



Armed Policing Operations

Standard Operating Procedure

Notice:

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This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.

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1. Purpose

- 1.1 This Standard Operating Procedure (SOP) supports the Police Service of Scotland (hereinafter referred to as Police Scotland) Policies:
- Armed Policing
 - Major Incident and Emergencies
 - Specialist Operations
- 1.2 The Authorised Professional Practice (Armed Policing) (APP (AP)), as adopted by Police Scotland, is the source of firearms policy and practice within the Service.
- 1.3 Whilst a policy of 'Contain and Negotiate' may be a preferred response to many firearms incidents, it should be clearly understood that there is no single policy or tactic contained within the APP (AP) or National Police Firearms Training Curriculum (NPFTC) (available via the Chief Firearms Instructor) that can provide an all-encompassing response to meet all types of threat that may be anticipated or encountered.
- 1.4 Therefore, when determining policy and tactics, it is necessary to be aware of all of the options available in the APP (AP), and any additional options currently approved by the Police Scotland Strategic Firearms Lead Officer.
- 1.5 Operationally, there is a requirement, when dealing with all firearms incidents, for policies, powers and tactical options to be assessed and reviewed on an on-going basis to ensure that they continue to provide the most proportionate, legal, accountable, necessary and least intrusive response to developments in information and circumstances.
- 1.6 Accordingly, the tactical option identified as the most appropriate in the early stages of an incident may require to be amended to an entirely different option, as a result of updated intelligence or as a consequence of the actions of the subject(s).
- 1.7 APP (AP) is available to all officers via the Intranet and is accessible to the public via the internet.

2. Armed Policing Strategic Threat and Risk Assessment

- 2.1 During 2003, the Home Office developed Codes of Practice on the Police Use of Firearms and Less Lethal Weaponry, which were circulated to all Chief Constables in England and Wales.
- 2.2 The Codes of Practice were established under Section 39 of the Police Act 1996 and permit the Secretary of State to issue such Codes of Practice relating to the discharge by Police Authorities of any of their functions.

- Chapter 3.1 of the Codes of Practice requires the Chief Constable to nominate a lead Chief Officer for the Force on firearms matters, who must be of at least ACC rank;
 - Chapter 3.2 of the Codes of Practice placed a requirement on Chief Constables in England and Wales to undertake a Firearms Strategic Threat and Risk Assessment (STRA) to establish the link between the threat from the criminal use of firearms and a Force's ability to respond effectively to that threat.
- 2.3 As a consequence, prior to disaggregation, ACPOS agreed to implement the 'Statement of Intent', which also acknowledges the need to conduct an Armed Policing STRA.
- 2.4 The Superintendent, Armed Policing and the nominated Senior Intelligence Analyst, will collate and deliver the findings of the STRA for consideration and approval.
- 2.5 The findings/results of the STRA will be used to confirm that the on-going provision of human resources, weapons, equipment, tactical options and firearms training within Police Scotland is proportionate to the identified threat.
- 2.6 In order for the contents of the STRA to maintain validity under the National Intelligence Model, following initial submission, it will be continually reviewed, and regular updates will be provided at each Armed Policing Monitoring Group meeting.

3. Armed Policing Monitoring Group

- 3.1 The Police Scotland Armed Policing Monitoring Group (APMG) has the following terms of reference:
- The group will regularly review specific operations, where learning points have been identified;
 - In addition, the group will regularly review, as a standing agenda item, the Service firearms deployment model to ensure that it is 'fit for purpose';
 - In so doing, it will consider the prevailing operational policing environment, the criminal use of firearms and the threat from domestic and international terrorism;
 - In considering this regular review, reference will be made to the Service Strategic Assessment and the Strategic Threat and Risk Assessment in relation to armed policing;
 - To examine and consider matters of policy published by APP (AP) in a Scottish context;
 - Where relevant recommendations in relation to change will be referred to Police Scotland Executive for consideration.

3.2 The membership of the APMG will comprise the following post holders:

- ACC Specialist Support (Chair);
- Detective Chief Superintendent Serious Organised Crime & Counter Terrorism (CT);
- Detective Chief Superintendent Intelligence;
- Detective Chief Superintendent Serious Crime & Public Protection;
- Chief Superintendent Divisional Policing;
- Legal Services Manager;
- Chief Superintendent Contact, Command and Control;
- Superintendent Armed Policing;
- Chief Inspector Armed Policing;
- Chief Firearms Instructor;
- Head of Service Training;
- Detective Superintendent Criminal Use of Firearms Threat Desk;
- Scottish Police Federation Representation;
- ASPS Representation;
- Health & Safety Representation;
- Analyst;
- APP AP Representation;
- College of Policing Representation;
- Superintendent EERP;
- Superintendent VIP Protection;
- AP Policy & Compliance/Service Delivery Unit;
- Scottish Police Authority;
- Her Majesty's Inspectorate of Constabulary (Scotland);
- Civil Nuclear Constabulary (CNC);
- Ministry of Defence Police (MDP).

3.3 In discharging their function, the APMG will consider incidents and operations where Authorised Firearms Officers (AFOs) have been deployed and firearms or other relevant incidents which have concluded without the provision of armed support.

4. Firearms Threat Desk Steering Group

4.1 The Firearms Threat Desk is a dedicated resource that continuously assesses the threat, risk and harm posed by illegal firearms and ammunition in Scotland. This is achieved by assessing, developing and reviewing all relevant intelligence

and information drawn from a multitude of partner agencies and stakeholders, thus allowing for a strategic and tactical intelligence picture of the firearm threat, not only from within Scotland, but also from a Global, European and United Kingdom perspective.

The Firearms Threat Desk lead is the Detective Superintendent of the National Intelligence Bureau, who is responsible for the operating model and guiding the future development of the desk.

A monthly Firearms Threat Assessment meeting is held and chaired by the Firearms Threat Desk Detective Inspector, who has daily supervision of the desk.

4.2 The Firearms Threat Desk Steering Group aims are as follows:

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5. Authorised Firearms Officers

5.1 Availability of Authorised Firearms Officers

5.1.1 Where Authorised Firearms Officers (AFOs) are required for operational firearms duties, this role takes precedence over Area or Departmental duties.

5.1.2 In these circumstances, AFOs are to be considered a Service asset and not an Area or Departmental resource.

5.1.3 Correspondingly, it is essential that AFOs are not precluded from selection for Area/Departmental posts or career advancement as a result of their AFO status.

5.1.4 The individual AFO and their immediate Supervisors have a responsibility to monitor qualification dates for weapons, fitness testing, Officer Safety Training, Scottish Police Emergency Life Support (SPELS) / first aid, Occupational Health (OH) medical and annual Firearms Authorisation renewal to ensure that they qualify or are approved timeously.

5.2 Authorised Firearms Officers - Performance Impairment

5.2.1 Each AFO has a duty to inform their Line Manager(s) of any condition(s) that may affect their performance.

5.2.2 This responsibility covers not only professionally diagnosed 'medical' conditions, but also all other circumstances which could have a detrimental effect on their ability to discharge their duties e.g. relationship or debt management issues.

5.2.3 Where AFOs are in any doubt about disclosure of such issues, they should consult their General Practitioner, OH or their Line Manager(s).

- 5.2.4 Failure to inform Line Manager(s) of any such impairment could be considered a breach of the Police Service of Scotland (Conduct) Regulations 2014 namely; Failure to report any matter which is the Constable's duty to report or to account for any act or omission occurring in the ordinary course of duty which he/she has a duty to account for.
- 5.2.5 Guidance in respect of initial and renewal AFO training applications are contained within the Armed Policing Training SOP.
- 5.2.6 Where an AFO has been referred to the Service OH provider, it is essential that the referring officers informs the provider of the officer's firearms status.
- 5.2.7 All Police Officers within Police Scotland are subject of 'with cause' substance misuse testing. High Risk posts include AFOs, Firearms Instructors, Commanders and Tactical Firearms Advisors (TFA). Full details are contained within the Substance Misuse SOP.

6. Fitness for Duty

- 6.1 The standards of professional behaviour provided under the Police Service of Scotland (Conduct) Regulations 2014 address the importance of officer fitness for duty and issues associated with the consumption of alcohol, illegal drugs and prescription drugs. These standards are particularly important in respect of officers undertaking firearms duties. An officer who is receiving a course of drug treatment must seek the advice of their own Doctor or Service Occupational Health (OH) provider if they are concerned about side effects of the drugs. Any other concerns or medical advice given to an officer must be brought to the attention of their Line Manager or Service OH provider, who should take appropriate action.
- 6.2 AFOs, Commanders, and Tactical Firearms Commanders (TFAs), without prejudice to the role they undertake, can request to be temporarily stood down from such duties by submitting Request for Firearms Suspended Authorisation (Force Form 064-009B). This is particularly relevant where there are medical, emotional or other life events which may interfere with the discharge of critical decision making or their overall effectiveness. This process should also apply to those involved in key support roles.
- 6.3 AFOs have a personal responsibility to inform the issuing officer or a supervisor of any circumstances where they believe that they may be unfit to carry out their duties as an AFO. The issuing officer or supervisor is responsible for deciding whether that officer should be issued with a firearm and record their decision and the rationale for it.
- 6.4 A fitness for duty declaration in support of the obligation contained within paragraph 6.3, together with a warning reminder of their responsibilities and powers for use of Police Firearms in Scotland shall, be delivered to officers prior to them deploying with firearms. This declaration will be issued by an

operationally competent Initial Tactical Firearms Commander (ITFC) or Tactical Firearms Commander (TFC) (see Appendix G).

6.5 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

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7. Objectives and Management of a Firearms Incident

7.1 Spontaneous Firearms Incidents

7.1.1 A Spontaneous Firearms Incident can be described as:

- An incident that takes place without warning, the circumstances of which demand that armed support to the initial police response must be considered.

7.2 Pre-Planned Firearms Incident

7.2.1 A Pre-planned Firearms Incident can be described as:

- An incident where information is gathered about something that will or may happen in the future, thereby providing time to plan and develop an appropriate armed response or take other action to mitigate the threat.

7.3 Objectives

7.3.1 The objectives of most operations involving AFOs are to identify, locate, contain and neutralise the threat posed. While conflict management within the police service normally aims to manage/minimise threats, the degree of threat justifying the deployment of AFOs is such that it must be neutralised i.e. ensuring no continuing threat exists.

7.3.2 During many armed deployments, complete neutralisation of the threat will only be achieved after the subject and any weapons have been secured by the police.

7.4 Operational Priorities

7.4.1 It is the duty of the police service to safeguard the public. However, police officers must not be expected to endanger their own lives or the lives of their colleagues in ill-considered attempts at rescue, or to effect an early arrest.

7.4.2 In keeping with the principles of the European Convention on Human Rights (ECHR) the rights of all people must be considered, including those of the subject. However, potentially lethal force may be used if it is absolutely necessary for the legitimate aims outlined in Article 2 of the ECHR.

- 7.4.3 Whilst an armed subject's right to life must be given due consideration, the lives of members of the public and police officers must not be placed at greater risk in an effort to save the life of someone carrying out a criminal or terrorist act likely to cause loss of life or serious injury.

8. Initial Unarmed Response to a Spontaneous Firearms Incident

8.1 Service Centre or Person Receiving Report

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8.2 Area Control Room – Controller

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8.3 Area Control Room – Duty Officer

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8.4 First Unarmed Officer at the Scene

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8.5 First Supervisor at the Scene

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8.6 Rendezvous Point

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8.7 Containment

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8.8 Initial Tactical Firearms Commander (ITFC)

- In respect of spontaneous incidents, where circumstances as outlined in the Criteria for the Deployment of AFOs (paragraph 9.2) are met, the ITFC should consider authorising the deployment of AFOs;
- The ITFC should fully brief and clearly communicate any tactical parameters associated with the authorisation via the ARV/Firearms Unit dedicated Airwave talk group;
- Consultation with a Tactical Firearms Advisor (TFA) should be made at an early stage;
- The ITFC must accurately record their decisions and may update such decisions on the command and control system;
- The ITFC should liaise with the PIO and inform them of the authorisation and assigned tactical parameters. The PIO should be informed that the ITFC will retain Tactical Command of the incident until an accredited Tactical Firearms Commander (TFC) takes command. It should be made clear that the Operational Firearms Commander (OFC) and PIOs should keep the ITFC fully updated on information, intelligence and proposed actions. This dialogue should continue until the conclusion of the incident;
- The ITFC should develop the tactical plan and periodically update the ARVs concerning available information and intelligence, until they transfer command to an accredited TFC;
- Consideration should be given to the deployment of service Negotiators;
- Consideration should be given to allocating a dedicated talk group during a prolonged incident and consultation should be made with the Control Room Supervisor in relation to this. It may be more appropriate to move the area resources to another talk group;
- It may become necessary for the ITFC to advise Corporate Communications of any on-going incident;
- The ITFC **will** contact a SFC as soon as practicable. The SFC, when in a position to do so, should then review, agree or amend the strategy and any tactical parameters set and, where necessary, confirm or rescind any given authority.

