



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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ALBANY GA 31704-0302

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CO0001
25 SEP 20

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1601.12E

From: Commanding Officer
To: Distribution List

Subj: COMMAND DUTY OFFICER AND ASSISTANT COMMAND DUTY OFFICER STANDARD
OPERATING PROCEDURES

Ref: (a) MCIEAST-MCB CAMLEJO 1601.1E CH1
(b) MCIEAST-MCB CAMLEJO 5510.1A
(c) MCO P10520.3B
(d) MCIEAST-MCB CAMLEJO 3040.1E
(e) MCIEAST CG Policy Letter 8-17
(f) MCLBAO 3070.1

Encl: (1) SOP for CDO and ACDO
(2) Commander's Critical Information Requirements
(3) Red Cross Message Worksheet
(4) CDO Instructions for Live Oak Lodge
(5) DD Form 2873 Military Protective

1. Situation. The Command Duty Officer (CDO) is the direct representative of the Commanding Officer (CO), Marine Corps Logistics Base (MCLB) Albany. The CDO reports to and receives orders and instructions from the Executive Officer (XO), MCLB Albany. The CDO is responsible for informing the CO of each command aboard the installation of matters pertaining to their Marines that occur after working hours.

2. Cancellation. MCLBAO 1601.12D.

3. Mission.

a. Per the references, this Order promulgates instructions and policies regarding MCLB Albany CDO and Assistant Command Duty Officer (ACDO) per references (a) through (f).

b. Summary of Revision. A substantial change occurred during the revision of this Order and requires all command duty personnel and tenant commands to review.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All tenant and subordinate commanders and command duty personnel shall familiarize themselves with the contents of this Order.

(2) Concept of Operations. The CDO and ACDO will be a consolidated duty comprised of Marines from MCLB Albany and tenant commands. The amount of support from each command will consist of a fair-share quota based on the amount of eligible and available Marines who can stand these duties. The Adjutant, MCLB Albany will manage the process.

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b. Tasks(1) Adjutant, MCLB Albany shall:

(a) Update the duty binder ensuring it reflects the most current directives, telephone numbers, and instructions for command duty personnel.

(b) By the 15th of each preceding month, publish a monthly Base Bulletin duty watch list.

(c) Make changes, if necessary, to the duty schedule and contact rosters through the Adjutant office.

(2) Company Office, MARCOR LOGCOM shall:

(a) Provide a roster of those personnel scheduled to stand the CDO and ACDO watch to Adjutant, MCLB Albany by the 10th of each month.

(b) Provide an updated contact roster to the Adjutant, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December. The contact rosters will include grade, name, home telephone number, cellular phone number, and duty assignment. Rosters will be email and encrypted with "FOUO" in subject line.

(c) Refer all comments, concerns, and suggestions to the Adjutant, MCLB Albany at (229) 639-6994.

(3) Senior Marine SYSCOM, MCLB Albany shall:

(a) Provide a roster of those personnel scheduled to stand the CDO and ACDO watch to Adjutant, MCLB Albany by the 10th of each month.

(b) Provide an updated contact roster to the Adjutant, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December. The contact rosters will include grade, name, home telephone number, cellular phone number, and duty assignment. Rosters will be email and encrypted with "FOUO" in subject line.

(c) Refer all comments, concerns, and suggestions to the Adjutant, MCLB Albany at (229) 639-6994.

(4) I&I, MCLB Albany CLB-243 Det. 2 shall:

(a) Provide a roster of those personnel scheduled to stand the CDO and ACDO watch to Adjutant, MCLB Albany by the 10th of each month.

(b) Provide an updated contact roster to the Adjutant, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December. The contact rosters will include grade, name, home telephone number, cellular phone number, and duty assignment. Rosters will be email and encrypted with "FOUO" in subject line.

(c) Refer all comments, concerns, and suggestions to the Adjutant, MCLB Albany at (229) 639-6994.

(5) Sexual Assault Response Coordinator, MCLB Albany shall. Provide updated point of contact information of Uniform Victim Advocates and duty phone to Adjutant, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December.

(6) MCLB Albany Special Staff and Department Heads shall:

(a) Provide a roster of those individuals authorized access to workspaces after normal working hours. Provide updated access rosters to the Adjutant, MCLB Albany and Physical Security Branch, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December.

(b) Provide an updated contact roster to the Adjutant, MCLB Albany as changes occur and on the first day of the following months March, June, September, and December. The contact rosters will include grade, name, home telephone number, cellular phone number, and duty assignment. Rosters will be email and encrypted with "FOUO" in subject line.

