

Withdrawal/Redaction Sheet

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	William B. Harper to Security & Law Enforcement; re: Preliminary Evaluation of Firearm Pilot Program (partial) (2 pages)	04/01/97	P6/b(6)
002. memo	William B. Harper to Security & Law Enforcement; re: Evaluation of Pilot program to Arm VA Police (partial) (4 pages)	02/24/98	P6/b(6)

COLLECTION:

Clinton Administration History Project

OA/Box Number: 24109

FOLDER TITLE:

[VA Administrative Historical Project - Office of Asst. Sec. for Human Resources & Admin. - Supporting Documents [4]]

jp12

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

- C. Closed in accordance with restrictions contained in donor's deed of gift.
- PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
- RR. Document will be reviewed upon request.

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

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THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

November 1, 1993

EXECUTIVE ORDER 12876

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

By the authority vested in me as President by the Constitution and the laws of the United States of America, in order to advance the development of human potential, to strengthen the capacity of historically Black colleges and universities to provide quality education, and to increase opportunities to participate in and benefit from Federal programs, it is hereby ordered as follows:

Section 1. There shall be established in the Department of Education the President's Board of Advisors on Historically Black Colleges and Universities ("Board of Advisors" or "Board"), a Presidential advisory committee. The Board of Advisors shall issue an annual report to the President on participation by historically Black colleges and universities in federally sponsored programs. The Board of Advisors will also provide advice to the Secretary of Education ("Secretary") and in the annual report to the President on how to increase the private sector role in strengthening historically Black colleges and universities, with particular emphasis on enhancing institutional infrastructure and facilitating planning, development, and the use of new technologies to ensure the goal of long-term viability and enhancement of these institutions. Notwithstanding the provisions of any other Executive order, the responsibilities of the President under the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2), which is applicable to the Board of Advisors, shall be performed by the Secretary, in accordance with the guidelines and procedures established by the Administrator of General Services.

Sec. 2. The members of the Board of Advisors shall be appointed by the President. The Board shall include representatives of historically Black colleges and universities, other institutions of higher education, business and financial institutions, private foundations, and secondary education.

Sec. 3. The White House Initiative on Historically Black Colleges and Universities, housed in the Department of Education, shall: (1) provide the staff, resources, and assistance for the Board of Advisors; (2) assist the Secretary in the role of liaison between the executive branch and historically Black colleges and universities; and (3) serve the Secretary in carrying out his responsibilities under this order.

Sec. 4. To carry out the purposes of this order, each executive department and each agency designated by the Secretary shall, consistent with applicable law, enter into appropriate

grants, contracts, or cooperative agreements with historically Black colleges and universities. The head of each agency subject to this order shall establish an annual goal for the amount of funds to be awarded in grants, contracts, or cooperative agreements to historically Black colleges and universities. Consistent with the funds available to the agency, the goal shall be an amount above the actual amount of such awards from the previous fiscal year and shall represent a substantial effort to increase the amounts available to historically Black colleges and universities for grants, contracts, or cooperative agreements. In order to facilitate the attainment of the goals established by this section, the head of each agency subject to this order shall provide technical assistance and information to historically Black colleges and universities regarding the program activities of the agency and the preparation of applications or proposals for grants, contracts, or cooperative agreements.

Sec. 5. Each executive department and designated agency shall appoint a senior official, who is a full-time officer of the Federal Government and who is responsible for management or program administration, to report directly to the department or agency head or designated agency representative on department or agency activity under this order and to serve as liaison to the Board and White House Initiative. To the extent permitted by law and regulation, each executive department and designated agency shall provide appropriate information requested by the Board and the White House Initiative staff pursuant to this order.

Sec. 6. Each executive department and designated agency shall develop an annual plan for, and shall document, the agency's effort to increase the ability of historically Black colleges and universities to participate in federally sponsored programs. These plans shall describe the measurable objectives for proposed agency actions to fulfill this order and shall be submitted at such time and in such form as the Secretary shall designate. In consultation with participating agencies, the Secretary shall review these plans and develop, with the advice of the Board of Advisors, an integrated Annual Federal Plan for Assistance to Historically Black Colleges and Universities for consideration by the President. The Secretary shall ensure that each president of a historically Black college or university is given the opportunity to comment on the proposed Annual Federal Plan prior to consideration by the President. Each participating agency shall submit to the Secretary and the Director of the Office of Management and Budget, an Annual Performance Report that shall measure each agency's performance against the objectives set forth in its annual plan. The Director of the Office of Management and Budget shall be responsible for overseeing compliance with the Annual Federal Plan.

Sec. 7. Each year the Board of Advisors shall report to the President on the progress achieved in enhancing the role and capabilities of historically Black colleges and universities, including findings and recommendations on the Annual Performance Reports, described in Section 6, submitted by the participating agencies. The Secretary shall disseminate the annual report to appropriate members of the executive branch and make every

effort to ensure that findings of the Board of Advisors are taken into account in the policies and actions of every executive agency.

Sec. 8. The Department of Education, along with other Federal departments or agencies, shall work to encourage the private sector to assist historically Black colleges and universities through increased use of such devices and activities as: (1) private sector matching funds to support increased endowments; (2) private sector task forces for institutions in need of assistance; and (3) private sector expertise to facilitate the development of more effective ways to manage finances, improve information management, strengthen facilities, and improve course offerings. These steps will be taken with the goals of enhancing the career prospects of graduates of historically Black colleges and universities and increasing the number of such graduates with degrees in science and technology.

Sec. 9. In all its recommendations, the Board of Advisors shall emphasize ways to support the long-term development plans of each historically Black college and university. The Board of Advisors shall recommend alternative sources of faculty talent, particularly in the fields of science and technology, including faculty exchanges and referrals from other institutions of higher education, private sector retirees, Federal employees and retirees, and emeritus faculty members at other institutions of higher education.

Sec. 10. The Board of Advisors, through the White House Initiative, shall provide advice on how historically Black colleges and universities can achieve greater financial security. To the maximum extent possible, the Board of Advisors shall consider how such institutions can enlist the resources and experience of the private sector to achieve such security.

Sec. 11. The Director of the Office of Personnel Management, in consultation with the Secretary and the Secretary of Labor, shall develop a program to improve recruitment and participation of graduates and undergraduate students of historically Black colleges and universities in part-time, summer and permanent positions in the Federal Government.

Sec. 12. Administration: (a) Members of the Board of Advisors shall serve without compensation, but shall be allowed travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in the Government service, (5 U.S.C. 5701-5707).

(b) The Board of Advisors and the White House Initiative shall obtain funding for their activities from the Department of Education.

(c) The Department of Education shall provide such administrative services for the Board as may be required.

Sec. 13. Executive Order No. 12677 of April 28, 1989, is hereby revoked.

WILLIAM J. CLINTON

THE WHITE HOUSE,
November 1, 1993.

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Presidential Executive Order 12900

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to advance the development of human potential, to strengthen the Nation's capacity to provide high-quality education, and to increase opportunities for Hispanic Americans to participate in and benefit from Federal education programs, it is hereby ordered as follows:

Section 1. There shall be established in the Department of Education the President's Advisory Commission on Educational Excellence for Hispanic Americans (Commission). The Commission shall consist of not more than 25 members, who shall be appointed by the President and shall report to the Secretary of Education (Secretary). The Commission shall comprise representatives who: (a) have a history of involvement with the Hispanic community; (b) are from the education, civil rights, and business communities; or c) are from civic associations representing the diversity within the Hispanic community. In addition, the President may appoint other representatives as he deems appropriate.

Section 2. The Commission shall provide advice to the President and the Secretary on: (a) the progress of Hispanic Americans toward achievement of the National Education Goals and other standards of educational accomplishment; (b) the development, monitoring, and coordination of Federal efforts to promote high-quality education for Hispanic Americans; c) ways to increase State, private sector, and community involvement in improving education; and (d) ways to expand and complement Federal education initiatives. The Commission shall provide advice to the President through the Secretary.

Section 3. There shall be established in the Department of Education the White House Initiative on Educational Excellence for Hispanic Americans (Initiative). The Initiative shall be an interagency working group coordinated by the Department of Education and shall be headed by a Director, who shall be a senior level Federal official. It shall provide the staff, resources, and assistance for the Commission and shall serve the Secretary in carrying out his or her responsibilities under this order. The Initiative is authorized to utilize the services, personnel, information, and facilities of other Federal, State and local agencies with their consent and with or without reimbursement, consistent with applicable law. To the extent permitted by law and regulations, each Federal agency shall cooperate in providing resources, including personnel detailed to the Initiative, to meet the objectives of this order. The Initiative shall include both career civil service and appointed staff with expertise in the area of education, and shall provide advice to the Secretary on the implementation and coordination of education and related programs across Executive agencies.

Section 4. Each Executive department and each agency designated by the Secretary shall appoint a senior official, who is a full-time officer of the Federal Government and responsible for the management or program administration, to report directly to the agency head on activity under this

Executive order and to serve as a liaison to the Commission and the Initiative. To the extent permitted by law and to the extent practicable, each Executive department and designated agency shall provide any appropriate information requested by the Commission or the staff of the Initiative, including data relating to the eligibility for and participation by Hispanic Americans in Federal education programs and the progress of Hispanic Americans in relation to the National Education Goals. Where adequate data is not available, the Commission shall suggest the means for collecting the data.

Section 5. The Secretary, in consultation with the Commission, shall submit to the President an Annual Federal Plan to Promote Hispanic American Educational Excellence (Annual Federal Plan, or Plan). All actions described in the Plan shall be designed to help Hispanic Americans attain the educational improvement targets set forth in the National Education Goals and any standards established by the National Education Standards and Improvement Council. The Plan shall include data on eligibility for, and participation by, Hispanic Americans, in Federal education programs, and such other aspects of the educational status of Hispanic Americans, as the Secretary considers appropriate. This Plan also shall include, as an appendix, the text of the agency plans described in section 6 of this order. The Secretary, in consultation with the Commission and with the assistance of the Initiative staff, shall ensure that superintendents of Hispanic-serving institutions of higher education, directors of educational programs for Hispanic Americans, and other appropriate individuals are given the opportunity to comment on the proposed Annual Federal Plan. For the purpose of this order, a "Hispanic-serving" school district or institution of higher education is any local education agency or institution of higher education, respectively, whose student population is more than 25 percent Hispanic.

Section 6. As part of the development of the Annual Federal Plan, each Executive department and each designated agency (hereinafter in this section referred to collectively as "agency") shall prepare a plan for, and shall document, both that agency's effort to increase Hispanic American participation in Federal education programs where Hispanic Americans currently are under served, and that agency's effort to improve educational outcomes for Hispanic Americans participating in Federal education programs. This plan shall address, among other relevant issues: (a) the elimination of unintended regulatory barriers to Hispanic American participation in Federal education programs; (b) the adequacy of announcements of program opportunities of interest to Hispanic-serving school districts, institutions of higher education, and agencies; and c) ways of eliminating educational inequalities and disadvantages faced by Hispanic Americans. It also shall emphasize the facilitation of technical, planning, and development advice to Hispanic-serving school districts and institutions of higher education. Each agency's plan shall provide appropriate measurable objectives for proposed actions aimed at increasing Hispanic American participation in Federal education programs where Hispanic Americans currently are underserved. After the first year, each agency's plans also shall assess that agency's performance on the goals set in the previous year's annual plan. These plans shall be submitted by a date and time to be established by the Secretary.

Section 7. The Director of the Office of Personnel Management, in consultation with the Secretary of Education and the Secretary of Labor, to

the extent permitted by the law, shall develop a program to promote recruitment of Hispanic students for part-time, summer, and permanent positions in the Federal Government.

Section 8. I have determined that the Commission shall be established in compliance with the Federal Advisory Committee Act, as amended (5 U.S.C. App. 2). Notwithstanding any other Executive order, the responsibilities of the President under the Federal Advisory Committee Act, as amended, shall be performed by the Secretary, in accordance with the guidelines and procedures established by the Administrator of General Services.

Section 9. Administration. (a) Members of the Commission shall serve without compensation, but shall be allowed travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in the Government service (5 U.S.C. 5701-5707). (b) The Commission and the Initiative shall obtain funding for their activities from the Department of Education. (c) The Department of Education shall provide such administrative services for the Commission as may be required.

Section 10. Executive order No.12729 is revoked.

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Return to President's Commitment

THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

October 21, 1996

EXECUTIVE ORDER 13021

TRIBAL COLLEGES AND UNIVERSITIES

By the authority vested in me as President by the Constitution and laws of the United States of America, in reaffirmation of the special relationship of the Federal Government to American Indians and Alaska Natives, and, for the purposes of helping to: (a) ensure that tribal colleges and universities are more fully recognized as accredited institutions, have access to the opportunities afforded other institutions, and have Federal resources committed to them on a continuing basis; (b) establish a mechanism that will increase accessibility of Federal resources for tribal colleges and universities in tribal communities; (c) promote access to high-quality educational opportunity for economically disadvantaged students; (d) promote the preservation and the revitalization of American Indian and Alaska Native languages and cultural traditions; (e) explore innovative approaches to better link tribal colleges with early childhood, elementary, and secondary education programs; and (f) support the National Education Goals (20 U.S.C. 5812), it is hereby ordered as follows:

Section 1. Definition of Tribal Colleges and Universities. Tribal colleges and universities ("tribal colleges") are those institutions cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), any other institution that qualifies for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, title II (25 U.S.C. 640a note).

Sec. 2. Board of Advisors. (a) Establishment. There shall be established in the Department of Education a Presidential advisory committee entitled the President's Board of Advisors on Tribal Colleges and Universities ("Board"). Notwithstanding the provisions of any other Executive order, the responsibilities of the President under the Federal Advisory Committee Act, as amended (5 U.S.C. App.), with respect to the Board, shall be performed by the Secretary of Education ("Secretary"), in accordance with the guidelines and procedures established by the Administrator of General Services.

(b) Composition. The Board shall consist of not more than 15 Members who shall be appointed by the President. The Board shall include representatives of tribal colleges. The Board may also include representatives of the higher, early childhood, elementary, and secondary education communities; tribal officials; health, business, and financial institutions;

private foundations; and such other persons as the President deems appropriate. Members of the Board will serve terms of 2 years and may be reappointed to additional terms. A Member may continue to serve until his or her successor is appointed. In the event a Member fails to serve a full term, an individual appointed to replace that Member will serve the remainder of that term. All terms will expire upon the termination of the Board.

(c) Role of Board. The Board shall provide advice regarding the progress made by Federal agencies toward fulfilling the purposes and objectives of this order. The Board shall also provide recommendations to the President and the Secretary at least annually on ways tribal colleges can:

- (1) utilize long-term development, endowment building, and master planning to strengthen institutional viability;
- (2) utilize the Federal and private sector to improve financial management and security, obtain private sector funding support, and expand and complement Federal education initiatives;
- (3) develop institutional capacity through the use of new and emerging technologies offered by both the Federal and private sectors;
- (4) enhance physical infrastructure to facilitate more efficient operation and effective recruitment and retention of students and faculty; and
- (5) help achieve National Education Goals and meet other high standards of education accomplishment.

(d) Scheduled Meetings. The Board shall meet at least annually to provide advice and consultation on tribal colleges and relevant Federal and private sector activities, and to transmit reports and present recommendations.

Sec. 3. Office of White House Initiative. There shall be established in the Department of Education the White House Initiative on Tribal Colleges and Universities ("Initiative"). The Initiative shall be authorized to: (a) provide the staff support for the Board;

(b) assist the Secretary in the role of liaison between the executive branch and tribal colleges;

(c) serve the Secretary in carrying out the Secretary's responsibilities under this order; and

(d) utilize the services, personnel, information, and facilities of other Federal, State, tribal, and local agencies with their consent, and with or without reimbursement, consistent with applicable law. To the extent permitted by law and regulations, each Federal agency shall cooperate in providing resources, including personnel detailed to the Initiative, to meet the objectives of the order.

Sec. 4. Department and Agency Participation. Each participating executive department and agency (hereinafter collectively referred to as "agency"), as determined by the Secretary, shall appoint a senior official, who is a full-time officer of the Federal Government and who is responsible for management or program administration, to serve as liaison to the White House Initiative. The official shall report directly to the agency head, or agency representative, on agency activity under this order and serve as liaison to the White House Initiative. To the extent permitted by law and regulation, each agency shall provide appropriate information in readily available formats requested by the White House Initiative staff pursuant to this order.

