

## **PSF-4.02 - Firearms, Confiscated, Acquisition of**

### **FIREARMS, CONFISCATED, ACQUISITION OF**

*Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority*

ARB-PSF-4.02

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#### ***Section 1- Procedure***

The Training Division (Training) manager will prepare for the Chief's approval a written request for the transfer of specific confiscated weapons. All firearms transferred to the Bureau's control under City Code 14.32.110(e) will be taken to the Bureau's Armory and will be inventoried and inspected annually. Weapons of historical value may be transferred in accordance with DIR 1060.00.

The Training manager is responsible for the reception, storage, issuance and accountability of firearms owned by the Bureau. It will be the responsibility of the Training manager to maintain the position of Armorer.

The Armorer will:

- a. Keep a current inventory of all Bureau weapons to include the manufacture, caliber, description, serial number and the responsible person or office.
- b. Periodically examine confiscated weapons to ensure they meet operational requirements.
- c. Issue requested weapons to each division or member by means of a hand receipt.

The Training Division manager will review annually the number and type of weapons in the Bureau inventory and as necessary dispose of unneeded weapons. When a weapon is no longer of use to a division, it will be returned to Training, who will either re-issue it or deliver it to the PED for destruction.

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#### ***Section 2- References***

City Code 14.32.110 and City Ordinance #139057 Seizure and Disposition of Weapons  
DIR 1060.00 Weapons, Dangerous and Deadly, Disposition and Disposal of

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#### ***HISTORY***

Submitted for inclusion in PPD March 6, 2002.

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