



Administrative Regulations

Number AR33-1
Issue 1

Subject: Policy and Procedures for the Training and Issuance of CN (Tear) Gas to City Employees.

I. PURPOSE.

- (A) To establish a policy relating to the training and control of CN Gas Canisters for all employees;
- (B) To clarify the City's liability in providing training and issuance of CN Gas Canisters to employees; and
- (C) The procedures for issuance and return of Canisters by City employees.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

The City desires to offer protection to employees who may be exposed to hazard in the performance of their duties. It is for that reason that the City is establishing a job-related tear gas training and use program for City employees. However, the City Attorney has observed that the training and use of tear gas equipment greatly increases the City's liability. In order to minimize that potential liability, the use of tear gas equipment will be authorized only under the conditions set forth below:

City employees may be authorized to carry a City-issued tear gas container as a protective weapon only while performing work duties under the following conditions:

- (A) Employees work in a job classification that has been determined to need this type of protection.
- (B) Employees satisfactorily complete the State-mandated training conducted by the Long Beach Police Department.
- (C) Employees adhere to the specific limitations for issuance and use of the weapon while performing job-related activities.

IV. PROCEDURE.

- (A) Departments may submit requests for tear gas training for only those jobs that require such protection. List employee's name and job title.
- (B) Upon approval from City Manager's office, arrangements will be made by the Personnel Department for the required training.
- (C) The Police Department will provide necessary training for all City employees.
- (D) City owned and identified gas containers will be provided to certified employees only during work hours.
- (E) Gas containers will only be issued at the start of a work assignment day and returned to a designated storage place at the end of each assignment.
- (F) Departments will be responsible for the control, issuance, storage and inventory of all tear gas equipment.
- (G) Any time a tear gas container is discharged, a full report of the incident, including statements of witnesses, if any, will be filed with the department, with copies to the Chief of Police and the City Attorney.