

LONG BEACH POLICE DEPARTMENT
Carry Concealed Weapon (CCW) License Process

PURPOSE

The Department will issue a license to carry a concealed weapon (CCW) to eligible applicants, after successfully completing the process.

SCOPE

The Chief of Police is given the statutory discretion to issue a license to carry a concealed firearm to residents within the City of Long Beach (Penal Code § 26155). This policy will provide a written process for the application and issuance of such licenses for the Long Beach Police Department (“Department”). Pursuant to Penal Code § 26160, this policy shall be made accessible to the public.

APPLICATION OF POLICY

Nothing in this policy shall preclude the Chief of Police or other head of a municipal police department from entering into an agreement with the Sheriff of the county or preclude the Sheriff of the county from entering into an agreement with the Chief of any municipal police department to process all applications and license renewals for the carrying of concealed weapons (Penal Code § 26150(c); Penal Code § 26155(c).)

POLICY

The Department will fairly and impartially consider all applications for concealed carry concealed weapon licenses in accordance with applicable law and this policy.

QUALIFIED APPLICANTS

In order to qualify for a license to carry a concealed weapon, the applicant must meet certain requirements. Applications include personal information that may be subject to public access under the Public Records Act with the exclusion of information listed under Government Code § 6254(u)(1).

1. Be a resident of Long Beach (Penal Code § 26155(a)(3)).
2. Be at least 21 years of age (Penal Code § 26200)
3. Fully complete an application that will include substantial personal information (Penal Code section 26175). Much of the information in the application may be subject to public access under the Public Records Act.
4. Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints are required and a complete criminal background check will be conducted (Penal Code § 26185).
5. Be of good moral character (Penal Code § 26155(a)(1)).
6. Pay all associated application fees (Penal Code § 26190). The fees are set by statute and may not be refunded if the application is denied.

7. Any firearms listed by the applicant must have an associated Automated Firearms System ("AFS") record on file with the California Department of Justice ("DOJ") under the applicant's name.
8. Be free from any psychological conditions that might make the applicant unsuitable or ineligible to carry a firearm (Penal Code § 26190).
9. Complete required training (Penal Code § 26165).
10. Not be prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).

APPLICATION PROCESS

The application process for a license to carry a concealed firearm shall consist of two phases. Upon successful completion of each phase, the applicant will advance to the next phase until the process is completed, and the license is either issued or the application denied.

PHASE ONE (TO BE COMPLETED BY ALL APPLICANTS)

1. **Submit DOJ Application:** Any individual applying for a CCW is responsible for completing a California DOJ application through the Department CCW License website. Any individual applying for a license to carry a concealed firearm shall first fully complete a DOJ application to be signed under penalty of perjury. Any applicant who provides false information or statements on the application will be removed from further consideration and may be prosecuted for a criminal offense (Penal Code § 26180).
 - If an incomplete application package is received, the Department may do any of the following:
 - (a) Require the applicant to complete the package before any further processing.
 - (b) Advance the incomplete package to phase two for conditional processing pending completion of all mandatory conditions.
 - (c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package were completed (e.g., not a resident, disqualifying criminal conviction).
2. At the time the completed application is submitted, the applicant shall submit a non-refundable 50% payment of the total application fee (Penal Code § 26190).

3. Additional fees may be required for fingerprinting, training, or psychological testing, in addition to the application fee.
 - The applicant shall submit a non-refundable 50% payment of the total application fee upon license approval. Payment must be made by way of the Department's electronic application system.
 - Payment of related fees may be waived if the applicant is a duly appointed reserve peace officer as defined in Penal Code § 830.6 (a) or (b) (Penal Code § 26170).
4. **Live Scan and Background Check:** The applicant shall be required to submit fingerprints to initiate a complete criminal background check. A second set of fingerprints may be required for retention in department files. Applicants may use any Live Scan fingerprinting service authorized by the California DOJ to complete the fingerprinting process. A current list of Live Scan locations is available on the DOJ website at <https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles>
5. No person determined to fall within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, or Welfare and Institutions Code § 8103 will be issued a license to carry a concealed firearm. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm (Penal Code § 26195).
6. Any firearm the applicant wishes to carry must have an associated AFS record on file with the California Department of Justice.

