



GUIDELINES

for the Management of Small Arms and
Light Weapons (SALW) in Police Organizations
in Bosnia and Herzegovina

In accordance with the recommendations of the OSCE Mission in Bosnia and Herzegovina, as per the established instructions and obligations from the Strategy to the Control of Small Arms and Light Weapons in Bosnia and Herzegovina and the Action Plan for its implementation, and with the aim of uniformly regulating the receiving, storage, issuance and safekeeping of small arms and light weapons (SALW) in all police organizations in Bosnia and Herzegovina (BiH), the following Guidelines have been prepared by a competent working group and subsequently accepted by the Co-ordination Board for the Control of Small Arms and Light Weapons in Bosnia and Herzegovina:

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1. INTRODUCTION

The Guidelines for the Management of Small Arms and Light Weapons in Police Organizations in Bosnia and Herzegovina (hereinafter the Guidelines) aim to promote an efficient and uniform approach by police officers in ensuring the safe storage and handling of weapons for their use, in accordance with relevant laws and regulations.

Compliance with these Guidelines will contribute to reducing the risk of uncontrolled and unauthorized access to weapons in police organizational units, decreasing the likelihood of unauthorized use of SALW, and thereby increasing the safety of police officers during the performance of their duties.

The application of the Guidelines will help the training of police officers at all levels and the acquisition of knowledge and skills in the field of keeping and handling weapons, and will increase the awareness of employees in police organizations when it comes to the use of weapons in their daily work.

1.1. Objective

These Guidelines represent recommendations for management of SALW in police organizations in BiH, and refer to premises where small arms and light weapons (SALW) and ammunition of calibre up to 14.5 mm are kept, stored, issued, returned and maintained.

The Guidelines regulate the procedures and conditions of storage, recording, handover, security check and return of weapons within a police organizational unit.

The practical value of the Guidelines is reflected in three main goals:

- 1) Proper handling of weapons and ammunition;
- 2) Unified preparation of documentation with the aim of establishing an efficient and safe system of physical security and management of arms and related ammunition stocks (PSSM);
- 3) Inhibiting unauthorized use of SALW.

1.2. Legal and normative basis

- 1) OSCE Best Practice Guide on National Procedures for Stockpile Management and Security of Small Arms and Light Weapons;¹
- 2) OSCE Best Practice Guide on National Controls over Manufacture of Small Arms and Light Weapons;
- 3) Modular Small-Arms-Control Implementation Compendium (MOSAIC);
- 4) Storage and security of weapons (RMDS 05.30);
- 5) Law on Police and Internal Affairs of Republika Srpska;
- 6) Brčko District of BiH, Republika Srpska, and cantonal laws on weapons and ammunition;
- 7) Implementing regulations in police organizations related to SALW (rulebooks, guideline, decrees, instructions, etc.).

1.3. Definitions

The terms used in the Guidelines have the following meanings:

- (1) SALW means small arms and light weapons, which are weapons operated by one person, made or adapted to military specification for use as lethal instruments of war.
- (2) Small arms is broadly categorized as weapons intended for use by individual members of the armed or security forces. It includes revolvers and automatic pistols; rifles and carbines; semi-automatic rifles; assault rifles and light machine guns.

¹ <https://www.osce.org/files/f/documents/6/1/511204.pdf>

1. INTRODUCTION

- 3) Light weapons is broadly categorized as a weapon intended for use by several members of the armed or security forces who serve as its crew. It includes heavy machine guns, hand-held and mounted grenade launchers, portable anti-aircraft weapons, portable anti-tank weapons, recoilless rifles, portable anti-tank missile launchers and rocket systems, portable anti-aircraft missile launchers, and mortars of calibre less than 100 mm.
- (4) Handling and use of SALW defines all operations with weapons, the most significant being: access, handover, registration, maintenance, and weapons check;
- (5) An employee of a police organization means a police officer authorized to be assigned and to handle SALW in police organizations in accordance with prescribed norms.
- (6) Authorized officer means an officer of a police organization who is personally responsible for the safe disposal of and access to, SALW and associated equipment in the case of bulk storage of SALW.
- (7) Material and technical equipment operator (MTO) is an employee of a police organization assigned to handle material and technical equipment.
- (8) Competent manager is a police officer responsible for the management of a specific police organizational unit in accordance with the current regulation on internal organization.
- (9) Active police force are police officers or other employees who make up the number of employees assigned to perform duties and tasks in accordance with the Rulebook on the Internal Organization of Police Organizations.
- (10) Systematized, but vacant position means a job provided by the current regulation for a specific police organizational unit, which has not been staffed.
- (11) SALW in reserve stands for SALW intended for systematized but vacant positions.
- (12) Operational SALW (personal and formation) includes all weapons and ammunition that are in use by police officers in police organizations.
- (13) Formation SALW means weapons that are on duty in an organizational unit and are in use by police officers of that organizational unit in cases where it is prescribed by law, ordered by superiors, or when the situation of operational tasks requires it.
- (14) Personal Weapons or SALW means personal weapons assigned to a police officer for the daily performance of duties and tasks.
- (15) SALW storage room stands for a secure SALW storage room.
- (16) SALW bulk storage room is a room or set of rooms within police organizational units where SALW belonging to two or more officers is kept, i.e., where two or more pieces of SALW are kept in reserve, i.e., for vacant positions.
- (17) Room for individual storage of SALW means a room in which a police officer carries out his daily work tasks, which includes a cabinet (wooden or metal) for the storage of SALW.
- (18) A cabinet (wooden or metal) for storing personal SALW means individual metal box or lockable metal/wooden cabinet.
- (19) Regular opening of the SALW storage room means the procedure when an authorized officer opens a room for SALW with a master key when carrying out daily activities.
- (20) Extraordinary opening of the SALW storage room includes any extraordinary opening of the storage room.
- (21) Wooden and metal racks include open wooden or metal dedicated racks with shelves, for storage of SALW used by law enforcement officers.
- (22) Official premises include premises in a building (facility) belonging to a police organizational unit.
- (23) Weapons check includes the procedure of security check of the weapon, i.e., determining whether there is ammunition in the barrel bed.
- (24) Weapons check system means a marked place or device used for security checking of weapons and removal of ammunition.
- (25) Electronic key means a personalized electronic card that allows opening the entrance door to the room designated for SALW storage.
- (26) Inventory list means the list of SALW contained in the SALW storage room.
- (27) Sealing involves installing a security element with a lead seal and wire to prevent unauthorized entry.

