

FIREARM LOAN RECEIPTEDUCATION & TRAINING DIVISION
CHICAGO POLICE DEPARTMENT☐ PISTOL ☐ BATON ☐ FLASHLIGHT ☐ HANDCUFFS
☐ REVOLVER ☐ SOFT BODY ARMOR ☐ OTHER

DATE ISSUED (Day - Month - Year)

MANUFACTURER	SERIAL/ I.D. NO.	REQUESTING MEMBER (PRINT NAME - STAR NO.)	UNIT NO
ISSUED BY: (SIGNATURE)	STAR NO.	FIREARMS TRAINING UNIT	AUTHORIZED BY (RANK - NAME - STAR NO.)
REASON FOR LOAN/ REFERENCE NO.		SUPPORTING DOCUMENTATION (CASE REPORT, PROP. INVENTORY, ETC.)	

I, the undersigned, have received the above described item on this date and acknowledge the following conditions:

1. When a weapon is issued because the member's weapon is being repaired, a copy of the gun dealer/ gunsmith's repair receipt must be sent to the Firearms Training Unit, Education & Training Division, Unit 124, within seven (7) days of the date issued.
2. If a member's weapon was lost or stolen, a copy of the purchase order from the gun dealer (where the replacement weapon is being ordered) will be attached to any request for an extension.
3. If the member's weapon is being held for further investigation or as evidence, the member will include in the request for extension, the name, rank, star, and unit of the person who indicated that the weapon is still needed.
- 4A. All loaned weapons **WILL BE RETURNED** no later than thirty (30) days after issuance, unless an extension is granted.
- 4B. All other loaned items will be returned no later than fourteen (14) days after issuance, unless an extension is granted.
5. Requests for thirty (30) day extensions for revolvers/pistols will be in the form of a To-From-Subject report to the Deputy Chief, Education & Training Division, and will be received in a timely manner. Requests for extensions will be approved by the undersigned's watch commander, with the final approval by the **Deputy Chief, Education & Training Division**.
6. When the loaned item is returned to the Firearms Training Unit, Education & Training Division, it will be in the same condition as it was when received. Malfunctioning and/or damaged items will be reported on a To-From-Subject report, and immediately returned to the Firearms Training Unit, Education and Training Division.
7. Member will be responsible for the care and security of the replacement item.

DATE ITEM TO BE RETURNED	REQUESTING MEMBER'S SIGNATURE - STAR NO.	EMPLOYEE NO.
1ST EXTENSION - DATE & REASON		EXTENSION APPROVED BY- SIGNATURE
2ND EXTENSION - DATE & REASON		EXTENSION APPROVED BY -SIGNATURE
ADDITIONAL EXTENSIONS - DATE & REASON		EXTENSION APPROVED BY -SIGNATURE
WEAPON'S LOG BOOK PAGE NO.		
DATE ITEM RETURNED	RECEIVED BY (PRINT LAST NAME)	CONDITION OF ITEM UPON RETURN
RECEIVING MEMBER'S SIGNATURE		RETURNING MEMBER'S SIGNATURE - STAR NO.

CPD-63.344 (Rev. 4/12) PREPARE IN DUPLICATE: ORIGINAL TO THE DEPUTY CHIEF, EDUCATION & TRAINING DIVISION FILE; COPY TO MEMBER.