Once the Department has reviewed the completed application package and relevant background information, the application will either be advanced to Phase Two or denied.

In the event that an application is denied after, or during, Phase One, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the DOJ, whichever is later. If the applicant is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

The Chief of Police's decision is final. If the applicant believes they can correct or otherwise rectify reason(s) for denial and can satisfy the Department's policy, the applicant may re-apply no sooner than one year from the date of the denial letter.

PHASE TWO

This phase is to be completed only by those applicants completing Phase One.

1. **In-Person Interview:** Upon successful completion of Phase One, the applicant will be contacted for an in-person interview appointment to determine the completeness of the application and provide time to clarify and interpret the

information provided.

2. To determine if applicants have "good moral character," the Department will review the applicant's criminal history. Examples of facts that could be used as a basis for finding an application to lack "good moral character" include, but are not limited to:
 - Criminal history that prohibits the applicant from owning or possessing firearms under state or federal law;
 - Untruthfulness or lack of candor by the applicant at any point during the CCW application process;
 - Being a user/dependent on or addicted to any controlled substance;
 - Prior negligent or reckless use of a firearm;
 - Convictions for crimes of moral turpitude;
 - Known affiliation with criminal street gangs or other criminal enterprises.

3. **Psychological Evaluation**

The Department requires psychological testing for all new CCW applicants. The applicant shall be referred to an authorized psychologist used by the Department. The cost of such psychological testing (maximum amount allowed per State regulation, no more than psychologist's invoiced amount) shall be paid by the applicant. Any costs above the maximum allowed per State regulation shall be paid by the Department.

The purpose of any such psychological testing is intended only to identify any indications or history of psychological problems that would render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a concealed firearm, the applicant shall be removed from further consideration (Penal Code § 26190).

The following non-exhaustive criteria will be considered by the Department contracted psychologist:

- Current mental health issues;
- History of any mental health issues;
- History of violence and/or anger management issues;
- Past criminal behavior;

- Significant impulse control problems;
- Cognitive issues including, but not limited to, significant developmental disabilities, cognitive deficits, and head injuries.

4. **Firearm Training and Qualification**

Applicants must complete a Penal Code 26165 compliant firearms safety training only after they have been notified in writing by the Department that they have successfully met the above requirements (Penal Code § 26165; Penal Code § 26202). Training and qualification certification must be dated and submitted within 90 days of the written notification/approval to proceed with training. Training and qualification certification will not be accepted prior to approval notification or after 90 days of the official notification letter. Applicants must successfully complete training courses from the list of [Los Angeles County Sheriff's Department \(LASD\) Authorized Training Providers](#), at their own expense per Penal Code § 26165.

Initial Application and Training Requirements

All new applicants must complete a course of training that meets the following criteria:

1. Be no less than 16 hours;
2. Include instruction on firearm safety that covers holstering, retention, safe storage, firearm handling, shooting technique, the law regarding the permissible use of a firearm, civil and criminal liability, license conditions and restrictions, and how to interact with law enforcement officers when carrying a concealed firearm.
 - Include live-fire shooting exercises on a firearm range. Receive a passing score of 70 percent rate or better on a live fire course using the same weapon(s) that will be listed on the license. There is a maximum of three firearms on a license. The live fire course should be conducted after the classroom portion of the certification course.
 - Include a demonstration by the applicant of safe handling of, and shooting proficiency with, each firearm the applicant seeks to have listed on the license. Listed handguns must be registered in the State of California and must be registered through a Dealer Record of Sale (DROS) to the applicant.
 - Listed firearms shall be inspected by the training provider to ensure that it is safe, is operable, and in compliance with state and federal regulations and City of Long Beach CCW policy. The training provider and Department may prohibit a firearm from being listed on the applicant's license if an alteration or modification of the firearm's action has been made; this includes, but is not limited to, modifying the firearm's trigger components. Cosmetic or ergonomic changes such as replacement grips or night sights are acceptable.