8.9 Tactical Advice

- 8.9.1 The ITFC should consult with a TFA at an early stage. When tactical advice is provided, the TFA will complete a National Command Log. These logs should be submitted via the Strategic Firearms Commander (SFC) who will be responsible for the collation of all of the above logs on paper or electronically in relation to the authorisation. The SFC will then forward all logs to Armed Policing Policy and Compliance Unit (APPCU).

8.9.2 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

9. Authorisation for the Deployment of Authorised Firearms Officers

9.1 AFOs are considered as being deployed when they are required to conduct a specific task during which the possession of a firearm, with appropriate authorisation, is a required element. This includes when they self-deploy as provided under the guidance set out in the APP (AP).

9.2 The deployment of AFOs should only be authorised in the following circumstances:

(a) Where the officer authorising the deployment has **reason to suppose** that officers may have to protect themselves or others from a person who:

- Is in possession of, or has immediate access to, a firearm or other potentially lethal weapon, or
- Is otherwise so dangerous that the deployment of armed officers is considered to be appropriate; or

(b) As an operational contingency in a specific operation based on threat assessment; or

(c) For the destruction of animals which are dangerous or are suffering unnecessarily.

9.3 The use of the words '**reason to suppose**' sets the level of knowledge required (about the existence of a threat justifying the deployment of AFO) at a far lower level of probability than that which would actually justify the use of firearms.

9.4 There can be no justification therefore, for making use of a weapon based solely on the fact that firearms, Launcher or Conducted Energy Device (CED) have been issued. In effect the authority for issue merely authorises the carrying of the weapon.

9.5 The decision as to which weapon(s) to deploy rests with the individual AFOs under the guidance and direction of the OFC.

10. Authorisation

10.1 Standing Authority

10.1.1 ARV crews, ARV OFC and National Specialist Firearms Unit (NSFU) **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement** have a standing firearms authority for the issue and carriage of firearms when employed on routine general patrol i.e. the authority to overtly carry their police issue Self Loading Pistol (SLP) and CED **Information has**

been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

10.1.2 The standing authority will be reviewed as a standing agenda item at each meeting of the Armed Policing Monitoring Group.

10.2 Pre-Planned Operations

10.2.1 In respect of pre-planned operations, firearms, Launcher and CED will not be issued without the authorisation of an accredited Strategic Firearms Commander (SFC).

10.3 Spontaneous Incidents – ITFC

10.3.1 In respect of spontaneous incidents, where the criteria for the deployment of AFOs as outlined in paragraph 9.2 above is met, then the ITFC may authorise the deployment of AFOs.

10.3.2 The ITFC **will** contact a SFC as soon as practicable. The SFC, when in a position to do so, should then review, agree or amend the strategy and any tactical parameters set and where necessary, confirm or rescind any given authority.

10.4 Self-Deployment

10.4.1 Where AFOs encounter a situation where they believe that the criteria for deployment of AFOs has been met, and delay in seeking authority to deploy would be detrimental to public or officer safety, officers should deploy and take the necessary and appropriate action in accordance with their training.

10.4.2 The fact that a decision had been taken not to authorise officers when they were initially actioned to an incident would not preclude them from self-authorising during a situation whereupon they suddenly encounter a person and the criteria for deployment is met.

10.4.3 Where this occurs, the AFOs should inform the Area Control Room as soon as practicable so that an ITFC can be informed. The ITFC should assess and review the actions of the AFOs in line with the National Decision Model (NDM) and determine whether continued deployment is appropriate. The ITFC should take tactical command of said incident, consider what further resources may be required and inform a SFC as soon as practicable.

10.5 Issue of Firearms – Non Emergency Situations

10.5.1 Issuing officers at all service armouries will issue the appropriate number of firearms, launcher(s), CED(s) and ancillary equipment to be used by the AFO according to their role profile and should complete the relevant Weapons Issue Documents/Chronicle accordingly.

10.6 Issue of Firearms – Emergency Situations

10.6.1 In emergency situations there may be a requirement to urgently despatch firearms, Launcher(s) or CED(s) in sealed, ready boxes and the associated personal protection equipment to a designated RVP, in order that they may be issued near to the scene of the incident. Should such an occasion arise, the number of firearms, launcher(s) or CED(s) and the appropriate quantities of ancillary equipment requested should be despatched timeously.

10.6.2 In such circumstances the Critical Incident - Weapons Issue Form 064-028 (see Appendix C) will be used at the RVP to record the details of the officers subsequently issued with firearms.

Note: Officers transporting firearms, Launcher(s) and CED(s) do not require to be Authorised Firearms Officers.

11. Command Structure

11.1 Where it appears that police are unlikely to achieve an early resolution to the incident, the ITFC should assess the situation. If incidents become protracted, there should be arrangements which enable command to be transferred to a dedicated TFC, thereby enabling the ITFC to return to their normal duties. The command of the incident and responsibility for its management rests with the initial commander until such time as command is transferred. They must ensure that all officers are sufficiently briefed, information-flows are established, and all officers are given as full a briefing as possible in the time available.

11.2 A strategic firearms commander should be contacted as soon as practicable and informed that an incident requiring the deployment of armed officers is taking place. The strategic firearms commander, when in a position to do so, should then review, agree or amend the strategy and any tactical parameters set and, where necessary, confirm or rescind any given authority.

11.3 **It is essential at all times that the TFC is clearly identified.** Senior officers and specialist support personnel who attend the scene should report to the PIO in the absence of the TFC at the scene. Unless they take over the role of TFC or SFC, they must act under the directions of the TFC, irrespective of rank.

11.4 Any hand-over of Strategic, Tactical or Operational command roles must be accurately recorded on the firearms incident log and command and control system, recording the time the handover was effected and the identities of those concerned.

11.5 Command of a firearms operation, whether spontaneous or pre-planned, must be an immediate and integral consideration within any police response.

- 11.6 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 11.7 Where the issue of firearms has been authorised, it is the responsibility of the authorising officer to ensure that an appropriate command structure is instigated. This must be clearly recorded within the authorisation process.
- 11.8 The establishment of a command structure in pre-planned operations is not necessarily easily replicated in spontaneous incidents. For the majority of spontaneous incidents, the first officers at the scene are likely to be local uniformed patrol officers. The very first officers at the scene may find that they need to deal immediately with a specific element of the incident, such as maintaining safe observations on an armed subject.
- 11.9 Where AFOs have self-deployed, the officers should contact the on duty ITFC as soon as practicable, to assume command.
- 11.10 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.** This officer will identify themselves to the ITFC and will be allocated the PIO call sign. The OFC will implement the firearms tactical option. All resources deployed to the incident should be made aware that the ITFC is commanding the incident.
- 11.11 Any transfer of roles to other officers, including the ITFC handing over to the PIO, must be fully documented and must also include the reasons and considerations of the action taken, together with the time and date of such a transfer.
- 11.12 At the early stages of a spontaneous incident, the role of SFC and TFC is likely to be combined, until a dedicated and appropriately qualified SFC assumes strategic command.
- 11.13 The SFC may need a suitable support structure to support the strategic command elements of the operation. For example, one or more of the following may be considered; TFA, Media Liaison Officer and log keeper.
- 11.14 Firearms Commanders should, where appropriate, consider a Community Impact Assessment for all firearms incidents.

12. Tactical Firearms Advisors

- 12.1 TFAs should be contacted by the TFC. **Consideration should be given to doing so, as soon as practical.**
- 12.2 This role:
- advises on the capabilities and limitations of the AFOs and other police resources being deployed;

- advises the strategic or tactical firearms commander on the implication of any tactical parameters which have been set;
- advises on the available tactical options for consideration by the strategic and tactical firearms commander within the existing strategy and any tactical parameters set;
- advises the firearms commanders on the tactical considerations, contingencies and implications for each tactical option (see National Decision Model);
- should be in a position to assist and advise the tactical firearms commander at all stages of the operation;
- provides tactical advice reflecting the existing threat assessment;
- ensures that advice given is recorded.

12.3 While the need for tactical advice will always exist at the level of TFC as a priority, SFCs may wish to seek the advice of a TFA concerning the potential operational effect of setting tactical parameters.

12.4 TFAs do not make any decisions or take independent action. The responsibility for the validity and reliability of the advice lies with the advisors, but the responsibility for the use of the advice lies with the Commander.

12.5 It is the role of the TFA to give the Commander all the assistance available, which may include advising them against a course of action they may be about to take, if they do not believe it is appropriate.

13. Briefing in Firearms Operations

13.1 All staff involved in situations where AFOs are deployed must be given as full a briefing as possible. The briefing should include Information/Intelligence, Threat Assessment, Strategy, Powers and Policies, Options, Contingencies and Actions, Review as per the NDM. These should provide officers with as much clarity as possible for the role they have to undertake, and any tactical parameters which have been set. The level of additional detail given will depend on the circumstances prevailing at the time, and the time available. Where time permits, briefings should inform officers of the procedures to be followed on the conclusion of the deployment. The overriding principle when delivering these briefings should be the Code of Ethics.

13.2 The key headings in the NDM should be used as the basis for briefing and provides continuity of approach during the planning and operational stages of the deployment. The use of the NDM also enables any additional information to be reviewed or updated as the situation develops. Other models such as Information, Intention, Method, Risk Assessment, Communication and Human Rights (IIMARCH) can be used to develop the content of the briefing.

13.3 The TFC should ensure AFOs and other deployed officers are briefed using the most appropriate means of communication. Commanders should confirm their lines of communications with officers (AFO and unarmed) once they have been deployed.

- 13.4 The TFC should ensure that the information, intelligence and grading is included in the briefing where it is relevant to the working strategy. They should also consider drawing on the expertise of other staff in briefings where this may be of assistance e.g. OFCs and Intelligence Officers.
- 13.5 A record should be maintained of all briefings, including the persons present and information given. The method of recording may include:
- Contemporaneous notes;
 - Use of formal briefing documents;
 - Audio recording;
 - Video recording;
 - IT Systems;
 - Command and Control logs.
- 13.6 As far as practicable, the most comprehensive method for providing an accurate record of the briefing should be used. Where officers are being briefed while travelling or are in a remote area, consideration should be given to the use of radio or telephone recording to provide a record of the briefing. The absence of secure communications may however place constraints on this option where classified information is being referred to.
- 13.7 **Officers providing briefings should be mindful that the content of the briefing may directly affect the response of armed officers to any subsequent perceived threat from the subject.**

14. Debrief of Firearms Operations

- 14.1 Once an armed deployment has been concluded, a full debrief should be considered to identify opportunities for operational and organisational learning. Large or protracted operations should include arrangements for a specific debriefing session so that any aspect of the command structure, tactics or equipment used, which may demonstrate good practice, or learning opportunities can be identified and lessons learned. Debriefs should be documented within the National Command Log.
- 14.2 The debriefing process is important to the development of future strategies and tactics. The objective in firearms operations is primarily to identify any immediate or long-term firearms or safety issues. To ensure firearms and safety matters are focused upon, such debriefs should be held separately from any evidential or welfare debrief that may be conducted.
- 14.3 Only in exceptional circumstances should debriefing take place when the criteria for post deployment procedures (Post Deployment Procedures SOP) have been met, and this should only take place with the agreement of any investigative body involved.