2. DUTIES AND RESPONSIBILITIES

The application and implementation of the Guidelines is the responsibility of police organizational units and all of their staff who handle SALW in any way as part of their duties.

Amendments to the Guidelines will be made as needed, and the initiation of the amendment procedure is the responsibility of all actors involved with SALW.

The proposed amendments are submitted in writing by way of a hierarchical line as shown in the example provided in the annex (i.e. survey sheet for submitting proposed amendment).

2.1 Duties and responsibilities of the Ministry of Internal Affairs/ Police Administration (PA):

- Ensures the implementation of the Guidelines and passes other acts related to the issue.
- Creates and implements necessary documents within its competencies related to the implementation of safety measures, maintenance, safety at work and fire protection.
- Within its competencies provides prerequisites for storage, custody and maintenance of weapons.
- Under its competencies undertakes measures to improve the situation at the weapons storage locations.
- Prescribes maintenance, occupational safety and fire protection standards at SALW storage locations.
- Keeps records on SALW condition in SALW storage facilities.
- Inspects all SALW storage facilities at least once per year.

2.2 Duties and responsibilities of the police department (PD):

- In accordance with its competences, implements the Guidelines, procedures and instructions received from the competent higher organizational unit related to handling of SALW stored in the SALW storage premises under its jurisdiction.
- Proposes measures to ensure conditions for storage and maintenance of weapons in use.
- Responsible for proper storage, condition of weapons and condition of storages within its jurisdiction.
- Controls the implementation of activities on receiving, issuing, storing, keeping and maintaining weapons.
- Takes measures to improve the situation at weapons storage locations within its competencies Ensures correct and high-quality prescribed equipment and devices for work in SALW storage areas.
- Proposes and organizes training of its personnel engaged in the tasks of handling and use of SALW.
- Creates and implements necessary documents within its competencies related to the implementation of safety measures, maintenance, safety at work, and fire protection.
- Carries out quarterly tours and controls of all SALW storage rooms within its responsibility.
- Reports to the hierarchically higher police organizational unit about the state of weapons in use.
- Keeps records of the condition of SALW in the SALW storage facilities.

2.3 Duties and responsibilities of the police station (PS):

- In accordance with its competences, implements the Guidelines, procedures and dispatches received from the competent higher organizational unit related to the handling of SALW stored in the SALW storage premises under its jurisdiction.
- Provides prerequisites for storing, guarding and maintaining weapons.
- Responsible for the proper storage, condition of weapons and condition of SALW premises within its jurisdiction.
- Provides serviceable and high-quality equipment and devices for work in SALW storage areas.
- Undertakes measures to improve conditions in storages under its jurisdiction.
- Organizes and establishes a security service in accordance with prescribed procedures.
- Organizes the use of keys to storage rooms in accordance with prescribed procedures.

2. DUTIES AND RESPONSIBILITIES

- Organizes and implements security measures, safety at work and fire protection at the SALW storage location.
- Monitors the condition of SALW storage facilities.
- Proposes and organizes training of its personnel engaged in the tasks of handling and use of SALW.
- Maintains and updates records on the state of weapons in its weapons depots.
- Controls the implementation of activities on receiving, issuing, storing, keeping and maintaining weapons.
- Controls the work of persons authorized to handle SALW and other personnel involved in SALW operations.
- At least once a week, conducts tours and controls of all weapon storages within its responsibility.
- Reports on the SALW status to the designated PD.
- Makes plans and dynamics of weapons inspections and maintenance.
- Analyses, identifies problems and shortcomings and submits proposals for improving the situation in the segment of storage and use of SALW.

