

	POLICY & PROCEDURE	SERIES # 613	PAGE 1 OF 7
	SUBJECT FIREARMS SAFETY AND RANGE OPERATIONS		EFFECTIVE DATE 05/11/2021
			OVERSIGHT Prof. Standards
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #613 dated 02/25/14.	

I. PURPOSE:

Firearms training is an important phase in the development of a law enforcement officer. Firearms in the possession of untrained officers are dangerous to those officers, their associates and the general public.

II. POLICY:

It shall be the policy of the Division to promote efficiency in the handling of firearms by providing the proper training in their use on a regular basis.

III. PROCEDURE:

The Training Section will arrange, with the approval of the Chief of Police, for annual firearms training sessions. Officers must qualify with any on-duty weapon approved by the Chief of Police on the standard DCJS Tactical Qualification Course and any other Division approved course that is scored. Qualifying score is 70%. The Division's firearms enhancement program will be initiated when qualifying scores are less than 80%. The officer will be removed from firearms enhancement when the officer achieves an 80% or better on two (2) consecutive months as required by program standards.

A. FIREARMS SAFETY RULES

1. GENERAL:

- a. Treat all guns as though they are loaded.
- b. Never point a firearm at anyone unless you are justified in killing that person.

2. SPECIFIC RULES:

- a. All firearms training must be properly and adequately supervised by someone in authority. All safety precautions must be adhered to and enforced.

APPROVED:
CHIEF OF POLICE



- b. Immediately upon picking up a firearm, open the cylinder or action and check to see that it is unloaded – check it again.
- c. Never give a firearm to, or take a firearm from, anyone unless the cylinder or action is open.
- d. Be sure there is no obstruction in the barrel of a firearm before loading.
- e. Load only after position is taken at the firing point and the command to load is given.
- f. Unload when and as instructed.
- g. When on the firing line, the muzzle of the weapon must be kept pointed toward the target (down range) at all times.
- h. Never draw a handgun from the holster or re-holster with the finger in the trigger guard.
- i. Never permit the muzzle of a firearm to touch the ground.
- j. Never let the hammer of a revolver down on a live cartridge without placing the thumb in front of the hammer and releasing the trigger.
- k. In case of a misfire on the range, keep the firearm pointed down range at least 10 seconds before opening the cylinder. In a deadly force situation, continue to shoot if necessary after clearing the misfire.
- l. Never fire a succeeding shot after a malfunction without first unloading and checking the barrel for obstructions.
- m. Never leave the firing point without first unloading/clearing your firearm.
- n. Never carry a loaded firearm on the range except when on the firing line.
- o. Do not practice dry firing on the range except under the supervision of an instructor.
- p. Do not remove weapon from holster until directed to do so by the Range Officer.

- q. Pay strict attention to the Range Officer. He will instruct you exactly what you are to do.
- r. Only division approved targets shall be used on the range. These will be paper or cardboard targets and steel targets intended to be used as a firearms target. Any targets other than those listed, will require approval by the range master before use.

B. RANGE SAFETY RULES:

1. No officer will enter the range with an un-holstered weapon.
2. Strictest discipline must be maintained. Carelessness cannot and will not be tolerated during firearms training.
3. All shooters will police the range after completion of training. The Range Officer will supervise such policing and see that the range is kept clean.
 - a. Brass will be stored in an approved container to minimize lead exposure.
 - b. All trash will be placed in the trash totter.
4. Members will not handle or action weapon while going to or from the range. When not being fired, all weapons will be holstered, placed in a gun box or carried with cylinders open or slides locked open with magazines removed, at all times.
5. No ammunition or firearms will be left on the range at any time.
6. EAR PROTECTION AND SAFETY GLASSES MUST BE WORN AT ALL TIMES DURING ANY FIRING.
7. No talking on the firing line or to shooters on the firing line, except by instructors.
8. Never anticipate a command.
9. A red range flag must be displayed at all times during any firing. No firing operations will begin until the red range flag is properly displayed and an inspection has been made to ascertain that the site is safe for use.
10. Range operations will be suspended immediately whenever hazardous

conditions exist. These conditions include, but are not limited to, extreme heat or cold, and anytime lightning is present within 5 miles of the range. It shall be the responsibility of the range master, or lead instructor to monitor these conditions and modify or cease range operations should the situation require.

11. There must be at least two officers present on the range during firing operations with radio or cell phone communications available with Police Headquarters.
12. Upon suspension of operations, the range site will be policed and left in good condition.
13. While participants/students are waiting to fire, they will remain outside the firing area.
14. No Smoking will be permitted on the weapons range due to the potential for lead exposure and flammable liquids and materials located in the area.
15. Shooters will not go forward on the firing line for any reason, until the all clear signal is given by the instructor.
16. All shooters and instructors are required to wash their hands prior to eating, drinking, smoking and exiting the facility.