Sec. 5. Five-Year Federal Plan. (a) Content. Each agency shall, in collaboration with tribal colleges, develop and document a Five-Year Plan of the agency's efforts to fulfill the purpose of this order. These Five-Year Plans shall include annual performance indicators and appropriate measurable objectives for the agency. The plans shall address among other relevant issues:

- (1) barriers impeding the access of tribal colleges to funding opportunities and to participation in Federal programs, and ways to eliminate the barriers;
- (2) technical assistance and information that will be made available to tribal colleges regarding the program activities of the agency and the preparation of applications or proposals for grants, cooperative agreements, or contracts; and
- (3) an annual goal for agency funds to be awarded to tribally controlled colleges and universities in:
 - (A) grants, cooperative agreements, contracts, and procurement;
 - (B) related excess property-type acquisitions under various authorities such as section 923 of the Federal Agriculture Improvement and Reform Act of 1996 (7 U.S.C. 2206a) and the Federal Property and Administrative Services Act of 1949, chapter 288, 63 Stat. 377 (codified as described at 40 U.S.C. 471 note); and
 - (C) the transfer of excess and surplus Federal computer equipment under Executive Order 12999.

In developing the Five-Year Plans required by this order, agencies shall strive to include tribal colleges in all aspects and activities related to the attainment of the participation goals described in Executive Order 12928, "Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions." The Plans may also emphasize access to high-quality educational opportunity for economically disadvantaged Indian students; the preservation and revitalization of American Indian and Alaska Native languages

and cultural traditions; innovative approaches to better link tribal colleges with early childhood, elementary, and secondary education programs; and the National Education Goals.

(b) Submission. Each agency shall submit its Five-Year Plan to the White House Initiative Office. In consultation with the Board, the White House Initiative Office shall then review these Five-Year Plans and develop an integrated Five-Year Plan for Assistance to Tribal Colleges, which the Secretary shall review and submit to the President. The Five-Year Plan for Assistance to Tribal Colleges may be revised within the 5-year period.

(c) Annual Performance Reports. Each agency shall submit to the White House Initiative Office an Annual Performance Report that shall measure each agency's performance against the objectives set forth in its Five-Year Plan. In consultation with the Board, the White House Initiative Office shall review and combine Annual Performance Reports into one annual report, which shall be submitted to the Secretary for review, in consultation with the Office of Management and Budget.

Sec. 6. Private Sector. In cooperation with the Board, the White House Initiative Office shall encourage the private sector to assist tribal colleges through increased use of such strategies as: (a) matching funds to support increased endowments;

(b) developing expertise and more effective ways to manage finance, improve information systems, build facilities, and improve course offerings; and

(c) increasing resources for and training of faculty.

Sec. 7. Termination. The Board shall terminate 2 years after the date of this Executive order unless the Board is renewed by the President prior to the end of that 2-year period.

Sec. 8. Administration. (a) Compensation. Members of the Board shall serve without compensation, but shall be allowed travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in Government service (5 U.S.C. 5701-5707).

(b) Funding. The Board and the Initiative shall be funded by the Department of Education.

(c) Administrative Support. The Department of Education shall provide appropriate administrative services and staff support for the Board and the Initiative. With the consent of the Department of Education, other agencies participating in the Initiative shall provide administrative support to the White House Initiative Office consistent with statutory authority and shall make use of section 112 of title 3, United States Code, to detail agency employees to the extent permitted by law. The Board and the White House Initiative Office shall have a core staff and shall be supported at appropriate levels.

WILLIAM J. CLINTON

THE WHITE HOUSE,
October 19, 1996.

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Presidential Documents

Title 3—

Executive Order 13125 of June 7, 1999

The President

Increasing Participation of Asian Americans and Pacific Islanders in Federal Programs

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Federal Advisory Committee Act, as amended (5 U.S.C. App.), and in order to improve the quality of life of Asian Americans and Pacific Islanders through increased participation in Federal programs where they may be underserved (e.g., health, human services, education, housing, labor, transportation, and economic and community development), it is hereby ordered as follows:

Section 1. (a) There is established in the Department of Health and Human Services the President's Advisory Commission on Asian Americans and Pacific Islanders (Commission). The Commission shall consist of not more than 15 members appointed by the President, one of which shall be designated by the President as Chair. The Commission shall include members who: (i) have a history of involvement with the Asian American and Pacific Islander communities; (ii) are from the fields of health, human services, education, housing, labor, transportation, economic and community development, civil rights, and the business community; (iii) are from civic associations representing one or more of the diverse Asian American and Pacific Islander communities; and (iv) have such other experience as the President deems appropriate.

(b) The Secretary of the Department of Health and Human Services (Secretary) shall appoint an Executive Director for the Commission.

Sec. 2. The Commission shall provide advice to the President, through the Secretary, on: (a) the development, monitoring, and coordination of Federal efforts to improve the quality of life of Asian Americans and Pacific Islanders through increased participation in Federal programs where such persons may be underserved and the collection of data related to Asian American and Pacific Islander populations and sub-populations; (b) ways to increase public-sector, private-sector, and community involvement in improving the health and well-being of Asian Americans and Pacific Islanders; and (c) ways to foster research and data on Asian Americans and Pacific Islanders, including research and data on public health.

Sec. 3. The Department of Health and Human Services shall establish the White House Initiative on Asian Americans and Pacific Islanders (Initiative), an interagency working group (working group) whose members shall be appointed by their respective agencies. The Executive Director of the Commission shall also serve as the Director of the Initiative, and shall report to the Secretary or the Secretary's designee. The working group shall include both career and noncareer civil service staff and commissioned officers of the Public Health Service with expertise in health, human services, education, housing, labor, transportation, economic and community development, and other relevant issues. The working group shall advise the Secretary on the implementation and coordination of Federal programs as they relate to Asian Americans and Pacific Islanders across executive departments and agencies.

Sec. 4. The head of each executive department and each agency designated by the Secretary shall appoint a senior Federal official responsible for management or program administration to report directly to the agency head on activity under this Executive order, and to serve as a liaison to the

Initiative. The Secretary also may designate additional Federal Government officials, with the agreement of the relevant agency head, to carry out the functions of the Initiative. To the extent permitted by law and to the extent practicable, each executive department and designated agency shall provide any appropriate information requested by the working group, including data relating to the eligibility for and participation of Asian Americans and Pacific Islanders in Federal programs. Where adequate data are not available, the Initiative shall suggest the means of collecting such data.

Sec. 5. Each executive department and designated agency (collectively, the "agency") shall prepare a plan for, and shall document, its efforts to improve the quality of life of Asian Americans and Pacific Islanders through increased participation in Federal programs where Asian Americans and Pacific Islanders may be underserved. This plan shall address, among other things, Federal efforts to: (a) improve the quality of life for Asian Americans and Pacific Islanders through increased participation in Federal programs where they may be underserved and the collection of data related to Asian American and Pacific Islander populations and sub-populations; (b) increase public-sector, private-sector, and community involvement in improving the health and well-being of Asian Americans and Pacific Islanders; and (c) foster research and data on Asian Americans and Pacific Islanders, including research and data on public health. Each agency's plan shall provide appropriate measurable objectives and, after the first year, shall assess that agency's performance on the goals set in the previous year's plan. Each plan shall be submitted at a date to be established by the Secretary.

Sec. 6. The Secretary shall review the agency plans and develop for submission to the President an integrated Federal plan (Federal Plan) to improve the quality of life of Asian American and Pacific Islanders through increased participation in Federal programs where such persons may be underserved. Actions described in the Federal Plan shall address improving access by Asian Americans and Pacific Islanders to Federal programs and fostering advances in relevant research and data. The Secretary shall ensure that the working group is given the opportunity to comment on the proposed Federal Plan prior to its submission to the President. The Secretary shall disseminate the Federal Plan to appropriate members of the executive branch. The findings and recommendations in the Federal Plan shall be considered by the agencies in their policies and activities.

Sec. 7. Notwithstanding any other Executive order, the responsibilities of the President that are applicable to the Commission under the Federal Advisory Committee Act, as amended, except that of reporting to the Congress, shall be performed by the Secretary in accordance with the guidelines and procedures established by the Administrator of General Services.

Sec. 8. Members of the Commission shall serve without compensation, but shall be allowed travel expenses, including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in the Government service (5 U.S.C. 5701-5707). To the extent permitted by law and appropriations, and where practicable, agencies shall, upon request by the Secretary, provide assistance to the Commission and to the Initiative. The Department of Health and Human Services shall provide administrative support and funding for the Commission.

Sec. 9. The Commission shall terminate 2 years after the date of this Executive order unless the Commission is renewed by the President prior to the end of that 2-year period.

Sec. 10. For the purposes of this order, the terms: (a) "Asian American" includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; and

(b) "Pacific Islander" includes the aboriginal, indigenous, native peoples of Hawaii and other Pacific Islands within the jurisdiction of the United States.

William Clinton

THE WHITE HOUSE,
June 7, 1999.

[FR Doc. 99-14901
Filed 6-9-99; 8:45 am]
Billing code 3195-01-P

THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

March 13, 1998

EXECUTIVE ORDER 13078

INCREASING EMPLOYMENT OF ADULTS WITH DISABILITIES

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to increase the employment of adults with disabilities to a rate that is as close as possible to the employment rate of the general adult population and to support the goals articulated in the findings and purpose section of the Americans with Disabilities Act of 1990, it is hereby ordered as follows:

Section 1. Establishment of National Task Force on Employment of Adults with Disabilities.

(a) There is established the "National Task Force on Employment of Adults with Disabilities" ("Task Force"). The Task Force shall comprise the Secretary of Labor, Secretary of Education, Secretary of Veterans Affairs, Secretary of Health and Human Services, Commissioner of Social Security, Secretary of the Treasury, Secretary of Commerce, Secretary of Transportation, Director of the Office of Personnel Management, Administrator of the Small Business Administration, the Chair of the Equal Employment Opportunity Commission, the Chairperson of the National Council on Disability, the Chair of the President's Committee on Employment of People with Disabilities, and such other senior executive branch officials as may be determined by the Chair of the Task Force.

(b) The Secretary of Labor shall be the Chair of the Task Force; the Chair of the President's Committee on Employment of People with Disabilities shall be the Vice Chair of the Task Force.

(c) The purpose of the Task Force is to create a coordinated and aggressive national policy to bring adults with disabilities into gainful employment at a rate that is as close as possible to that of the general adult population. The Task Force shall develop and recommend to the President, through the Chair of the Task Force, a coordinated Federal policy to reduce employment barriers for persons with disabilities. Policy recommendations may cover such areas as discrimination, reasonable accommodations, inadequate access to health care, lack of consumer-driven, long-term supports and services, transportation, accessible and integrated housing, tele-communications, assistive technology, community services, child care, education, vocational rehabilitation, training services, job retention, on-the-job supports, and economic incentives to work. Specifically, the Task Force shall:

- (1) analyze the existing programs and policies of Task Force member agencies to determine what changes, modifications, and innovations may be necessary to remove

barriers to work faced by people with disabilities;

(2) develop and recommend options to address health insurance coverage as a barrier to employment for people with disabilities;

(3) subject to the availability of appropriations, analyze State and private disability systems (e.g., workers' compensation, unemployment insurance, private insurance, and State mental health and mental retardation systems) and their effect on Federal programs and employment of adults with disabilities;

(4) consider statistical and data analysis, cost data, research, and policy studies on public subsidies, employment, employment discrimination, and rates of retur

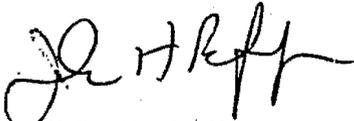
**Department of
Veterans Affairs**

Memorandum

Date: AUG 14 1995

From: Deputy Assistant Secretary for Security and Law Enforcement (07)
THRU: Assistant Secretary for Human Resources and Administration (006)
Subj: The Arming of VA Police Officers
Secretary (00)
To: THRU: Chief of Staff (00A)

This is to confirm your decision to initiate a Pilot Program to arm Department of Veterans Affairs police officers. A select group of no more than six medical centers will participate in the one-year Pilot Program. The weapons will be issued upon completion of an approved Federal Law Enforcement Firearms Training Program. After an in-depth review of the Pilot Program is completed, findings and recommendations on future use of weapons will be submitted to you.


John H. Baffa

Approve/
 Disapprove


(00)

AUG 15 1995

Date

**Department of
Veterans Affairs**

Memorandum

Date: April 1, 1997

From: DAS, Security & Law Enforcement (07)

Subj: Preliminary Evaluation of Firearm Pilot Program

To: Chief of Staff (00A)

Thru: Assistant Secretary for Human Resources and Administration (006)

1. Attached is the preliminary evaluation of the Pilot Program to Arm VA Police. After the incident in which a VA physician was shot to death in Jackson, MS, a decision was made to provide the Secretary with a report by April 1, 1997.

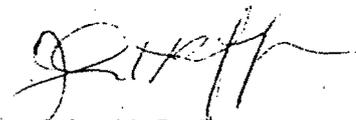
2. After reviewing the report it is my judgment that the program must be considered successful for a number of reasons.

a. There have been no incidents in which a firearm was misused in anyway. The greatest fear of those who are opposed to VA officers being armed is that the firearm will be misused. To date no misuse has materialized. I believe this is due to the high quality of the training provided and to the seriousness to which VA officers are approaching the addition of the firearm as a tool for their use. Training is critical to ensuring that any use of force is appropriate. The actions of the officers in the three incidents in which service weapons were drawn, show the effect of that training as well as the use of sound judgment.

b. Although the statistics are not overwhelming, there are indications of more vigilance by officers in accomplishing car stops and investigative stops. Anyone familiar with law enforcement activity has a clear sense of the inherent danger in conducting such stops. All shootings of VA officers have occurred when an investigative stop was being made or suspicious activity was being investigated. It is my belief that the increase in these activities is indicative of increased officer confidence in accomplishing important job functions. That these increases have occurred without any untoward incidents with a firearm gives me further reason to classify this pilot program as a success.

c. Finally, comments attributed to staff and patients are overwhelmingly positive in nature. The comments by long-term volunteers at Richmond are particularly telling.

3. I would be pleased to answer any questions you may have.



John H. Baffa

Attachment

Department of
Veterans Affairs

Memorandum

Date: April 1, 1997
From: Director, Police & Security Service (07B)
Subj: Preliminary Evaluation of Firearm Pilot Program
To: DAS, Security & Law Enforcement (07)

1. At your direction, a preliminary evaluation was recently completed regarding the Pilot Program to Arm VA Police. This was accomplished by requesting that each of the pilot facilities conduct a review by evaluating the same areas of activity.

2. **Background:** On August 15, 1995, the Secretary confirmed his decision to initiate a one year pilot program to arm police officers at no more than six VA facilities. On August 25, 1995, the Office of Security & Law Enforcement (OS&LE) circulated a draft directive to implement the Secretary's decision, with the final concurrence being received on November 6, 1995. The five pilot sites were selected (Bronx, Richmond, Chicago West Side, North Chicago, West LA). On December 7, 1995, the Secretary sent the draft directive to the Attorney General for consultation, as required by law. On February 1, 1996, a meeting was held with representatives of the Criminal Division of the Department of Justice (DOJ), who required changes to the draft directive prior to their concurrence. Additionally the DOJ representatives required that VA have its police officer firearm's training reviewed and approved by the Federal Bureau of Investigation (FBI). After making the changes required by the Criminal Division, the draft was referred to the VA Partnership Council (VAPC). During a telephonic conference call on May 9, 1996, the VAPC approved the draft without changes. After obtaining FBI approval of the firearm training (dated June 11, 1996), the General Counsel (GC) requested (on June 17, 1996) that the Criminal Division provide VA with a formal response regarding the Secretary's request for consultation. The response from the Criminal Division was received on August. However, GC advised (by memorandum dated August 15, 1996) that their office wanted additional changes to be made to the directive. Final concurrence was received from GC on August 21, 1995. Between August 26 and October 4, 1996, OS&LE conducted on-site firearms training at all of the pilot facilities. During September 1996, OS&LE accomplished on-site evaluations of the implementation plans of each facility, and subject to changes, approved each of the plans, advising the facilities they may initiate the program. The facilities then initiated the program as follows:

North Chicago	9/30/96
Richmond	10/16/96
Bronx	10/18/96
West LA	12/08/96
Chicago WS	1/06/97

Subj: Preliminary Evaluation of Firearm Pilot Program

3. **Evaluation Criteria:** Each facility was requested to conduct a review of the pilot program from the date of initiation through March 15, 1997, utilizing certain pre-agreed upon criteria. These criteria focused upon the two areas of car stops and investigative stops that one might expect would be impacted by the arming of police. The expectation being that officers would be more confident and would therefore make more effort to conduct these types of stops since these activities have a higher degree of inherent danger than does routine patrol. The criteria also focused upon both positive and negative comments by anyone to VA police, to complaints of any kind, to feed-back from patient representatives, to evaluation of all incidents in which the firearm was drawn and utilized in any way, and to evaluation of all firearm discharges of any kind.