14.4 Content and Timing of Debrief

14.4.1 All operations, with the exception of those which have involved Post Deployment Procedures (PDP), will be the subject of a 'hot debrief' and the TFC will be responsible for completing notes in relation to de-brief points, unless instructed by the SFC that the circumstances of the operation require documentation under a more secure classification.

14.4.2 In the following instances full, formally structured debriefs must be held and comprehensively documented:

- Hostage-taking incidents including incidents resolved without firearms support;
- **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- Multi-agency incidents;
- All occasions where Police Scotland AFOs are deployed in their units to incidents in other Home Office Force areas;
- Incidents where shots are fired from conventional firearms, or less lethal weapons whether by police or other persons;
- Incidents where specialist munitions are discharged, activated or initiated;
- Incidents where significant concerns are raised in relation to the strategy, tactics, operational deployment etc.;
- Operations that have obvious future implications for officer safety.

14.4.3 The debrief should be directed to examine current and future needs and structured to at least cover the following subjects:

- Armed and unarmed response policy issues;
- Strategic and tactical decision making within the operation;
- The roles performed by officers to implement those tactics;
- Equipment;
- The need to obtain ideas for improvement in future operations.

14.4.4 As the 'hot debrief' should have identified any immediate considerations, the objective of the full debrief is to confirm the points already raised and to identify any additional considerations and longer-term issues. It will not normally be necessary to conduct a full and formal debrief immediately after the operation but it should be held at an early opportunity. It is the responsibility of the SFC to ensure the debrief takes place and that all relevant personnel or their representatives attend. Officers being represented at any briefing should ensure their nominees are fully briefed.

- 14.4.5 All Firearms operations will be debriefed at their conclusion. The timing of the debrief and the location at which it is to be held should be an integral part of the initial operational planning process.
- 14.4.6 Officers deployed on protracted authorised operations that take place perhaps over a number of days, for example hospital guards or long-term surveillance operations, will be given the opportunity of a 'hot debrief' prior to the conclusion of each tour of duty. This is to ensure that all relevant information and any operational advantages or difficulties are timeously identified and addressed where appropriate.
- 14.4.7 Where necessary, an additional full de-brief will be conducted at the overall conclusion of the operation. This does not remove the responsibility of individuals to highlight issues that require immediate action if or when they arise.
- 14.4.8 ARV/NSFU Operational Report: ARV/NSFU officers who attend firearms related incidents or operations will submit an ARV/NSFU operational report prior to going off duty.

14.5 Distribution of National Command Logs and Debrief Reports

- 14.5.1 At the conclusion of each and every firearms authorisation, the Strategic Firearms Commander (SFC) will be responsible for the collation of all of the above logs on paper or electronically in relation to the authorisation. The SFC will then forward all logs to Armed Policing Policy and Compliance Unit (APPCU) **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice of Effective Conduct of Public Affairs** for the attention of the Superintendent, Armed Policing. Further, all Commanders and Advisors must ensure that all notes taken during the firearms incident must be included with submitted logs to APPCU.
- 14.5.2 A copy of the report can be obtained from the AP Database, which is maintained by the APPCU.
- 14.5.3 Where the attendance or deployment of AFOs to a firearms related incident or operation, results in an AFO:
- Discharging a conventional police issue firearm; and/or
 - Pointing a conventional police issue firearm (not including Conducted Energy Device (CED) or Attenuating Energy Projectile (AEP) Launcher) at any subject/person; and/or
 - Discharging a less lethal police issue firearm (CED or AEP Launcher); and/or
 - Discharging any specialist munitions held by Police Scotland and as outlined in paragraph 23.2 below;

then the circumstances will be subject to mandatory referral to the Police Investigations and Review Commissioner (PIRC).

14.5.4 The Armed Policing Policy and Compliance Unit (APPCU) will be the conduit for **all** Armed Policing incidents that are subject to such PIRC referral via the Police Professional Standards Department. In this regard, all relevant documentation (Armed Policing Incident of Note, operational statements, Firearms/TASER/AEP Deployment/Discharge Forms etc.) must be submitted to the APPCU by staff prior to the termination of daily duty.

15. Armed Response Vehicles

15.1 Police Scotland will deploy ARVs crewed by suitably trained AFOs and will provide coverage on a varied timescale, in line with operational demand and the Service Tasking and Co-ordination process. **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

15.2 The operational remit of ARVs is to provide an immediate armed response to appropriate incidents and to carry out armed deployments in keeping with the SFC or TFC's stipulated tactical parameters.

15.3 During any armed deployment, circumstances may occur that necessitate the adoption of different tactical options or actions from those originally stipulated. The ITFC/TFC should set a contingency allowing OFCs flexibility to change such tactics. ARV officers should, if practicable have such changes approved by the ITFC/TFC. However, it is recognised that certain time critical events may occur that require ARV officers to change tactics and actions immediately. In such circumstances, it is expected that the officers would implement the safest, most effective, lawful and proportionate tactics and update the ITFC/TFC as soon as possible. As is always the case in firearms operations, the officers may be required to explain their actions and confirm that they were justified and necessary.

15.4 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

15.5 On taking the decision to authorise ARV crews, the ITFC is to transmit the instruction, for authorisation, to the ARV OFC and the PIO as soon as practicable using clear and unambiguous radio procedure. These officers are to acknowledge receipt of this authorisation also using clear and unambiguous radio procedure. The PIO must ensure that all unarmed resources involved in the incident are made aware that armed officers will be attending/ deploying.

15.6 Unmarked Armed Response Vehicle

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

16. ARV/NSFU Weapons and Equipment Procedures

16.1 Commencement / Conclusion of Duty

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

16.2 Vehicle Armoury

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

16.3 Attendance at Armed Policing Training Premises or External Training Venue

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

16.4 Court Attendance

- 16.4.1** If officers are cited to attend Court as a witness whilst on duty they should be relieved from operational AFO duties and any equipment or weaponry issued to them should be returned to the appropriate armoury or issued to a replacement AFO in line with the safety procedures outlined for the conclusion or commencement of a tour of duty.

Firearms will not be taken into Court Buildings by AFOs cited to attend as witnesses.

17. National Specialist Firearms Unit (NSFU)

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

18. Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

19. Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

20. Protection Duties

- 20.1 The officers working in the Royalty and VIP Planning Unit have the responsibility for the planning of all VIP visits in Scotland, including Royal, Diplomatic, Ministerial and other high profile persons requiring armed protection. Officers should refer to the [Royalty and VIP Planning SOP](#).
- 20.2 The officers liaise with numerous partner agencies to ensure a suitable security operation is planned in line with the VIP's wishes and current threat assessment.
- 20.3 Guidance on the role of Protection Officers, the policy and tactics they adopt and the training required is to be found in the National Police Firearms Training Curriculum (NPFTC).
- 20.4 Close Protection competent TFAs should be consulted regarding any deployment of Protection Officers and where possible prior to that taking place.

21. Power of Entry to Premises

- 21.1 It should be noted that AFOs may have to enter premises, at times with force, for a variety of reasons. This can be done under a range of legislation such as:
- The Firearms Act;
 - ECHR - Article 2 / 3 and 8;
 - Section 20 of the Police and Fire Reform (Scotland) Act 2012;
 - Common Law;
 - Lawful Warrant;

Reference should also be made to the Forced Entry to Premises SOP. Commanders must ensure that they are satisfied there is a legal basis for entry to premises and when authorising this, ensure that the legal basis is briefed to the AFOs.

22. Identification of Plain Clothes Officers

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

23. Specialist Munitions

- 23.1 The Service possesses a number of specialist munitions, which can be utilised in specific circumstances, to gain a tactical advantage when operating in a firearms environment. **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

- 24. Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 25. Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 26. Helicopter Guidance**
- 26.1 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 26.2 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 26.3 During critical incidents where there is a threat to life and there are no other viable means of transporting AFOs, a MOU exists between Police Scotland and the Maritime and Coastguard Agency (MCA) for use of a Search and Rescue helicopter. This MOU is a statement of intent and not legally binding. Requests to use the MCA aircraft will be at cost to Police Scotland.
- 26.4 Officers being transported within the helicopter shall follow all orders and directions of the Air Support Unit staff and in particular the Pilot who has overall responsibility for the aircraft.
- 26.5 The manner in which weapons and ammunition may be carried within the helicopter are fully detailed within Civil Aviation Publications 612 and 613 - Police Air Operations Manual Parts 1 and 2. In general terms however, for normal operations without an undue element of urgency unloaded weapons and ammunition are likely to be stored securely within the hold.
- 26.6 For special operations the pilot may allow for officers to be in possession of certain weapons and ammunition. Once again reference should be made to the Police Air Operations Manual Parts 1 and 2 and Civil Aviation Publication 612 although final determination as to the items and manner for carriage shall be made by the Pilot.
- 26.7 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**
- 27. PAVA Spray**
- 27.1 AFOs will, when deployed carrying firearms, carry PAVA Spray; however, in firearms situations, AFOs must remember that the use of PAVA requires careful

consideration and due regard to the subject's likely reaction and aftercare following such discharge.

28. Less Lethal Capabilities – Launcher (Baton Gun), Conductive Energy Device (CED)

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

29. CED Post Incident Management

- 29.1 CEDs are hand held devices, which in their **primary mode** discharge two barbs at an individual which are intended to attach to the individual's skin or clothing.
- 29.2 The CED can also be used in a **secondary mode** by bringing the device into direct contact with the subject's body (drive stun).
- 29.3 In the event of a CED being discharged at an incident, all officers in attendance have a responsibility to take all necessary measures to ensure the safety of the public, the subject and themselves. In instances where OFCs/ supervisors are in attendance at incidents they have overall responsibility for ensuring that all procedures regarding the care of the subject, scene management and the seizure of productions are complied with.
- 29.4 Where a subject has sustained an injury or there is concern for the subject's wellbeing as a result of the use of the CED medical attention must be sought, full aftercare guidance is contained within Appendix 'E'.
- 29.5 Whilst conveying the subject to hospital the officer in attendance must ensure that visual and verbal contact is maintained with the subject at all times. This is to ensure that the welfare of the subject is always considered and to ensure they do not attempt to remove any barbs themselves.
- 29.6 If following the discharge of a CED, barbs are attached to the subject's clothing and there is no other injury or concern for their wellbeing, it will be the responsibility of the AFOs in attendance to ensure the safe retrieval of the CED barbs from the clothing. Care should be taken not to further damage the subject's clothing.
- 29.7 Close monitoring of a subject throughout the period following use of the CED is of the utmost importance and an assessment **must** be made by the custody officer as to the best methods of caring for any such person in accordance with the Care and Welfare of Persons in Police Custody SOP.
- 29.8 Any person who has been the subject of CED discharge must be **personally** handed a copy of Force Form 064-012 (Advice to people subjected to Taser Discharge). This should be conducted when the person is released from custody

/ transported to court or prior to being discharged from hospital if the individual was not taken into custody.

- 29.9 It will be the responsibility of the relevant custody Sergeant or reporting officer to ensure that the foregoing instruction is complied with.

30. Unintentional Discharge of Firearms

- 30.1 An unintentional discharge is when a firearm is discharged through an involuntary action (involuntary discharge), human error (negligent discharge), or weapon malfunction (accidental discharge).

- 30.2 If the unintentional discharge satisfies the criteria as described within the **APP (AP)** as replicated in paragraph 30.3 below, full Post Deployment Procedures (PDPs) may be invoked.

- 30.3 Post incident investigations will be commenced in all situations where there has been a discharge of a weapon by the police (including those involving a conventional firearm or less lethal weapon), whether intentional or unintentional which has, or may have:

- Resulted in death or serious injury;
- Revealed failings in command;
- Caused danger to the public.

30.4 Operational Situation – Police Issue Firearms

- 30.4.1 If the unintentional discharge has occurred in operational circumstances, the ITFC / TFC will be notified at the earliest opportunity by the OFC or any other AFO. In the event of an unintentional discharge occurring when the operation has progressed to the point where a subject has been engaged or is about to be engaged by officers, then the ITFC / TFC or OFC may consider continuing the operation until the threat is neutralised and the initial objective of the operation has been achieved.