- Be conducted by an [LASD Authorized Training Provider](#).
- Listed handguns must be concealable on one's person or reasonably sized bag/purse.

ISSUED FIREARM LICENSES

In the event a license to carry a concealed firearm is issued, the following will apply:

1. The license shall not be valid outside the State of California, unless recognized by another State.
2. The Department will issue the licensee the state license (FD 4501) and a CCW identification (ID) card. When carrying a concealed firearm, the applicant must retain both the FD 4501 and the CCW ID card and present these to a peace officer upon request.
 - The Department-issued CCW ID card will bear a photograph of the licensee with the expiration date, any restrictions or conditions, and other information such as residence address, date of birth, height, weight, color of eyes, hair, license type; description of the weapon or weapons authorized to be carried, name of the manufacturer, the serial number, the caliber, and the period of validity of the CCW.
3. The licensee will be subject to any and all reasonable restrictions or conditions the Department has deemed warranted, including restrictions as to the time, place, manner, and circumstances under which the person may carry the firearm.
 - All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
 - The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.
 - (a) Each license shall be numbered and clearly identify the licensee.
 - (b) All licenses shall be subjected to inspection by Department personnel or any law enforcement officer.
 - (c) The license will be valid for a period not to exceed two years from the date of issuance (Penal Code section 26220).
 - (d) A license issued to a state or federal magistrate, commissioner, or judge will be valid for a period not to exceed three years.
 - (e) A license issued to any reserve peace officer as defined in Penal

Code § 830.6(a) will be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve officer.

- If the licensee's place of residence was the basis for issuance of a license and the licensee moves out of the City of Long Beach, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).
- The licensee shall notify the Department in writing within 10 days of any change of place of residency, including within in the City of Long Beach.

LICENSE RESTRICTIONS AND CONDITIONS

The Department may place any restrictions or conditions limiting the time, place, manner and circumstances under which any license shall be valid. In general, these restrictions prohibit the licensee from:

1. Consuming any alcoholic beverages while armed;
2. Falsely representing themselves as a peace officer;
3. Unjustifiably brandishing their firearm;
4. Committing any crime;
5. Being under the influence of any medication or drug while armed (prescription meds are ok so long as not impairing);
6. Interfering with any law enforcement officer's duties;
7. Failing to present their license for inspection upon contact by any law enforcement officer; and,
8. Failing to present their firearm for inspection upon demand of any law enforcement officer.
9. Loading the permitted firearm with illegal ammunition. The Department reserves the right to inspect any license or licensed firearm at any time. The alteration or modification of any firearm (except for cosmetic or ergonomic changes) shall void any license and serve as grounds for revocation.

AMENDMENTS/MODIFICATIONS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting an electronic application to Carry Concealed Weapon License Amendment" (BOF 4502), along payment in the amount of \$28.67 (Penal Code § 26190(e)(1)). Amendments to a license are only allowed to:

1. To add or delete a firearm listed on the license; or,
2. To change the address or other personal information of the licensee (Penal Code § 26210).

If an amendment is sought to add a firearm to the license, prior to submitting the amendment the applicant must contact an authorized training provider to arrange for the following requirements to be satisfied before the addition can be made:

- The applicant must submit the firearm(s) for inspection and approval by the authorized training provider/instructor;
- The applicant must successfully demonstrate the safe handling and operation of the firearms;
- The applicant must successfully complete a live-fire qualification with the firearm. A passing score of 70 percent rate or better on a live fire course using the same weapon that will be listed on the license.

In the event that any amendment to a valid license is approved, a new license will be issued reflecting the amendment. An amendment to any license will not serve to extend the original expiration date and an application for an amendment does not constitute an application for renewal.

DUPLICATE LICENSE

The licensee holder will immediately report the theft or loss of the ID card and/or FD 4501 with the local jurisdiction and e-mail the report number to LBPD-CCW@longbeach.gov. A police report must be filed to accompany the application for a duplicate license. For damaged licenses, the damaged original document will need to be returned to the department at the time of application. There is a \$28.67 fee for the replacement and/or duplication of licenses paid through the department's online application and payment platform.