4. **Results of Evaluation:**

a. Comparison of the Number of Car Stops with a Previous Period.

<u>Facility</u>	<u>Results</u>
North Chicago	Increase from 97 to 108
Richmond	Increase from 201 to 258
Bronx	Increase from 120 to 135
West Los Angeles	Increase from 109 ¹ to 323
Chicago West Side	Increase from one (1) to two (2)

b. Comparison of the Number of Investigative Stops with a Previous Period.

<u>Facility</u>	<u>Results</u>
North Chicago	Increase from 49 to 78
Richmond	Increase from 82 to 111
Bronx	Increase from 310 to 480
West Los Angeles	No change - 145 ¹ to 145
Chicago West Side	Decrease from 71 to 20 ²

¹ These figures are estimates.

² The only explanation that was provided for this apparent significant inconsistency was a problem connected with the transition from manual to computerized statistics.

Subj: Preliminary Evaluation of Firearm Pilot Program

c. Review of Positive Comments Made to Police.

<u>Facility</u>	<u>Results</u>
North Chicago	Several employees of Nursing Service - "Its about time you guys were armed."
Richmond	Common refrain - "Its about time."
Bronx	Visitors, patients and staff - "Finally you have the tools to do your job."
West Los Angeles	There are frequent positive comments, most of which reflect a heightened sense of security.
Chicago West Side	Most employees and patients point out that police have had a right to protect their own lives while on duty protecting the lives and property of others.

d. Review of Negative Comments Made to VA Police.

<u>Facility</u>	<u>Results</u>
North Chicago	A couple of staff members - "Do police really need guns?" and "Is it that dangerous here."
Richmond	None
Bronx	None
West Los Angeles	None
Chicago West Side	None

e. Review of Complaints of Any Kind.

<u>Facility</u>	<u>Results</u>
North Chicago	No legitimate complaints.
Richmond	None
Bronx	No legitimate complaints.
West Los Angeles	None
Chicago West Side	Chief, Psychiatry Service was initially very concerned because of the danger of introducing a firearm on a psychiatric unit, but after a demonstration of the effectiveness of the security holster, she expressed decreased concern.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	William B. Harper to Security & Law Enforcement; re: Preliminary Evaluation of Firearm Pilot Program (partial) (2 pages)	04/01/97	P6/b(6)

**This marker identifies the original location of the withdrawn item listed above.
For a complete list of items withdrawn from this folder, see the
Withdrawal/Redaction Sheet at the front of the folder.**

COLLECTION:

Clinton Administration History Project

OA/Box Number: 24109

FOLDER TITLE:

[VA Administrative Historical Project - Office of Asst. Sec. for Human Resources & Admin. - Supporting Documents [4]]

jp12

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Subj: Preliminary Evaluation of Firearm Pilot Program

f. Evaluation of Feed-back Given to Patient Representatives, QA Coordinator or Persons in Similar Positions.

<u>Facility</u>	<u>Results</u>
North Chicago Richmond	One complaint investigated and determined to be unfounded. No negative feed-back. Consensus among long-term volunteers was that they feel safer, that the program will deter crime and that officers will be better able to protect them against unforeseen situations that may occur.
Bronx	No negative feed-back.
West Los Angeles	Positive feed-back during meeting with American Legion in which program and weapon safety features were explained.
Chicago West Side	No feed-back reported.

g. Evaluation of All Incidents in Which VA Police Draw and Utilize a Firearm in Any Way.

<u>Facility</u>	<u>Results</u>
North Chicago	No occurrence
Richmond	No occurrence ³
Bronx	No occurrence
	
Chicago West Side	No occurrence

Subj: Preliminary Evaluation of Firearm Pilot Program



h. Evaluation of All Firearm Discharges of Any Kind.

There have been no firearm discharges at any of the facilities.

A handwritten signature in black ink, appearing to read "William B. Harper", is written over the typed name.

William B. Harper

**Department of
Veterans Affairs**

Memorandum

Date: February 24, 1998

From: DAS, Security and Law Enforcement (07)

Subj: Evaluation of Firearm Pilot Program

To: Under Secretary for Health (10)

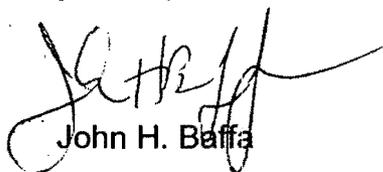
Thru: Assistant Secretary for Human Resources and Administration (006)

1. Attached is the evaluation of the Pilot Program to Arm VA Police accomplished as required in VA Directive 0720. After reviewing the report it is my judgement that the program is a viable one that should be extended throughout the VA system in a methodical and measured time frame.

2. My belief is based upon the encouraging results of the program thus far. Of particular note is the support of patients, employees and police officers to the program, as demonstrated in the survey results. I find it particularly heartening to see the overwhelmingly positive nature of the patient responses to police officers being armed at the pilot facilities.

3. I believe it is also significant that VA's armed officers have displayed good judgement in all encounters, including those in which a firearm was drawn. The one questionable incident in which an officer drew his firearm (West LA), did not really relate to the officer's judgement in drawing the firearm per se. It was more related to other general judgmental errors by a new officer, as pointed out in the report. Additionally, I think it is important to put the overall judgement and actions of all of the armed officers into perspective. During the period of the pilot program, officers at the seven pilot sites responded on 9505 occasions to incidents which were considered to be of an urgent or emergency nature. During the same period officers drew a firearm on only seven occasions and there were no discharges. This is not to say that there will never be an occasion in which a firearm is utilized, but I do believe these statistics are indicative of the level of judgement displayed by the officers and also of the quality of the training and supervision of these officers.

3. I would be please to provide additional information or answer any questions you may have.



John H. Baffa

Attachment

cc: Chief of Staff (00A) ✓

**Department of
Veterans Affairs**

Memorandum

Date: February 24, 1998
From: Director, Police & Security Service (07B)
Subj: Evaluation of Pilot Program to Arm VA Police
To: DAS, Security & Law Enforcement (07)

1. In accordance with VA Directive 0720, Pilot Program to Arm VA Police, an evaluation of the program was recently conducted. This was accomplished by directing each of the pilot facilities to conduct reviews of specific areas of activity and to conduct surveys of patients and employees. It was further accomplished by site reviews by the Office of Security and Law Enforcement (OS&LE) to determine local compliance with the requirements of the directive. Reports of the reviews were consolidated and are included in paragraph 3 of this memorandum.

2. **Background:**

a. On August 15, 1995, the Secretary confirmed his decision to initiate a one-year pilot program to arm VA police at no more than six VA facilities. On August 25, 1995, OS&LE circulated a draft directive to implement the Secretary's decision, with the final concurrence being received on November 6, 1995. Following the selection of five pilot sites (Bronx, Richmond, Chicago West Side, North Chicago, West LA), consultations with the Department of Justice (DOJ) were initiated. After complying with training evaluations and changes to the directive required by DOJ, the directive was reviewed with the VA Partnership Council (VAPC). The VAPC concurred without changes. Final approval was received by DOJ in August 1996.

b. Equipment was selected for the program based upon safety and reliability. The firearm selected was the Beretta Model 92D or 92DM double action only 9mm Luger caliber, semi-automatic pistol, with a 15 or 8 magazine depending on the model of the weapon. This firearm was manufactured by Beretta USA in Accotek, MD, where it was specially designed for VA to ensure that it will not fire when the magazine has been disengaged. The holster selected was the Sidekick Model, Mirage Pro-3 #620 security holster. Its safety features consist of a thumb break release, an internal safety feature and a tension release. This design makes it unlikely that anyone other than the officer can take the firearm from the holster.

c. Between August 26 and October 4, 1996, OS&LE conducted on-site firearms training at each of the pilot facilities. During September 1996, OS&LE accomplished on-site evaluations of the implementation plans of each facility, and subject to changes, approved each of the plans, advising the facilities they could initiate the program. The facilities then initiated the program as follows:

Subj: Evaluation of Pilot Program to Arm VA Police

North Chicago	09/30/96
Richmond	10/16/96
Bronx	10/18/96
West LA	12/08/96
Chicago WS	01/06/97

d. On April 1, 1997, a preliminary evaluation of the program was reported to the Secretary. It was initially planned to prepare a preliminary evaluation in May or June of 1997, but following the shooting death of a VA physician at VAMC, Jackson, MS, a decision was made to report the evaluation earlier. The report to the Secretary concluded that the program was a success because there was no misuse of a firearm, because officers acted appropriately in the three instances in which a firearm was drawn, because there were indications of more vigilance by officers in accomplishing both car and investigative stops, and because comments from staff and patients were overwhelmingly positive in nature.

e. Following the report of the preliminary evaluation the Secretary approved an expansion of the number of pilot sites. Immediate expansion was restricted to two facilities because of the availability of the specially designed firearm. Accordingly, Beretta USA was requested to manufacture additional firearms. Site reviews and training were completed and two additional medical centers initiated the program as follows:

Hampton	05/21/97
Jackson	06/26/97

f. In May 1997, the Subcommittee on Oversight and Investigations of the House Committee on Veterans Affairs held hearings regarding the pilot program and requested to be kept apprised of all matters pertaining to it. The only service organization which testified was the American Legion, which indicated that they supported VA's decision to test of the arming of VA police on a pilot basis.

g. Once the specially designed firearms became available in sufficient numbers, additional sites were added as follows:

Mountain Home	11/01/97
Bay Pines	11/17/97
Kansas City	11/25/97
Miami	02/02/98
New Orleans	02/09/98

3. **Conduct of Evaluation:** The evaluation focuses on the five initial sites plus the two sites added in June 1997. The evaluation consists of three reviews. First, each of the seven facilities was requested to review certain criteria from the date of initiation

Subj: Evaluation of Pilot Program to Arm VA Police

through January 31, 1998. These criteria focus upon the two areas of car stops and investigative stops which one might expect to be impacted by the arming of police. The criteria also focus upon complaints of any kind, feed-back from patient representatives, evaluation of all incidents in which the firearm was drawn and utilized in anyway, and evaluation of all firearm discharges of any kind. The second part of the evaluation consists of police officer and customer satisfaction surveys. The third part of the evaluation consists of on-site inspections at each of the seven facilities to determine compliance with Departmental policies and procedures.

a. Evaluation of Criteria:

(1) Comparison of the Number of Car Stops with a Previous Period

(Note: The period of evaluation is different for each facility, depending on when a given facility initiated the program. If a facility were involved in the program for 5 months, statistics for that 5 month period would be compared with the statistics for the 5 month period immediately preceding involvement in the program.)

<u>Facility</u>	<u>Results</u>
North Chicago	Decrease from 514 to 228 ¹
Richmond	Increase from 199 to 438.
Bronx	Decrease from 350 to 215. ¹
West LA	Increase from 347 to 943.
Chicago WS	Decrease from 22 to 10. ¹
Hampton	Increase from .2 to 13.
Jackson	Increase from 0 to 7.

¹ The reason given for reductions in the number of stops at three facilities is because there had been a reduction of the number of police officer positions and there were unfilled officer vacancies during much of the pilot test period.

(2) Comparison of the Number of Investigative Stops with a Previous Period

(Note: The period of evaluation is different for each facility, depending on when a given facility initiated the program. If a facility were involved in the program for 5 months, statistics for that 5 month period would be compared with the statistics for the 5 month period immediately preceding involvement in the program.)

<u>Facility</u>	<u>Results</u>
North Chicago	Decrease from 382 to 254 ²
Richmond	Increase from 187 to 326.
Bronx	Decrease from 700 to 580 ²
West LA	Increase from 64 to 225.

Subj: Evaluation of Pilot Program to Arm VA Police

<u>Facility</u>	<u>Results</u>
Chicago WS	Increase from 20 to 26.
Hampton	Increase from 41 to 61.
Jackson	Increase from 0 to 1.

² The reason given for reductions in the number of stops at two facilities is because there had been a reduction of the number of police officer positions and there were unfilled officer vacancies during much of the pilot test period.

(3) Review of Complaints of Any Kind

<u>Facility</u>	<u>Results</u>
North Chicago	No complaints reported.
Richmond	No complaints reported
Bronx	
West Los Angeles	No complaints reported.
Chicago West Side	No complaints reported.
Hampton	Staff on Psychiatry had some concerns until the firearm and holster were demonstrated.
Jackson	None

(4) Evaluation of Feed-back Given to Patient Representatives, QA Coordinators or Persons in Similar Positions

<u>Facility</u>	<u>Results</u>
North Chicago	None
Richmond	No negative feed-back. Consensus among long-term volunteers was that they feel safer, that the program will deter crime and that officers will be better able to protect them against unforeseen situations that may occur.
Bronx	No negative feed-back.
West Los Angeles	A town hall meeting was held with the medical center staff, and service organizations (American Legion, Am-Vets, Purple Heart and POW). This meeting was conducted by VA Police & Security managers who demonstrated the modified features of the firearm and holster. In addition, the audience was informed about the policy regarding safety and protocol by the officers

Withdrawal/Redaction Marker

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. memo	William B. Harper to Security & Law Enforcement; re: Evaluation of Pilot program to Arm VA Police (partial) (4 pages)	02/24/98	P6/b(6)

**This marker identifies the original location of the withdrawn item listed above.
For a complete list of items withdrawn from this folder, see the
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COLLECTION:

Clinton Administration History Project

OA/Box Number: 24109

FOLDER TITLE:

[VA Administrative Historical Project - Office of Asst. Sec. for Human Resources & Admin. - Supporting Documents [4]]

jp12

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

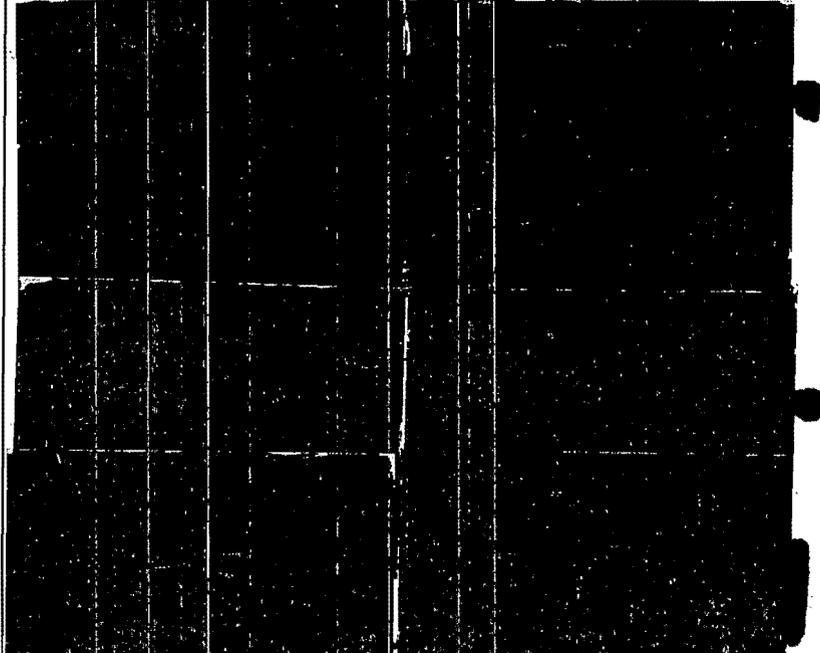
Freedom of Information Act - [5 U.S.C. 552(b)]

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Subj: Evaluation of Pilot Program to Arm VA Police

<u>Facility</u>	<u>Results</u>
(West LA Continued) Chicago West Side Hampton Jackson	when entering wards. The meeting was lauded by the participants for the time and effort provided by police management in assuring the benefits of arming the officers, and the intensive training the was associated with qualifying to carry the firearm. There was a 100 per cent consensus for arming of the officers from those present at this meeting. None None One patient reported to the Patient Representative that it was a shame that it took something tragic to get weapons for VA police. The public affairs officer was the recipient of numerous positive compliments about arming the police and the positive way in which VA police handled the publicity surround the tragedy and weapons program.