- 30.4.2 In such circumstances, the weapon will be left in the state immediately following the discharge, no further loading or unloading is to take place. However, application of the weapon safety or holstering of the weapon should be considered if the circumstances necessitate same. Thereafter addressing any injury that has resulted from the discharge, with an overriding priority on the provision of medical assistance to the injured party.

- 30.4.3 Where PDPs are instigated then any make safe, movement or removal of the weapon will be under the direction of the SIO or deputy (see paragraph 30.9.10).

30.4.4 Although unlikely in the circumstances described above, where PDPs are not implemented in circumstances as described in paragraph 30.3 above, then following competent safety officer assessment, the weapon should be made safe by an AFO in accordance with module G2 of the National Police Firearms Training Curriculum (NPFTC) and a record made of the condition of the weapon i.e. whether the working parts are forward/back, safety on/off, magazine in/out, how many rounds, etc. The spent case and round (if possible to do so) should be retrieved and preserved for any future investigation.

30.5 Routine Arming Situation – Police Issue Firearms

30.5.1 If the unintentional discharge has occurred during the period of routine arming of AFOs, the ITFC and the Chief Inspector, Armed Policing Operations should be notified immediately of the occurrence.

30.5.2 The period of routine arming includes the period of time during any operational loading or unloading procedures as well as the period of time an officer is on-duty whilst deployed as an AFO and operating under any standing authority i.e. ARV, NSFU, Airport patrols etc.

30.5.3 Such a period of routine arming also includes any requirement for the AFO to undertake any make safe of non-police issue recovered firearms (see also paragraph 37).

30.6 Firearms Surrender to Divisional Officer or Police Staff Member Situation – Non Police Issue Firearm

30.6.1 In the event of an unintentional discharge by a divisional AFO, non-AFO police officer or member of police staff not involved in operational firearms duties e.g. receipt of surrendered weapon at a police station or by a firearms enquiry officer, the incident must be immediately notified to the ITFC, who will treat the incident as an unintentional discharge. They will then notify the relevant Divisional Senior Management Team and Chief Inspector, Armed Policing Operations.

30.6.2 In such circumstances, the immediate scene must be secured at the earliest opportunity and if safe to do so weapons left in situ.

30.6.3 Guidance in terms of initial reporting of circumstances will be provided by the Chief Inspector, Armed Policing Operations but as a general rule the Divisional SMT will be responsible for providing an initial written briefing for the attention of the Superintendent Armed Policing.

30.7 Initial Reporting

30.7.1 In all circumstances as outlined above (paragraph 30.5, 30.6 and 30.7) the on duty ITFC or TFC, whichever is most appropriate should be informed immediately. The ITFC, TFC or Chief Inspector Armed Policing Operations, whichever is most appropriate, should thereafter inform the SFC and

Superintendent Armed Policing who will consider the extent of any investigation. This would include the consideration of informing:

- Professional Standards Department (PSD) for the attention of the Police Investigations and Review Commissioner (PIRC);
- The appointment of an initial investigating officer (IIO) and Senior Investigating Officer (SIO); and
- The appointment of a Post Incident Manager (PIM), both of whom would be given a clear remit.

30.8 Investigation Requirements

30.8.1 In the event of an unintentional discharge there will be two levels of investigation.

30.8.2 Relevant information must also be forwarded to the CFI who has the responsibility for notifying National Armed Policing (NAP) and the Defence Science and Technology Laboratory (Dstl) (formerly Centre for Applied Science and Technology (CAST)) where appropriate.

30.8.3 Following determination by the Superintendent Armed Policing, consideration should be given to the submission of a 'Near Miss' report and contacting the Service Health and Safety Department to allow Health & Safety Advisors to assess the circumstances.

30.8.4 In circumstances as outlined above (paragraph 30.5 / 30.6 and 30.7) an assessment will be made by the Superintendent Armed Policing as to whether there is a requirement for the AFO to be withdrawn from AFO duties pending the result of any further enquiry.

30.8.5 Level 1 - Round fired unintentionally – No injury or damage caused

In such circumstances where the unintentional discharge of a police firearm or non-police firearm occurs, the Chief Inspector Armed Policing Operations should be notified immediately of the occurrence. This officer will consult with the Superintendent Armed Policing and ensure an initial report detailing the circumstances of the unintentional discharge is submitted to PSD/PIRC and if appropriate to do so, the appointment of an IIO and SIO from Crime Division.

30.8.6 When PIRC are informed they will make determination as to whether a full independent enquiry will be instigated in addition to the unintentional discharge investigation by Police Scotland.

30.8.7 The Chief Inspector Armed Policing Operations (or deputy) and if relevant the IIO/SIO (or deputy) will attend the scene of the incident and investigate whether there are any disciplinary elements or other matters that could be considered criminal.

30.8.8 The Chief Inspector Armed Policing Operations will review the relevant firearms procedures leading to the unintentional discharge and submit a written review of the incident to the Superintendent Armed Policing within 7 days. The Superintendent Armed Policing or SIO will submit a full report of the incident to ACC Specialist Support within 28 days.

30.8.9 The Chief Inspector Armed Policing Operations/deputy or if relevant the SIO/deputy will act as the single point of contact for all PIRC investigatory requests.

30.8.10 Level 2 - Round fired unintentionally in circumstances that warrant the appointment of a Senior Investigating Officer:

An SIO from Crime Division will be appointed to investigate the circumstances surrounding the unintentional discharge of a police firearm or non-police firearm which:

- Resulted in death or injury;
- Revealed failings in command; or
- Caused danger to the public.

30.8.11 Where the unintentional discharge resulted in death or serious injury, the circumstances will be subject to mandatory referral to the Procurator Fiscal (PF) and PIRC.

30.8.12 The Chief Inspector Armed Policing Operations or deputy will attend the scene of the incident to ensure that it is safe and will assist the IIO and PIRC as required.

30.8.13 The SIO will submit a full report of the incident to the ACC Specialist Support within 28 days.

30.8.14 The SIO/deputy will act as the single point of contact for all PIRC investigatory requests.

31. Operational Discharge of Police Weapons

31.1 In the event that an AFO is required to discharge their conventional firearm while engaged on operational duties that AFO will initially be subject of a Suspended Authorisation and restricted from subsequent operational deployment pending any associated investigation as detailed in section 30 above. The SA process is described in section 32 below.

31.2 In the event that an AFO is required to discharge their Launcher or CED while engaged on operational duties, the circumstances of use will be ascertained and thereafter relayed to the SFC. The SFC will determine whether there is a requirement for the AFO to be subject of a Suspended Authorisation and

restricted from subsequent operational deployment pending the result of any further enquiry.

- 31.3 Unless, in particular circumstances, it is deemed inappropriate, the officer may continue to take part in any non-operational firearms or firearms training duties, in line with the Suspended Authorisation process.

32. Suspended Authorisations (SA)

32.1 SA Process

32.1.1 Where an existing AFO or an officer approved for training as an AFO but not yet trained, (ANYT) is subject to a medical, emotional or life event, including any of the following changes of personal circumstances, deemed capable of prejudicing performance as an AFO, the officers' Firearms Authorisation will be immediately suspended pending a full review of the circumstances and impact:

- Changes in domestic circumstances, e.g. death or serious illness of a close family member, separation or divorce/dissolution;
- Formal disciplinary proceedings or complaints against the police deemed capable of prejudicing an officer's performance as an AFO;
- The occurrence of illness or other medical condition, including courses of medication, deemed by the Chief Medical Officer to be incompatible with AFO status. Guidance on specific cases may be obtained, via People and Development;
- Any deterioration in operational performance considered incompatible with AFO status;
- Any other change of personal circumstances, which, after consideration of all relevant factors, is deemed to place the officer concerned under an undue level of additional stress;
- Any perceived change in nature or personal character or display of unacceptable contra indicators, which may give rise to grounds for withdrawal of Divisional/Departmental support.

32.1.2 All officers granted authorisation as AFOs, or approved for firearms training, shall, as a condition of authorisation/approval, be obliged to report any change of personal circumstances, which may be deemed to place him/her under any undue level of additional stress or be otherwise detrimental to his/her ability to perform firearms training or operational duties. This is to be reported to their immediate line managers. The SA process provides the officer the ability to apply for Suspended Authorisation if they feel they are unable to discharge their duties as an AFO for any of the above reasons. Likewise, the SA process can also be initiated by a Line Manager where appropriate.

- 32.1.3 Implementation of a Suspended Authorisation in respect of items bulleted above will not in itself be taken into account in assessment of any individual's job performance or future career development.
- 32.1.4 The following guidance around the Suspended Authorisation process provides direction in relation to **medical, emotional or life event issues** and is applicable to all AFOs, Strategic Firearms Commanders (SFC), Tactical Firearms Commanders (TFC, including Initial TFC) and Tactical Firearms Advisors (TFA). Full consideration should also be given to the pertinent paragraphs within Section 9 AFO Selection Procedures, and appendix G Line Manager Guidance Notes found within the Armed Policing Training SOP.
- 32.1.5 Functional matters in relation to officers not meeting competence in training i.e. qualification shoots and fitness tests, is covered within the Armed Policing Training SOP.
- 32.1.6 The Authorised Professional Practice – Armed Policing (APP (AP)), identifies that AFOs, Commanders and Advisors may request to be temporarily stood down from such duties where there are medical, emotional or other life stresses which may interfere with the discharge of critical decision making or their overall effectiveness. This process should also apply to those involved in key support roles.
- 32.1.7 This will be achieved through the implementation of a Suspended Authorisation (SA). Appendix 'I' demonstrates the processes to be followed when a SA is required. All requests for SA will be recorded on Request for Firearms Suspended Authorisation (Force Form 064-009A). This process recognises this positive obligation and provides AFOs, Commanders, Advisors and Supervisors with clear guidance in relation to the Suspension of officers from AP related duties. This process is summarised as follows:
- 32.1.8 This process is applied to an officer who is either an existing AFO, or who has been Authorised but Not Yet Trained (ANYT).

Where an officer has a Firearms Authorisation in place and a medical, emotional or other life event is identified which could interfere with the discharge of critical decision making or their overall effectiveness, the officer or any other person, can commence the submission of Force Form 064-009A - Request for Firearms Suspended Authorisation. Part 1 of this form is completed by, or in respect of, the officer concerned, and submitted to the officers First Line Manager (FLM) without delay.

On receipt of this form the officers FLM should immediately arrange to have a discussion with the officer concerned, to determine the scale of the life event, and to ensure that the officer is aware of all available services under the Employee Assistance Programme (EAP). All police officers, police staff and household family members can access the Employee Assistance Programme confidentially, 24 hrs a day.

If the circumstances are such that a Suspended Authorisation is assessed as being required, the FLM **must** then ensure the following immediate actions are complied with on all occasions:

- Firearms Authorisation card removed and retained (AFO only)
- Chronicle Card removed and retained (AFO only)
- Armoury Access removed (contact local AP Inspector)
- SCoPE / Chronicle updated (via TLD Firearms Admin)

The FLM should verbally inform the officer that they are subject of a Suspended Authorisation and that they will not be permitted to undertake any Tactical or Live Fire Training, or be operationally deployed as an AFO, until directed otherwise through the SA process. Relevant information should be recorded on part 2 of Form 064-009A by the FLM, and they must ensure it is forwarded to the officers Next Line Manager (NLM) without delay.

On receipt of this form, the officers NLM should ensure that parts 1 and 2 of the form contain sufficient relevant information on the officer and the circumstances. If this is found to be lacking in content or detail, the NLM should take appropriate action to be in a position to make a recommendation on the level of training to be afforded the officer during their period of SA. This may include a discussion with the officer if required.

Following assessment of all the circumstances, the NLM must then consider the conditions for the SA by recommending the appropriate level of training which the officer will receive during the period of SA. (Please see guidance notes within appendix M). There will be a presumption that officers will continue to undertake training which does not involve the use of live conventional ammunition. If the supervisor is of the opinion that the officer can participate in full training including Live Fire, then this endorsement shall be included in the above. Conversely, if the supervisor is of the opinion that the officer is not capable of any training, this should also be stated.