5. Administration and Logistics.

(a) Tenant Commands are to notify the Adjutant, MCLB Albany of any special instructions that are appropriate for inclusion in the CDO's duty binder.

(b) Enclosures (1) through (5) provide guidance to the CDO and ACDO in the performance of their duties.

(c) If an oncoming CDO or ADNCO fails to show for duty at the time prescribed, immediately notify the Adjutant, MCLB Albany and Adjutant Chief.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany and all tenant commands that stand the subject duty.

b. Signal. This Order is effective the date signed.



M. J. FITZGERALD

DISTRIBUTION: A

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Chapter 1

Command Duty Personnel

1. Assignment. All Marines O-1 to O-3, WO-1 to CWO-3, and E-6 to E-7s assigned to MCLB Albany and tenant commands shall be eligible for assignment as Command Duty Officer. All E-5 thru E-7 assigned to MCLB Albany or tenant commands shall be eligible for assignment as Assistant Command Duty Officer.
2. Exemptions. The following billets are exempt from this duty:
 - a. Company Commanders (Headquarters and Service (H&S) Company, LOGCOM).
 - b. Marines assigned to the Provost Marshal's Office (PMO).
 - c. LOGCOM Staff Secretary.
 - d. MCLB Albany Adjutant..
 - e. LOGCOM Commanding General Aide-de-Camp
 - f. LOGCOM Commanding General Driver
 - g. Staff Judge Advocate (SJA) & Deputy SJA
3. Restrictions. Special circumstances may restrict Marines within the sourcing population from standing CDO or ACDO. The following list is not all-inclusive and commands can determine Marines have circumstances, which restrict them from standing duty:
 - a. Marines pending legal action or administrative separation.
 - b. Female Marines with medical documentation on pregnancy.
 - c. Marines with medical conditions that preclude them from walking or standing for prolonged periods of time or prohibited by competent military medical authority.
 - d. Marines who are on restriction and performing extra punishment duties.
 - e. Lautenberg Amendment. Personnel unable to be in possession of weapons or ammunition due to the Lautenberg Amendment are restricted from standing this post. The Lautenberg Amendment makes it a felony for any individual convicted of the misdemeanor crime of domestic violence regardless of when the conviction occurred, to ship, transport, possess, or receive firearms or ammunition.
4. Post. The post for the CDO and ACDO will be at Coffman Hall (building 3500), MCLB Albany. Room 1 is the designated office of command duty personnel during their post. Room 6 is the designated sleep area for this post.
5. Posting and Relief. The oncoming CDO and ACDO will review this Order and any pertinent orders and instructions pertaining to this watch prior to assuming the duty.
 - a. CDO. The off-going and oncoming CDOs will report to the XO, MCLB Albany no later than (NLT) 0815 each workday. Personnel scheduled for duty on weekends or holidays will report on Friday morning (or the last working

day prior to the holiday) with the off-going and oncoming CDOs. Post and relief will go as follows:

(1) The off-going and oncoming CDOs will position themselves in front of the XO.

(2) Each CDO will salute and report "Sir/Ma'am, [grade, name] reporting as the [off-going CDO] [oncoming CDO for today/Saturday/etc.]".

(3) The XO will review the logbook and, after determining the record is complete and correct, relieve the off-going CDO.

(4) The XO will issue any special instructions and post the oncoming CDO.

(5) Upon assuming the post, the oncoming CDO will write the following entry in the logbook:

(a) "I, (RANK, NAME), have assumed all duties and responsibilities as the CDO for MCLB Albany. I have read and understand all duties pertaining to this post. I have in my possession (1) CDO binder, (1) duty logbook, (1) set of duty keys, (1) master key card to building 7130, (1) master key card to building 3700 and 3500, (1) duty cell phone, (1) Marine Corps PKI token card pin number: 17751775, and (1) standard gold on scarlet brassard and (2) Motorola Radios, model (XXXX...), serial numbers (XXXX...) and (XXXX...).

(b) "I have in my possession (1) M9 pistol serial number: XXXXXX, (2) magazines with 15 rounds each, (2) magazine pouches, (1) cartridge belt, and (1) holster and lanyard".

b. ACDO. The off-going and oncoming ACDOs will report to the Sergeant Major, MCLB Albany NLT 0815 each workday in the same manner as found in paragraph 5.a.

c. Weekday CDO and ACDO shall return to their work spaces for the duration of the normal workday. Command Duty Officer shall report to the XO NLT 1600 to receive any additional instructions before posting for the duration of their tour.

d. During periods of special liberty and extended weekends, command duty personnel will post for duty at 1200. The XO will notify the CDO and ACDO of any requirement to post at any time other than the aforementioned times.