(5) Evaluation of All Incidents in Which VA Police Draw and Utilize a Firearm in Any Way

<u>Facility</u>	<u>Results</u>
North Chicago 	None 

Subj: Evaluation of Pilot Program to Arm VA Police

Facility	Results
[REDACTED]	[REDACTED]
Bronx [REDACTED]	None [REDACTED]

Subj: Evaluation of Pilot Program to Arm VA Police

<u>Facility</u>	<u>Result</u>	
[REDACTED]	[REDACTED]	[REDACTED]
Chicago West Side	None	
Hampton	None	
[REDACTED]	[REDACTED]	[REDACTED]

Subj: Evaluation of Pilot Program to Arm VA Police

Facility	Result
[REDACTED]	[REDACTED]

(6) Evaluation of All Firearm Discharges of Any Kind

There have been no firearm discharges at any of the facilities.

b. Results of Customer Satisfaction Surveys:

(1) Employee Surveys: A 10% random sampling of employees was conducted at each facility. The randomly selected employees were given a sealed envelope containing a memorandum explaining the survey and requesting participation, the survey itself and a pre-addressed envelope for mailing to the LETC. The survey participants remained anonymous but responses were identifiable by facility. The survey consisted of 20 questions. Responses for five of the more general questions are displayed below for each facility. Results of the entire survey are attached.

Subj: Evaluation of Pilot Program to Arm VA Police

Richmond - Response Rate 53% (180 Surveys Sent With 95 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)	2	60 (63%)	4	29	95
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?	2	61 (64%)	32		95
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?	1	59 (62%)	35		95
#15. Overall do you feel comfortable with the police being armed?	4	75 (79%)	16		95
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?	3	62 (65%)	30		95

Bronx - Response Rate 37% (138 Surveys Sent With 51 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)	2	36 (71%)	5	8	51
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?		36 (71%)	13	2	51
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?		36 (71%)	16		51
#15. Overall do you feel comfortable with the police being armed?		41 (80%)	7	3	51
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?		37 (73%)	12	2	51

North Chicago - Response Rate 40% (132 Surveys Sent With 53 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)		29 (55%)	11	13	53
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?		31 (58%)	22		53
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?		28 (53%)	25		53
#15. Overall do you feel comfortable with the police being armed?	6	32 (60%)	15		53
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?		30 (57%)	22		53

Subj: Evaluation of Pilot Program to Arm VA Police

West Los Angeles - Response Rate 24% (305 Surveys Sent With 74 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)		44 (59%)	12	18	74
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?	3	47 (64%)	24		74
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?	1	44 (59%)	29		74
#15. Overall do you feel comfortable with the police being armed?	18	43 (58%)	13		74
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?	3	52 (70%)	19		74

Chicago West Side - Response Rate 33% (214 Surveys Sent With 70 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)	1	37 (53%)	13	19	70
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?	2	42 (60%)	26		70
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?	2	32 (46%)	36		70
#15. Overall do you feel comfortable with the police being armed?	18	35 (50%)	17		70
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?	7	36 (51%)	27		70

Hampton - Response Rate 39% (109 Surveys Sent With 42 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)	10	27 (64%)	5		42
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?	1	23 (55%)	18		42
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?	1	23 (55%)	18		42
#15. Overall do you feel comfortable with the police being armed?	5	31 (74%)	6		42
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?	2	28 (67%)	12		42

Subj: Evaluation of Pilot Program to Arm VA Police

Jackson - Response Rate 66% (142 Surveys Sent With 94 Responses)

QUESTION	No Resp	Yes	No	Undecided	Total
#2. How do you feel about VA police being issued firearms? (Yes=favorable, No=unfavorable)		70 (74%)	16	8	94
#3. Do you feel that the issuance of firearms to VA police serves as a deterrent to crime?		71 (76%)	23		94
#4. Do you feel more secure and protected since the issuance of firearms to VA Police?		62 (66%)	32		94
#15. Overall do you feel comfortable with the police being armed?	3	75 (80%)	16		94
#20. Do you feel the hospital, in general, is a safer environment to work in since the VA Police have been issued firearms?	1	70 (74%)	23		94

(2) **Patient Surveys:** Each facility was supplied with a one page questionnaire consisting of four questions and requested to devise a methodology to obtain completion of these surveys from as many patients as possible over a one to two week period. Each facility was instructed that this survey should be accomplished in a manner which was consistent with the manner in which other patient surveys have been conducted. Following this action the surveys were sent to the LETC. The following tables chart the results of those surveys.

Richmond

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		108 (99%)	1	109
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?		105 (96%)	4	109
#3. Do you feel safer knowing that the VA Police are armed at this hospital?		102 (94%)	7	109
#4. Do you feel that arming the VA Police at this hospital will improve security?	1	103 (94%)	5	109

Bronx

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		220 (86%)	36	256
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?		222 (87%)	34	256
#3. Do you feel safer knowing that the VA Police are armed at this hospital?		231 (90%)	25	256
#4. Do you feel that arming the VA Police at this hospital will improve security?		234 (91%)	22	256

Subj: Evaluation of Pilot Program to Arm VA Police

North Chicago

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		111 (75%)	37	148
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?	1	123 (83%)	24	148
#3. Do you feel safer knowing that the VA Police are armed at this hospital?	1	124 (84%)	23	148
#4. Do you feel that arming the VA Police at this hospital will improve security?	1	123 (83%)	24	148

West LA

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		305 (86%)	49	354
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?	3	328 (93%)	23	354
#3. Do you feel safer knowing that the VA Police are armed at this hospital?	1	334 (94%)	19	354
#4. Do you feel that arming the VA Police at this hospital will improve security?	1	339 (96%)	14	354

Chicago West Side

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		81 (79%)	21	102
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?		91 (89%)	11	102
#3. Do you feel safer knowing that the VA Police are armed at this hospital?		92 (90%)	10	102
#4. Do you feel that arming the VA Police at this hospital will improve security?	3	90 (88%)	9	102

Hampton

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?	1	115 (62%)	69	185
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?	2	170 (92%)	13	185
#3. Do you feel safer knowing that the VA Police are armed at this hospital?		175 (95%)	10	185
#4. Do you feel that arming the VA Police at this hospital will improve security?		179 (97%)	6	185

Subj: Evaluation of Pilot Program to Arm VA Police

Jackson

QUESTION	No Resp	Yes	No	Total
#1. Were you aware that the VA Police are armed at this VA hospital?		184 (94%)	12	196
#2. Do you feel it is necessary for the VA Police to be armed at this hospital?		188 (96%)	8	196
#3. Do you feel safer knowing that the VA Police are armed at this hospital?		188 (96%)	8	196
#4. Do you feel that arming the VA Police at this hospital will improve security?		187 (95%)	9	196

(3) **Police Officer Surveys:** Each officer was given a sealed envelope which included a memorandum explaining the survey and requesting participation, the survey itself and a pre-addressed envelope for mailing to the LETC. The officer remained anonymous, however each survey response was identifiable by medical center. The survey consisted of 20 questions. Responses for five of the more general questions are displayed below for each facility. Results of the entire survey are attached.

Richmond - Response Rate 60% (20 Surveys Sent With 12 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?		12		12
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		12		12
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		12		12
#9. Do you feel the hospital staff is supportive of the firearms program?		12		12
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?		12		12

Bronx - Response Rate 71% (28 Surveys Sent With 20 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?		20		20
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		19	1	20
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		20		20
#9. Do you feel the hospital staff is supportive of the firearms program?		20		20
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?		20		20

Subj: Evaluation of Pilot Program to Arm VA Police

North Chicago - Response Rate 70% (20 Surveys Sent With 14 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?		14		14
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		14		14
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		14		14
#9. Do you feel the hospital staff is supportive of the firearms program?		12	2	14
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?	1	13		14

West Los Angeles - Response Rate 71% (41 Surveys Sent With 29 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?	1	27	1	29
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?	1	28		29
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?	1	28		29
#9. Do you feel the hospital staff is supportive of the firearms program?		27	2	29
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?	1	27	1	29

Chicago West Side - Response Rate 63% (16 Surveys Sent With 10 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?	1	8	1	10
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		9	1	10
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		9	1	10
#9. Do you feel the hospital staff is supportive of the firearms program?		10		10
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?		9	1	10

Subj: Evaluation of Pilot Program to Arm VA Police

Hampton - Response Rate 75% (16 Surveys Sent With 12 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?		12		12
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		12		12
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		12		12
#9. Do you feel the hospital staff is supportive of the firearms program?		12		12
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?		11	1	12

Jackson - Response Rate 74% (19 Surveys Sent With 14 Responses)

QUESTION	No Resp	Yes	No	Total
#1. Do you feel more secure and protected since firearms have been issued?		14		14
#4. Do you feel more comfortable in performing traffic stops since the issuance of firearms?		13	1	14
#5. Do you feel more comfortable in performing outside patrol duties since the issuance of firearms?		14		14
#9. Do you feel the hospital staff is supportive of the firearms program?		14		14
#18. Do you feel that the overall performance of VA Police at your facility has improved since the issuance of firearms?		14		14

d. **Inspection Results:** During the first quarter of FY 1998 each of the seven pilot facilities was inspected utilizing a newly developed "Firearm Inspection Guide". This guide focuses on specific requirements of the pilot program within the areas of operations, equipment, weapon and ammunition control, and training. The findings are as follows:

North Chicago	<u>Findings:</u> None
	<u>Results:</u> Program was found to be in full compliance.

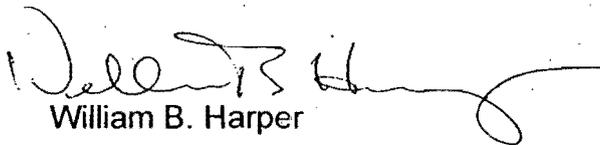
Subj: Evaluation of Pilot Program to Arm VA Police

Richmond	<p><u>Findings</u></p> <ul style="list-style-type: none">a. Some officers had outdated physical examinations.b. Officers were disengaging magazines rather than checking firearms when leaving property (e.g. obtaining gas for vehicles, going to court).c. Minor changes needed to be made to the local policy. <p><u>Results:</u> All identified issues were corrected satisfactorily.</p>
Bronx	<p><u>Findings:</u></p> <ul style="list-style-type: none">a. There was a need to reduce the number of officers issuing the firearms and ammunition.b. Subjects need to be added to the inservice training plan and to the inservice training being given. <p><u>Results:</u> All identified issues were corrected satisfactorily.</p>
West Los Angeles	<p><u>Findings:</u> Physicals and psychological evaluations on all but newly appointed officers were past due.</p> <p><u>Results:</u> This matter had been identified by new chief and all officers were scheduled prior to the completion of the inspection. All psychological evaluations were completed.</p>
Chicago West Side	<p><u>Findings:</u> The armorer left VA employment and the firearms are in need of inspection and cleaning.</p> <p><u>Results:</u> Until a new armorer is trained this will be accomplished by the armorer at VAMC North Chicago.</p>

Subj: Evaluation of Pilot Program to Arm VA Police

Hampton	<p><u>Findings:</u></p> <ul style="list-style-type: none">a. Firearm issuance and turn-in procedures are not in compliance and need to be improved.b. Physical security of the weapon storage room needs to be enhanced. <p><u>Results:</u></p> <p>Both identified issues were corrected satisfactorily.</p>	
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Jackson	<p><u>Findings:</u></p> <p>Minor changes needed to policy and training.</p> <p><u>Results</u></p> <p>Changes were satisfactorily completed.</p>	
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William B. Harper

Attachments

**Department of
Veterans Affairs**

Memorandum

Date: May 27, 1998
From: Assistant Secretary for Human Resources and Administration (006)
Subj: Decision Paper - Implementation of Program to Arm VA Police
To: Secretary (00)

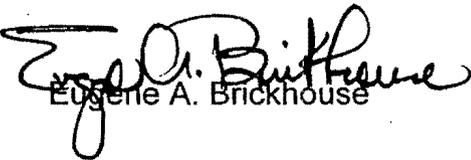
1. VA medical centers are protected by Department police officers assigned to Police and Security Services at the facilities. According to 38 USC 904, the Secretary of Veterans Affairs shall furnish Department police officers with weapons and related equipment as the Secretary determines to be necessary and appropriate. Currently, these officers are armed with a chemical irritant weapon and police baton. On a number of occasions, VA police officers have confronted intruders who were armed with firearms. Past incidents at VA medical centers have also resulted in loss of life of police officers and professional staff.
2. On August 15, 1995, the former Secretary issued a decision to implement a pilot project to arm VA police officers with firearms at selected VA medical centers. VA Directive 0720, dated August 23, 1996, formally implemented the pilot program. Initially, five VA medical centers were chosen to participate. Beginning in September of 1996, police officers at the selected facilities were screened, trained, and began carrying firearms while on duty. In 1997, seven additional medical centers were added. Currently, 12 sites are active in the program. In May 1997, the Subcommittee on Oversight and Investigations of the House Committee on Veterans Affairs held hearings regarding the pilot program, and they requested to be kept apprised of all matters pertaining to it.
3. In February 1998, the Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) evaluated the pilot program with input from Veterans Health Administration (VHA) facilities and leadership. The evaluation included a review of weapons related incidents and police officer work load before and after implementation. It also included surveys of patients, employees, and police officers at the participating sites. The evaluation was overwhelmingly positive. The majority of patients and employees surveyed indicated that they felt more secure and safe while working at or visiting the medical centers. Reports indicate that good judgement and professionalism was shown by VA police officers in almost all incidents where the duty weapon was drawn. Overall, there were very few incidents that resulted in the drawing or display of a firearm. All of the police officers surveyed felt they had benefited from the additional training received as part of the pilot.

Page 2.

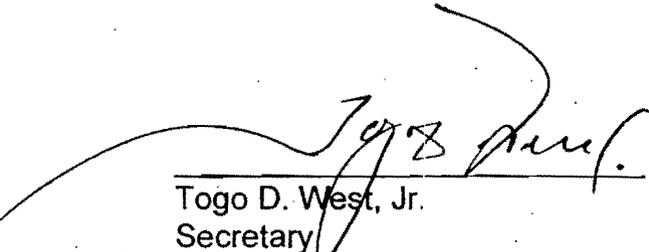
Decision Paper - Implementation of Program to Arm VA Police

4. Since the evaluation of the pilot program, the DAS for S&LE, the Assistant Secretary for Human Resources and Administration, and VHA leadership have held a series of meetings to discuss the prospect of wider implementation. Based on the success of the pilot program, they agreed to expand the firearms program. The number of new facilities to be included in the firearms program will be recommended in the implementation plan. Selection of future firearm sites would be a corporate decision based on the suitability of the individual facilities.

5. Based on your approval of this document, the DAS for S&LE and the Under Secretary for Health will begin development of a detailed implementation plan. This plan will be submitted to you by September 1, 1998.


Eugene A. Brickhouse

Approved:


Togo D. West, Jr.
Secretary

7/23/98

Date

Department of
Veterans Affairs

Memorandum

Date: January 25, 1999

From: Assistant Secretary for Human Resources and Administration (006)

Subj: VA Police Firearms Implementation Program

To: The Secretary of Veterans Affairs (00)

1. **Purpose.** This memorandum requests your approval to implement provisions of 38 USC 904, allowing the arming with firearms of selected VA police and security units. The Office of Security and Law Enforcement (OS&LE) will use the procedures outlined below when implementing the Program to Arm VA Police

2. **Directive.** OS&LE has revised VA Directive 0720/1, Pilot Program to Arm Department of Veterans Affairs Police, and is now circulating it for concurrence. The new Directive will be issued as VA Directive 0720. The Directive is based on the one used during the pilot program. There have been some additions and changes based on information learned as a result of the pilot program. When approved, the Directive will be the source document for VA police firearms policy and procedures.

3. Site Selection

a. The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) will approve the addition of facilities into this program. OS&LE and the Chief Network Officer (CNO) will work together to identify potential sites. Site selection will be based on a combination of factors. These factors include a recent successful OS&LE program inspection of a facility, appropriate supervision of the facility VA police unit, and an evaluation of the crime rate and other data at the individual facility. We plan to implement 16 newly armed sites per year.

b. A field-based task group from Veterans Health Administration (VHA) has developed specific criteria and will use these to identify potential armed sites. This task group will make periodic re-evaluations for potential sites.

c. These potential sites will be referred to the DAS for S&LE for decision. The Secretary of Veterans Affairs will be notified by the DAS for S&LE of the facilities selected for inclusion into the firearms program. OS&LE will also work with the Office of Congressional Affairs in notifying and briefing the appropriate Congressional committees and members. Facilities selected for participation in the firearms program will be then notified of preliminary approval by OS&LE.

d. After a facility has been given preliminary approval, OS&LE will provide planning materials to the local Chief, Police and Security Service. OS&LE will assist the candidate facilities in preparing implementation plans.

