



# OFFICE OF THE SHERIFF, RIVERSIDE COUNTY

STAN SNIFF, SHERIFF

## Carry Concealed Weapons (CCW)

---

### Instructions for Sheriff's Employees

© Office of the Sheriff, Riverside County  
Attention: Administrative Lieutenant  
4095 Lemon Street, Riverside, CA 92501  
Phone 951.955.2400

#### Table of Contents

<i>Table of Contents</i> .....	1
<b>1) Sheriff's Department Employee Applicants</b> .....	<b>2</b>
<i>Guidelines &amp; Restrictions Agreement for Sheriff's Employees</i> .....	2
<i>CCW License Application for Department Employees</i> .....	4

## 1) Sheriff's Department Employee Applicants

In addition to the *Instructions for All Applicants* the following conditions apply.

### Guidelines & Restrictions Agreement for Sheriff's Employees

This is a summary of general orders and restrictions regarding the carrying of concealed weapon(s) by employees of the Riverside County Sheriff's Department.

Dear Sheriff's Employee:

If the department grants you a Concealed Weapons License, the following conditions/restrictions apply at all times that you have a firearm under your possession or control.

**The Sheriff of Riverside County is, for all intents and purposes, the issuing authority of all documents, which grant an employee the privilege of carrying concealed weapon(s). At all times, the following shall be applicable and in full effect.**

1. Non-sworn and classified personnel SHALL NOT carry a weapon during their on-duty hours unless specifically approved by the Sheriff or Undersheriff.

**All GENERAL ORDERS apply regarding use of force.**

2. All discharges of a weapon or firearm by any member of the Department, either active or retired other than at a designated firing range, shall be investigated to determine if the shooting is within the law and Departmental policy. (General Orders section 1010.01)
3. The weapon(s) carried by an employee must appear on the list of acceptable weapons currently in use by the Department.
4. The weapon(s) carried by an employee must be properly registered within the California Department of Justice system.
5. Only Department approved ammunition may be carried or used in the approved weapon. Under current Departmental policy, duty ammunition is issued only to sworn employees. Non-sworn employees are required to purchase their own ammunition, and shall make diligent effort to purchase ammunition that is most like the current issue ammunition.

**Any employee issued a Concealed Carry Weapon (CCW) license, while carrying a weapon concealed or not, IS PROHIBITED FROM:**

6. Consuming any alcoholic beverage.
7. Being under the adverse or inhibiting influence of ANY over the counter or prescription medication or narcotic drug.
8. Unjustifiably displaying any portion of a concealed weapon or carrying it in a manner in violation of Department policies.

9. Violating any law, ordinance or municipal code: whether federal, state, county or city.
10. Refusing to present his/her ID card, or surrender his/her weapon to any peace officer upon demand.
11. Impeding any peace officer in the performance of his/her duties.
12. Identifying himself/herself as a "peace officer" or a person with any peace officer powers unless that person is in fact a peace officer, as defined by the California Penal Code or Federal Statute.

**In addition, any employee of the Riverside County Sheriff's Department shall immediately notify the CCW Unit (while still at the scene of the incident, if possible), should any of the following occur:**

13. If you are arrested, detained, or you become aware that you are a subject of any criminal investigation.
14. If you are involved in the drawing, displaying or discharge of a firearm (other than at an approved range).
15. If you are served with, or are the subject of an injunction or temporary restraining order (In some cases relating to domestic violence restraining orders or convictions, it is illegal to possess any firearm).
16. You must notify the CCW Unit immediately upon any permanent change of address.

As soon as practical, after any of the above circumstances, you shall notify the CCW Unit at **(951) 486-2856** or **(951) 486-2816**. If no person is in the office, leave a voice message.

Any violation of the above restrictions may result in a board review, and may further result in the suspension or revocation of the license.

My signature below certifies that I have read and understand this document in its entirety. I further certify that I will abide by all the guidelines and restrictions of the Department.	
<b>Signature:</b>	DATE:
PRINTED NAME:	
DEPARTMENT CLASSIFICATION:	ID:
SHERIFF'S ADMINISTRATION REPRESENTATIVE:	

Authorization to copy this document for your records is approved.

Please sign and date this form, and call the CCW Unit at **(951) 486-2856** or **(951) 486-2816** to make an appointment to deliver your application and documents.

### CCW License Application for Department Employees

Department employees must obtain the approval of their supervisors.

Reserve deputy/correctional deputy/classified employee supervisor endorsement form.

As an Employee of the Riverside County Sheriff's Department, I am requesting a Concealed Weapon(s) License. I am submitting this form through my chain of command for approval.

REQUEST FOR CONCEALED WEAPON(S) LICENSE		
REQUESTOR NAME:	COUNTY ID:	SOCIAL SECURITY #:
ASSIGNED FACILITY:	CDL #:	DATE OF BIRTH:
HOME ADDRESS/CITY/ZIP:		
IMMEDIATE SUPERVISOR:	RANK:	DATE OF HIRE:
SUPERVISOR <b>Signature:</b>		APPROVE Y/N::
COMMENTS:		
WATCH COMMANDER:	RANK:	DATE:
WATCH COMMANDER <b>Signature:</b>		APPROVE Y/N:
COMMENTS:		
FACILITY COMMANDER:	RANK:	DATE:
FACILITY COMMANDER <b>Signature:</b>		APPROVE Y/N:
COMMENTS:		

(WHEN COMPLETED, PLEASE RETURN THIS FORM TO THE APPLICANT WHO WILL CALL THE CCW FOR AN APPOINTMENT)