6. Tour. The tour of duty for command duty personnel is 1600 to 0800 on weekdays and 0815 to 0800 the next day on weekends. Oncoming CDO and ACDO shall arrive at their post at least 15 minutes prior in order to receive a proper turnover.

7. Uniform. All command duty personnel will wear the seasonal Marine Corps Combat Utility Uniform (MCCUU).

8. Arming the CDO and ACDO. The CDO and ACDO will carry a sidearm during their tour of duty.

a. CDO

(1) The M9 9mm Service Pistol is the duty weapon with 30 rounds of 9mm ball ammunition.

(2) Marines within the eligible population to stand CDO duty must have qualified on the M9 within the past fiscal year (e.g. A Marine who qualified on 1 October 2020 for fiscal year 2021 has until 30 September 2022 to qualify again). Tenant commands are responsible for ensuring their Marines annual training requirements are current.

(3) The M9 pistol will be in condition one (magazine inserted, slide forward, round in chamber, weapon on safe).

b. ACDO

(1) Due to the senior level of Marines eligible to stand this post and limited rifle range quotas, the M9 9mm Service Pistol, with 30 rounds of 9mm ball ammunition, is the duty weapon (e.g., Gunnery Sergeant over 13-years of service is exempt from qualifying on the M4).

(2) Marines within the eligible population to stand ACDO duty must have qualified on the M9 within the past fiscal year (e.g. A Marine who qualified on 1 October 2020 for fiscal year 2021 has until 30 September 2022 to qualify again). Tenant commands are responsible for ensuring their Marines annual training requirements are current.

(3) The M9 pistol will be in condition one (magazine inserted, slide forward, round in chamber, weapon on safe).

(4) If the ADNCO is not a SNCO, the ADNCO will not be under arms.

c. Chapter 4 will cover use of deadly force procedures.

d. The duty weapon and ammunition will be drawn from the MCLB Albany, Marine Corps Police Department (MCPD) each workday at 1545. The CDO will sign the MCPD's logbook to verify receipt of the weapon and ammunition. Upon return of the weapon and ammunition to PMO, a subsequent signature is required. Furthermore, the CDO and ACDO shall include the weapon and ammunition in his or her CDO and ACDO logbook entry resuming the post NLT 1600.

e. The off-going CDO and ACDO will return the weapon and ammunition to the MCPD NLT 0830.

f. The CDO will use a government vehicle while performing all duties and responsibilities assigned to this post. The CDO will not utilize a Personal Operated Vehicle (POV) while under arms. The CDO and ACDO will checkout the government vehicle prior to drawing the sidearm from the MCPD in accordance with paragraph 9.

9. Transportation. Command duty personnel shall use the government vehicle located in front of building 3500 in the space marked "GOV. VEHICLE". The keys and fuel card are located in the Operations and Training Division, in room 10 of building 3500.

10. Sleeping Post. Either the CDO or ACDO must be awake at all times. The only authorized sleeping period is from 2100-0500. Room 6 will serve as the sleeping post with fresh linens stocked by the Base Housing Office. The CDO or ACDO will not return to either on or off-base residence to sleep.

11. Assignments/Replacements. Following the monthly publication of the Duty Bulletin, command duty personnel who become unavailable for duty must contact

their respective chain of command to coordinate a suitable replacement. Marines must notify the Adjutant, MCLB Albany of duty changes via email or phone. Individuals assigned as supernumeraries will activate only in emergencies involving last minute situations whereby assignment of another individual to stand CDO is not possible. It is ultimately the Marine's responsibility to find a replacement for his/her duty.

Chapter 2

Command Duty Personnel Responsibilities1. Touring the Base

a. Command duty personnel shall tour the base for the purpose of security, safety, and cleanliness.

(1) During each tour of duty at a minimum two inspections are required. One inspection must occur prior to midnight and the other must occur after midnight. CDO will annotate the inspections in the logbook.

(2) Command duty personnel shall, at a minimum, patrol buildings 3500, 3600, 3700 and the Bachelor Enlisted Quarters (building 7130) during each tour.

(3) Command duty personnel shall inspect the security of the following FOUR vault doors during each patrol (and initial the Standard Form 702 (Security Container Check Sheet) on the door):

- (a) Building 3500, wing 100, room 103
- (b) Building 3500, wing 100, room 110, door B4
- (c) Building 3700, third deck, room 321
- (d) Building 3700, third deck, room 327

(4) All discrepancies will require a comment as to corrective action taken, i.e., appropriate individuals notified and follow-up action confirmed.

b. While touring the base, command duty personnel shall verify the security of buildings 3500, 3600, and 3700.