Page 2.

VA Police Firearms Implementation Program

4. Weapon Selection

a. VA police will use the 9mm semi-automatic pistol as the service weapon. The pistol will have several safety features and must meet certain criteria. OS&LE is working with the Office of Acquisition and Materiel Management to develop procurement contracts.

b. We have seen in the pilot project the importance of having a standardized weapon make and model for duty use. This allows for consistency in training and tactics throughout the Department.

5. Development of Facility Implementation Plans (FIP's)

a. After receiving preliminary approval from the DAS for S&LE, each selected facility must develop a Facility Implementation Plan (FIP). The plan will be prepared in accordance with guidelines found in Directive 0720.

b. OS&LE will provide assistance in developing the plan. Staff will work closely with candidate facilities to ensure that implementation plans are technically and legally correct.

c. Management of the candidate facility will forward the Implementation Plan to the DAS for S&LE for review.

6. OS&LE Review of FIP's

a. The facility implementation plan will be closely reviewed upon receipt at OS&LE.

b. In order to ensure that the guidelines and intent of Directive 0720 are being met, OS&LE will conduct a pre-approval site visit at each candidate facility. The site visit will consist of a careful inspection of the specific implementation plans of the facility, including weapon storage areas, training plans, etc.

c. In cases where the OS&LE Inspector finds deficiencies during the site visit, the candidate facility will be given a reasonable period of time to make appropriate adjustments.

VA Police Firearms Implementation Program

7. Community Support. Management of the candidate facility should publicly discuss the firearm program with staff, patients and other stakeholders prior to implementation. This is to alleviate concerns about the effects of arming VA police officers as well as discuss specific safety and other issues. OS&LE staff may also be available to make presentations at town hall meetings, staff meetings, medical rounds, or other forums as needed to assist with public acceptance of the firearms program.

8. Training

a. All firearms training costs for police officers will be covered under the Police Training Franchise Fund.

b. Initial transitional firearms training of VA police officers will be conducted at the participating facilities. Training will be a minimum of 40 hours of classroom and range training for each newly armed officer. On-site training will be conducted by OS&LE and VA Law Enforcement Training Center (LETC) staff, assisted by the trained firearm instructors at the site. The training handbook will be VA Law Enforcement Training Center Unit #18, "Transitional Firearms Training."

c. Police officers who have completed an earlier version of the current Basic Police Officers Course will be given updated police officer training concurrent with the firearms course. The update training will be conducted by LETC staff.

d. Each participating facility will nominate two police officers to be trained as firearm instructors. In addition, one officer will be nominated to be trained and serve as service armorer. Depending on the needs of the facility, the service armorer may be a collateral duty of one of the instructors. These individuals will attend the appropriate training at the LETC.

e. Only those police officers who meet all the guidelines and requirements of the firearms program will be trained. This means that candidate officers must have completed the basic police officer course or current update training, and have successfully completed a physical exam, with the revised psychological exam, within 12 months prior to the training.

f. The candidate facility must schedule firearms training in such a manner as to ensure appropriate police coverage. OS&LE will schedule the appropriate instructors.

VA Police Firearms Implementation Program

9. Implementation at Sites

- a. The DAS for S&LE will notify the facility Director by letter when all firearms program requirements have been met. This includes approval of the facility implementation plan, completion of the transitional firearms training, and a successful OS&LE pre-approval site visit.
- b. The DAS will sign a firearms authorization card for each qualified police officer, which will be sent with the approval notification.
- c. After receiving final approval, the facility Director will notify the DAS by letter of the date of program implementation.
- d. A VA police officer hired after the initial training period will be issued a firearms authorization card only after meeting all program requirements.

10. Biennial Firearm Program Inspections

- a. OS&LE is responsible for conducting program inspections of VA facilities. The intent of these inspections is to ensure that facility security and law enforcement needs are being met in accordance with Department policies and procedures. Because of the necessity of ensuring that security and law enforcement requirements are being accomplished in a legally and technically correct manner at each armed site, it is critical that inspections of those sites are conducted on a two-year cycle.
- b. The current OS&LE staffing level and travel budget allows for a four year cycle of program inspections of VHA facilities.
- c. The planned addition of 16 facilities into the firearms program annually will increase the inspection workload. The newly armed facilities will be scheduled on the two-year inspection cycle, eventually doubling the inspection requirement.

VA Police Firearms Implementation Program

<i>OS&LE Inspection Program</i>			
FY	Prog. Insp.'s	Firearm Insp.'s	Total Insp.'s
1999	29	22	51
2000	25	22	47
2001	21	38	59
2002	17	38	55
2003	13	55	68
2004	9	55	64
<u>Definitions:</u>			

Prog. Insp.'s: Routine OS&LE Program Inspections on four year cycle

Firearm Insp.'s: Firearm Inspections on two year cycle plus approval site visits

Total Insp.'s: Total OS&LE Inspection requirement

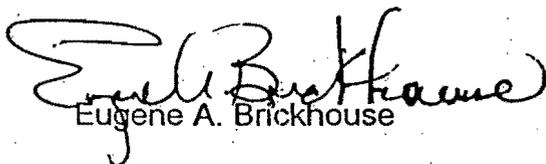
All numbers are for planning purposes only and assume the addition of 16 newly armed sites/year

11. Staffing Needs

a. The Human Resources & Administration (HR&A) FY 2000 budget submission to Congress is requesting an additional 4 FTE for OS&LE to handle the increased inspection and assistance requirements of the firearms program. An evaluation of current staffing requirements has determined that this addition should be sufficient to meet the presently known needs of the firearms program in FY 2000.

b. However, additional staff for the firearms program will be needed beginning this fiscal year. We have thus far been unsuccessful in securing FY 1999 resources. Therefore, in order to meet some of the need for additional staffing, we have reprogrammed resources from other HR&A activities.

12. Recommendation. We recommend approval of this implementation plan. After receiving your approval, the DAS for S&LE and the CNO will begin implementation of the program.


Eugene A. Brickhouse

Approved:

 3/4/99

Togo D. West, Jr.
Secretary of Veterans Affairs

Date

**Department of
Veterans Affairs**

Memorandum

Date: **OCT 13 2000**
From: Assistant Secretary for Human Resources and Administration (006)
Subj: VA Police Firearm Program-Implementation Plan
To: Acting Secretary (00)

1. On September 15, 2000, in a memorandum to the Under Secretary for Health, you requested that all VA Police officers be armed with firearms and that the pace of firearm implementation be increased to approximately 30 sites per year. You also requested that a plan to effect this be presented to you no later than October 13, 2000. That plan is submitted for your approval.
2. The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) has worked closely with the staff of the Under Secretary for Health. The attached plan is the product of that work. The plan outlines the steps needed to safely and correctly implement the firearm program throughout the Department.
3. In addition, the DAS for S&LE and the leadership of VHA are continuing to work together to identify those facilities whose police operations are not in complete compliance with Department policies. Steps to bring those facilities up to standard are being worked on. We anticipate that, working together, we will bring all VA police programs into total program compliance. We will present a plan that addresses this issue no later than December 1, 2000.


Eugene A. Brickhouse
Attachment

Accelerated Implementation Schedule.

- 1. Background:** On March 4, 1999, the former Secretary of Veterans Affairs approved the VA Police Firearms Implementation Program. This plan called for the implementation of VA Directive and Handbook 0720, the VA Police Firearm Program, over a wide range of facilities. The objective of the plan was the addition of 15-16 VHA medical facilities into the program annually. Site selection was a corporate decision between the Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) and the Chief Network Officer (CNO). The Acting Secretary, in a memo to the Under Secretary for Health on September 15, 2000, has expressed his desire that all VA Police officers be armed. To carry this instruction out, the pace of implementation is being increased to approximately 30 sites per year.
- 2.** As of the date of this plan, 43 sites have been selected for implementation of the firearm program. This includes the 12 Pilot sites; the 15 identified and trained in FY 00; and a group of 16 that will begin training in the first half of FY 01. Additional sites for FY 01 are identified in this plan.
- 3. Policy and Protocol:** The Office of Security and Law Enforcement (OS&LE) has developed and published Departmental policy on the use of firearms by VA Police officers. VA Directive and Handbook 0720, the VA Police Firearm Program, were signed, certified, and published on January 24, 2000. OS&LE also works very closely with local VHA medical facilities in developing legally and technically correct firearm programs. This is accomplished by provision of direct training of the VA Police Chiefs on program development; careful review of facility firearm implementation plans; site visit reviews by OS&LE Field Operations Inspectors; training by the staff of the Law Enforcement Training Center (LETC); and finally, a site visit by either the DAS for S&LE or the Director, Police & Security Service. A program of biennial on-site inspections conducted by OS&LE staff provides program monitoring. There are also direct reporting requirements for firearm-related incidents to OS&LE.
- 4. Training:** VA Police officers being armed for the first time are required to successfully complete transitional firearm training provided by the OS&LE and the staff of the LETC. The training course is a minimum of 40 hours and uses VA Police Training Unit #18, Firearms Training, as the guideline. Training Unit #18 was developed by the staff of the LETC and has undergone the careful review of the Firearms Training Unit of the Federal Bureau of Investigation (FBI). The FBI reviewers found that the material in the training unit exceeded or met the training requirements and standards for Federal agencies.
- 5. Equipment:** On May 12, 2000, VA entered into a contract with Beretta USA, Inc., for the provision of the Models 92D and 92DM 9mm semi-automatic pistols.

The contract is for 1 contract year, and 4 option years. All service pistols for this program are ordered by the OS&LE, under VHA's Standardized Obligation Procedures, and paid for by local participating facilities. All other equipment and supplies, such as duty belts/holsters, range safety equipment, ammunition, cleaning supplies, etc., are purchased by the armed facilities under normal supply processes. Any needed construction, such as for armories, weapon storage rooms, etc., are also paid for out of local medical center funding. Second and other out-year costs are minimal, related to ammunition and target replacement and the procurement of cleaning supplies.

6. The Arming Process: The process of planning, preparation, training, and implementation for the firearm program has the following steps. Note: The duration of time scheduled for the completion of each task is in parentheses after each task description.

a. Identification/notification: Identifying facilities for program inclusion is a joint effort of the OS&LE and VHA's Network Office. Several factors are considered, including unit quality (as measured by past OS&LE program inspections) local crime rates, number of offenses, etc. Requests for program inclusion from local facility and VISN directors are also considered. After the DAS of S&LE and the CNO's office agree on the content of the list, OS&LE staff make notification to the involved Directors and their staff. (2 weeks)

b. Planning meeting: The police chiefs from the candidate facilities are brought together in a central location with staff from the OS&LE and the LETC. A 3-day seminar is conducted, providing policy and planning materials and giving the chiefs an opportunity to clarify any issues. This has been extremely helpful in the past, ensuring that local planning is started off in the right direction. (1 week)

c. Armorer/Instructor course: Each armed facility identifies at least two VA Police officers to serve collateral assignments as Firearm Armorers/Instructors. These officers must successfully complete a 96-hour course on these topics. Included is a block of training on adult education. The firearm vendor, Beretta USA, provides factory-authorized armorer instruction during this class, ensuring the firearms are properly maintained in the field. (2.5 weeks for the combined Armorer/Instructor course)

d. Preparation and review of facility implementation plans: Using the materials provided and discussed during the planning meeting, the chiefs and their local management will prepare a facility implementation plan. This includes development of local policies and procedures, the location and construction of armories and weapons storage, formulation of in-service training plans. The implementation plan also includes procurement of related equipment and supplies and arranging for the required psychological and physical screening. When the facility completes these plans, they are reviewed in OS&LE for compliance to policy requirements. Any concerns or non-compliant plans are

returned to the facility for appropriate action. Also, the delivery schedule for the contract service pistols is approximately 90 days. (3 months)

e. **On-site firearm training:** All initial training of armed VA Police officers is conducted, at the facilities, by instructors and staff from the OS&LE. Officers hired after the training period, or who have not met all requirements as of that time, are trained as an adjunct to the required VA Basic Police Officer course. (3-4 months)

f. **Inspector site visits:** After approval of the facility implementation plan, an Inspector from the OS&LE will conduct a site visit. The purpose of this visit is to physically review the steps taken towards implementation. This involves looking at the physical security of weapon storage areas, and other aspects of the implementation plan. The Inspector will review Employee Health records to ensure that required psychological assessments have been conducted and are properly recorded. The Inspector will also meet with medical center management, ready to discuss and address any issues or concerns that may exist. (On-going throughout the facility preparation phase)

g. **Screening of participating VA Police officers:** Each armed facility is responsible for ensuring that participating officers complete updated psychological assessments. The OS&LE will run criminal history checks of each officer participating in the firearm program prior to firearm authorization being issued. (On-going throughout the facility preparation phase)

h. **DAS or Director, Police & Security Service, site visit:** Either the DAS for S&LE or the Director, Police & Security Service will personally visit each armed facility prior to the actual implementation date. This is accomplished, usually right after training, to meet with senior medical center staff and the local medical center community. The DAS and the Director will also meet with the local VA Police officers to impress upon them the critical importance of compliance with firearm policies and procedures. The dates for these visits are not noted in the time lines below, as scheduling will be based on the availability of these senior officials.

7. **Training/site preparation schedule:** Sites selected for program inclusion in a fiscal year will be divided into two groups of roughly 15-16 each. This is done for organizational and administrative purposes. The groups will be known as Group A or Group B of the fiscal year.

The following is a time line showing projected completion dates for key objectives:

Objective	Target Date
Completion of FY 00 sites	September 29, 2000 (completed)
Identification and notification of facilities for FY 01, Group A	July 2000 (completed)
Planning meeting with Group A Chiefs	October 23-27, 2000
Armorer/Instructor course	October 30-November 15, 2000
Preparation and Review of facility implementation plans	November 2000-February 2001
On-site firearm training	February-June 2001
Inspector site visits	March-June 2001
Screening of participating officers	On-going throughout preparation phase (same for all groups)
Completion of FY 01 Group A	June-July 2001
Identification and notification of FY 2001, Group B facilities	December 2000
Planning Meeting with FY 01 Group B Chiefs	January-February 2001
Armorer/Instructor course	January-February 2001
Preparation and Review of facility implementation plans	February-June 2001
On-site firearm training	June-September 2001
Inspector Site visits	April-September 2001
Completion of FY 01, Group B	September, 2001
Identification and notification of FY 02, Group A	July 2001
Planning Meeting with FY 02 Group A Chiefs	July-August 2001
Armorer/Instructor course	August-September 2001
Identification of facilities for FY 03	NLT October 1, 2001
Preparation and Review of facility implementation plans	October 2001-January 2002
On-site firearm training	December 2001-April 2002
Inspector Site visits	December 2001-March 2002
Completion of FY 02 Group A	March 2002
Planning Meeting with FY 02 Group B	January-February 2002
Armorer/Instructor course	January-February 2002
Preparation and Review of facility implementation plans	January-April 2002
On-site firearm training	April-September 2002
Inspector Site visits	May-September 2002
Completion of FY 02, Group B	September 2002
Identification of facilities for FY 04	NLT October 1, 2002

8. Resources.

a. Anticipated cost for training the additional firearm sites is \$381,000. These costs include hiring two additional firearms instructors, cost for planning meetings with Chiefs from the selected firearms sites, Firearms Instructor/Armorer Training and travel/overhead cost for training police officers at the selected firearms sites. The VA LETC will offer an amendment to the current contract to off set these costs through the existing VA Police Training Franchise Fund.

b. OS&LE has already requested an addition \$30,000 for the travel budget needed to bring these facilities into the program. Program administrative and oversight requirements will be met within existing OS&LE FTE.

