



Shelburne Police Department

		SUBJECT: Personally Owned Patrol Rifles/Shotguns
EFFECTIVE DATE: July, 6, 2025 Revised Date: October 9, 2026		NUMBER: General Order # 23
REFERENCE: Supersedes all previous		SPECIAL INSTRUCTIONS:
REEVALUATION DATE:	APPROVED:	NO. PAGES: 5
Approved: <i>Joshua J. Flore</i>		Date of Approval: October 9, 2026

1. POLICY

- A. Officers who are trained and qualified to carry a patrol rifle may carry an approved personally owned semi-automatic patrol rifle while performing lawful duties.
- B. Personally owned patrol rifles are required to be of AR-15/MCX rifle or carbine platforms; pistol AR-15/MCX are prohibited. The rifle must be equipped with, at minimum, the following items:
 - i. a functioning manual safety
 - ii. a functioning sling
 - iii. an attached quality flashlight approved by the Shelburne Police Department Rifle Instructors
 - iv. Iron-style sights that do not rely on battery or other power. Iron sights are not required if using an optic that has a visible, non-illuminated sighting reticle.
 - v. three removable magazines in good working condition
- C. Personally owned rifles must be functionally sound and have a minimum barrel length of 10.5 inches. They may only be chambered in approved calibers, to be determined by the Department armorers / Firearms Instructors.
- D. Officers who are trained and qualified to carry a patrol shotgun may carry an approved personally owned semi-automatic or pump action patrol shotgun while performing lawful duties. The shotgun shall have a magazine tube that is capable of holding at least 5 rounds.

- E. Personally owned patrol shotguns are required to be 12 gauge and chambered for 2 ¾ or 3-inch shells. The shotgun shall have a magazine tube that is capable of holding at least 5 rounds. Shall have at least a front bead sight, but preferably iron sights or a red dot optic. Shall be equipped with a sling. Patrol shotguns will be submitted for approval
- F. Only Department-issued ammunition shall be carried and used with personally owned patrol rifles. The Department will issue enough ammunition to allow officers to load three 30 round magazines.

Only Department-issued ammunition shall be carried and used with personally owned patrol shotguns. The Department will issue an appropriate load out of buckshot and slug shotgun ammunition.

- G. Officers will be required to zero, train, and qualify with their personally owned rifle and/or shotgun annually as prescribed by the Vermont Criminal Justice Council. A Department armorer / Firearms Instructor will record the make, model, and serial number of the personally owned rifle and/or shotgun which will then be maintained in the training record. A copy of any National Firearms Act Tax stamps for the rifle and/or shotgun or peripheral equipment will also be kept with training records. A photograph of the firearm will be maintained in the records.

2. OFFICER RESPONSIBILITIES

- A. Officers are solely responsible for the care and maintenance of personally owned rifles and/or shotguns and approved attachments and accessories.
- B. A visual inspection and function check of a personally owned rifle and/or shotgun shall be completed at the beginning of each shift by its owner. Any rifle and/or shotgun found with deficiencies must immediately be removed from service and reported to the Department armorer / Firearms Instructor. It may not be carried until such time as it is repaired and inspected by a Department armorer / Firearms Instructor and a visual and function check is again completed by the owner.
- C. Any repairs to the rifle and/or shotgun are required to be completed by an armorer / Department Firearms Instructor who has received training specific to the AR-15/MPX platform or applicable shotgun manufacturer at the owner's expense. A Department armorer / Firearms Instructor may assist with repairs using parts provided at the owner's expense. If the rifle and/or shotgun cannot be repaired by a Department armorer / Firearms Instructor, it is the officer's responsibility to have the rifle and/or shotgun

repaired by a gunsmith with expertise on the AR-15/MCX, or the shotgun platform or the manufacturer.