(1) Secure buildings 3500 and 3600 by 1900. Command duty personnel should note any personnel still working past this time, and secure the building after their departure.

(2) Buildings 3500 and 3600 shall be unlocked NLT 0530 each workday.

(3) Building 3700 utilizes a controlled access system that does not require command duty personnel to secure/unlock the main entrances. Command duty personnel will ensure all external doors are in the lock position.

(4) On weekends and liberty periods, command duty personnel will conduct a visual inspection of the Protected Distribution System conduit in the main hallway, and wing 100 of building 3500. If signs of tampering exist, notify the Cybersecurity Branch Head at (229)639-5497 and the Security Manager at (229)639-5210. Command duty personnel will make a logbook entry reporting the completion of the PDS conduit inspection.

2. Phone Calls. Take appropriate action on all incoming messages after working hours.

a. For Blue Dart messages, refer to the Blue Dart procedures binder located in the duty office.

b. In the event of a Red Cross message, utilize enclosure (3) to record the message. Immediately contact the pertinent chain of command to relay the information and provide Red Cross form to the command at the earliest convenience or upon request of that command. Commands are to retain Red Cross messages for records management purposes.

c. Any calls from parents, family members, or significant others shall be dealt with in a professional manner.

d. Work phone numbers are releasable; however, personal contact information shall only be released under the condition that command duty personnel have verified the individual's identify and legitimate need to access said information. Command duty personnel need to exercise caution when releasing personal contact information.

3. Incoming Personnel. For all Marine Corps personnel reporting into MCLB Albany, command duty personnel shall direct them to report to the Military Personnel Section (MILPERS) in building 3600. MILPERS's working hours are 0730-1630 Monday through Friday. If the Marine arrives after working hours, the Marine will report to MILPERS at 0730 the next working day. If after hours, the CDO shall endorse the Marine's orders with their name, rank, time and date of arrival, and a signature. The CDO shall also make a corresponding logbook entry.

4. Open Skies Treaty Messages

a. Open Skies (OS) Treaty is a security measure where unarmed aerial observation flights are conducted over Marine Corps Installations East (MCIEAST) territories such as MCLB Albany. Refer to reference (b) for additional information.

b. In the event of an OS message, contact the MCIEAST duty officer at (910)451-2414 for follow-on instructions.

5. Colors

a. Morning Colors. The off-going CDO shall observe morning colors at 0800. In the event of a sound machine malfunction, CDO staff shall execute "silent colors". The CDO shall make a logbook entry citing completion of colors.

b. Flags

(1) The Post Flag will be on display at all times except in cases of inclement weather or when the Garrison Flag is on display.

(2) The Storm Flag will be on display during when inclement weather is imminent or during inclement weather. Inclement weather for this purpose of explanation is 50 percent or more chance of rain and or with winds gusting over 20 knots; however, the CDO shall exercise his best judgment when deciding which flag is appropriate.

(3) The Garrison Flag, except during inclement weather, will be on display Sundays, holidays, and other national occasions listed in reference (c).

c. Half-Masting

(1) Half-mast data is available at <https://halfstaff.org/>. In order to half-mast the national ensign, first hoisted to the peak until morning colors music has ended and then lower to the half-mast position. When conducting half-mast raise the flag to the peak first then down to the half-way point on the flag pole.

(2) A flag in any position below the peak is technically in the half-mast position; but, in general, the middle point of the hoist of a flag at half-mast should be halfway between the top and foot of the mast.

d. Evening Colors. The CDO shall observe evening colors. In the event of a sound machine malfunction, the flag detail will conduct "silent colors". The CDO shall make logbook entry citing completion of colors.

e. Time. To determine the correct time of day to conduct evening colors, refer to the chart posted on the ACDO desk. Additionally, astronomical data is available at (<https://www.usno.navy.mil/USNO/astronomicalapplications/data-services>).

6. Casualty Assistance Calls Officer (CACO) Calls. Command duty personnel should direct all CACO calls from HQMC to the Base Adjutant, MCLB Albany at (229)869-7104 or (229)639-5105.

7. Live Oak Lodge

a. A representative from the Live Oak Lodge will deliver a briefcase to the CDO for use after business hours no later than 1630 each work day and no later than 1630 Friday for weekends. The briefcase will contain the following:

- (1) Check-in materials for any personnel checking in after hours.
- (2) Master keys to the lodging facilities.
- (3) Master key logbook.

b. Command duty personnel should be prepared to check-in personnel after hours and provide them with keys and directions to their room.

c. Command duty personnel may also be required to provide assistance to personnel who lock themselves out of their rooms after hours. In this event, command duty personnel shall make every effort to confirm the identity of personnel and their legitimate claim to the room and annotate usage on the master key logbook.

d. Amplifying information regarding this responsibility is found in enclosure (4).