The agreed levels of training are as follows:

- TACTICAL TRAINING comprises of all forms of training delivered by Armed Policing Training (APT) with the exception of live fire, such as online Moodle training, classroom based training, practical exercises and scenarios including paint marking and Simunition / UTM rounds.
This list is not exhaustive and will be reviewed on a case by case basis with a view to creating bespoke training, if required, in consultation with the Chief Firearms Instructor and APT.
- LIVE FIRE TRAINING comprises any training involving access to live rounds / equipment

The NLM must set a review date when the conditions of the SA will be subject to a management review.

For Divisional AFO`s, the NLM must inform the local Area Commander of the SA application.

Once appropriate comments have been appended to Part 3, the NLM is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

The FARI will thereafter record the Request for SA and ensure that the form is forwarded to the relevant AP Chief Inspector.

Following assessment of all the circumstances the AP CI will endorse the conditions for the SA by recommending the appropriate level of training which the officer will receive during the period of SA. The AP CI will confirm the appropriate review date when the conditions of the SA will be subject to a management review.

In addition, the AP CI will ensure that the Head of Armed Policing is informed of the Request for SA, and will take into account any comments made by the Head of AP when making their final recommendation.

Once appropriate comments have been appended to Part 4 of the form, the AP CI is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

Upon receipt of the form from AP CI`s, FARI, on behalf of the Superintendent, People and Development, will liaise with the Chief Firearms Instructor, ensure SCoPE and Chronicle have been updated as necessary and add comments as appropriate to Part 5, prior to submission to the ACC or Chief Superintendent as appropriate.

Once the ACC or Chief Superintendent has made their decision, FARI will ensure that all necessary records are updated, and that the Officer / FLM / NLM are informed of the outcome as appropriate.

On completion of the SA process, all records including Form 064-009A will be forwarded to the Superintendent, People and Development, in line with Force Policy on Information Management, to be filed by FARI in the officers firearms file.

32.2 Permanent Withdrawal Process

32.2.1 The Permanent Withdrawal process is reproduced within Appendix 'J'.

This process is applied to an officer who is either an existing AFO or who has been Authorised but Not Yet Trained (ANYT).

Where an officer has a Firearms Authorisation in place and a medical, emotional or other life event is identified which results in the officer either requesting to be Permanently Withdrawn from a Firearms role, or requiring such a course of

action, then the officer, or any other person, can commence the submission of Force Form 064-009B - Request for Permanent Withdrawal of Firearms Authorisation. Part 1 of this form is completed by, or in respect of, the officer concerned, and must be submitted to the officers First Line Manager (FLM) without delay.

On receipt of this form, the officers FLM should immediately arrange to have a discussion with the officer concerned, to determine the scale of the life event, and to ensure that the officer is aware of all available services under the Employee Assistance Programme (EAP). All police officers, police staff and household family members can access the Employee Assistance Programme confidentially, 24 hrs a day.

If the circumstances are such that a Permanent Withdrawal is being considered then the officer must be informed that they are immediately subject of a Suspended Authorisation in the first instance, unless that officer is already subject of an SA. The FLM **must** then ensure the following immediate actions are complied with on all occasions:

- Firearms Authorisation card removed and retained (AFO only)
- Chronicle Card removed and retained (AFO only)
- Armoury Access removed (contact local AP Inspector)
- SCoPE / Chronicle updated (via TLD Firearms Admin)

The FLM should verbally inform the officer that they are subject of a Suspended Authorisation and that they will not be permitted to undertake any Tactical or Live Fire Training, or be operationally deployed as an AFO. Relevant information should be recorded on part 2 of Form 064-009B by the FLM, who must ensure it is forwarded to the officers Next Line Manager (NLM) without delay.

On receipt of this form, the officers NLM should ensure that parts 1 and 2 of the form contain sufficient relevant information on the officer and the circumstances. If this is found to be lacking in content or detail, the NLM should take appropriate action to be in a position to make comment on the Request. This may include a discussion with the officer if required.

For Divisional AFO`s, the NLM must inform the local Area Commander of the PW application.

Once appropriate comments have been appended to Part 3, the NLM is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

The FARI will thereafter record the Request for PW, and ensure that the form is forwarded to the relevant AP Chief Inspector.

Following assessment of all the circumstances the AP CI will endorse the form with their level of support for the request, confirming that the Head of Armed Policing has been informed of the request, and agrees with the recommendation.

Once appropriate comments have been appended to Part 4 of the form, the AP CI is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

Upon receipt of the form from AP CI's, FARI, on behalf of the Superintendent, People and Development, will liaise with the Chief Firearms Instructor if necessary, ensure SCoPE and Chronicle have been updated as necessary and add comments as appropriate to Part 5, prior to submission to the ACC or Chief Superintendent as appropriate.

Once the ACC or Chief Superintendent has made their decision, FARI will ensure that all necessary records are updated, and that the Officer / FLM / NLM are informed of the outcome as appropriate.

On completion of the PW process, all records including Form 064-009B will be forwarded to the Superintendent People and Development, in line with Force Policy on Information Management, to be filed by FARI in the officers firearms file.

32.3. Re-instatement from an SA, or Variation of SA Conditions

32.3.1 The process for Re-instatement from an SA, or Variation of an SA Condition is reproduced within Appendix 'K'.

This process is applied to an officer who is currently within a period of Suspended Authorisation, and is either

- i – requesting full re-instatement OR
- ii – requiring the current conditions of their SA amended

The officer, or any other person, can commence the submission of Force Form 064-010 – Reinstatement/ Variation of AFO Suspended Authorisation. Part 1 of this form is completed by, or in respect of, the officer concerned, and submitted to the officers First Line Manager (FLM) without delay.

On receipt of this form, the officers FLM should immediately arrange to have a discussion with the officer concerned, to confirm all relevant information, and to propose the conditions for reinstatement or variation. If this is not for a full reinstatement, then an appropriate review date should be proposed.

Relevant information should be recorded on part 2 of Form 064-010 by the FLM, and must ensure it is forwarded to the officers Next Line Manager (NLM) without delay.

On receipt of this form, the officers NLM should ensure that parts 1 and 2 of the form contain sufficient relevant information on the officer and the circumstances. If this is found to be lacking in content or detail, the NLM should take appropriate action to be in a position to make a recommendation on the reinstatement or variation. This may include a discussion with the officer if required.

Following assessment of all the circumstances, the NLM must then consider the available options for the officer by recommending the appropriate level of training or deployment.

If not a full reinstatement, the NLM must set a review date, when the conditions of the SA will be subject to a management review.

For Divisional AFO's, the NLM must inform the local Area Commander of the reinstatement or variation application.

Once appropriate comments have been appended to Part 3, the NLM is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

The FARI will thereafter record the Request and ensure that the form is forwarded to the relevant AP Chief Inspector.

Following assessment of all the circumstances, the AP CI will endorse the form with their level of support for the request and provide appropriate comment on Part 4 of the form.

If not a full reinstatement, the AP CI must recommend a review date.

The AP CI must ensure that the form is forwarded to the Head of Armed Policing without delay.

Following assessment of all the circumstances, the Head of AP will endorse the form with their level of support for the request and provide appropriate comment on Part 5 of the form.

If not a full reinstatement, the Head of AP must set a review date when the conditions of the SA will be subject to a management review.

Once appropriate comments have been appended to Part 5 of the form, the Head of AP is responsible for forwarding the form to Firearms Authorisation Review Inspectors (FARI) without delay.

Upon receipt of the form from the Head of AP, FARI, on behalf of the Superintendent, People and Development, will liaise with the Chief Firearms Instructor, ensuring that SCoPE and Chronicle have been updated and add comments as appropriate to Part 5 prior to submission to the ACC or Chief Superintendent.

Once the ACC or Chief Superintendent has made their decision, FARI will ensure that all necessary records are updated, and that the Officer / FLM / NLM are informed of the outcome.

On completion of the process, all records including Form 064-010 will be forwarded to the Superintendent People and Development, in line with Force Policy on Information Management, to be filed by FARI in the officers firearms file.

32.4. Interim Review process

32.4.1 The process for carrying out an Interim review is reproduced within Appendix 'L'.

This is a Supervisory function, which can be applied to an officer who is currently within a period of SA. It requires to be completed on a regular basis during the period of an officers SA to record relevant supervisory discussions, at the very least on the specified review dates as per the SA forms.

The Interim Review can be requested by the officer, or initiated by a Line Manager. An open and transparent discussion is held in relation to the current SA conditions. Part 1 of Force Form 064-011 Suspended Authorisation – Interim Review is completed in respect of the officer, and forwarded to the officers NLM.

The NLM will make comment, and forward the form to the officer. The officer can acknowledge the comments of their FLM and NLM, and make comment as appropriate. The form will thereafter be returned back to the NLM completing part 2, prior to submission to FARI.

On completion of the process, all records including Form 064-011 will be filed by FARI in the officers firearms file.

It is anticipated that, on occasion, discussions held during an Interim Review may lead to an officer requesting a variation to existing SA conditions. This should be noted on the Interim Review, however the appropriate Force Form should be used to progress the request.

33. Firearms - Commanders

33.1. Whilst the processes as outlined above are not applicable to SFCs, TFCs and ITFCs; the necessary scrutiny requires to remain in place. In this regard any request by or on behalf of a Commander to withdraw from being operationally deployed should be progressed via the appropriate line management to the Head of AP without delay.

34. Recording and Dissemination of Safety Critical Information

34.1 **Reporting of Near Miss Incidents:** A near miss is defined as an incident where no injury or damage was sustained but where there was potential for serious injury or damage.

34.2 Details of any such near misses occurring within the training, operational or general firearms policing environment should be recorded on System for Co-ordination of Personnel and Establishment (SCOPE).

34.3 **Reporting of Firearms/Ammunition Failures:** All failures or suspected failures of weapons or ammunition will be reported to the Chief Firearms Instructor,

Armed Policing Training who after consultation with the Service Armourer will report the matter to the Dstl Policing and Security Group (formerly CAST).

34.4 Reporting of Shots Fired by Police: All shots fired by police from a conventional firearm, including the discharge of a CED or Launcher, and unintentional discharges, will be reported to the Professional Standards Department and / or the PIRC and National Armed Policing (NAP) without delay (See Appendix C). This will be coordinated via the Armed Policing Policy and Compliance Unit.

34.5 It will be the responsibility of the Chief Firearms Instructor to inform the National Police Chiefs' Council (NPCC) Secretariat who will also collate data on the service use of firearms for the destruction of animals.

35. Firearms Assistance to other Police Forces and Agencies in Spontaneous and Pre-Planned Incidents

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

36. Vehicle Escorts

36.1 Vehicle Escorts deal with the protected movement from one location to another of:

- (a) Persons at risk;
- (b) Loads which are:
 - Valuable;
 - Sensitive;
 - Vulnerable.

36.2 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

36.3 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

36.4 Constitution of Vehicle Escorts

36.4.1 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.**

36.4.2 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

36.4.3 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

36.5 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

36.5.1 Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

37. Security of Firearms and Associated Equipment

37.1 Once firearms, ammunition and specialist munitions have been issued to an AFO they are individually responsible for the security and safe handling of those items.

37.2 The safe storage and condition of firearms, ammunition and specialist munitions within armouries, storage sites or vehicles and the security of armouries, storage sites and vehicles contained within the Armouries SOP is the responsibility of all users.

37.3 The procedures and supervision for the safe storage and condition of non-police firearms, ammunition and specialist munitions within any category of armoury will be the responsibility of the relevant Area Commander.

38. Make Safe of Non Police Firearms

38.1 On all occasions when Authorised Firearms Officers are required to prove a weapon safe, they MUST:

- Ensure on duty ITFC is aware they have been tasked to undertake the make safe of weapons;
- Be wearing suitable ballistic body armour;
- Be wearing suitable approved eye and ear protection;
- Have access to a ballistic bag or download tube.

38.2 You must take into account your ability (and confidence) to handle the weapon safely. If you have any doubts, clearly mark the weapon “NOT MADE SAFE”, place it in a safe and secure area and request assistance.