- D. Officer owned weapons will be inspected by a Department armorer / Firearms Instructor at a minimum of once per calendar year and a Department armorer / Firearms Instructor may inspect officer owned weapons at any other time without notice or cause. Successful inspections by the Department armorer / Firearms Instructor do not take the place of an officer's ongoing duty to continue to responsibly care and maintain personally owned rifles and/or shotguns and approved attachments and accessories.
- E. Officers are responsible for any damage to their rifles and/or shotguns and accessories during training and deployment associated with its use.
- F. **Storage and use:**
 - i. While on duty, officer owned rifles and/or shotguns must be carried "cruiser ready" and secured in either the locking cruiser rifle or shotgun rack, or drawer, or in a bag specifically designed for carrying a patrol rifle and/or shotgun in the trunk.
 - ii. Officers may stow their approved owned rifle and/or shotgun in their lockers while off duty, or the Department owned Firearms Safe.
- G. If an officer owned rifle and/or shotgun is discharged in the line of duty, if necessary, that weapon will be submitted for evidentiary reasons as part of the investigation. The Shelburne Police Department will not reimburse or compensate an officer for any loss of use associated with this submission.

3. ACCESSORIES

- A. Officers authorized for personally owned rifle and/or shotgun carry are permitted to use an approved optic sight. The sight used must be inspected and approved by the Department armorer / Firearms Instructor.
- B. Regardless of chosen optic system, personally owned rifles and/or shotguns are required to have a backup iron sight system in the event of a failure. Iron sights are not required on the rifle and/or shotguns if the optic has a visible, non-illuminated sighting reticle, which is not reliant on batteries.
- C. Officers may add approved accessories at their own expense. Approved accessories are items that can be added to the rifle and/or shotgun without permanent modification and include:

- i. foregrip (drop in or free float)
- ii. vertical grip
- iii. extended trigger guard
- iv. extended or ambidextrous magazine release
- v. oversized bolt catch
- vi. light switches
- vii. aftermarket stocks (including folding stocks)
- viii. aftermarket bolt carrier group
- ix. charging handles
- x. end plate
- xi. compensator
- xii. ambidextrous selection switch
- xiii. aftermarket grips with storage
- xiv. suppressors
 - 1. Suppressors provide a valuable hearing-saving function and protect the hearing of both the user and those around them. As such, suppressors are allowed but must be removable. Officers will be required to zero the rifle with both the suppressor on and off to account for any changes in accuracy. The serial number of the suppressor will be maintained in the training record as will a copy of the NFA tax stamp, if applicable, associated with it.

D. Use of any of these items will require inspection by a Department armorer / Firearms Instructor before duty use. A Department armorer / Firearms Instructor cannot inspect or approve their own rifle and/or shotgun.

- i. Any modification which requires an NFA tax stamp must be accompanied by one.
- ii. Any accessories selected by the owner for duty must be affixed when the owner qualifies with the weapon. At the time of qualification, the affixed accessories will be recorded by a Department armorer / Firearms Instructor on a Personally Owned Rifle or Personally Owned Shotgun Inventory Sheet. Additional/alternative accessories **may not** be affixed to the firearm until the next qualification session at which time the Personally Owned Rifle Inventory Sheet or Personally Owned Shotgun Inventory Sheet shall be updated by a Department armorer / Firearms Instructor to reflect changes.

E. Permanent modifications which alter the function/operation of the rifle or shotgun are prohibited.

- F. Rifles and shotguns may not have any engraving, etching, or markings which could be perceived as unprofessional or offensive. This includes ejection port cover engravings with inappropriate phrases. The Chief of Police shall make final determination in evaluating phrases which may be considered offensive or unprofessional.
- G. Rifles and/or shotguns may not be equipped with adjustable or binary triggers or FRT's. Aftermarket triggers must be from a quality manufacturer, rated for no less than 3 and one half (3.5) pounds, and approved by a Department armorer / Firearms Instructor.

4. MISCELLANEOUS

- A. Off duty, officers are responsible for ensuring the proper operation and storage of any personally owned rifle and/or shotgun and compliance with all applicable State and Federal firearms laws; the Department shall not be liable for any claim or injury associated with a personally owned rifle and/or shotgun when the officer is not on duty.
- B. The Department reserves the right to rescind an officer's approval to carry a personally owned rifle and/or shotgun for any reason at any time.
- C. All relevant Department directives shall apply to personally owned rifles and/or shotguns.