2.4. Duties and responsibilities of person authorized to handle SALW according to the workplace systematization:

- Responsible for the condition of the stored weapons.
- Handles keys to SALW storage rooms in accordance with prescribed procedures.
- If necessary, submits a request for technical inspection of the stored weapons in order to determine their qualitative condition.
- Submits proposals for conservation of weapons that are not in use on duty.
- Realizes and controls the receipt and issuance of weapons.
- Responsible for safety at work and fire protection in the weapons storage rooms.
- Monitors the condition of weapons storage rooms.
- Receives, issues and stores weapons by order or in accordance with the established procedure.
- Properly stores and takes care of the maintenance of equipment they handle.
- Keeps up-to-date and orderly prescribed records on the condition and movement of weapons.
- Obligated to know the properties, quality and characteristics of the stored weapons and is responsible for the application of regulations governing the storage and safekeeping of weapons, as well as the application of safety at work and fire protection measures.
- Forms and compiles material documentation in accordance with existing regulations on material financial operations.
- Keeps records on the conservation of weapons.
- Proposes scrapping of weapons.
- Proposes measures to improve the situation in the weapons warehouse.
- Every working day (upon arrival at work and immediately before the end of working hours), conducts a tour of the premises where weapons are stored and checks the condition of seals, grates, etc., looking for potential damages.
- Controls the condition of weapons every day, determines the condition of seals, if necessary, determines the number of weapons, and records the aforementioned activities in the prescribed records.

2.5. Duties and responsibilities of person authorized by competent manager to handle SALW

(police officer on duty, shift manager, etc.):

- Handles keys to SALW storage rooms in accordance with prescribed procedures.
- Realizes and controls the receipt and issuance of weapons.
- Monitors the condition of weapons storage rooms.
- Receives, issues and stores weapons by order or in accordance with the established procedure.
- Keeps prescribed records in an up-to-date and orderly manner.

3. GENERAL PROVISIONS FOR SAFE STORAGE AND SALW MANAGEMENT

SALW is stored in a safe manner, with a security check of weapons, in the SALW storage room, which ensures protection against unauthorized access.

The SALW storage room is determined and approved by the competent manager of the organizational unit of the police organization, if the room meets the security standards necessary to protect against unauthorized access.

SALW is stored with the container removed. Ammunition can be kept in the magazine.

Every case of unrecorded removal of weapons from the storage area is reported to the immediate supervisor. In practice, storage is divided into group storage, individual storage and storage of SALW in temporary locations

3.1. Location

SALW in police organizational units is stored in special SALW storage rooms.

The SALW storage room must be in the facilities of the police organization that are under constant physical and technical surveillance.

The method of weapons storage is determined by the type, model, calibre of weapons or a group of related equipment, depending on the construction features, period of storage while not in use, protection method and available storage space.

The competent head of the police organizational unit prepares a document entitled "Risk analysis related to the SALW storage room". This document should contain a risk assessment from the aspects of:

- any physical threat to the local population posed by weapons;
- financial value of the object and its contents;
- active threats to weapon safety and their frequency (e.g., probability of loss, theft;
- damage or destruction due to sabotage or other forms of attack, etc.);
- passive hazards and their frequency (e.g., natural disasters such as floods, earthquakes, fires, etc.);
- attractiveness of the facility for internal or external attacks (based on the contents of the facility, e.g., the type and number of weapons stored, and its susceptibility to direct or covert attacks);
- vulnerabilities to espionage, theft or loss and
- vulnerability to sabotage or terrorist attack.

The risk analysis related to storage premises of SALW is conducted only for SALW group storage premises, constitutes an integral part of the Guidelines, and will be updated annually or as needed following significant change in circumstances in the police organization organizational unit and its environment.

3.2. Storage

SALW is stored in secure rooms in racks, weapons racks or metal containers that should be constructed to prevent easy removal and are attached to the wall or bolted or welded.

SALW that is not in use should be centralized, separated from the other SALW, in a special storage area with maximum access authorization and strictly prescribed procedure for its use. It is stored in closed and sealed wooden crates or metal boxes.

In an organizational unit unable to provide for separate storage of SALW, it should be stored in a common room, but SALW designated for active police forces should be visibly separated from those not in use.

The SALW storage room should contain only SALW with accompanying equipment (including ammunition limited to immediate use and SALW clearance equipment, helmets and protective masks for CBRN operations.)

3. GENERAL PROVISIONS FOR SAFE STORAGE AND SALW MANAGEMENT

Police officers of police organizations are obliged to keep the weapons they use safe and to ensure that they are always clean and ready for use.

Store technically defective SALW separately from operational SALW. Malfunctioning SALW must be visibly marked and labelled with a malfunction mark affixed by an authorized person confirming the technical malfunction. The malfunction mark may be made on a laminated, perforated label "TECHNICALLY DEFECTIVE" affixed to the weapon appropriately.

SALW is stored with the magazine removed and after the weapons check has been completed. Ammunition can be kept in the magazine.

3.3. Security

The SALW storage room is secured against unauthorized access. The number of windows, ventilation ducts and other openings in the room should be minimized. Windows and ventilation ducts are protected by metal fences/grills, suitable for preventing unauthorized and undetected entry. Metal fences/grills are placed in a way that makes it impossible to remove them easily (without the use of force). The size of the opening should be such as to prevent the entry of reptiles and rodents. Glass on the windows should limit the view into the interior in order to prevent unwanted effects and the influence of UV radiation.

The door is the only entry-exit point to the SALW storage room.