38.3 DO NOT TOUCH A WEAPON IF YOU ARE NOT COMPETENT TO DO SO.

The following rules minimise any dangers associated with weapon handling:

- Always assume that the weapon is loaded.
- Look for areas of checkering. Subject to forensic requirements and practicality, only handle the weapon by these areas.
- Look for areas of knurling. It is usually one (or more) of these that is designed to be pushed, pulled or rotated as a part of the unloading process.
- Always point the weapon in a safe direction (be aware of the type of construction of the building you are in).
- Never touch the weapon's trigger(s).
- Never try to release the weapon's hammer(s) unless it is essential to do so prior to the unloading process.
- Never assume that a weapon's safety works.
- Never leave a weapon where it can fall, be dropped, or be handled by an unauthorised person.
- Never unload a weapon by firing.
- Never point a weapon at another person.

38.4 Once the weapon has been unloaded, the weapon and any ammunition received with it should be separated and bagged as two individual items.

38.5 All weapons that have been examined by Authorised Firearms Officers must have the appropriate green (Weapon Proved Safe label) Force Form No: **OF11, V3-AO314** or red (Weapon Not Safe label) **OF12, V3-AO314** appropriately attached.

Note: When an owner is surrendering a weapon, e.g. during a Firearms' Amnesty, it may be good practice to ask them to demonstrate that the weapon is unloaded as they could have a greater knowledge of how it works. In these circumstances be aware of what the owner is doing and ensure that the handling rules are complied with. There may be circumstances when this is not appropriate, for example if the commission of a crime is suspected.

38.6 Forensic Recovery of Weapons

38.6.1 Where a firearm/ammunition is recovered the following steps should be taken:

- A crime scene investigator (CSI) should attend the scene when it is declared safe by an authorised person.

- Appropriate anti-contamination measures should be put in place prior to handling.
- Consideration should be given to the video recording of the entire recovery process.
- Prior to making a firearm safe, where appropriate and possible, it should be photographed in situ by a CSI.
- The CSI should not handle the firearm until it has been made safe, but if practical should carry out a visual examination whilst the firearm is in situ. If not practical it should be moved by an appropriate person to a position where it can be visually examined. Any potential evidence or areas for preservation should be discussed with the person who will make the firearm safe.
- A record should be made of the position of the safety catch, etc., before making safe – with photographs and/or video.
- The CSI should make a visual examination of the weapon for obvious physical evidence e.g. hairs, blood, fibres etc. before it is made safe. The person making the weapon safe should be made aware if physical evidence is present. Consideration may be given to allowing the CSI to swab/fingerprint certain parts of the weapon before the weapon is made safe. This should be supervised by a firearms officer to prevent any unintentional discharge. The benefit will be the securing of evidence that might otherwise be damaged or destroyed during handling to make the firearm safe.
- The firearm should then be made safe – consideration should be given to the video recording of this process.
- If the breech, or in the case of a revolver, any chamber aligned with the barrel, contains a live cartridge, a protective sheet should be placed beneath it to catch the cartridge as it is ejected from the breech.
- Any round recovered from the breech, or in the case of a revolver, the chamber aligned to the barrel, must be exhibited and packaged separately to the firearm.
- Where circumstances dictate that a weapon has to be moved prior to being made safe, the firearm should be placed in a ballistic container with a clean forensic liner.
- Once the firearm has been made safe it should be re-photographed in more detail and re-examined for any visible trace evidence by the CSI.
- The firearm(s) should be packaged in a windowed box and care should be taken when restraining any weapon due to risks of cross-contamination and damage to fingerprints or any other evidence.

- The box should be sealed correctly, made tamper evident and an evidential label attached. The exhibit/production should be clearly marked that it has been made safe.
- If the firearm contains a magazine, this should be packaged separately from the firearm.
- Where the magazine contains cartridges, they should not be removed at the scene.
- The label should be endorsed 'Magazine containing cartridges'. Removal of cartridges should be undertaken in sterile conditions by an appropriate person and under supervision of a CSI to ensure evidence preservation.

38.6.2 The above steps may take place in a different sequence to that outlined or as part of a combined process. It may also be desirable to leave out the recovery of trace evidence at the scene and complete it later at an ISO 17025 accredited laboratory.

38.7 National Ballistic Intelligence Service (NABIS)

38.7.1 NABIS has been operational since 2008. NABIS delivers fast time, comprehensive forensic intelligence in conjunction with tactical and strategic intelligence that can be used to tackle all aspects of firearms related criminality. NABIS covers three key business areas:

- Forensic Services;
- Intelligence;
- Knowledge and Communications.

38.7.2 In addition, NABIS Business Services provides essential administrative and financial support to the three key business areas.

38.7.3 The NABIS model of combining forensic science in conjunction with tactical and strategic intelligence evaluation and dissemination is an innovative approach to tackling the supply, use and manufacture of illegal firearms and ammunition. The NABIS Knowledge and Communication function further enhances this capability by ensuring effective communication and liaison, best practice capture and professional practice development.

38.7.4 NABIS provides:

- A registry of recovered firearms and ammunition coming into police possession in England, Wales and Scotland;
- A ballistic comparison capability to link crimes and incidents within 24 to 48 hours;

- An associated intelligence database to provide strategic and tactical intelligence capable of focusing law enforcement activity;
- A dedicated multi-agency intelligence team to develop strategic and tactical products for UK law enforcement;
- Knowledge and Communications function to develop a coherent and consistent approach to tackling firearms criminality through enhanced business processes, professional practice development, force liaison and media support.

38.7.5 NABIS is delivering a unique, world-class firearms intelligence capability, combining forensic science, intelligence and technology as well as the wider knowledge capabilities, enabling NABIS to be the cornerstone of a multi-agency approach to tackling gun crime.

38.7.6 Further details on NABIS can be found on POLKA/Communities/Criminal use of firearms/NABIS.

39. Roles and Responsibilities

39.1 Task cards for the following roles listed below are contained within Appendix 'F':

- Strategic Firearms Commander;
- Tactical Firearms Commander;
- Operational Firearms Commander;
- Tactical Firearms Advisor;
- Initial Tactical Firearms Commander;
- Area Control Room Sergeant;
- Area Control Room Dispatcher;
- Contact Centre Customer Service Representative;
- Initial Unarmed Responding Officer;
- Initial Responding Supervisor;
- OIC Perimeter Group/Outer Cordon;
- Perimeter Group/Outer Cordon Officer;
- Dog Handler – General Purpose (GP);
- Firearms Support Dog;
- Reception Assessor;
- Log Keeper to the Tactical Firearms Commander;
- Public Order;
- Emergencies Procedure Advisor;

- Negotiator Co-ordinator;
- Negotiator;
- Technical Support Unit;
- Corporate Communications.

List of Associated Legislation

- United Nations Code of Conduct for Law Enforcement Officials;
- Human Rights Act 1998;
- Equality Act 2010;
- Health and Safety at Work Act 1974;
- Police Health & Safety Act 1997;
- The Management of Health Safety Regulation 1999;
- Firearms Act 1968

List of Associated Reference Documents

Policy

- Armed Policing Policy;
- Major Incidents and Emergencies Policy;
- Specialist Operations Policy.

Standard Operating Procedures

- Armouries SOP;
- Armed Policing Training SOP;
- Post Deployment Procedures SOP;
- Firearms Ranges SOP;
- Royalty and VIP Planning and Protection SOP;
- Partner Agency MOUs (accessible via APPCU);
- Forced Entry to Premises SOP.

Guidance

- The APP, COP Authorised Professional Practice (Armed Policing);
- The Police Scotland Statement of Intent on the Police Use of Firearms and Less Lethal Weapons in Scotland;
- The National Police Firearms Training Curriculum (accessible via POLKA);
- Firearms Strategic Threat and Risk Assessment (accessible via APPCU);
- Service Generic Risk Assessment for Armed Policing Operations;
- Protocol Agreement Between NCA and the Scottish Police on the NCA Use of Firearms within Scotland;
- Civil Aviation Publications 612 and 613 - Police Air Operations Manual Parts 1 and 2;
- College of Policing (COP) 'Stay Safe at Firearms Incidents'.

List of Associated Forms

- PIRC Referral Form (Available via APPCU);
- ARV/NSFU Firearms Issue Form (Available via APPCU);
- Critical Incident - Weapons Issue Form 064-028;
- Taser Deployment Form (Available from APPCU);
- AEP Discharge Form (Available from APPCU);
- Firearms Discharge Form (Available from APPCU);
- Police Vehicle Collision Damage Report (PSOS - 141-004).
- 064-006 Firearms Authorisation Renewal
- 064-009A Request for Firearms Suspended Authorisation
- 064-009B Request for Permanent Withdrawal of Firearms Authorisation
- 064-010 Reinstatement / Variation of AFO Suspended Authorisation
- 064-011 Suspended Authorisation – Interim Review
- 064-013 Firearms Authorisation Continuation Form

Glossary of Terms

ACC SS	Assistant Chief Constable Specialist Support
ACPOS	Association of Chief Police Officers Scotland
ACR	Area Control Room – Service communications and command centres.
AEP	Attenuating Energy Projectile – a type of round fired from a Launcher (previously known as the baton gun), which includes a collapsible portion that will dissipate energy if it strikes a solid object such as the head.
AFO	Authorised Firearms Officer – an officer trained in the use of police firearms and tactics.
ANYT	Authorised but Not Yet Trained – an officer who has completed the Firearms Authorisation process, but who has not yet attended an Initial Firearms Course
APMG	Armed Policing Monitoring Group
APP (AP)	Authorised Professional Practice (Armed Policing) – a COP publication giving generic guidance to those involved in planning and conducting firearms operations.
APPCU	Armed Policing Policy and Compliance Unit
ARV	Armed Response Vehicle – a vehicle crewed by AFOs who have immediate access to firearms. ARV officers are trained in additional firearms tactics.
ASPS	Association of Superintendents Police Scotland
CAST	Centre for Applied Science and Technology (now integrated with the Defence Science and Technology Laboratory (Dstl)).
CCTV	Closed Circuit Television
CED	Conducted Energy Device – Taser
CFI	Chief Firearms Instructor – is responsible for firearms training in the Force or in his/her absence the Deputy Chief Firearms Officer.
CHS	Criminal History Record
CNC	Civil Nuclear Constabulary
COP	College of Policing (formerly NPIA)
CPO	Close Protection Officer – AFOs trained in protection skills.
CT	Counter Terrorism
CTIS	Counter Terrorism Intelligence Section
CTIU (S)	Counter Terrorism Intelligence Unit (Scotland)
Dstl	Defence Science and Technology Laboratory (formerly Centre for Applied Science and Technology (CAST)).

ECHR **European Convention on Human Rights**

EERP **Emergency, Event and Resilience Planning**

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

GP **General Purpose**

H&S **Health and Safety**

HMRC **Her Majesty's Revenue and Customs**

IED **Improvised Explosive Device**

IIMARCH **Information, Intention, Method, Risk Assessment, Communication and Human Rights**

IIO **Initial Investigating Officer** – Police investigator who will be responsible for initial evidence gathering and scene preservation.

ITFC **Initial Tactical Firearms Commander** – An officer trained and accredited to command spontaneous firearms operations.

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

MOD **Ministry of Defence**

MOU **Memorandum of Understanding**

NABIS **National Ballistic Intelligence Service**

NCA **National Crime Agency**

NDM **National Decision Model** – Decision model utilised by Police Scotland to inform decision making.

NHS **National Health Service**

NPFTC **National Police Firearms Training Curriculum**

NPCC **National Police Chiefs' Council**

NSFU **National Specialist Firearms Unit** – Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

OCCTU **Organised Crime Counter Terrorism Unit**

OFC **Operational Firearms Commander** – An officer trained and accredited to command firearms operations at an operational level.

OH **Occupational Health** – Service Occupational Health Provider.

PF **Procurator Fiscal**

PIM **Post Incident Manager** – An officer trained and accredited to facilitate, manage and ensure the integrity of post incident procedures.

PIO **Police Incident Officer** – Unarmed police commander at an incident.