REVOCAION OF LICENSES

The Chief of Police is given the statutory discretion to revoke a license to carry a concealed firearm. (Penal Code § 26155) Any license issued pursuant to this policy may be immediately revoked for any of the following reasons:

1. The licensee has violated any of the restrictions or conditions placed upon the license;
2. The licensee becomes psychologically unsuitable to carry a firearm;
3. The licensee becomes prohibited from owning or possessing firearms as described in Penal Code § 29800, et seq., Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law;

4. The licensee engages in conduct that demonstrates a lack of good moral character.

The issuance of a license shall not entitle the holder to either a property or liberty interest, as the issuance, amendment, or revocation of such a license remains exclusively within the discretion of the Chief of Police or designee as set forth herein.

If any license is revoked, the Department will immediately notify the California Department of Justice and notify the licensee in writing (Penal Code § 26195 and § 26225).

LICENSE RENEWAL

90 days prior to the expiration of any valid license to carry a concealed firearm, the licensee may apply for renewal by:

1. Submitting an electronic "Standard Initial and Renewal Application for License to Carry a Concealed Weapon" application;
2. Submitting renewal live scan/fingerprints and a non-refundable fee to State DOJ.
3. Completing an eight-hour department-approved training course pursuant to Penal Code § 26165.
4. Submitting any firearms to be considered for a license renewal to one of the LASD authorized training providers for a full safety inspection. The Department reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).
5. Submitting a non-refundable renewal application fee (Penal Code § 26190(c)). Payment of related fees may be waived if the applicant is a duly appointed reserve peace officer as defined in Penal Code § 830.6 (a) or (b) (Penal Code § 26170).
6. Successfully passing an interview with the Chief of Police or authorized designee;
7. Successfully passing a psychological examination, if applicable.

Renewal applicants who fail to submit their application on or before the date of permit expiration are subject to re-applying as a new applicant. Prior issuance of a license shall not entitle any licensee to any property or liberty interest for a renewal. Applicants shall be notified of the decision to approve or deny renewal requests in writing within 90 days of submitting the renewal application or within 30 days after the Department receives the criminal background check report conducted by the California Department of Justice, whichever is later (Penal Code § 26205).

Individuals who successfully complete all subsequent training for renewal licenses as described above will be deemed to have already satisfied the mandatory eight-hour

training requirement for subsequent CCW renewal applications, pursuant to Penal Code § 26165(d).

LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

The authority to issue a limited business license to carry a concealed firearm to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses (Penal Code § 26150). Therefore, such applicants may be referred to the local Sheriff's Office for processing.

CCW RECORDS RETENTION

Pursuant to Penal Code § 26225, the Department will maintain a record of the following transactions and will immediately file a "License to Carry a Concealed Weapon Notification of Cancellation, Denial or Revocation" (BOF 1032) form and a "No Longer Interested (NLI) Notification" (BCIA 8302) form to state DOJ.

When a concealed carry weapon license is approved and issued (new, renewal or modifications) the Department will file a copy of form FD 4501 with State DOJ.

1. The denial of an application for a license to carry a concealed firearm;
2. The denial of an amendment to a license to carry a concealed firearm;
3. The issuance of a license to carry a concealed firearm;
4. The amendment of a license to carry a concealed firearm; and,
5. The revocation (cancellation) of a license to carry a concealed firearm.

ANNUAL REPORTING

The Department will submit the annual "Law Enforcement Survey" (BOF 1027) to the California Attorney General's Office reporting the total number of carry concealed firearms issued to reserve peace officers pursuant to Penal Code § 26170, and judges pursuant to Penal Code § 26155. The deadline is March 1; the survey may be emailed to: bofccwunit@doj.ca.gov.

CONFIDENTIAL RECORDS

The home address and telephone numbers of any applicant for a license to carry a concealed firearm, or any individual who has been issued a license, shall not be considered to be public record (Government Code § 6254(u)(2)).

Any information in an application or license which tends to indicate when or where the applicant is vulnerable to attack, or that concerns the applicant's medical or psychological history, or that of his or her family, shall not be considered public record (Government Code § 6254(u)(1)).