Storage building doors should be armorial vault doors or solid hardwood with steel plate on the outside, with door jambs, frames and brackets firmly anchored. They should be secured with safety padlocks and locks and secured against removal from hinges when closed, and locks secured against cutting off (broking). Windows and other openings should be kept to a minimum, closed and tightly locked. Armoury doors should be kept locked, or locked from the inside when individuals are working inside. Those inside should have the means to communicate with those outside. The security door with bars is connected to the central alarm system, in order to give an alarm signal when the bars are open for more than one minute.

When an authorized officer is not in the SALW storage room, doors are locked and windows are closed.

The SALW storage room can be additionally secured with technical security (video surveillance, access control, intruder detection system and fire detection system) which will activate and deliver information about unauthorized access to the competent control body within the police organization in a timely manner in case of unauthorized access to the SALW storage room.

For each activation of the alarm in the SALW storage room, the authorized officer in the organizational unit will make a written note and record it in the operational log of the police organization.


If an access control system is installed, the electronic card will be used when entering and leaving the weapons storage room.

3.4. Conditions in environment

All secure SALW facilities should have sufficient light for guards to be able to clearly see the entire area. All driveways should be lit directly above the entrance.

The weapons inventory list is displayed in a visible place in the SALW storage room.

At the entrance to the SALW storage room, a sign prohibiting smoking and use of sparking and fire-generating devices is prominently displayed.

A fire extinguisher is placed near the entrance to the SALW storage room in accordance with the prescribed fire protection document. Due to the fact that a certain amount of ammunition is also stored, the hazard classification symbol must be displayed at the entrance ()

3.5. Access

The right of access should vary depending on the type of installation and the category of SALW. In general, only authorized personnel with a legitimate reason should be authorized to gain access, and full records of authorization and access should be kept up to date. Authorization should be given only by competent managers of the police organizational unit or persons designated by them for that purpose. Access authorization should be checked regularly.

Access to the SALW storage room is possible with two types of keys, a mechanical key and an electronic key.

Keys to the SALW storage room should only be issued to those personnel who require access for the performance of official duties. Key handling should be registered.

There must be a master key (mechanical and electronic) and a spare key (mechanical and electronic) for each SALW storage room and they must not be left unsecured or unattended.

In case the SALW storage room has an electronic access control system, the authorized officer will be issued an electronic key – a personalized card.

The non-personalized electronic card and key for mechanical opening should be kept as spare keys, in the manner prescribed by the Guidelines.

In case the SALW storage room has an intrusion detection system installed, the authorized officer must have a security code.

The master key is kept by the SALW authorized officer.

If the organizational unit has a vacant position that has authorized access to the room for group storage of SALW, in accordance with the regulation on job systematization in the police organization, the competent manager designates an officer responsible for authorized access to the room for SALW storage.

The police officer in the police organizational unit or another person designated by the competent manager is responsible for keeping and controlling the use of the spare key. If a spare key is used, that action is recorded in the Key Usage Log and the Attendant's Operational Log.

The spare key is kept in a metal cash register or safe and it must be packed in an envelope with affixed stamp of the police organization or signature of the competent manager, and the envelope is closed with "scotch tape" over the impression of the stamp or signature. Write the number of the room/object where the weapons are stored on the envelope. Who and where will keep the spare key is decided on by the head of the organizational unit.

Master and backup key handover is included in the shift handover.

The personalized electronic card is not included in the shift handover. An authorized official keeps it, it is assigned to them and they are responsible for its proper handling and use.

By handing over the keys, responsibility for SALW is transferred to the officer to whom the keys were handed over.

Handover of keys is registered. Any irregularity must be reported immediately to the manager of the organizational unit, to whom the loss or theft of the key is reported without delay.

Any loss of the key leads to a change of the lock. In case of loss of the electronic card, the lock will not be changed, but the lost card will be deactivated instead.

Access to SALW storage rooms is restricted, controlled, and every entry into the SALW storage room is recorded in the SALW Room Entry Record. Only an authorized officer enters the room where SALW is kept, for the time needed to perform work tasks.

Exceptionally, in a room where SALW is stored, the following persons may stay as long as necessary to perform their work tasks:

- a) The head of the organizational unit or the person designated by them to carry out checks and controls;
- b) An officer of the organizational unit performing work tasks in the adjacent room intended for the storage of spare SALW, which can be accessed from the room where the SALW is stored;
- c) Other persons who perform reconstruction, repairs and other necessary works;
- d) Officers or persons who should be engaged in quick interventions or in emergency situations where a quick handover of SALW is required, upon approval of the head of the organizational unit.

3. GENERAL PROVISIONS FOR SAFE STORAGE AND SALW MANAGEMENT

In case of emergency, when the SALW storage room is entered for the purpose of reconstruction, repair or other necessary work, the responsibility for the SALW remains with the authorized officer. Access and exceptional handover of SALW is recorded by an authorized officer in the prescribed records.

3.6. Records

Every activity related to the disposal of SALW is recorded through the following records, which can be found in the annexes to these Guidelines:

- Weapon card
- Record of weapons in the room
- Records of all entrances to the room with weapons
- Records of issuing and receiving weapons in the room
- Control records
- Records of weapons in reserve
- Log of key usage (handover)
- Record of alarm announcements

Each room for group storage of SALW should have the following documents:

- Deployment scheme
- Plan of protection measures
- Evacuation plan
- Record of temperature and humidity

3.7. Handover

When handing over SALW, the door to the SALW storage room should be open and the security door with the fence closed from the inside, unless this would be an obstacle to the handover.