PIRC	Police Investigations and Review Commissioner
PNC	Police National Computer
PPE	Personal Protective Equipment
RVP	Rendezvous Point – Pre-arranged location where resources gather prior to deploying to an incident.
SAR	Search and Rescue
ScOMIS	Scottish Operational Management Information System
SCOPE	System for Co-ordination of Personnel and Establishment
SFC	Strategic Firearms Commander – An officer trained and accredited to command firearms operations at a strategic level.
SID	Scottish Intelligence Database
SIO	Senior Investigating Officer
SLP	Self-Loading Pistol
SO	Safety Officer – Designated officer who will ensure all directions contained within the safety briefing and load/unload procedures are adhered to by the AFO(s) present.
SPELS	Scottish Police Emergency Life Support
STRA	Strategic Threat and Risk Assessment.
TFC	Tactical Firearms Commander – An officer trained and accredited to command firearms operations at a tactical level.
Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.	
TTCG	Tactical Tasking and Coordinating Group
VIP	Very Important Person
IVPD	Interim Vulnerable Persons Database

Conductive Energy Device – Aftercare

Force Form 064-012 Information for Persons Subjected to Taser

APP (AP)

- Removal of Barbs;
- Immediate Referral to Hospital;
- Medical Assessment;

Removal of Barbs

Barbs which have penetrated the skin should normally be removed by a medical professional either at the scene, at a hospital or in the custody suite. This is principally because of the requirement for infection control, the potential for additional trauma to the skin and superficial tissues of the subject, and the risk of self- injury. In the best interest and wellbeing of the subject or in the event of an operational necessity, police officers trained in barb removal, minimum standards of forensic recovery and the associated risks may carry out this procedure. Needles/barbs in particularly vulnerable areas, such as the eyes, should always be removed by medical professionals only.

Immediate Referral to Hospital

If an officer believes that a person to whom the Taser has been applied has a cardiac pacemaker, Vagal Nerve Stimulator or other implanted device, immediate referral should be made to hospital. Similarly, if the subject is found to have any other pre-existing medical condition that might lead to increased medical risk, immediate referral to hospital should be considered.

Medical Assessment

All arrested persons who have been subjected to the discharge of a Taser must be examined by a Forensic Medical Examiner as soon as practicable after arrival at the custody suite.

Any person who has been the subject of a TASER discharge must be **PERSONALLY** handed a copy of Force Form 064–012 Information for Persons Subjected to TASER.

This should be conducted when the person is released from custody / transported to court or prior to being discharged from hospital if the individual was not taken into custody.

It will be the responsibility of the relevant custody Sergeant or reporting officer to ensure that the foregoing instruction is complied with.

Full details of care plans and visit regimes can be obtained from the Care and Welfare of Persons in Custody SOP.

- **Other Medical Conditions** (APP Detention and Custody Module);
- **Use of Taser CED in Custody** (APP Detention and Custody Module);
- **Use of Taser in Hospital Settings** (APP Detention and Custody Module);
- **Information Provided by Detainees** (APP Detention and Custody Module);
- **Monitoring after Taser Discharge** (APP Detention and Custody Module).

Roles and Responsibilities - Task Cards

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

POLICE SCOTLAND – WARNING & DECLARATION

Following identification of all officers present the following Warning & Fitness for Duty Declaration must be read verbatim to all AFOs being deployed.

FITNESS FOR DUTY DECLARATION

AFO'S HAVE A PERSONAL RESPONSIBILITY TO INFORM THE ISSUING OFFICER OR A SUPERVISOR OF ANY CIRCUMSTANCES WHERE THEY BELIEVE THAT THEY MAY BE UNFIT TO CARRY OUT THEIR DUTIES AS AN AFO.

ACCORDINGLY, IF THERE IS ANY PERSON PRESENT WHO HAS OR MAY HAVE ANY MEDICAL, EMOTIONAL OR OTHER LIFE STRESSES, WHICH MAY INTERFERE WITH THE DISCHARGE OF CRITICAL DECISION MAKING OR THEIR OVERALL EFFECTIVENESS, THEY MUST MAKE THIS KNOWN IMMEDIATELY.

ARE THERE ANY REASONS OR FACTORS WHICH WOULD PREVENT YOU FROM BEING ISSUED WITH FIREARMS TODAY?
(Confirm response from each officer - Yes/No)

WARNING

A POLICE OFFICER IS NOT ENTITLED TO DISCHARGE A FIREARM AGAINST A PERSON UNLESS THE OFFICER HAS REASONABLE GROUNDS FOR BELIEVING THAT THE PERSON IS COMMITTING, OR ABOUT TO COMMIT, AN ACTION LIKELY TO ENDANGER THE LIFE OR CAUSE SERIOUS INJURY TO THE OFFICER OR ANY OTHER PERSON, AND THERE IS NO OTHER WAY TO PREVENT THE DANGER.

STAFF ARE REMINDED OF THEIR RESPONSIBILITIES AND POWERS TO USE FORCE UNDER THE FOLLOWING LAW AND REGULATIONS:

- **THE HUMAN RIGHTS ACT 1998**
- **SCOTTISH COMMON LAW**
- **POLICE (CONDUCT) (SCOTLAND) REGULATIONS 2014.**

DO YOU UNDERSTAND (Confirm response from each officer - Yes/No)

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 35, Law Enforcement.

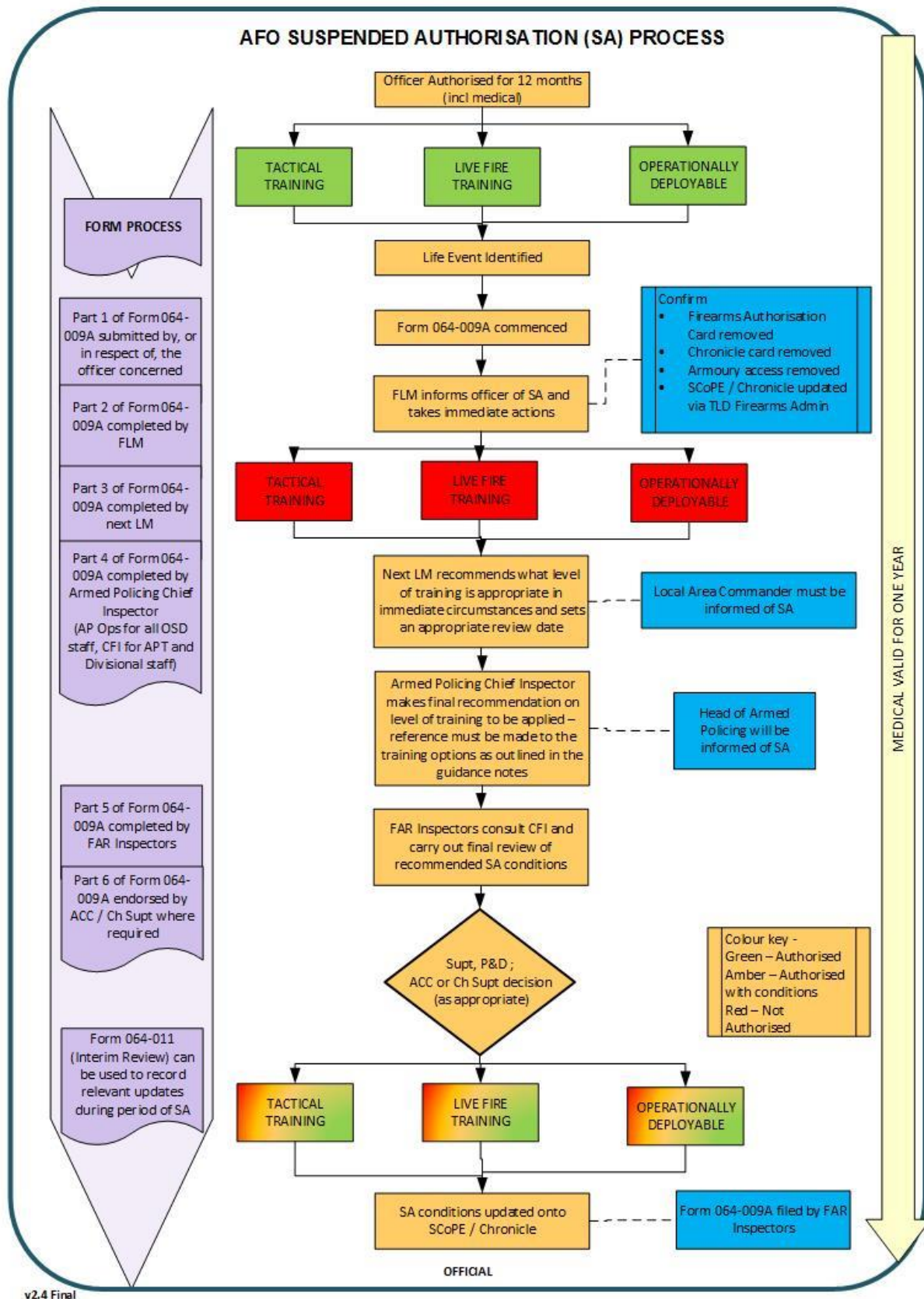
Weapon Systems Function Checks, Load / Unload Drills

