



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



370.02 CONCEALED WEAPONS PERMIT 03-09-17

PURPOSE

The purpose of this order is to establish procedures for issuing and renewing Carry Concealed Weapons (CCS) permits.

POLICY

It shall be the policy of the Sacramento Police Department to issue CCW permits to only those applicants who have met specific requirements and to reconsider renewal upon expiration.

PROCEDURE

A. GENERAL

NOTE: Retiring sworn members of the Police Department shall refer to GO 380.04.

1. The Chief of Police is given the statutory discretion to issue a permit to carry a concealed firearm to persons who
 - a. Are residents of the City of Sacramento.
 - b. Are at least 21 years of age.
 - c. Fully complete an application that includes required personal information.
 - d. Are free from criminal convictions that would disqualify the applicant(s) from carrying a concealed weapon.
 - e. Are of good moral character.
 - f. Show good cause for the issuance of the CCW permit.
 - g. Pay all associated fees.
 - h. Provide proof of ownership and registration of any weapon to be permitted for concealment.
 - i. Are free from any medical and/or psychological conditions that might preclude them from carrying a concealed weapon.
 - j. Have completed the required training.
2. CCW permit application forms and CCW policy information shall be made available at the Records Public Counter.
3. Upon completion of the CCW permit application, applicants will call the Criminal Intelligence Unit (CIU) on Monday through Friday between the hours of 0900 and 1500 hours to make an appointment to submit their applications.
 - a. When applicants make an appointment, they shall be advised to bring the following original documents:
 - (1) Birth certificate and/or naturalization papers.
 - (2) Utility bill statement bearing the applicant's residence address or any other sufficient proof of permanent residency within the City of Sacramento as indicated on the application.
 - (3) California's driver's license.
 - (4) Certificate of completion of any handgun training course(s) that meets the minimum guidelines per PC§ 26165.
 - b. When the applicant drops off the application, CIU personnel shall complete an initial review of the application.
 - c. CIU personnel shall witness the applicant's signature on pages (10) and (14) of the Department of Justice (DOJ) CCW application.
 - d. If the application is completed properly, the applicant shall be instructed to go to the Records Public Counter to submit a non-refundable check or money order (made payable to



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the City of Sacramento) to pay for the following:

- (1) Current Department filing fee.
- (2) Current Department of Justice (DOJ) filing fees.
- e. After the applicant has paid the necessary Department and DOJ fees, Forensic Identification Section (FIS) personnel shall obtain the applicant's fingerprints and submit them to DOJ via Live Scan.
- f. The applicant shall bring the original fee receipt to his/her appointment with CIU.
- g. CIU personnel shall
 - (1) Make a copy of the applicant's fee receipt for the applicant's file and return the original.
 - (2) Prepare a file for each CCW permit applicant to include copies of the requested documents in Section A.3.a. above. All original documents shall be returned to the applicant.
 - (3) Contact the Records Division to obtain an SPD S-number and forward the Records Division an "applicant only" form documenting the applicant's SPD S-number.
 - (4) Enter all information into the applicant's file and the CCW database file for future reference.

B. DOJ NOTIFICATION OF PERMIT APPROVAL OR DENIAL

1. DOJ will advise SPD if the applicant's background information warrants the approval or denial of the applicant's request for a CCW permit.
2. CCW applicant information that has been denied by the DOJ will be forwarded to the CIU. This information shall be sent by CIU to the applicant, explaining DOJ's denial of the CCW permit. NOTE: Per PC§ 26205 CIU personnel shall give written notice to the applicant indicating if the permit is approved or denied within (90) days of the initial application for a new permit or a permit renewal or (30) days after receipt of the applicant's criminal background check from the Department of Justice, whichever is later.
3. When the DOJ approves the CCW request, the CIU personnel shall run the following checks on each applicant and his/her adult co-habitant(s):
 - a. Versadex systems (names, location, street checks).
 - b. County system (personal descriptor, alias, addresses, remarks, arrest history, multiple reports, probation).
NOTE: If the applicant is not located within the above computer system checks, CIU personnel shall enter the applicant in the appropriate systems to enable a positive identification confirmation for future reference.
 - c. Obtain copies of reports related to the requestor from the Records Division, if any such reports exist that may invalidate or substantiate the reason for the denial of the application.
 - d. Complete an evaluation form for each applicant which includes name, occupation, reason for application, information on handgun training, criminal history, crime reports, and comments.
 - e. Interview each applicant. Based upon such interview, the CIU personnel shall make a recommendation in the applicant's file.
 - f. Remove the applicant from further consideration if he/she determines the applicant is not a suitable candidate for carrying a concealed weapon.
4. Upon reviewing the CCW files, the CIU personnel shall submit those files meeting the qualifying criteria to the CCW committee for review.