The handover of SALW is done directly, between the authorized officer and the police officer in charge of the SALW in question.

SALW is surrendered only if an order has been issued to carry out that activity or in accordance with another act of the police organization.

An authorized officer may not hand over SALW to an officer with visible physical and mental incapacity or impaired health, which may call into question the person's ability to perform their tasks. The authorized officer will notify their superior without delay about such and other similar cases.

The handover only takes place when the SALW has passed a weapons inspection.

Every handover of SALW from the SALW storage premises is recorded in the appropriate records by an authorized officer or operator of the Material and Technical Equipment (MTE).

SALW is directly handed over only to the officer in charge of the respective weapon. The officer in charge of the appropriate weapon returns it directly to the authorized officer in the SALW storage room.

4. GROUP STORAGE OF SALW OF ACTIVE POLICE FORCES

All small arms and light weapons within the weapons storage area that are not packed in shipping crates or other containers should be stored individually in weapons storage bins/racks to facilitate counting, inventory management and handling.

In weapons storage areas that are not equipped with intrusion detection systems, weapons should be secured to the rack/rack with chains or steel cables secured with padlocks.

Arms storage racks should be constructed and installed in such a way as to prevent easy removal of the entire rack. Screws should be used for fixing to the wall and/or floor and should be spot welded or otherwise secured to prevent easy removal.

Cases/storages in which SALW is located should display information about the officer (name and surname) to whom the SALW was assigned (type and serial number), as well as the number of pieces of ammunition and other equipment placed in the case/storage.

Doors to SALW storage rooms should be sealed to prevent unauthorized access.

In the event that an intrusion detection system is installed in the SALW storage room, a security code will be issued to the authorized officer.

SALW is stored with the magazine removed after checking the SALW weapon, and the ammunition can remain in the magazine, depending on the capacity of the storage space (if there is enough storage space, the ammunition is stored separately).

If there are two or more different organizational units in the same facility, the head of the organizational unit to which the SALW storage room belongs can approve the storage of SALW of another organizational unit in the same SALW storage room, but the SALW of those two organizational units must be visibly separated, with markings indicating the respective organizational unit. The head of the organizational unit to which the SALW storage room belongs is responsible for all SALW located in the SALW storage room.



Ways of group storage of weapons

4.1. Bulk storage of SALW that is not on duty

If SALW is stored for an extended period of time, it must be preserved (cleaned, oiled and lubricated) to prevent corrosion.

SALW is stored in special metal boxes or closed wooden crates. Crates are stored on pallets or shelves, at a height of at least 10 cm from the floor.

Crates with SALW are kept closed and sealed to prevent unauthorized and undetected access.

On the crates, in a visible area, a list with the contents of each crate should be displayed. The list must be signed by an authorized officer or operator of the MTE from the organizational unit where SALW is kept, and must be certified by the signature and seal of the head of the organizational unit.



Method of group storage of weapons that are not on duty

5. INDIVIDUAL STORAGE OF SALW

Individual storage of SALW is mandated when, due to organizational reasons or modality of performing work tasks, SALW cannot be kept in premises for group storage of SALW.

Individual storage of SALW is organized in the official premises of the police organizational unit at the officer's workplace.

An individual SALW storage location may only hold SALW assigned to the designated officer of the organizational unit to whom the SALW is assigned, who is fully responsible for it at any time.

An individual SALW storage location involves a specific metal box or lockable metal/wooden cabinet. This device should be secured in place to prevent it from moving.

The individual location for the storage of SALW at workplaces in the premises of the police organizational unit is decided on, approved and supervised by the head of the organizational unit if it meets the conditions for safe storage of SALW established by these guidelines.

The doors and windows of the SALW individual storage room are locked when the officer is not in the room, in accordance with the conditions in the storage room.

The room for individual storage of SALW can be additionally provided with technical security systems (video surveillance, access control, intruder detection system and fire detection system). The systems provide timely warning of unauthorized access to the SALW storage room.

Access to an individual SALW storage location is granted only to an authorized officer in charge of SALW.

The police officer will maintain the SALW they use, to ensure that it is always clean and ready for use.

The SALW is stored with the ammunition magazine removed. Ammunition can be kept in the magazine.

The competent manager of the organizational unit controls the way of keeping SALW and the implementation of prescribed procedures. A written note is drawn up about the situation established during the control.



Cabinets for individual storage of weapons

5.1. Individual storage of SALW in a household

All officers of police organizational units will store SALW individually in households in accordance with the applicable laws and regulations.

6. STORAGE OF SALW AT TEMPORARY LOCATIONS

6.1. General rules

Temporary storage of SALW can be established in special circumstances, when a room for permanent storage of SALW cannot be used.

Storage of SALW in temporary locations can be organized as follows:

- a) Bulk temporary storage of SALW,
- b) Individual temporary storage of SALW.

6.2. Location

The location for storage of SALW must be determined and approved by the head of the police organization. The temporary SALW storage location is physically secured by officers of the relevant police organization. The head of the police organization decides on the number of officers engaged in physical security and their tasks, according to the threat assessment of the location.

