



U.S. Department of Justice
Federal Bureau of Prisons

CHANGE NOTICE

OPI: CPD/CSB
NUMBER: 5575.01, CN-1
DATE: January 18, 2019

Staff Personal Weapons Storage

/s/

Approved: Hugh J. Hurwitz
Acting Director, Federal Bureau of Prisons

This Change Notice (CN) implements changes to Program Statement 5575.01, **Staff Personal Weapons Storage**, dated September 5, 2018, in light of the FIRST STEP Act (specifically, 18 U.S.C. 4050).

The changes are marked with a **highlight** and inserted into the policy.



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI: CPD/CSB
NUMBER: 5575.01
DATE: September 5, 2018
EFFECTIVE DATE: October 1, 2018

Staff Personal Weapons Storage

/s/

Approved: Hugh J. Hurwitz
Acting Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

This Program Statement updates Bureau policy regarding staff storage of personally-owned weapons on institution grounds, including parking facilities, and on reservation housing, including mobile home sites. Carrying or using personally-owned weapons while on duty is prohibited. Staff are authorized to carry concealed firearms on the premises outside of the secure perimeter of the institution. This Program Statement does not, however, exempt staff from Federal, state, or local laws for any firearms-related activities off the premises of the institution, such as purchasing, registering, licensing, or permissible use. This Program Statement does not apply to non-institution facilities (e.g., Central Office, regional offices, or training centers).

A Warden may temporarily suspend a staff member's privilege of firearms storage in response to an alleged offense by an employee or any allegation, after documentation, which may adversely affect the Warden's confidence in the employee or the security or orderly operation of the institution.

This policy supersedes the sections relating to personal weapons storage of the following Program Statements:

- **Staff Entrance and Search Procedures** (3/24/2016), Section 2, Definitions (language relevant to firearms).
- **Mobile Home Sites, Staff Housing** (10/11/2011), Section 6.i., Firearms.
- **Property Management Manual** (3/13/2015), Chapter 13, Section 7.b., Firearms.

a. **Program Objectives.** The expected results of this program are:

- Staff may be able to store one personally owned handgun (a firearm that has a short stock and is designed to be held and fired with one hand) on Bureau facilities under the provisions of this Program Statement.
- Staff living on institution grounds, including mobile home sites, will be allowed to store personally owned weapons in institution armories.
- There will be an accounting of all staff-owned weapons on Government property.

b. **Institution Supplement.** None required. Should local facilities make any changes outside the required changes in the national policy or establish any local procedures to implement the national policy, the local Union may invoke to negotiate procedures or appropriate arrangements.

2. **HANDGUN STORAGE**

Staff working at Bureau facilities who are permitted to carry personally-owned handgun(s) in accordance with applicable Federal, state, or local laws may store one personally-owned handgun and up to 60 rounds of ammunition in a locked private vehicle parked on Bureau grounds. A personally-owned handgun and ammunition must be locked in a hard-sided gun case designed for that purpose, supplied by the employee. The case must be secured to the vehicle and not be visible from outside the vehicle. Weapons are not permitted in General Services Administration (GSA)-leased buildings or parking facilities.

At Bureau facilities that have gun lockers, staff may store one personally-owned handgun and up to 60 rounds of ammunition in a designated locker while on the grounds.

Except as noted in Section 3 below, staff who live in reservation housing, including mobile home sites, may store one personally-owned handgun and up to 60 rounds of ammunition on institution grounds. The handgun and ammunition must be stored in a hard-sided gun case as described above, that is secured out of sight.

The Warden may impose an annual accountability check.

Institutions located on military bases will follow base regulations regarding personal weapons.

3. STORAGE OF PERSONAL WEAPONS IN INSTITUTION ARMORIES

Staff who live in reservation housing, including mobile home sites, may store personally-owned weapons (such as, but not limited to, handguns, rifles, crossbows, bows, arrows, ammunition, or pellet guns) in the institution armory. For accountability purposes, a log will be maintained for all personally-owned weapons stored in the armory.

4. INSTITUTION GUN LOCKERS

At detention centers (FDCs, MCCs, MDCs) with little or no parking, gun lockers will be installed by the Administration Division. Gun lockers will not be installed at non-institution facilities (e.g., Central Office, regional offices, or training centers).

5. STAFF PERSONAL WEAPONS DECLARATION

Form BP-A0584, Staff Personal Weapons Declaration, must be submitted and approved prior to bringing personal weapons onto Bureau grounds. Copies of the BP-A0584 will be maintained by the Captain, the Security Officer, and Human Resources. The form must be kept current by all staff who:

- Bring or store personally-owned handgun(s) and ammunition on Bureau grounds.
- Store personally-owned weapons in institution armories.
- Live in reservation housing, including mobile home sites, whether or not they own personal weapons.

REFERENCES

Program Statements

- 3740.02 Staff Entrance and Search Procedures (3/24/2016)
- 4220.03 Mobile Home Sites, Staff Housing (10/11/2011)
- 4400.05 Property Management Manual (3/13/2015)

Department of Homeland Security, National Protection and Programs Directorate, Federal Protective Service Directive No. 15.9.3.1, Revision 1, “Prohibited Items Program” (5/16/2013)

BOP Forms

- BP-A0584 Staff Personal Weapons Declaration

ACA Standards

None.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.