C. CCW COMMITTEE

1. The CCW Review Committee shall
 - a. Maintain the qualifying criteria to obtain a CCW permit.
 - b. Make the determination if an applicant must pass a psychological evaluation prior to approval of a CCW permit. NOTE: Any fees charged for psychological testing will be the



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responsibility of the applicant and shall not exceed \$150.00 for an initial test. Additional psychological testing of an applicant seeking a permit renewal shall be required only if there is compelling evidence to indicate that such test is necessary per PC§ 26190.

2. The CCW committee shall consist of
 - a. Deputy Chief of Police, Office of Operations.
 - b. Captain, Special Services, Office of the Chief.
 - c. Captain, Metro Division, Office of Specialized Services.
 - d. Captain, Office of Investigations.
3. Upon approval by the CCW committee, the CIU personnel shall
 - a. Confirm that the applicant was determined to be suitable for carrying a concealed weapon by an authorized psychologist (if requested).
 - b. Submit them to the Chief of Police (COP) for approval.

D. SPD APPROVED CCW APPLICATIONS

Once the CCW permit is signed by the Chief of Police, CIU personnel shall

- a. Ensure that the applicant completes and signs the DOJ permit form (BCIA 4501).
- b. Affix the applicant's right thumb print to all three (3) pages of the DOJ permit form.
- c. Make a copy of page one (white copy) of the DOJ form. That copy and page three (pink copy) shall be included as part of the applicant's CCW file.
- d. Obtain two (2) copies of the applicant's digital photograph.
 - (1) one (1) photograph shall be attached to the applicant's CCW file.
 - (2) one (1) photograph shall be attached to the CCW permit.
- e. Laminate the original CCW permit to include the applicant's photograph, the permit expiration date, type of weapon, and any restrictions or pertinent information placed on the permit.

NOTE: Civilian CCW permits will be valid for a period not to exceed one (1) year from the date of issuance except as stated below.

- (1) A permit issued to a State or Federal magistrate, commissioner, or judge will be valid for a period not to exceed three (3) years.
 - (2) A permit issued to any reserve officer as defined in PC§ 830.6. (a) or (b) or a custodial officer employed by the Sheriff as provided in PC§ 831.5 will be valid for a period not to exceed four (4) years, except that such permit shall be invalid upon the individual's conclusion of service.
- f. Notify the applicant and advise him/her of the date and time the CCW permit can be picked up.
 - g. Mail the second page (yellow copy) of the DOJ permit form to the DOJ.
 - h. Update the applicant's CCW database record to reflect an "Active" status.

NOTE: This will include updating the County and Versadex systems to indicate that the applicant has been issued a valid CCW permit (include expiration date).

- i. Send the Records Division a copy of the CCW form documenting that the applicant was issued a CCW permit.

E. PERMIT RESTRICTIONS

The Chief of Police or his/her designee may place special restrictions limiting time, place, and circumstances under which any CCW permit shall be valid. In general, these restrictions will prohibit the applicant, or current permit holder, from any of the following:

- a. Consuming any alcoholic beverage while armed.
- b. Falsely representing himself/herself as a peace officer.
- c. Unjustified or unreasonable display of a firearm.
- d. Committing any crime.
- e. Being under the influence of any medication or drug while armed.



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- f. Interfering with any law enforcement officers' duties.
- g. Refusing to display his/her valid CCW permit or weapon for inspection upon demand by any peace officer.