When determining a temporary location for the storage of SALW, a risk assessment should be conducted for the given location.

6.3. Security

The SALW storage room can be additionally secured with technical security systems (video surveillance, access control, intruder detection system and fire detection system).

Technical security systems from the building where the SALW storage site or room is located will be used to provide greater security in the SALW storage.

A sign prohibiting smoking and sparking equipment will be displayed at the entrance to the SALW storage room in a visible and marked location.

A fire extinguisher is located near the entrance to the SALW storage room.

6.4. Group temporary storage of SALW

SALW in the temporary SALW storage room is stored in a visible manner, allowing easy detection of unauthorized handling of SALW.

The inventory list for SALW should be displayed in a visible place in the SALW storage room and should contain information about the officer of the police organization (name and surname), the SALW within their responsibility (type and serial number), as well as the number of ammunition and other equipment in the room.

SALW is stored with the magazine removed. Ammunition can be kept in a tank.

If two or more different organizational units are in the same location, the head of the police organization in charge of the SALW storage room may authorize the storage of SALW of another police organization in the same SALW storage room.

An authorized officer of the police organization performs an inventory when setting up and closing a temporary SALW storage location.

6.5. Individual temporary storage of SALW

Individual temporary storage of SALW is ordered as an exception when SALW cannot be stored in a temporary group storage of SALW.

The officer of the police organization will keep the SALW in use and ensure that it is always clean and ready for use.

SALW is stored with the magazine removed. Ammunition can be kept in the magazine.

Only weapons assigned to a designated officer of a police organization may be kept in a SALW individual storage location. The officer in charge of the weapon is fully responsible for it at all times.

The doors and windows of the room where the SALW is temporarily stored are locked when officers of the police organization are not in the room.

7. OPENING OF SALW STORAGE PREMISES

7.1. Extraordinary opening

Access to the SALW storage room is possible with a master key.

Exceptionally, the SALW storage room can be entered with a spare key in the cases specified in these guidelines, which constitutes an emergency opening of the SALW storage room.

Extraordinary opening of the SALW storage room is done only in extraordinary circumstances with the approval of the head of the police organization, namely:

- a) by an authorized officer in case of loss, theft or failure of the master key;
- b) in case of absence of an authorized officer during natural disasters and other emergency situations.

The head of the organizational unit will be informed of any extraordinary entry into the room where SALW is kept through a written report, and the entry will be recorded in the records of entry and control of keys and in the operational diary of the officer on duty.

7.2. Extraordinary opening in the presence of an authorized official

The extraordinary opening of the SALW storage room will be done on the basis of a previously issued verbal or written order by the head of the organizational unit.

If at a given moment, for any reason, it is not possible to provide a verbal or written order for extraordinary opening, which would endanger the execution of the necessary activities or put the property, life or health of employees at risk, the room can be opened by order of the hierarchically senior employee of the organizational unit who is present on site. In this case, the authorized officer makes a written record of the opening, which is entered in the Record of Key Issuance and the Record of Entry into the SALW Premises.

7.3. Extraordinary opening in the absence of an authorized officer

Emergency entry into the SALW storage room, in the absence of the responsible officer, is carried out by a committee composed of three officers of the organizational unit.

When an electronic access control system is installed in the SALW storage room, any emergency entry must be announced to the competent officers in the control room.

The above norms apply to all storage rooms of the organizational unit as well as individual storage of SALW.

8. LOSS OF SALW

Every police officer shall immediately report any shortage of SALW to the head of the organizational unit. Any loss of SALW should be reported as soon as possible through the hierarchical line, and information about the loss must reach the manager of the organizational unit at the location and other competent persons as necessary as soon as possible, who shall immediately take steps and activities to prevent unauthorized access to the SALW storage room to secure the scene and initiate an independent investigation by an individual or organization unrelated to the arms control system. After the investigation, a report is drawn up, which should contain the following information:

Information about weapons including: type of weapon, model, calibre, serial number, year of manufacture, country of origin or import:

- date, location and unit involved;
- a summary of the circumstances of the loss;
- explanation of loss (e.g., negligence, theft, etc.);
- disciplinary and/or criminal actions taken;
- recommendations to prevent recurrence;
- date and place of discovery of the weapon (if applicable);
- a summary of the circumstances of return (if applicable).

Data on lost or stolen SALW, as stated above, must be recorded and stored in accordance with relevant legislation by the appropriate authority to facilitate their timely identification upon return.

When processing inventory reconciliations, no weapon loss will be attributed to an accounting or inventory discrepancy, unless investigation determines that the loss was not the result of theft.

9. SALW VERIFICATION PROCEDURE

A secure check of SALW is carried out when handing over or handling SALW. The security check procedure is performed by the police officer in charge of the weapon and it is performed at every handover, regardless of the type of SALW. The safe weapon check procedure is performed with the help of a designated place or device intended for unloading and checking weapons.

If the designated place or device intended for unloading and checking weapons is located inside or near the building of the police organization, the check is carried out at the location and in a way that will not endanger anyone's life and health.