C. RANGE PROCEDURES:

1. Range use is restricted to sworn law enforcement personnel or other employees of the City of Hampton who are authorized by law to carry a firearm in the course of the duties, and/or engaged in organized, agency sanctioned activities. Retirees from the Hampton Police Division are authorized to use the range to qualify for the Federal Concealed Carry requirements (see P&P 529).
2. Hampton Police Division units must obtain approval for use from the Training Unit.
3. Outside agencies wanting to use the range must:
 - a. Obtain written permission from the Hampton Chief of Police one month prior to the requested date of use.
 - b. File a Hampton Police Division Range Waiver with the Training Unit prior to date of use (see attached) or have an MOU/MOA filed with the Hampton Police Division.

- c. Furnish own supplies (i.e., ammunition, targets, staples, patches).
- d. Provide a qualified Police Firearms Instructor and a sufficient number of range supervisory/safety personnel to allow for the safe operation of range.
- e. If an outside agency is using the range, a representative of the Hampton Police Division must be present during range operations should any issue arise and to ensure that proper range procedures are being followed.

4. HOLSTER:

A conventional right or left handed holster must be used. For safety reasons shoulder, cross draw, or holsters which require releasing by insertion of finger within trigger guard or other holsters determined by the Range Officer will not be allowed.

5. AMMUNITION:

- a. No armor piercing or steel jacket rounds will be permitted.
- b. Only law enforcement calibers will be used for training.
- c. The bullet design for handguns will be hollow point rounds, or frangible designs only.
- d. Permitted rifle rounds are; FMJ, soft point, hollow point/OTM rounds.
- e. Permitted shotgun rounds are; slugs, buckshot, or birdshot rounds.
- f. Calibers other than the ones listed, must be approved by the range staff before use.

6. FIRING RANGE COMMANDS:

- a. Call of officers to firing position, description of course of fire, number of rounds and time allowances.
- b. Load and charge your weapon.
- c. The line is ready.

7. COMMENCE FIRING:

May be signaled verbally or by short sharp blast on a whistle or by

turning targets.

8. CEASE FIRING:

Verbally or by short blast on whistle or by turning target. All firing must stop immediately.

Cleaning gear will be provided and all weapons will be cleaned before leaving the range. All weapons will be subjected to inspection by the Range Officer before, during and after training or qualification sessions.

Persons desiring to use the range on other than scheduled times must arrange to have a Range Officer available.

9. EMERGENCY MEDICAL RESPONSE:

- a. All firearms instructors shall be trained in tactical trauma life support (TTLS) or other emergency first aide.
- b. Instructors will be made aware of the location of the range “go-bag” in a medical emergency.
- c. Anytime a serious injury occurs on the range, Communications shall be contacted immediately for Hampton Fire and Rescue to respond. The range master or lead firearms instructor shall then contact the Training Academy chain of command to notify them of the incident.

10. APPROVED WEAPONS TO BE USED ON THE RANGE:

- a. Only issued or division approved firearms will be used on the range.
- b. The range may also be utilized for less-lethal weapons to include 12 gauge shotgun impact and chemical weapon rounds, and the 40mm chemical/impact weapons system.

D. RANGE MAINTENANCE

- 1. Range maintenance will be the responsibility of the Range Master.
- 2. An Environmental Maintenance and Protection (EMP) Plan will be maintained by the Range Master and kept in a central location at the Weapons Range, as well as on the Division Intranet.

- a. The EMP Plan will be reviewed and evaluated on a biannual basis by the Range Master and Training Unit Commander.
- b. The EMP Plan will include, but not be limited to efforts that will be made on at least an annual basis, to directly impact and improve the environment contained within the property, as well as the area immediately surrounding the property. Items covered may include but not be limited to: lead exposure hazards, noise pollution, water pollution, safety issues and OSHA Regulations.
- c. The EMP Plan will include, but not be limited to efforts that will be made on a least an annual basis, to maintain the grounds and equipment used and stored on the property. Items covered may include but not be limited to: lead abatement, equipment maintenance, equipment upgrades and safety procedures.

E. OPEN RANGE DATES

1. The Hampton Police Outdoor Weapon's Range will offer open Range dates twice a month. Open Range dates will be announced via the Division's E-mail system. Officers should contact the range prior to attending to verify it is open. These open range dates will be for sworn Hampton Police Officers to practice and improve their firearms skills with the assistance of state certified firearms instructors.
2. The following rules govern the use of the open range dates:
 - a. Times: The Range will offer one morning session per month and one afternoon session per month. This will help accommodate all shifts.
 - b. Weapons: Issued/authorized Division weapons and off-duty weapons. No sporting weapons, etc.
 - c. Ammunition: Ammunition of the caliber for issued weapons will be available for officers participating. Officers may be required to purchase the ammunition at Division cost. All ammunition must be fired on the date obtained. No outside ammunition will be fired on the range (handloads, etc.).
 - d. Holster/Equipment: Issued/authorized holsters, magazines, speedloaders, etc. must be used on the range with weapons.

HAMPTON POLICE DIVISION

RANGE WAIVER

I, _____ request from the Hampton Police Division permission to have access to, and use of, the Police Firing range facilities. I hereby hold the City of Hampton harmless for any and all injury that I might sustain while engaged in such training; I hereby waive any rights against the City of Hampton that may result from any injuries or mishaps incurred by my use of said range facilities.

Signature

Witness

Date