F. REVOCAION OF PERMITS

1. Any CCW permit issued pursuant to this policy may be immediately revoked by the Chief of Police or designee if the person to whom the CCW permit was issued
 - a. Violates any of the restrictions or conditions placed upon the CCW permit.
 - b. Becomes medically or psychologically unsuitable to carry a concealed weapon.
 - c. Is determined to be within a prohibited class described in PC§ 29800(a), PC§ 29900 (a), WI§ 8100 or WI§ 8103.
 - d. Engages in any conduct that involves a lack of good moral character or might otherwise remove the good cause for the original issuance of the CCW permit.
 - e. Establishes residency outside the City of Sacramento.
2. The issuance of a CCW permit by the Chief of Police shall not entitle the holder to either a property or liberty interest as the issuance, amendment, or revocation of such permit remains exclusively within the discretion of the Chief of Police as set forth herein.
3. If any permit is revoked, the Department will immediately notify the permit holder and the DOJ pursuant to PC§ 26225.

G. DENIED CCW APPLICATIONS

1. CIU personnel shall mail a letter to applicants who are denied a CCW permit.
2. The denial letter shall include
 - a. The reasons the CCW permit was denied.
 - b. That the applicant has (30) days from the date of the letter to submit an appeal in writing for the denied CCW.
Note: postmarks are not valid.
 - c. That the written appeal should be specific and should clearly outline the applicant's rebuttal to the reason stated for the denial.
 - d. Additional information which may be pertinent to the applicant's request for a permit.
 - e. That the Department has up to 60 days to respond to the appeal of the denial letter.
 - f. That the applicant may re-apply after one (1) year from the original application date.
3. If the applicant appeals the decision, CIU personnel shall
 - a. Date and time stamp the applicant's letter of appeal.
 - b. Add any additional information to the applicant's folder and CCW database file.
 - c. Review all appeal(s) and verify any additional information.
 - d. Forward the appeal letter and applicant's file to the Deputy Chief, Office of the Chief, who shall make the final determination.
4. If the appeal is denied, the CIU personnel shall
 - a. Send a letter to the applicant informing him/her that the denial decision is final and that he/she may re-apply after one (1) year from the original CIU application date.
 - b. Place a copy of the letter in the applicant's file.
 - c. Update the CCW database file to reflect the denied appeal.
 - d. Place the applicant's folder in the inactive file (denied and expired) for three (3) years.
5. If the appeal is approved, CIU personnel shall
 - a. Send the applicant a letter informing him/her of the approval.
 - b. Process the applicant using the procedures specified in section D above.

H. EXPIRED CCW PERMITS AND RENEWAL PROCESS

1. The permit holder shall surrender the expired CCW permit to the CIU.
2. CIU personnel shall update the CCW database record to reflect that the CCW permit has an "Expired" status.



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NOTE: This includes updating the County and Versadex systems to indicate that the CCW permit is expired.

3. CIU personnel shall process the renewal applicant in the same method stated for new applicants, only now referring to the applicant as a “renewal” applicant.
4. The Department may charge an additional fee, not to exceed \$25, for processing the application for a permit renewal.

I. CCW PERMITS FOR RESERVE OFFICERS

1. All active reserve police officers who have been active for at least one (1) year and who are residents of the City of Sacramento may apply for a CCW permit through the normal application process. Active reserve officers' filing fees and DOJ check fees shall be waived. If a CCW permit is approved for an active reserve police officer, the permit shall be issued for a period of four (4) years if the applicant maintains active reserve status.
2. All full-time officers who have been subject to lay-offs and who are in good standing shall retain “designated” Level 1 Reserve Officer status and shall be authorized a CCW endorsement.
3. Reserve officers shall furnish a letter from their reserve supervisor confirming that they are in good standing and have maintained active status.
4. Once a reserve officer resigns, he or she shall surrender his/her CCW permit.
5. The CIU Sergeant or designee shall remove the former reserve officer from the CCW database system.

J. CONFIDENTIAL RECORDS

1. The home address and telephone numbers of any peace officer, magistrate, commissioner, or judge contained in any application or permit shall not be considered public record per GC§ 6254(u)(2).
2. Any information in any application or permit that tends to indicate when or where the applicant is vulnerable or that concerns the applicant’s medical or psychological history or that of his/her family shall not be considered public record per GC§ 6254(u)(1).