The procedure for checking weapons using a device intended for discharging and checking SALW is carried out as follows:

- a) Index finger straight along trigger guard;
- b) Inserting the barrel of the weapon into the device intended for unloading and checking the weapon;
- c) Removing magazines from weapons;
- d) Pulling the shutter to the rear position;
- e) Visual and manual inspection of the weapon barrel (no cartridge in the chamber);
- f) Releasing the shutter to its original position;
- g) Pulling the trigger of the weapon (while the SALW barrel is inserted into the device intended for unloading and checking the SALW weapon);
- h) Removing the weapon barrel from the device intended for unloading and checking.



Figures 14 and 15: Display of the device for security check of weapons

10. FIRE PROTECTION AND WORK PROTECTION

10.1. Fire protection (FP)

Fire protection (hereinafter: FP) is organized and implemented based on the provisions of the Laws on Fire Protection and existing regulations in the police organizational unit.

FP includes all preventive FP measures, monitoring and reporting, and the organization of fire extinguishing. The head of the organizational unit is responsible for the organization and implementation of FP. The authorized officer in charge of SALW is to ensure that an extract from the Fire Protection Plan is posted in a visible place at the entrance door of the SALW storage room, specifying required actions and procedures of the staff.

All personnel and resources available to the organizational unit participate in firefighting. In the event of a large-scale fire, help is requested from the nearest territorial fire department.

In order to implement FP measures:

- Regular cleaning and maintenance of storage rooms is carried out,
- Serviceability of fire alarms and certification of FP devices are periodically tested,
- The use of open flames in storage areas is banned.
- Defective electrical devices are not used.

10.2. Occupational safety and health (OSH)

It includes all measures and means aimed at creating safe working conditions.

All persons have the right and duty to use all protective devices and means of personal protection at work, to use them for their intended purpose, to handle them carefully, and to keep them in proper condition.

Working conditions are ensured by applying modern technical, health, social and other measures to prevent and eliminate any causes of injuries and health damage to staff members handling weapons.

The authorized officer in charge of SALW is to report all observed defects, malfunctions or other occurrences that could threaten their safety, the safety of others and weapons.

The authorized officer in charge of SALW is to ventilate the storage rooms for evaporation arising from canned goods according to the ventilation plan drawn up by this officer.

When handling (carrying loads) with weapons, only appropriate and serviceable equipment is used, adapted to the weight of weapons.

Occupational health and safety is also reflected and promoted through the performance of mandatory technical, control and periodic inspections of weapons.

11. INVENTORY

Inventorying means determining, comparing and harmonizing the state of SALW and accompanying equipment shown in the bookkeeping with the actual state determined by the inventory.

The inventory is carried out once a year regardless of whether SALW is in use or in reserve (weapons reserved for vacant positions).

As an exception to the provisions of paragraph (2) above, an extraordinary inventory may also be carried out.

Extraordinary inventory is carried out at any time during the year and is organized in the following cases:

- during status changes;
- upon handover of duties of persons handling SALW, regardless of whether it is weapons in storage or in use;
- in all other cases when the need arises, which is regulated by special acts of the competent head of the police organization (e.g., in case of disappearance-theft of equipment, burglary of storage rooms, etc. - in such cases, as a rule, a partial inventory is carried out: only the types of equipment that are missing-stolen, inventorying only the storage rooms that have been ransacked, etc.).

11.1. Inventory taking

The inventory is carried out according to the decision of the competent manager of the police organization. Exceptionally from the provisions of paragraph (1), the decision on inventory in special situations (theft, destruction or disappearance of property due to natural disasters or force majeure, etc.) can also be made by the competent head of the police organization facing such special situation.

The authorized officer responsible for SALW must be present when conducting an inventory of the SALW handled by them.

Upon a timely request, the authority in charge of material accounting shall submit to the inventory commission all necessary data on the weapons and ammunition covered by the inventory, by the deadline stipulated in the inventory plan.

11.2. Determining the condition during the inventory

During the inventory, the following is determined:

- the actual state (by counting and measuring);
- serviceability, qualitative condition and storage conditions, and
- the difference between the actual and book balance.

For SALW in undamaged original packaging, the condition is established based on the documentation that shows the contents of the original packaging, without opening the wrappers, crates, etc., but the person carrying out the inventory must determine if the packaging is original.

11.3. Inventory report

After the inventory has been completed, the Commission appointed to determine the state of SALW submits an inventory report that includes:

- the type of SALW that was subject to the inventory;
- an opinion on the storage conditions;
- serviceability status;
- justification for keeping certain types and quantities of SALW;
- orderliness of material records and material documents;
- compliance with the deadlines for inventory (ammunition and equipment), maintenance and other things that they observe during the inventory, which they consider to be important in relation to the storage and disposal of SALW.

Along with the report, the commission attaches inventory lists with the actual and accounting balances of SALW and differences between them, and a statement of the authorized officer responsible for SALW on where the difference was found and explaining the reasons behind it. The commission appointed to carry out the inventory (census commission), submits it to the competent material and financial organizational unit.

The competent material and financial organizational unit compiles a recapitulation of the established discrepancies and proposes to the competent head of the police organization a way to eliminate them.

When the competent head of the organizational unit accepts the proposal to eliminate the discrepancy, the competent material financial organizational unit compiles the necessary material documents, verifies them (gives them to the authorized official responsible for SALW for signature, certifies them and registers the found state).