**Police Service of Scotland
Armed policing**

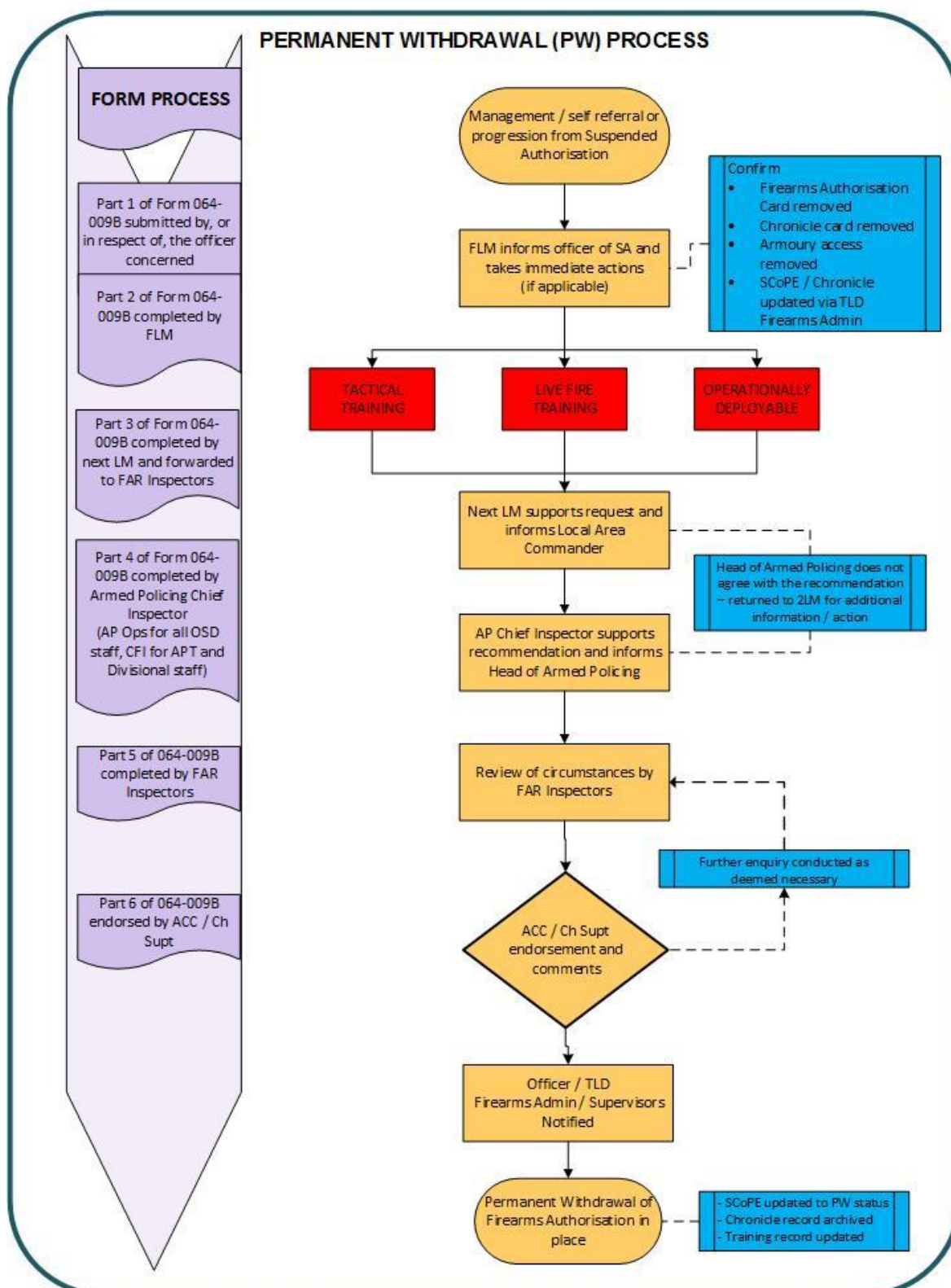
Weapon Safe Handling Procedures

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OFFICIAL

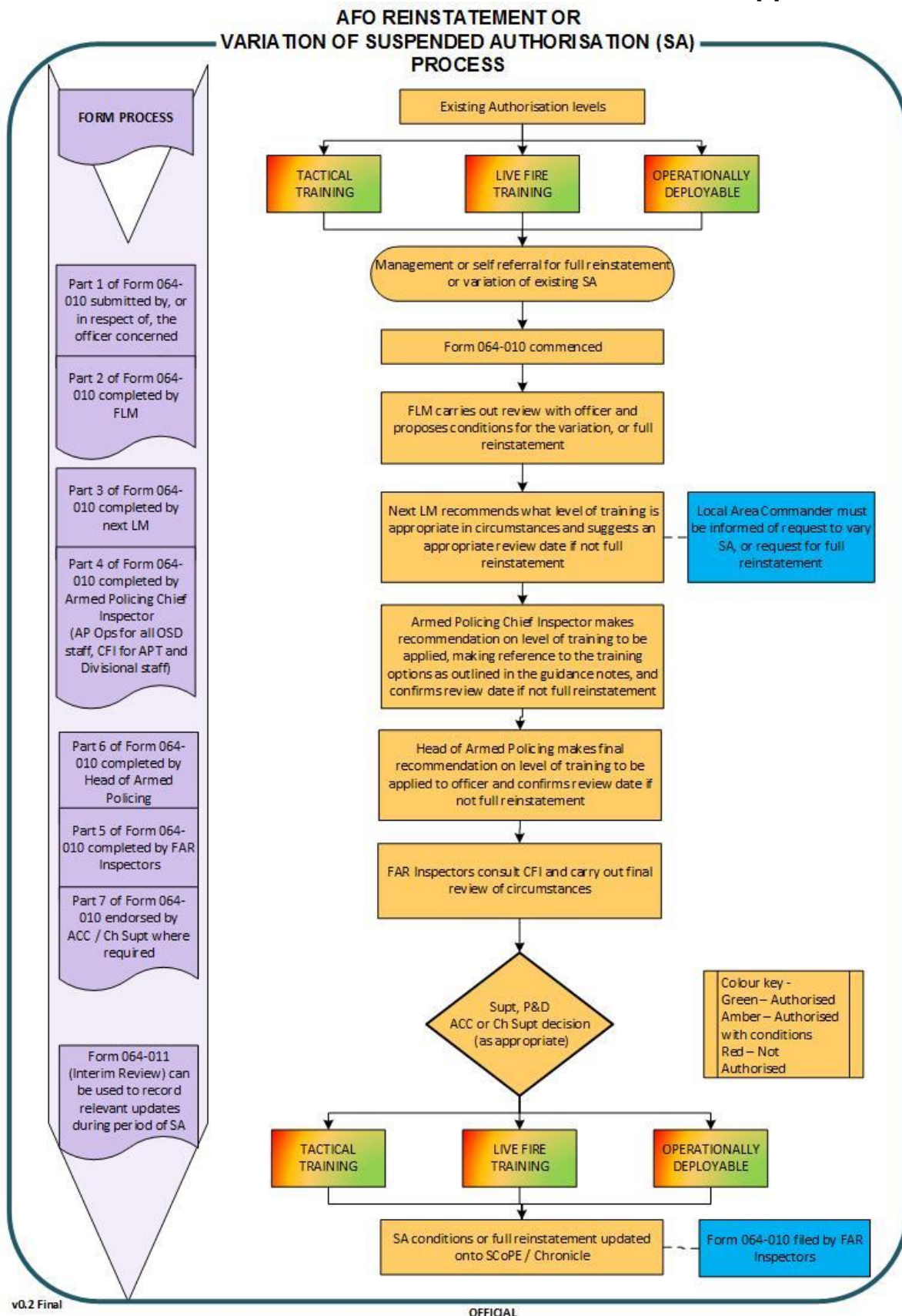


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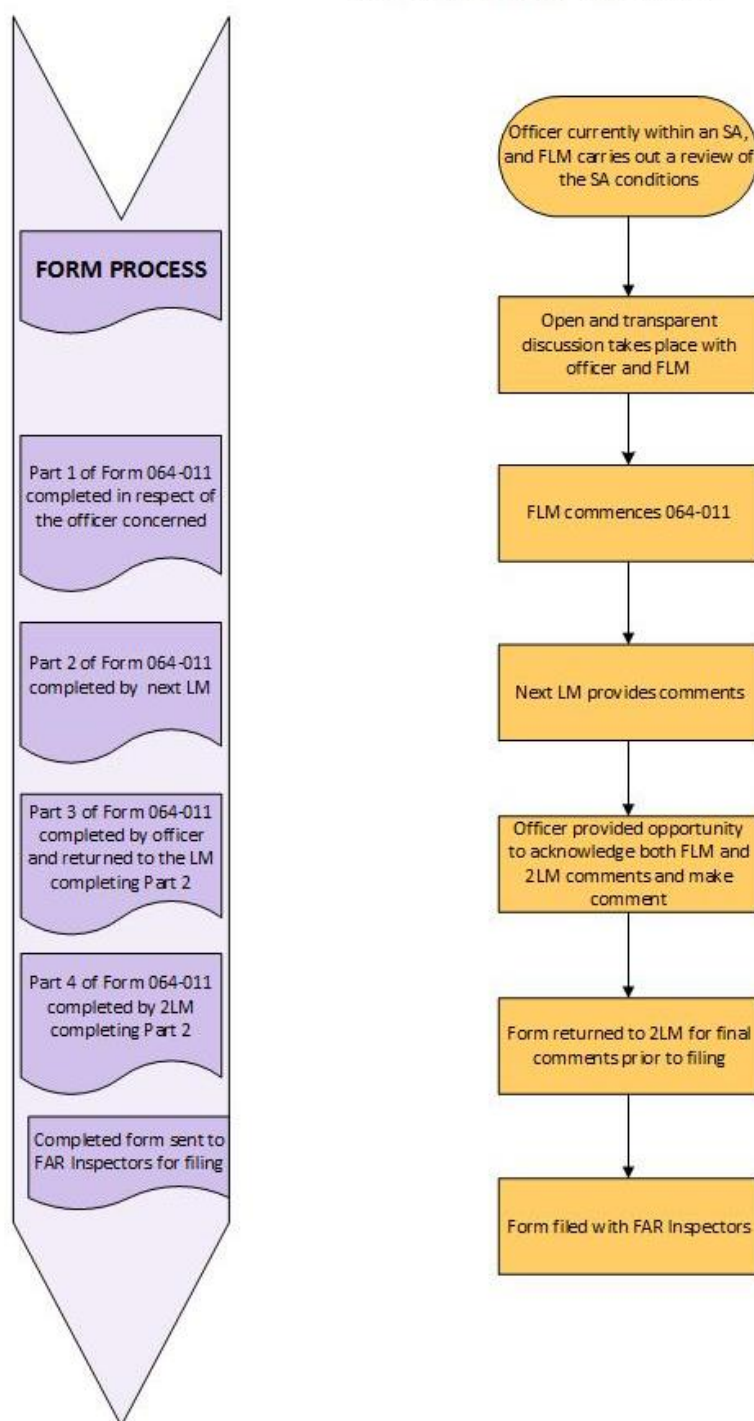


v1.3 Final

OFFICIAL



INTERIM REVIEW PROCESS



v0.2 Final

OFFICIAL

Suspended Authorisation Process – Additional Line Manager Guidance Notes

These guidance notes highlight relevant points for all forms relative to the renewal of a Firearms Authorisation and for all elements relative to a Suspended Authorisation or Permanent Withdrawal.

For all forms within the suite of AFO forms (all forms prefixed 064-...), at no time should any officer make amendments to previous parts of the form. If amendments are required, the form should be sent back to the relevant stage, and changes applied by the officer completing that part.

Where a 064-009A / 064-009B or 064-010 is being submitted by the officers FLM on behalf of the officer, then it is appropriate for the "Reason for Request" within part 1 to state "Part 2 Completed", as long as Part 2 is fully updated with all relevant information.

The Suspended Authorisation process has been introduced to complement a Line Managers toolkit to deal with staff who are experiencing life events, and to allow for proper recording and audit of when Suspended Authorisations are implemented.

The process maps provide guidance and a structure for dealing with officers experiencing life events, but although consideration has been given to most likely scenarios, it has to be recognised that there may be circumstances which are not captured the models.

Therefore, there may be occasions where a Line Manager approves a short notice Suspended Authorisation for a brief period of time, and then after appropriate local scrutiny approves a re-instatement shortly thereafter. In this circumstance, the Line Manager is essentially using the form to record the decision making by retrospective submission of the relevant force forms.

The essential element being that the factors of that SA are recorded and communicated to FARI for inclusion in the review of that individuals record at the appropriate renewal time. The processes within the relevant force forms will allow for the appropriate scrutiny of that decision making.

It is essential when a Request for SA (form 064-009A) is raised and processed to Second Line Manager (Part 3), AP Chief Inspector (Part 4), and then Supt P&D (Part 5) that the Recommended Level of Authorisation is clearly articulated based on the individual officers circumstances. It is for the Armed Policing Chief Inspector completing Part 4 to ensure that a detailed description of the level of Tactical Training being requested is made within the comments section of Part 4 of force form 064-009A. This is to include whether there is a request for the officer to be approved for Simunition / paint marking rounds as part of the SA conditions. In doing so, consideration must be given to the circumstances of the SA, and any other relevant factors

If an officer is being recommended for Tactical Training the comments field should reference what weapon configurations they be recommended to access i.e.;

- no weapons of any kind
- rubber training weapons only (no projectile - no risk of Unintentional Discharge)
- empty/unloaded conventional weapons (no ammunition of any type - no risk of UD)
- conventional weapons stating ammunition types - Marking Rounds (projectile leaves weapon - risk of UD), Blank rounds (no projectile - risk of UD)

Live Fire Training being conventional weapon system with access to live ammunition (projectile - risk of UD)

It may be relevant in some situations for Next Line Managers completing Part 3 of the form to make comment on this for consideration by the AP CI.

The Head of Armed Policing must be in agreement with the conditions proposed by the AP CI.

On completion of the process, the Superintendent, People and Development, or FARI acting on their behalf, must make specific mention of the conditions as detailed by the AP CI, and whether these have been approved or not. This must also be made clear on any subsequent memos / reports issued in respect of the SA.

Important information for officers who are Authorised but Not Yet Trained (ANYT)

An officer who is ANYT and who is subject of a Suspended Authorisation, will **not** be permitted to submit a Force Form 064-006 Firearms Authorisation Renewal if, at the time of their renewal date, their SA remains in place.

This officers Firearms Authorisation will therefore lapse (expire) until the terms of their SA have been concluded, and they are fully fit and capable of being deployed operationally (and therefore fit to attend an Initial Firearms Course (IFC)).

Only once they have reached this point can they competently submit a 064-006 Firearms Authorisation Renewal.

If an officer who is ANYT allows their Firearms Authorisation to lapse (expire), and then experiences a life event as detailed within paragraph 32.1 above, then they should seek guidance from Firearms Authorisation Review Inspectors as to whether a Request for Suspended Authorisation 064-009A would be required.