharge you shall immediately notify the local law enforcement agency and notify your immediate supervisor who will then notify the Operations Manager. The Operations Manager will notify the Vice President and the CEO. You shall document a complete report regarding the events that led up to the accidental discharge.

Any circumstance, involving the discharge of a firearm by any employee of this company with the exception of training, qualification and recreation (practice) shall be thoroughly documented and reviewed by Training and the Operations manager.

**NASI**

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**ACKNOWLEDGMENT OF UNDERSTANDING & COMPLIANCE**

# I have read and understand the DISPLAY OF FIREARM, FIREARM SAFETY &

**FIREARM SHOOTING POLICY** and will comply with all requirements. Additionally, I have been given a chance to ask any questions I have on the policy and have had them answered satisfactorily. Furthermore, I understand that should I have any questions about the policy in the future, I may ask my supervisor for clarification at any time.

Officer Name: (Print legibly) Officer Signature:

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name (Print) Supervisor Signature

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October, 2016

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