12. TRANSITIONAL AND FINAL PROVISIONS

12.1. Technical standards

In police organizational units where SALW storage facilities do not meet the technical standards provided for in the Guidelines (i.e., in relation to video surveillance, electronic card access, existence of weapons verification systems, etc.), the provisions relating to these technical standards will apply once the technical standards have been attained.

12.2. Training in SALW handling

The organizational unit responsible for training in the competent police organizational unit will organize training on the implementation of technical standards in accordance with the Guidelines.

Key personnel should receive periodic training on regulations, conduct and procedures related to security at SALW storage sites, inventory management and record keeping. This specific training should be provided at the time of deployment and should be regularly updated. If any changes are made, or new directives or regulations come into force, training should be adapted appropriately. For emergency situations, such as property damage, burglary and theft, intrusion and intelligence activities, or fire and natural disasters, a special training should be organized that includes appropriate practical exercises. Staff terms and conditions of service should be of a sufficiently high standard to reduce susceptibility to bribery, corruption, laxity and low morale.

12.3. Evaluation

The organizational unit responsible for evaluation in the competent police organizational unit will evaluate the implementation of the technical standards from the Guidelines.

12.4. Violation of technical standards

Any behaviour contrary to the attributed technical standards will be treated in accordance with relevant laws and regulations.

12.5 Attachments

1. Weapon card
2. Record of weapons in the room
3. Records of entering the room with weapons
4. Records of issuing and receiving weapons in the room
5. Control records
6. Records of weapons that are not in use
7. Log of key usage (handover)
8. Questionnaire for initiation of amendments to Guidelines
9. Telephone directory of key personnel

12.6. Entry into force

The Guidelines enter into force in respect of each police organization on the date of adoption by the competent head of the respective police organization.

13. ANNEXES

ANNEX I

Weapon Card

WEAPON CARD	
1. ORG. UNIT	
2. CONFIRMATION NUMBER	
3. MATERIAL NUMBER	
4. SERIAL NUMBER	
5. MODEL AND TYPE OF WEAPONS	
6. RANK/POSITION, NAME AND SURNAME OF RECIPIENT	
7. IDENTITY CARD/PICTURE CARD NUMBER OF RECIPIENT	
8. WITH MY SIGNATURE I DECLARE THAT I RECEIVED THE SAID WEAPON	

BACK OF CARD S-5:

INSTRUCTIONS

1. This card will be submitted every time weapons and equipment are issued
2. The loss of this card will be immediately reported to the responsible manager

Signature of the issuer

ANNEX II

List of weapons in the weapons storage room

Org. unit: _____ Room: _____

No.	Model-type of weapon	Serial Number	Person to whom the weapon is assigned in the weapon card (rank/position, surname and name)	Signature of the person to whom the weapon is assigned weapon	Note
1	2	3	4	5	6

COMPETENT MANAGER

 (signature)

Records updated on _____ (rank/position, surname and first name)

ANNEX III**Records of entries to the storage room**

No.	Date	Time of entry	Time of exit	Purpose of entry	Rank/position, name and surname of persons who stayed in the room	Signature of person who stayed in the storage room	Note
1	2	3	4	5	6	7	8

Note: These records are kept in a separate book, with numbered pages, certified by the competent manager and filed in the workbook of certified books and records. The table is drawn with a ballpoint pen in a notebook, and all data must be entered with a ballpoint pen.

ANNEX IV

Records of issuing and receiving weapons in the room

No.	Purpose of issue	Date and time of issue	Type and quantity of issued weapons	Rank/position, name and surname and signature of the issuer	Return date and time	Type and quantity of returned weapons	Rank, first and last name and signature of the person who received the returned weapons	Note
1	2	3	4	5	6	7	8	9

Note:These records are kept in a separate book, with numbered pages, certified by the competent manager and filed in the workbook of certified books and records. The table is drawn with a ballpoint pen in a notebook, and all data must be entered with a ballpoint pen

ANNEX V**Records of performed controls**

No.	Time	Rank/position, name and surname (controller)	Purpose of control	"As-is" condition	Controller's signature	Note
1	2	3	4	5	6	7

ANNEX VI

Recording template for weapons not in use

Basic data about the weapon											
LOCATION:											
No.	Weapon name	Calibre (mm)	Weapon model	Serial Number	Completeness (YES/NO)	Org. unit where the weapons are stored	Storage facility number	Handler (rank, name and surname)	Note		
1	2	3	4	5	6	7	10	11	12		

ANNEX VII**Records of the use of keys to the SALW storage room**

No.	Date and time of issue	Purpose of issue	Rank/position, name and surname of the person who used the key	The room for which the key is used	Return date and time	Rank, first and last name and signature of the person who received the returned weapons	Note
1	2	3	4	5	6	7	8

ANNEX VIII

Survey sheet

PROPOSER: _____

Place, date _____

Survey sheet

for the submission of remarks, comments and proposals for amendments to the Guidelines for SALW storage

No.	GENERAL NOTE / PART OF THE TEXT	REMARK / COMMENT / SUGGESTION	PROPOSER'S EXPLANATION
1	2	3	4

ANNEX IX

Telephone directory of key personnel