9. Site Selections.

a. **FY 01, Group A:** The previously selected sites for the first half of FY 01 are:

- | | |
|---|--|
| Ann Arbor, MI (VISN 11) | Big Spring, TX (18) |
| Cheyenne, WY (19) | Durham, NC (6) |
| Cleveland, OH (10) | Lebanon, PA (4) |
| Martinsburg, WV (5) | Eastern Kansas HCS (15) |
| Maryland HCS (5)
(Baltimore, Perry Point, Ft. Howard) | Washington, DC (5) |
| Greater Nebraska HCS (15)
(Omaha, Grand Island, Lincoln) | N. Texas HCS (17)
(Dallas & Bonham) |
| Portland, OR (20) | Salt Lake City, UT (19) |
| San Juan, PR (8) | Syracuse, NY (2) |

This group includes approximately 325 VA Police officers. Kick off for this phase is scheduled for the week of October 23, with a mandatory meeting of all involved police chiefs.

b. **FY 01, Group B:** This group includes 11 facilities with officers at 13 separate sites. At the completion of this group, we will have an armed facility in each Network, with the exception of VISN 13. Minneapolis in VISN 13 is scheduled for Group A of FY 02. The proposed selections:

1. Bedford, MA (1)
2. Northport, NY (3)
3. Columbia, SC (7)
4. Lexington, KY (9)

5. Central Arkansas HCS (Little Rock, N Little Rock)(16)
6. Amarillo, TX (18)
7. Central California HCS (Fresno) (21)
8. Chillicothe, OH (10)
9. Tomah, WI (12)
10. Western NY HCS (Buffalo & Batavia) (2)
11. Salem, VA (6)

c. **FY 02, Group A:** Group A includes 13 facilities with 17 separate sites. Selections are:

1. Long Beach, CA (22)
2. Palo Alto, CA (21)
3. South Texas HCS (San Antonio) (17)
(2 sites)
4. Minneapolis, MN (13)
5. Birmingham, AL (7)
6. Wichita, KS (15)
7. Danville, IL (11)
8. Cincinnati, Oh (10)
9. Tampa, FI (8)
10. Coatesville, PA (4)
11. Altoona, PA (4)
12. Hudson Valley, NY (3)
(2 sites)
13. Boston/Brockton/West Roxbury (1)
(3 sites)

d. **FY 02, Group B:** This group includes 11 facilities with 15 separate sites.

1. Fayetteville, NC (6)
2. Louisville, KY (9)
3. Alexandria, LA (16)
4. Indianapolis, IN (4)
5. St. Cloud, MN (13)
6. Puget Sound HCS, WA (20)
(2 sites)
7. Central Texas HCS (17)
(3 sites)
8. Fayetteville, AR (16)
9. San Diego, CA (22)
10. Sheridan, WY (19)
11. New Jersey HCS (3)
(2 sites)

After the completion of FY 02, Group B we will have prepared and armed 78 VHA facilities.

e. **FY 03 and FY 04:** Throughout FY 01 and FY 02, OS&LE will be working closely with VHA, VISN and facility managers to identify the next group of sites. We will be carefully reviewing program inspection reports and other materials, working to bring all remaining facilities into this program. The sites to be added during FY 03 will be identified and notifications made no later than October 1, 2001. Sites to be added during FY 04 will be identified and notifications made no later than October 1, 2002.

Approved:



Hershel W. Gober
Acting Secretary

OCT 13 2000

Date

Department of
Veterans Affairs

Memorandum

Date: January 25, 1999

From: Assistant Secretary for Human Resources and Administration (006)

Subj: VA Police Firearms Implementation Program

To: The Secretary of Veterans Affairs (00)

1. Purpose. This memorandum requests your approval to implement provisions of 38 USC 904, allowing the arming with firearms of selected VA police and security units. The Office of Security and Law Enforcement (OS&LE) will use the procedures outlined below when implementing the Program to Arm VA Police

2. Directive. OS&LE has revised VA Directive 0720/1, Pilot Program to Arm Department of Veterans Affairs Police, and is now circulating it for concurrence. The new Directive will be issued as VA Directive 0720. The Directive is based on the one used during the pilot program. There have been some additions and changes based on information learned as a result of the pilot program. When approved, the Directive will be the source document for VA police firearms policy and procedures.

3. Site Selection

a. The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) will approve the addition of facilities into this program. OS&LE and the Chief Network Officer (CNO) will work together to identify potential sites. Site selection will be based on a combination of factors. These factors include a recent successful OS&LE program inspection of a facility; appropriate supervision of the facility VA police unit, and an evaluation of the crime rate and other data at the individual facility. We plan to implement 16 newly armed sites per year.

b. A field-based task group from Veterans Health Administration (VHA) has developed specific criteria and will use these to identify potential armed sites. This task group will make periodic re-evaluations for potential sites.

c. These potential sites will be referred to the DAS for S&LE for decision. The Secretary of Veterans Affairs will be notified by the DAS for S&LE of the facilities selected for inclusion into the firearms program. OS&LE will also work with the Office of Congressional Affairs in notifying and briefing the appropriate Congressional committees and members. Facilities selected for participation in the firearms program will be then notified of preliminary approval by OS&LE.

d. After a facility has been given preliminary approval, OS&LE will provide planning materials to the local Chief, Police and Security Service. OS&LE will assist the candidate facilities in preparing implementation plans.

Page 2.

VA Police Firearms Implementation Program

4. Weapon Selection

a. VA police will use the 9mm semi-automatic pistol as the service weapon. The pistol will have several safety features and must meet certain criteria. OS&LE is working with the Office of Acquisition and Materiel Management to develop procurement contracts.

b. We have seen in the pilot project the importance of having a standardized weapon make and model for duty use. This allows for consistency in training and tactics throughout the Department.

5. Development of Facility Implementation Plans (FIP's)

a. After receiving preliminary approval from the DAS for S&LE, each selected facility must develop a Facility Implementation Plan (FIP). The plan will be prepared in accordance with guidelines found in Directive 0720.

b. OS&LE will provide assistance in developing the plan. Staff will work closely with candidate facilities to ensure that implementation plans are technically and legally correct.

c. Management of the candidate facility will forward the Implementation Plan to the DAS for S&LE for review.

6. OS&LE Review of FIP's

a. The facility implementation plan will be closely reviewed upon receipt at OS&LE.

b. In order to ensure that the guidelines and intent of Directive 0720 are being met, OS&LE will conduct a pre-approval site visit at each candidate facility. The site visit will consist of a careful inspection of the specific implementation plans of the facility, including weapon storage areas, training plans, etc.

c. In cases where the OS&LE Inspector finds deficiencies during the site visit, the candidate facility will be given a reasonable period of time to make appropriate adjustments.

VA Police Firearms Implementation Program

7. Community Support. Management of the candidate facility should publicly discuss the firearm program with staff, patients and other stakeholders prior to implementation. This is to alleviate concerns about the effects of arming VA police officers as well as discuss specific safety and other issues. OS&LE staff may also be available to make presentations at town hall meetings, staff meetings, medical rounds, or other forums as needed to assist with public acceptance of the firearms program.

8. Training

a. All firearms training costs for police officers will be covered under the Police Training Franchise Fund.

b. Initial transitional firearms training of VA police officers will be conducted at the participating facilities. Training will be a minimum of 40 hours of classroom and range training for each newly armed officer. On-site training will be conducted by OS&LE and VA Law Enforcement Training Center (LETC) staff, assisted by the trained firearm instructors at the site. The training handbook will be VA Law Enforcement Training Center Unit #18, "Transitional Firearms Training."

c. Police officers who have completed an earlier version of the current Basic Police Officers Course will be given updated police officer training concurrent with the firearms course. The update training will be conducted by LETC staff.

d. Each participating facility will nominate two police officers to be trained as firearm instructors. In addition, one officer will be nominated to be trained and serve as service armorer. Depending on the needs of the facility, the service armorer may be a collateral duty of one of the instructors. These individuals will attend the appropriate training at the LETC.

e. Only those police officers who meet all the guidelines and requirements of the firearms program will be trained. This means that candidate officers must have completed the basic police officer course or current update training, and have successfully completed a physical exam, with the revised psychological exam, within 12 months prior to the training.

f. The candidate facility must schedule firearms training in such a manner as to ensure appropriate police coverage. OS&LE will schedule the appropriate instructors.

VA Police Firearms Implementation Program

9. Implementation at Sites

- a. The DAS for S&LE will notify the facility Director by letter when all firearms program requirements have been met. This includes approval of the facility implementation plan, completion of the transitional firearms training, and a successful OS&LE pre-approval site visit.
- b. The DAS will sign a firearms authorization card for each qualified police officer, which will be sent with the approval notification.
- c. After receiving final approval, the facility Director will notify the DAS by letter of the date of program implementation.
- d. A VA police officer hired after the initial training period will be issued a firearms authorization card only after meeting all program requirements.

10. Biennial Firearm Program Inspections

- a. OS&LE is responsible for conducting program inspections of VA facilities. The intent of these inspections is to ensure that facility security and law enforcement needs are being met in accordance with Department policies and procedures. Because of the necessity of ensuring that security and law enforcement requirements are being accomplished in a legally and technically correct manner, at each armed site, it is critical that inspections of those sites are conducted on a two-year cycle.
- b. The current OS&LE staffing level and travel budget allows for a four year cycle of program inspections of VHA facilities.
- c. The planned addition of 16 facilities into the firearms program annually will increase the inspection workload. The newly armed facilities will be scheduled on the two-year inspection cycle, eventually doubling the inspection requirement.

VA Police Firearms Implementation Program

<i>OS&LE Inspection Program</i>			
FY	Prog. Insp.'s	Firearm Insp.'s	Total Insp.'s
1999	29	22	51
2000	25	22	47
2001	21	38	59
2002	17	38	55
2003	13	55	68
2004	9	55	64
<u>Definitions:</u>			

Prog. Insp.'s: Routine OS&LE Program Inspections on four year cycle

Firearm Insp.'s: Firearm Inspections on two year cycle plus approval site visits

Total Insp.'s: Total OS&LE Inspection requirement

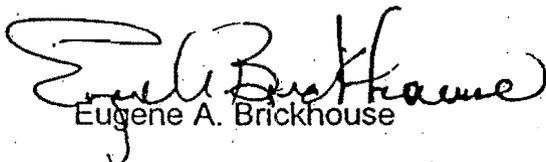
All numbers are for planning purposes only and assume the addition of 16 newly armed sites/year

11. Staffing Needs

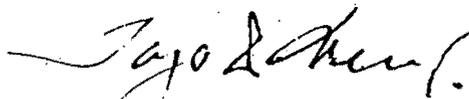
a. The Human Resources & Administration (HR&A) FY 2000 budget submission to Congress is requesting an additional 4 FTE for OS&LE to handle the increased inspection and assistance requirements of the firearms program. An evaluation of current staffing requirements has determined that this addition should be sufficient to meet the presently known needs of the firearms program in FY 2000.

b. However, additional staff for the firearms program will be needed beginning this fiscal year. We have thus far been unsuccessful in securing FY 1999 resources. Therefore, in order to meet some of the need for additional staffing, we have reprogrammed resources from other HR&A activities.

12. Recommendation. We recommend approval of this implementation plan. After receiving your approval, the DAS for S&LE and the CNO will begin implementation of the program.


Eugene A. Brickhouse

Approved:

 3/4/99

Togo D. West, Jr.
Secretary of Veterans Affairs

Date

PILOT PROGRAM TO ARM VA POLICE

1. REASON FOR ISSUE: To establish policy, responsibilities and management direction in the implementation of a pilot program to arm VA police officers.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This directive sets forth the policies and responsibilities in establishing and maintaining a 1 year pilot program to arm VA police officers at selected Veterans Health Administration facilities. It contains:

a. Policy statements regarding the management of the program from Central Office and at field facilities;

b. The training of Department Police Officers in firearms usage; and

c. Responsibilities for implementing and managing the program, to include those of the Deputy Assistant Secretary for Security and Law Enforcement.

3. RESPONSIBLE OFFICE: The Police and Security Service (07B), Office of Security and Law Enforcement, is responsible for the material contained in this directive.

4. RELATED HANDBOOKS: There is no handbook for this directive. Implementing guidelines are contained in the attached Appendix.

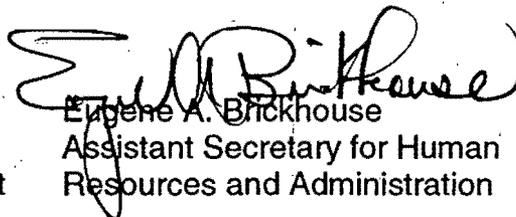
5. RESCISSION: 18 months following date of directive.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**



Nada D. Harris
Deputy Assistant Secretary for
Information Resources Management



Eugene A. Brickhouse
Assistant Secretary for Human
Resources and Administration

Distribution:
SS (07)

CO: (00) (02) (05) (10) (20) (006), 2 each
FLD: 526 537 556 652 and 691, 2 each
(10N3) (10N6) (10N12) (10N22), 1 each

PILOT PROGRAM TO ARM VA POLICE

1. PURPOSE

a. This directive implements certain provisions found in Title 38, Section 904. This pertains to the Secretary's authority to furnish Department police officers with such weapons as the Secretary determines to be necessary and appropriate to ensure the maintenance of law and order and the protection of persons and property on Department property. It provides policies to establish a pilot program to provide firearms to VA police officers.

b. This directive and appendix are set forth solely for the purpose of internal Departmental guidance. They are not intended to, do not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal, and do not place any limitations on otherwise lawful activities of the Department.

2. **POLICY.** The Department of Veterans Affairs will conduct a pilot program for 1 year during which VA police officers at designated Veterans Health Administration (VHA) facilities will be armed. This test will determine the feasibility of providing firearms to officers at additional VHA facilities nationwide. Officers will be armed at a test site following the approval of a facility implementation plan, the successful training and qualification of the officers, and a confirmation that the officers are physically qualified, emotionally stable and free of any significant criminal record.

3. RESPONSIBILITIES

a. **Secretary of Veterans Affairs.** The Secretary of Veterans Affairs will furnish Department police officers with such weapons and related equipment as the Secretary determines to be necessary and appropriate.

b. **Assistant Secretary for Human Resources and Administration.** The Assistant Secretary for Human Resources and Administration will ensure the appropriate implementation and operation of this program.

c. **Deputy Assistant Secretary for Security and Law Enforcement.** The Deputy Assistant Secretary for Security and Law Enforcement will oversee and monitor this pilot program. This will include:

(1) Ensuring that each participating facility has a comprehensive plan that is consistent with requirements of the Attorney General.

(2) Ensuring that only appropriately trained and qualified officers will be provided a firearm.

d. **Facility Directors.** Directors of VHA facilities included in this pilot program will ensure that all requirements and facility responsibilities are fulfilled.

4. REFERENCES

a. 38 U.S.C. §§ 901-904

b. 38 C.F.R. § 1.218

PROCEDURES TO ARM VA POLICE

1. **PURPOSE.** This appendix provides guidelines necessary for implementing VA's pilot program to arm VA police.

2. HEADQUARTERS RESPONSIBILITY

a. Office of Security and Law Enforcement (OS&LE) and Veterans Health Administration (VHA) officials will select, as pilot sites, facilities whose directors express an interest in participating.

b. OS&LE will provide guidance to each site in the development of an implementation plan.

c. OS&LE will review each pilot facility implementation plan, conduct a site visit and prepare a response either approving or disapproving the plan.

d. OS&LE will conduct initial training and qualification at each site.

e. OS&LE will conduct criminal history checks on all officers prior to their being armed.

f. OS&LE will issue Firearm Authorization Cards signed by the DAS, Security and Law Enforcement, to police officers at pilot facilities who have successfully completed required firearms training and qualification and have met other training requirements identified in paragraph 3a, below.

g. OS&LE will investigate all firearm discharges and alleged inappropriate firearm displays by VA police officers.

h. OS&LE will appropriately monitor the pilot program through whatever means necessary and, through the Assistant Secretary for Human Resources and Administration, provide the Secretary with progress reports following the 6th and 11th months. OS&LE will, through the Assistant Secretary for Human Resources and Administration, advise the Secretary of any significant developments.

