

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 4.32
FIREARMS LICENSING		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE		DATE OF ISSUE: 07/09/2023 EFFECTIVE DATE: 07/09/2023 REVISION DATE: 11/07/2025
ISSUING AUTHORITY: Michelle Guerette Chief of Police		

BACKGROUND:

Massachusetts General Law sets out specific laws concerning the licensing and regulation of individuals to own, carry, sell, and/or transfer machine guns, firearms, rifles, shotguns, chemical propellants, and ammunition. The Medfield Police Department has the responsibility to receive applications from residents and business owners within the community and determine whether or not they should be licensed for any of these purposes. This is a function that requires thoroughness, diligence, and consistent application of the law to ensure that appropriate individuals are licensed.

POLICY:

The Medfield Police Department shall consider issuing firearms licenses to police officers, residents, and business owners within the Town of Medfield. The Department shall comply with the rules and regulations established by the Firearms Records Bureau (FRB), the Massachusetts Instant Record Check System (MICRS) and the Massachusetts State Police Identification Section when processing applicants for possessing, purchasing, transferring or selling firearms, rifles, shotguns, ammunition or chemical propellants. The final determination shall rest with the Chief of Police or his designee.

The Department shall investigate and take appropriate action concerning licensees who, by their actions, demonstrate that they are no longer suitable candidates to maintain

their firearms licenses, or whose criminal activities make them ineligible to have a firearms identification card.

PROCEDURES:

Application Process

If an individual indicates that he wishes to apply for a License to Carry (LTC), or a Firearms Identification Card (FID) the Chief of Police or his designee will process the application:

1. Follow the prompts on the MICRS screen to complete the application.
2. For a first time applicant or an individual who has not been licensed since October of 1998, one set of fingerprints are to be taken using the digital AFIS system. If unable to utilize the digital system, one set of fingerprints are to be taken using blue applicant cards. The officer and the applicant both sign the cards and ensure that all information on the cards is filled out completely. However, if an individual is applying for a renewal and the current license number ends with an A, B, C or D then two sets of prints are not required. The applicant should complete the required fields of entry on both sides of the print cards.
3. An Applicant's most recent Operator's license photograph shall be utilized for the required license photograph.
4. Verify the individual's driver's license. In the event that the applicant does not possess a driver's license, a current military ID, passport or liquor identification card may be accepted (MGL 138§34B).
5. Applicants must be 21 at the time of application for a LTC. An applicant must be 18 to be eligible for a FID. Also, persons 15-18 may apply for a FID with written permission from a parent or legal guardian.
6. If the applicant is applying for a first issue of a License to Carry, a copy of the firearms safety course certificate or hunter safety course certificate must be submitted and placed in the sleeve. The course must be approved by the Massachusetts State Police. Out-of-state courses are not acceptable. Current or former military personnel may not need to take this course based on statutory law.
7. All applicants for LTC, new or renewal, must submit a letter addressed to the Chief of Police indicating their reason for wanting that level of licensing. An individual requesting an LTC from an FID must also submit a letter.
8. If the applicant needs the LTC as a condition of employment, a letter from the employer must be submitted on business letterhead.
9. A fee of \$100.00 is to be collected for first issue. This is preferably in the form of a check made out to the Town of Medfield. There is no application fee on renewals or individuals over the age of 70. As a matter of law, first time law enforcement officers

(local/state/federal) pay a fee of \$25.00 which will be paid by the Department and LEO's renewing through their employing agency are exempt from the fee for LTC's.

10. If there is any question on whether or not the applicant is a resident, they should submit a copy of voter registration or a letter of residency issued by the Town Clerk.
11. If an individual is making an application for an Out of State License, the applicant must make an application through the Colonel of the State Police.
12. The applicant should be told that the process does not start until the applicant has submitted all required materials..
13. The Chief of Police may require additional information and/or a personal interview with the applicant.
14. The applicant will be notified when the license is ready and is required to appear in person to obtain the license.

Firearms Licensing Officer Duties

The Chief of Police or his designee shall be assigned to insure that all appropriate materials have been collected, and are valid and complete, to include:

1. The various records checks required by MICRS will be conducted, printed out and added to the sleeve. Any irregularities or discrepancies will be thoroughly investigated.
2. If applicable, contact can be made with communities where the individual was previously licensed.
3. When the application package is complete the Administrative Sergeant shall make a recommendation to the Chief of Police whether or not the license should be issued or renewed. The Administrative Sergeant will then be responsible for transmitting the data to MIRCS so that the licenses can be created if the application was approved.

License Denials

The Administrative Sergeant will forward a memo to the Chief of Police when it becomes apparent that an individual is statutorily disqualified, or in the case of an LTC, is an unsuitable candidate for licensing. The memo will outline and support with documentation the reason(s) for the denial. The Administrative Sergeant will also submit a letter of denial to the Chief of Police for their approval.

License Suspension/Revocation

If an individual, currently licensed by the Medfield Police Department, is alleged to have committed a crime or an action that may statutorily disqualify the individual, or makes the individual unsuitable to be licensed, the Chief of Police shall be immediately notified.

If the Chief of Police determines that the LTC or FID should be suspended or revoked, the Administrative Sergeant will take immediate action using MIRCS to suspend or revoke the license. IMC records should reflect the updated license status as well. Immediate action will also be taken to seize the individual's license, firearms, and ammunition. This may include the assistance of other law enforcement agencies to go to the individual's place of work, or other location, to obtain the license, firearms, and ammunition.

The Chief of Police will follow up with a letter to the licensee indicating the reason for suspension or revocation and the steps that can be taken to appeal the decision.

If the Medfield Police Department has contact with an individual who has a license in another community and is alleged to have committed a crime or an act that may statutorily disqualify the individual, or make the individual unsuitable to be licensed, the licensing community shall be immediately notified by the Shift Commander so that community may take appropriate action. The Shift Commander shall also forward a memo to the Chief of Police with supporting documentation of the action taken by the Medfield Police Department.