



Illinois Department of Corrections

Administrative Directive

Number: 01.02.115	Title: Department Weapons Authorization	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.02.115 effective 9/1/2020

Authority: 720 ILCS 5/24-2 and 24-9 730 ILCS 5/3-2-2, 3-6-4 and 3-14-2 20 IAC 501	Related ACA Standards: 5-ACI-1D-20, 5-ACI-3A-28, 29 and 33
Referenced Policies: 03.03.103, 05.01.122, 05.01.123	Referenced Forms: DOC 0208 – Weapons Qualification and Authorization Card DOC 0467 – Weapons Authorization

I. POLICY

The Director may authorize any employee to carry a weapon who has successfully completed Department firearms training and qualification and whose specific job duties and assignments may require the carrying of a weapon to ensure the safety and security of the Department's facilities, staff, individuals in custody and the public.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the Department's authorization for certain employees to carry firearms.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

Unless authorized to possess or carry firearms or ammunition under the provisions established herein, employees shall be prohibited from possessing or transporting a firearm or ammunition while on duty or while traveling in a State vehicle, regardless of individual licensure under the Firearm Concealed Carry Act [430 ILCS 66/].

F. Requirements

Employees who are or may be required to use or carry weapons in the performance of their duties shall be issued one or both of the following weapons authorization cards in accordance with Administrative Directive 03.03.103.

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1. The Weapons Qualification and Authorization Card, DOC 0208, shall be issued to staff such as correctional officers, correctional treatment officers, sergeants, lieutenants, Shift Supervisors and other staff designated by the Director upon successful completion of the Institutional Firearms training curriculum. Holders of this card shall be authorized to receive weapons from a facility's armory and be required to return the weapons upon completion of the specific assignment or at the end of the shift.
2. The Weapons Authorization, DOC 0467, shall be issued to staff who are authorized to carry or use a State-authorized weapon in the free community, as approved by the Director, in the performance of his or her official duties, such as parole agents, internal investigators, Tactical Response Team members, executive staff and other staff designated by the Director upon successful completion of the Field Operations training curriculum. State-authorized weapons shall be personally assigned State-owned weapons.

G. Requests to Carry a Firearm

1. Requests for Department authorization to carry a firearm shall be submitted through the chain of command to the Director for approval. The request shall include:
 - a. Statement of ownership of the firearm, for example, State-owned;
 - b. Identification of the firearm by manufacturer, make, caliber, serial number and length of barrel;

NOTE: Only weapons that meet the specifications set forth in Administrative Directive 05.01.123 shall be considered.

 - c. Documentation that the employee has successfully completed the Department's Field Operations training curriculum and is qualified with the firearm in accordance with Administrative Directive 03.03.103;
 - d. The employee's Illinois Firearm Owner's Identification (FOID) Card number and expiration date; and
 - e. A statement of the employee's job duties or assignments that require the carrying of a firearm.
2. Requests shall be reviewed and considered on an individual basis.
 - a. If approved, the employee shall be issued a DOC 0467 containing the following information:
 - (1) A photograph of the employee (bearer);
 - (2) The bearer's name;
 - (3) Personal information such as height, weight, hair, eyes, date of birth and badge number;
 - (4) The Director's signature;
 - (5) A description of each weapon the bearer is authorized to carry, including the make, caliber and the serial number;
 - (6) FOID number; and

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- (7) The expiration date of the card.
- b. The DOC 0467 shall be carried at all times when the employee is in possession of the firearm.
- c. The Director may, at his or her discretion, rescind the authorization for the employee to carry a firearm at any time.

H. Responsibilities of Individuals Authorized to Carry Weapons

- 1. Bearers of a DOC 0467 shall:
 - a. Comply with federal and State statutes and departmental rules and directives pertaining to the possession and use of a firearm.
 - b. Requalify with the firearms annually in accordance with Administrative Directive 03.03.103. Failure to do so shall result in the revocation of the DOC 0467.
 - c. Maintain a current FOID card. A copy of the renewed FOID card shall be sent to the Commander of Special Operations.
 - (1) The Commander of Special Operations shall verify that the FOID card has been reissued and ensure the DOC 0467 is updated to reflect the current FOID card number.
 - (2) Failure to maintain a current FOID card or submit the renewed FOID card to the Commander of Special Operations shall result in automatic revocation of the DOC 0467.
 - (3) Employees shall notify their supervisor if their FOID card is revoked, for any reason, or expires prior to the DOC 0467 renewal date.
 - d. Conceal the weapon beneath outer garments with no public display, whenever possible.
 - e. When time and circumstances permit, ensure that his or her badge is visible prior to presenting the firearm.
 - f. Only carry one firearm unless otherwise authorized by the Director.
 - g. Only carry State-authorized firearms while on duty, unless otherwise authorized by the Director.
- 2. The firearm shall:
 - a. Be in accordance with the requirements set forth in Administrative Directive 05.01.123.
 - b. Be loaded only with ammunition specified by the Department in Administrative Directive 05.01.122.
 - c. Remain holstered except when being cleaned, used on a firing range or in use under the guidelines of departmental rules, directives or policies.
 - d. Be secured at all times.
 - e. Be stored safely in accordance with 720 ILCS 5/24-9. Parole Agents and Parole Commanders shall store authorized firearms:

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- (1) In the weapons vault permanently affixed in the trunk of their State vehicle; or
 - (2) Safely unloaded and secured with a gun locking mechanism in their residence.
 3. The improper use of a firearm shall result in departmental sanctions and may result in civil or criminal sanctions.
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