3. REQUIREMENTS

a. A firearm will be issued only to those persons appointed as police officers within the Department who have successfully completed the FBI approved basic VA police training course provided at the VA Law Enforcement Training Center and the FBI approved firearms training provided by OS&LE.

b. An officer is not to utilize deadly force against any person except as necessary in self-defense or the defense of another, when the officer has reason to believe that the officer or another person is in imminent danger of death or serious physical injury. No warning shots are to be fired by an officer in an effort to stop a fleeing person or for any other purpose.

c. The firearm, ammunition and holster for issue and use by VA police officers must be of a kind that is commonly used in law enforcement, and approved by OS&LE.

d. Only the issued firearm will be utilized by the officer in performance of official duties. Officers will not utilize a personally owned firearm in the performance of official duties; will not bring a personally owned firearm on to VA property; and will not carry or use a personally owned firearm while wearing a VA police uniform.

e. Range firearm qualification will be completed every 6 months, using a Federally approved course that has been sanctioned by OS&LE. Officers who fail to qualify will not carry a firearm.

f. Officers will be armed only while performing official duties. Armed assignments will include vehicle patrol, outside foot patrol or while posted at a magnetometer. The firearm will not be worn off VA property.

g. The firearm will be carried off the facility only when taken to a range for practice or qualification. In such cases the firearm must be unloaded and appropriately secured.

h. Only those officers who have successfully completed their physical examinations within the past 12 months and have completed a psychological assessment within the previous 60 days will be issued the Firearm Authorization Card. Questions which are designed to determine an officer's suitability to be issued a firearm, will be included in the psychological assessment interview. Armed officers must maintain current (yearly) physical examinations and psychological assessments.

i. A police officer's authority to carry a firearm is subject to management discretion and may be suspended for any lawful reason, including but not limited to change in the officer's assignment, reevaluation of need, pending allegations of officer misconduct, or modification of administrative policies.

4. FACILITY RESPONSIBILITY. Each pilot facility must submit an implementation plan for approval by the OS&LE prior to final approval. An implementation plan will include a comprehensive station firearms policy that clearly sets forth the following as a minimum:

- a. Officer training and qualification to include the responsibility of OS&LE to conduct initial training and qualification.
- b. The specific type of firearm, holster, and ammunition to be used.
- c. Procedures for the maintenance of records with respect to the issuance and turn-in of firearms and ammunition.
- d. Procedures for the proper care, storage and maintenance of firearms, ammunition and related equipment. This will include prohibition against any unapproved alterations.
- e. Procedure for when, where, and under what conditions weapons will be disabled.
- f. Requirement that armed officers have a current physical examination (within the last 12 months) and a completed psychological assessment within 60 days prior to issuance of the Firearm Authorization Card. The psychological assessment must establish the officer's capability of performing the designated functional requirements essential to the duties of a VA police officer and include questions which are designed to determine an officer's suitability to be issued a firearm. The plan should also include the requirement that officers maintain current (yearly) physical examinations and psychological assessments.
- g. A clear statement that officers, including supervisors and detectives, will be armed only while performing official duties along with a clear description of assignments during which officers will be armed. This will include only vehicle patrol, outside foot patrol and magnetometer duty. Any other activity in which the officer is to be armed must be clearly delineated.
- h. A clear statement that the firearm will not be worn off VA property.
- i. A clear statement that the firearm will not be carried off the facility except when taken to a range for practice or qualification. In such cases the firearm must be unloaded and appropriately secured.
- j. Clear description of what an armed officer will do when responding on an urgent or emergency basis to an area and/or situation where the officer should not be armed.
- k. Requirements on the use of a firearm which will be consistent with paragraph 3b, above.

l. Guidance on potential use of the firearm in the variety of situations and confrontations that may occur (e.g. hostage situations, fleeing suspects, firearm display and prohibition against firing warning shots). This guidance will include utilization of only the minimal use of force necessary given the situation faced by the officer.

m. Designation of a "safe" area for the loading and clearing of firearms.

n. Procedures to be followed after a shooting event involving an officer. This will include as a minimum:

(1) Notification and a detailed description of the incident to both the Network Director and the Office of Security & Law Enforcement in Headquarters;

(2) Notification of the Federal Bureau of Investigation and the local police;

(3) Maintaining custody of the firearm and the ammunition used by the officer in the shooting;

(4) Obtaining a statement from the officer and witnesses as soon as reasonable;

(5) Conducting an administrative inquiry;

(6) Status of the officer pending conclusion of the inquiry;

(7) Provisions for dealing with the media; and

(8) Actions to deal with trauma which may have been experienced by the officer.

o. Action to be taken when a firearm is lost or stolen. This will include as a minimum:

(1) Notification of the Office of Security and Law Enforcement in Headquarters;

(2) Notification of the Federal Bureau of Investigation and the local police;

(3) Preparation of a detailed Uniform Offense Report.

p. Clear statement of action to be taken by the facility any time evidence is received or developed which would cause a reasonable person to conclude that an officer's authority to carry a firearm should be suspended. This will include responsibility for prompt investigation and adjudication of the issues.

5. **COSTS.** All costs for arming the police officers (except for training and travel costs incurred by OS&LE staff) will be borne by pilot facilities.

6. **EVALUATION.** Each facility will conduct evaluations of the program at the 6th and 11th months. The results of these evaluations will be provided to OS&LE. The evaluations will include as a minimum:

- a. Customer and employee satisfaction surveys.
- b. Comparison of criminal activity.
- c. Review of all incidents, if any, of firearm discharge and/or display.

Department of
Veterans Affairs

Memorandum

Date: January 25, 1999

From: Assistant Secretary for Human Resources and Administration (006)

Subj: VA Police Firearms Implementation Program

To: The Secretary of Veterans Affairs (00)

1. Purpose. This memorandum requests your approval to implement provisions of 38 USC 904, allowing the arming with firearms of selected VA police and security units. The Office of Security and Law Enforcement (OS&LE) will use the procedures outlined below when implementing the Program to Arm VA Police.

2. Directive. OS&LE has revised VA Directive 0720/1, Pilot Program to Arm Department of Veterans Affairs Police, and is now circulating it for concurrence. The new Directive will be issued as VA Directive 0720. The Directive is based on the one used during the pilot program. There have been some additions and changes based on information learned as a result of the pilot program. When approved, the Directive will be the source document for VA police firearms policy and procedures.

3. Site Selection

a. The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) will approve the addition of facilities into this program. OS&LE and the Chief Network Officer (CNO) will work together to identify potential sites. Site selection will be based on a combination of factors. These factors include a recent successful OS&LE program inspection of a facility, appropriate supervision of the facility VA police unit, and an evaluation of the crime rate and other data at the individual facility. We plan to implement 16 newly armed sites per year.

b. A field-based task group from Veterans Health Administration (VHA) has developed specific criteria and will use these to identify potential armed sites. This task group will make periodic re-evaluations for potential sites.

c. These potential sites will be referred to the DAS for S&LE for decision. The Secretary of Veterans Affairs will be notified by the DAS for S&LE of the facilities selected for inclusion into the firearms program. OS&LE will also work with the Office of Congressional Affairs in notifying and briefing the appropriate Congressional committees and members. Facilities selected for participation in the firearms program will be then notified of preliminary approval by OS&LE.

d. After a facility has been given preliminary approval, OS&LE will provide planning materials to the local Chief, Police and Security Service. OS&LE will assist the candidate facilities in preparing implementation plans.

VA Police Firearms Implementation Program

4. Weapon Selection

a. VA police will use the 9mm semi-automatic pistol as the service weapon. The pistol will have several safety features and must meet certain criteria. OS&LE is working with the Office of Acquisition and Materiel Management to develop procurement contracts.

b. We have seen in the pilot project the importance of having a standardized weapon make and model for duty use. This allows for consistency in training and tactics throughout the Department.

5. Development of Facility Implementation Plans (FIP's)

a. After receiving preliminary approval from the DAS for S&LE, each selected facility must develop a Facility Implementation Plan (FIP). The plan will be prepared in accordance with guidelines found in Directive 0720.

b. OS&LE will provide assistance in developing the plan. Staff will work closely with candidate facilities to ensure that implementation plans are technically and legally correct.

c. Management of the candidate facility will forward the Implementation Plan to the DAS for S&LE for review.

6. OS&LE Review of FIP's

a. The facility implementation plan will be closely reviewed upon receipt at OS&LE.

b. In order to ensure that the guidelines and intent of Directive 0720 are being met, OS&LE will conduct a pre-approval site visit at each candidate facility. The site visit will consist of a careful inspection of the specific implementation plans of the facility, including weapon storage areas, training plans, etc.

c. In cases where the OS&LE Inspector finds deficiencies during the site visit, the candidate facility will be given a reasonable period of time to make appropriate adjustments.

VA Police Firearms Implementation Program

7. Community Support. Management of the candidate facility should publicly discuss the firearm program with staff, patients and other stakeholders prior to implementation. This is to alleviate concerns about the effects of arming VA police officers as well as discuss specific safety and other issues. OS&LE staff may also be available to make presentations at town hall meetings, staff meetings, medical rounds, or other forums as needed to assist with public acceptance of the firearms program.

8. Training

a. All firearms training costs for police officers will be covered under the Police Training Franchise Fund.

b. Initial transitional firearms training of VA police officers will be conducted at the participating facilities. Training will be a minimum of 40 hours of classroom and range training for each newly armed officer. On-site training will be conducted by OS&LE and VA Law Enforcement Training Center (LETC) staff, assisted by the trained firearm instructors at the site. The training handbook will be VA Law Enforcement Training Center Unit #18, "Transitional Firearms Training."

c. Police officers who have completed an earlier version of the current Basic Police Officers Course will be given updated police officer training concurrent with the firearms course. The update training will be conducted by LETC staff.

d. Each participating facility will nominate two police officers to be trained as firearm instructors. In addition, one officer will be nominated to be trained and serve as service armorer. Depending on the needs of the facility, the service armorer may be a collateral duty of one of the instructors. These individuals will attend the appropriate training at the LETC.

e. Only those police officers who meet all the guidelines and requirements of the firearms program will be trained. This means that candidate officers must have completed the basic police officer course or current update training, and have successfully completed a physical exam, with the revised psychological exam, within 12 months prior to the training.

f. The candidate facility must schedule firearms training in such a manner as to ensure appropriate police coverage. OS&LE will schedule the appropriate instructors.

VA Police Firearms Implementation Program

9. Implementation at Sites

- a. The DAS for S&LE will notify the facility Director by letter when all firearms program requirements have been met. This includes approval of the facility implementation plan, completion of the transitional firearms training, and a successful OS&LE pre-approval site visit.
- b. The DAS will sign a firearms authorization card for each qualified police officer, which will be sent with the approval notification.
- c. After receiving final approval, the facility Director will notify the DAS by letter of the date of program implementation.
- d. A VA police officer hired after the initial training period will be issued a firearms authorization card only after meeting all program requirements.

10. Biennial Firearm Program Inspections

- a. OS&LE is responsible for conducting program inspections of VA facilities. The intent of these inspections is to ensure that facility security and law enforcement needs are being met in accordance with Department policies and procedures. Because of the necessity of ensuring that security and law enforcement requirements are being accomplished in a legally and technically correct manner at each armed site, it is critical that inspections of those sites are conducted on a two-year cycle.
- b. The current OS&LE staffing level and travel budget allows for a four year cycle of program inspections of VHA facilities.
- c. The planned addition of 16 facilities into the firearms program annually will increase the inspection workload. The newly armed facilities will be scheduled on the two-year inspection cycle, eventually doubling the inspection requirement.

VA Police Firearms Implementation Program

<i>OS&LE Inspection Program</i>			
FY	Prog. Insp.'s	Firearm Insp.'s	Total Insp.'s
1999	29	22	51
2000	25	22	47
2001	21	38	59
2002	17	38	55
2003	13	55	68
2004	9	55	64
Definitions:			

Prog. Insp.'s: Routine OS&LE Program Inspections on four year cycle

Firearm Insp.'s: Firearm Inspections on two year cycle plus approval site visits

Total Insp.'s: Total OS&LE Inspection requirement

All numbers are for planning purposes only and assume the addition of 16 newly armed sites/year

11. Staffing Needs

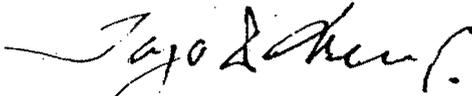
a. The Human Resources & Administration (HR&A) FY 2000 budget submission to Congress is requesting an additional 4 FTE for OS&LE to handle the increased inspection and assistance requirements of the firearms program. An evaluation of current staffing requirements has determined that this addition should be sufficient to meet the presently known needs of the firearms program in FY 2000.

b. However, additional staff for the firearms program will be needed beginning this fiscal year. We have thus far been unsuccessful in securing FY 1999 resources. Therefore, in order to meet some of the need for additional staffing, we have reprogrammed resources from other HR&A activities.

12. Recommendation. We recommend approval of this implementation plan. After receiving your approval, the DAS for S&LE and the CNO will begin implementation of the program.


Eugene A. Brickhouse

Approved:

 3/4/99

Togo D. West, Jr.
Secretary of Veterans Affairs

Date

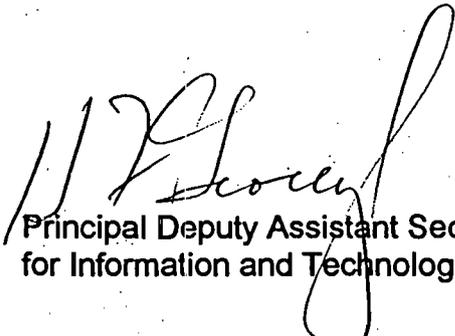
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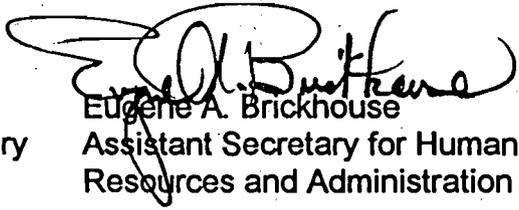
PROGRAM TO ARM DEPARTMENT OF VETERANS AFFAIRS POLICE

- 1. REASON FOR ISSUE:** To establish policy, responsibilities, and management direction for the implementation of the program to arm Department of Veterans Affairs (VA) police officers.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This Directive sets forth the policies and responsibilities in establishing and maintaining a program to arm VA police officers at selected Veterans Health Administration (VHA) facilities. Major changes to the directive include deletion of the term "pilot project" from policy documents and includes authorization to expand the program beyond the original pilot facilities. Included in this Directive are policy statements regarding the management of the program at Central Office and field facilities; the training of Department police officers in the use of firearms; and responsibilities for implementing and managing the program.
- 3. RESPONSIBLE OFFICE:** The Police and Security Service (07B), Office of Security and Law Enforcement, is responsible for the material contained in this Directive.
- 4. RELATED HANDBOOK:** VA Handbook 0720, Procedures to Arm Department of Veterans Affairs Police.
- 5. RESCISSION:** VA Directive 0720/1, Pilot Program to Arm Department of Veterans Affairs Police, dated April 14, 1998.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**


Principal Deputy Assistant Secretary
for Information and Technology


Eugene A. Brickhouse
Assistant Secretary for Human
Resources and Administration

Distribution: CO: (00) (02) (05) (10) (20) (006) (002) (009) – 2 ea.
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657 659 667 678 – 2 ea.
(10N2) (10N4) (10N6) (10N9) (10N10) (10N11) (10N12)
(10N15) (10N18) (10N19) (10N22) – 1 ea.

PROGRAM TO ARM VA POLICE

1. PURPOSE

a. This Directive implements provisions found at Title 38 USC, Sections 902 and 904. These sections pertain to the Secretary's authority to furnish Department police officers with such weapons as the Secretary determines to be necessary and appropriate to ensure the maintenance of law and order and the protection of persons and property on Department property. This Directive provides policies to establish a program to provide firearms to VA police officers for carry and use on duty. This program has resulted from the successful completion of the pilot program to arm VA police.

b. This Directive and the related Handbook are set forth solely for the purpose of internal Departmental guidance. They are not intended to, do not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal, and do not place any limitations on otherwise lawful activities of the Department.

2. **POLICY.** The Department of Veterans Affairs will implement a program for providing firearms to VA police officers at designated Veterans Health Administration (VHA) facilities. Police officers will be armed at a site following the approval of a facility implementation plan, the successful training and qualification of the officers, and a confirmation that the officers are physically qualified, emotionally stable and free of any significant criminal record. The program will be implemented in a methodical and controlled manner. The number and locations of facilities to be included will be determined as a corporate decision between the Chief Network Officer (CNO) in VHA and the Office of Security and Law Enforcement (OS&LE).

3. RESPONSIBILITIES

a. **Secretary of Veterans Affairs.** The Secretary of Veterans Affairs shall furnish Department police officers with such weapons and related equipment as the Secretary determines to be necessary and appropriate.

b. **Assistant Secretary for Human Resources and Administration.** The Assistant Secretary for Human Resources and Administration will ensure the appropriate implementation and operation of this program.

c. **Deputy Assistant Secretary for Security and Law Enforcement.** The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) will direct, oversee, and monitor this program. This will include:

(1) Ensuring that each participating facility has a comprehensive plan that is consistent with Department policy and the requirements of the Attorney General.