8. Special Instructions

a. CDOs shall contact the MCIEAST CDO between the hours of 1630 and 1800 on weekdays. The MCIEAST CDO phone number is (910) 451-2414/3031.

b. CDOs shall contact the MCIEAST CDO between 0630 and 0730 on weekdays, and between 0830 and 1000 on weekends and holidays.

c. No later than 0730 each morning, ensure the glass doors at the entrance to building 3500 have been cleaned, and quarter deck to building 3500 is swept and log into duty book upon completion.

d. Oncoming CDO inspect duty vehicle interior and exterior and make entry into logbook as to the condition and if any discrepancies prior to conducting tours.

e. Upon completion of duty off going CDO conduct a general cleanup of the duty hut, empty the trash can, and close the blinds prior to changeover.

Chapter 3

Notification Procedures Involving MCLB Albany Commands1. Notification Procedures

a. Certain events will require command duty personnel to notify the chain of command. Enclosure (2) outlines specific circumstances for notification, but in general, command duty personnel should exercise good judgment when assessing whether a specific situation warrants notifying the chain of command.

b. In reportable situations, collect all pertinent information, but at a minimum the following information should be reported:

(1) Who: Rank, First Name, Last Name

(2) What: Briefly explain the incident.

(a) Was alcohol/drugs involved?

(b) Damage to property

(3) When: Date and time

(4) Where: on/off base at building/residence

(5) Way ahead: SNM is currently located ____ and SNCOIC is enroute or onsite.

c. Command duty personnel should notify the chain of command via the following system:

(1) If the event pertains to a Marine of a specific tenant command, notify the Company Commander for that command (H&S Company/LOGCOM/I&I).

(2) For all other events, contact the XO, MCLB Albany.

(3) If the event requires a Personnel Casualty Report (PCR) or Serious Incident Report (SIR), contact the Adjutant, MCLB Albany. Reference (e) outlines events requiring a PCR or SIR. Enclosure (2) provides amplifying information by CG MCIEAST as well as MCLB Albany tenant commands.

Chapter 4

Deadly Force Instructions

1. Inherent Right of Self-Defense. As the CDO/CDC, you have the inherent right of self-defense and may exercise individual self-defense in response to a hostile act or demonstrated hostile intent.

2. De-escalation and the Use of Non-deadly Force

a. When time and circumstances permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening actions.

b. Use of force only as a last resort, and the force used should be the minimum necessary. The use of force must be reasonable to counter the threat. If force is required, non-deadly force is a priority first and is in place to control a situation or to provide self-defense of others, when doing so is reasonable under the circumstances.

3. The Use of Deadly Force. Use deadly force only when all lesser means have failed or the implementation of lesser means is not feasible. Use deadly force only under the following circumstances:

a. To protect yourself, others if you reasonably believe that you are, or they are in imminent danger of death or serious bodily harm.

b. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

c. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (e.g. explosives, weapons ammunition, etc.).

d. When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purposes of Department of Defense operations designated by the President, "national critical infrastructure" is public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

e. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (e.g. setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

f. When deadly force reasonably appears to be necessary to prevent the escape of a prisoner. Provided there is probable cause to believe that such person(s) have committed or attempted to commit a serious offense, that is one that involves imminent threat of death or serious bodily harm, and would pose an imminent threat of death or serious bodily harm to others.

g. When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense involving violence or threatened death or serious bodily harm and is a continued threat to the safety of others.

4. Additional Specific Instructions

a. You are prohibited from firing warning shots.

b. Your weapon will remain in Condition 1(M9) and **will only be removed when:**

- (1) The use of deadly force refers to paragraph 3 above.
- (2) Ordered to do so by a competent authority.
- (3) Returning it to storage.
- (4) Cleaning it in an authorized area.

c. You will show due regard for the safety of innocent bystanders when using force.

d. If you remove your pistol from its holster rifle in the times of challenging, proper notifications will be made and a Statement of Force form completed.

e. When clearing a firearm, you will follow current policies and procedures pertaining to firearms handling, clearing, and safety.

f. Clearing will be accomplished only in a designated area (ie. clearing barrel).

g. When drawing a weapon from the armory/arms room, rounds will be drawn after ensuring the weapon is clear.

h. When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

i. You will check your firearm and have it double-checked by another person to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

j. You are prohibited from using a privately owned firearm or ammunition on duty.

k. Report any violation of these policies or procedures immediately to the proper authority.