(2) Ensuring that only appropriately trained and qualified officers will be provided a firearm.

d. **Chief Network Officer:** The CNO in VHA will work with the DAS for S&LE in the direction, implementation and monitoring of this program.

e. **Network and Facility Directors.** Network Directors and Directors of VHA facilities included in this program will ensure that all requirements and facility responsibilities are fulfilled.

4. REFERENCES

a. Memorandum from the President of the United States to Federal Agencies, "Child Safety Lock Devices for Handguns," dated March 5, 1997.

b. Title 18 USC Sections 922 (d)(9) and (g)(9), as amended by Public Law 104-208, "Gun Ban For Individuals Convicted Of A Misdemeanor Crime of Domestic Violence."

c. Title 38 CFR Section 1.218, Security and Law Enforcement on VA Facilities.

d. Title 38 USC Sections 901-904, Security and Law Enforcement on Property Under Control of the Department of Veterans Affairs.

e. Use of Deadly Force Guidelines of the U.S. Department of Justice, dated October 20, 1995.

f. VA Handbook 0720, Procedures to Arm Department of Veterans Affairs Police.

g. 5 CFR Section 339.301, Subpart C-Medical Examinations, Office of Personnel Management Regulations, "Authority to require examinations."

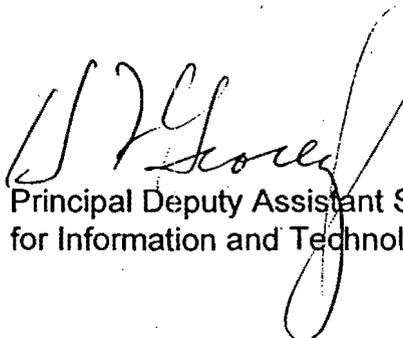
h. 14 CFR Section 108.11, Federal Aviation Administration Regulations, "Airplane Operator Security...Carriage of Weapons".

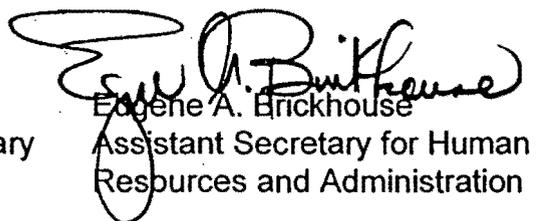
PROCEDURES TO ARM DEPARTMENT OF VETERANS AFFAIRS POLICE

- 1. REASON FOR ISSUE:** This Handbook establishes procedures that implement the policies contained in VA Directive 0720, Program to Arm Department of Veterans Affairs Police Officers.
- 2. SUMMARY OF CONTENTS AND MAJOR CHANGES:** This Handbook contains procedures for arming VA police officers at selected facilities with firearms. It identifies responsibilities of the Office of Security and Law Enforcement (OS&LE) and of field facilities in ensuring that the carrying and use of firearms as a tool of the Department's Security and Law Enforcement program is accomplished in a safe and effective manner. The authority to carry firearms on duty by VA police officers is expanded beyond the original 12 facilities of the Firearm Pilot Program.
- 3. RESPONSIBLE OFFICE:** The Police and Security Service (07B), Office of Security and Law Enforcement, is responsible for the material contained in this Handbook.
- 4. RELATED DIRECTIVE:** VA Directive 0720, Program to Arm Department of Veterans Affairs Police.
- 5. RESCISSION:** VA Directive 0720/1, Pilot Program to Arm VA Police, Appendix A, dated April 14, 1998.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**


Principal Deputy Assistant Secretary
for Information and Technology


Eugene A. Brickhouse
Assistant Secretary for Human
Resources and Administration

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(10N15) (10N18) (10N19) (10N22) – 1 ea.

PROCEDURES TO ARM DEPARTMENT OF VETERANS AFFAIRS POLICE

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PROCEDURES TO ARM DEPARTMENT OF VETERANS AFFAIRS POLICE

1. PURPOSE

a. This Handbook provides procedures for implementing the Department's program to arm VA police.

b. This Handbook is set forth solely for the purpose of internal Departmental guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal, and does not place any limitations on otherwise lawful activities of the Department.

2. VA CENTRAL OFFICE RESPONSIBILITY

a. The Deputy Assistant Secretary for Security and Law Enforcement (DAS for S&LE) will, as a cooperative decision with the Veterans Health Administration (VHA), select facilities to be armed that meet certain criteria. These criteria include, but are not limited to, a recent successful program inspection, appropriate supervision of the VA police unit and an evaluation of local statistical data.

b. The Office of Security and Law Enforcement (OS&LE) will provide guidance to each site in the development of a facility implementation plan.

c. OS&LE will review each facility implementation plan, conduct a site visit, and prepare a response either approving or disapproving the plan.

d. OS&LE will conduct initial training and qualification at each site.

e. OS&LE will conduct criminal history checks on all officers prior to their being armed.

f. OS&LE will issue firearm authorization cards, signed by the DAS for S&LE, to police officers that have successfully completed required firearms training and qualification and have met other requirements identified in paragraph 3a below.

g. The DAS for S&LE is responsible for determining the training requirements for VA police officers, which include the scope and duration of training and identifying the training provider. Policies and procedures authorizing employees to carry a firearm are subject to consultation with the Attorney General, in accordance with 38 USC § 902 (c). Guidance from the Attorney General (i.e., the Memorandum to Heads of Executive Departments and Agencies, date June 29, 1984) states that employees are to receive training from an accredited

course of training in the carrying and use of firearms. An accredited course of training is defined in the Attorney General's memorandum as a course of instruction offered by the Federal Law Enforcement Training Center (FLETC) or an equivalent course of instruction offered by another Federal agency. VA has determined that the course of instruction for basic police officer training and firearms training offered by the VA Law Enforcement Training Center (LETC) is an equivalent course of instruction, in all relevant aspects, to the training at FLETC. Therefore, pursuant to the policy in this Handbook, the DAS for S&LE has determined that all VA police officers will receive training as provided by the LETC. Any deviation from this policy must be approved, in writing, by the DAS for S&LE.

h. OS&LE is responsible for oversight of the firearm program and will conduct or direct administrative investigations of all firearm discharges and alleged inappropriate firearm displays by VA police officers. OS&LE will work with the Federal or local law enforcement agency having primary jurisdiction to coordinate any criminal investigations that result from a VA police officer involved shooting event.

3. PROGRAM REQUIREMENTS

a. A firearm will be issued only to those persons appointed as police officers within the Department who have successfully completed the basic VA police officer training course and the firearms training. Authorized officers must be in possession of an approved VA Form 1396a, Firearms Authorization Card, whenever carrying the service pistol on duty.

b. The firearm, ammunition and holster for issue and use by VA police officers must be of a kind that is commonly used in law enforcement and approved by OS&LE. Only those firearms and ammunition that meet the specifications established by OS&LE will be issued. This will permit consistency in training and tactics throughout the Department.

c. Only the issued firearm and ammunition will be used by the Department's police officers in the performance of official duties. Officers will not utilize a personally owned firearm in the performance of official duties; will not bring a personally owned firearm on to VA property; and will not carry or use a personally owned firearm while wearing a VA police uniform. The prohibitions against the carrying or use of personally owned weapons on Department property applies regardless of any non-VA employment or State license, certification, or permit held by the officer.

d. Officers will only be armed while performing official duties. The firearm will not be carried by an officer while off VA property, except for the following situations:

(1) The firearm may be worn while en-route between geographically separated sections of Department property, such as two division medical centers. In such cases, the magazine must be removed from the weapon while the officer is in transit, rendering it inoperable.

(2) The firearm may be taken off the facility by an officer when going to an approved firing range for Department sanctioned practice or qualification. This includes official travel for training. In such cases the firearm must be carried unloaded and secured in the appropriate locked container. When traveling by air carrier, Federal Aviation Administration regulations and the air carrier's restrictions regarding the transportation of firearms must be followed. This means that the firearm, unloaded and in a locked container, will be checked as luggage and the presence of that weapon reported to the air carrier, in accordance with the requirements of 14 CFR §108.11.

(3) The VA-issued firearm may be temporarily stored at an officer's residence just prior to or immediately after official travel which requires the officer to be in possession of the weapon for a duty purpose. For example, this would include travel for training. Another example would be when the weapon is needed for an officer's temporary assignment to Department property that is not the primary duty station of that officer. On the rare occasions when this temporary storage is necessary, the weapon must have an appropriate child-safety trigger lock device applied. This is in accordance with the President's memorandum of March 5, 1997.

e. A police officer's authority to carry a firearm is subject to management discretion and may be suspended for any lawful reason, including but not limited to change in the officer's assignment, reevaluation of need, pending allegations of officer misconduct, or modification of administrative policies.

f. This Handbook grants no authority to any person to carry a firearm off-duty based on their employment as a VA police officer.

g. All Department police officers must achieve and maintain qualification in the use of agency approved firearm at an armed facility as a condition of continued employment as a VA police officer. This includes meeting the provisions of the Gun Control Act of 1968, as amended by Public Law 104-208, and found at 18 USC § 922 . Each otherwise qualified VA police officer at an armed facility will be provided appropriate training and a reasonable period of time to achieve weapons qualification.

h. A VA police officer's authority to carry a firearm on duty will be revoked and the firearm authorization card and weapon removed when and if it is determined that the officer has been convicted of a misdemeanor crime of domestic violence. This is in accordance with the guidelines of the Gun Control Act of 1968, as amended by Public Law 104-208, and found at 18 USC § 922. An officer who's firearms authority has

been revoked in accordance with this paragraph will be considered as not meeting the requirement to maintain qualification, as described in paragraph 3g above. Officers are also subject to any criminal sanctions established by law for such conduct.

4. USE OF FORCE

a. On October 20, 1995 the United States Attorney General issued guidelines for the use of deadly force by Federal law enforcement officers. The following is consistent with those guidelines. A VA police officer is not to utilize deadly force against any person except as necessary in self-defense or the defense of another. That is when the officer has a reasonable belief that the subject of the deadly force poses an imminent danger of death or serious physical injury to the officer or another person. No warning shots are to be fired by an officer in an effort to stop a fleeing person or for any other purpose.

b. Shooting to disable a moving vehicle is prohibited. Experience has shown that the use of firearms to disable a moving vehicle is either unsuccessful or results in uncontrolled risk to the safety of officers and others.

c. Each VA police officer is responsible for applying only the minimal level of force that is reasonably necessary to control a given situation. This applies during either emergency or routine operations. Minimal force can be defined as the lowest level of force that a reasonable police officer would deem necessary to bring a violent, hostile, or other emergency situation under control.

5. TRAINING

a. Initial firearms training of Department police officers will be conducted using the sanctioned training course.

b. Firearm range qualification and use of force training will be completed every 6 months, using an approved course that has been sanctioned by OS&LE. Officers who fail to qualify within a reasonable time frame and number of attempts will not carry a firearm.

c. Only those officers who have successfully completed physical examinations and the revised psychological assessment within the 12 months before initial firearms training, will be issued the Firearm Authorization Card, VA Form 1396a. Questions that are designed to determine an officer's suitability to be issued a firearm will be included in the psychological assessment interview. Armed officers must maintain current (annual) physical examinations and psychological assessments as a condition of continued employment as a VA police officer. The authority for medical and psychological evaluations is found in 5 CFR Part 339. Department medical and psychological evaluations must comply with these requirements. See 5 CFR §§ 339.301, *et seq.*

6. FACILITY RESPONSIBILITY: Each facility must submit a firearm implementation plan to OS&LE prior to final approval. An implementation plan will include a comprehensive facility firearm policy that, as a minimum, clearly sets forth the following:

a. Officer training and qualification to include the responsibility of OS&LE to conduct initial training and qualification.

b. The specific type of firearm, holster, and ammunition to be used, that are consistent with the specifications established by OS&LE. Each facility will establish procedures that ensure that each VA police officer is assigned an approved firearm for the sole use of that officer during training and on-duty carry. Facilities will also establish procedures that ensure the sufficient replacement of expendable items, such as ammunition and cleaning supplies.

c. Procedures for the maintenance of records with respect to the issuance and turn-in of firearms and ammunition.

d. Procedures for the proper care, storage, and maintenance of firearms, ammunition, and related equipment. This will include prohibition against any unapproved alterations.

e. Procedures for when, where, and under what conditions weapons will be rendered inoperable by removing the magazine.

f. Requirement that armed officers will have successfully completed a current physical examination and the revised psychological assessment within the 12 months prior to issuance of the VA Form 1396a. The psychological assessment must establish the officer's capability of performing the designated functional requirements essential to the duties of a VA police officer and include questions that are designed to determine an officer's suitability to be issued a firearm. The medical center policy shall also include the requirement that officers maintain current (annual) physical examinations and psychological assessments. Physical examinations and the psychological assessment must comply with the requirements of 5 CFR §§ 309.301, *et seq.*

g. Requirement that police officers who have suffered personal psychological trauma, such as bereavement or other loss, are offered the appropriate counseling through the medical center Employee Assistance Program (EAP), or the equivalent Department-sanctioned program.

h. A clear statement that officers, including supervisors and detectives, will be armed only while performing official duties along with a clear description and/or designation of assignments during which officers will be armed. This section will reflect that the firearm will not be worn or carried while off VA property, except as

defined in paragraph 3d above. A firearm may be carried off the facility for training purposes as described in paragraph 6i below.

i. The medical center policy will include a clear statement that the firearm will not be carried off facility grounds except when taken to officially sanctioned practice or qualification. In such cases the firearm must be carried unloaded and secured in the appropriate locked container. This section should reflect that, in the very rare event that a firearm is temporarily stored at an officer's residence, it must be secured with the appropriate child-safety trigger locking device.

j. A statement that all Department police officers must achieve and maintain qualification in the use of the approved firearm at the armed facility, as a condition of continued employment as a VA police officer. This will include meeting the requirements of the Gun Control Act of 1968, as amended, and found at 18 USC 922.

k. Clear description of what an armed officer will do when responding on an urgent or emergency basis to an area and/or situation where the officer should not be armed.

l. Requirements on the use of a firearm, which will be consistent with, paragraphs 3 and 4 of this Handbook.

m. The medical center policy will include a clear statement on the doctrine of minimal force. The statement shall reflect that a VA police officer is responsible for applying only the minimal level of force that is reasonably necessary to control any given situation. This applies during either emergency or routine operations. Minimal force can be defined as the lowest level of force that a reasonable police officer would deem necessary to bring a violent, hostile or emergency situation under control.

n. Designation of a "safe" area for the loading and clearing of firearms. This should be in a secure area and out of public view.

o. The medical center policy will include procedures to be followed after a shooting event involving an officer. This will include as a minimum:

(1) Notification and a detailed description of the incident to both the Network Director and OS&LE;

(2) Notification of the Federal Bureau of Investigation (FBI) and the local police;

(3) Maintaining custody of the firearm and the ammunition used by the officer in the shooting;

(4) Obtaining a statement from the officer and witnesses as soon as reasonable, in coordination with the Federal or local law enforcement agency conducting any criminal investigation of the incident. If the VA police chief or senior VA official on the scene is advised by the FBI or other law enforcement agency having jurisdiction of its intent to conduct a criminal investigation, immediate VA actions will be limited to caring for injured persons, and providing any requested assistance to the investigation;

(5) Conduct a detailed and thorough administrative inquiry, in coordination with the Chief Network Officer and the OS&LE;

(6) Status of the officer pending conclusion of the inquiry;

(7) Provisions for dealing with the media and actions to deal with trauma which may have been experienced by the officer, other persons involved in the incident, and the staff and patients of the affected facility.

p. The policy will outline action to be taken when a firearm is lost or stolen. This will include as a minimum:

(1) Notification of the OS&LE in VA Central Office;

(2) Notification of the FBI and the local police;

(3) Preparation of a detailed VA Form 1393, Uniform Offense Report, and following the appropriate Report of Survey procedures.

q. The policy will also provide a clear statement of action to be taken by the facility any time evidence is received or developed which would cause a reasonable person to conclude that an officer's authority to carry a firearm should be suspended. This will include responsibility for prompt investigation and adjudication of the issues.

7. COSTS. All costs for arming VA police officers will be borne by the individual facilities.

8. INTERNAL REVIEW. Each participating Police and Security unit will establish an internal monitoring process for its firearms program after implementation. OS&LE will provide guidance and assist the Police and Security unit in establishing its review process.