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## Indoor Range Facility

### 349.1 PURPOSE AND SCOPE

The purpose of this directive is to establish guidelines for the use of the range and identify specific rules for conduct on the range.

### 349.2 POLICY

The policy of this Department is that the Departmental range facility shall be used only for official, organized firearms training which is supervised by qualified rangemasters. No other usage is allowed without the express approval of the Bureau of Services Captain. The purpose of the range facility is to improve the personal skills, provide for testing and evaluation of new weapons, and for specified training purposes. At all times the safety of personnel present will be the primary concern.

### 349.3 RANGE FACILITY ADMITTANCE

The Departmental range facility shall be maintained in a locked condition at all times when not in actual use. No persons, except those officers designated by Bureau of Services Captain, shall possess a key capable of opening the range locks.

### 349.4 TRAINING

The purpose of firearms training is:

- (a) To instill within the individual a deeper appreciation of the value of human life and to assure his understanding of those circumstances which must exist before deadly force is employed;
- (b) To develop within the individual a strong sense of personal discipline relative to the use of weapons (i.e., fire discipline);
- (c) To establish within the individual a knowledge of and respect for the potential of the weapon;
- (d) To develop within each individual a high degree of proficiency in the use of weapons;
- (e) To ingrain principles of firearms safety in each individual.

### 349.5 SAFETY

All firearms training, at any location and under any circumstances shall be conducted in a manner best calculated to assure the safety of all concerned.

Any range exercises involving San Leandro Police personnel or range facilities shall be supervised by a qualified rangemaster who shall have authority and responsibility to regulate the conduct of shooters in whatever way necessary to assure the safety of all.

Any time it becomes necessary to load or unload a firearm while inside the Public Safety Building or parking lot, a clearing barrel shall be used. When loading or unloading the firearm, the shooter will point the barrel of the firearm directly into the cylinder opening.

# San Leandro Police Department

San Leandro PD Policy Manual

## *Indoor Range Facility*

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### **349.6 FIREARMS AND AMMUNITION**

Only weapons of calibers authorized by the San Leandro Police Department may be fired in the range facility. No .223 (5.56 cal mm) or .308 (7.62 cal mm) may be fired in the San Leandro Police Department indoor range.

The Professional Standards and Training Unit shall be responsible for the acquisition and distribution of ammunition to be used for firearms training, street application and tactical incidents. All ammunition shall be of a type authorized and approved by the Chief of Police.

### **349.7 RANGEMASTER**

An approved rangemaster is a member of the Professional Standards and Training Unit or a person approved by the Professional Standards and Training Unit Lieutenant who is authorized to supervise shooting in the range.

Rangemasters shall be responsible for the following:

- (a) Rangemasters shall be responsible for the completion of a range qualification form following each course of fire. The qualification form shall be developed and distributed by the Professional Standards and Training Unit and shall include the minimum following information:
  1. Name of the person qualified;
  2. Description and serial number of the weapon fired;
  3. Number of rounds fired;
  4. Indication of pass or fail;
  5. Name of description of the course fired;
  6. Signature of the rangemaster;
  7. Date of the qualification;
  8. Acknowledgement that the officer has read the Use of Force Policy;
  9. Additional comments, if any, by the rangemaster.
- (b) The qualification report form shall be forwarded to the Training Coordinator in the Professional Standards and Training Unit to be incorporated into the permanent Departmental range record.
- (c) Rangemasters are responsible for reporting any unusual condition observed or any unusual occurrence (stray shots, weapon defects, range defects, etc.) to the Professional Standards and Training Unit, in writing, immediately following their discovery.
- (d) Rangemasters shall assure themselves that shooters are familiar with the proper techniques and operations of their firearms.
- (e) Rangemasters shall be responsible for the range facility while the range is under their supervision and to this end shall ensure that all areas of the range are left in a clean and orderly condition.

# San Leandro Police Department

San Leandro PD Policy Manual

## *Indoor Range Facility*

---

- (f) For the purpose of uniformity and safety, rangemasters shall follow the shooting course prepared and posted by the supervisor in charge of the Range Program.

### **349.8 PROFESSIONAL STANDARDS AND TRAINING UNIT**

The Professional Standards and Training Unit will be responsible for the following:

- (a) Control of the Department's ammunition and shooting supply inventory;
- (b) Distribution of ammunition and supplies to the designated range officers;
- (c) Periodic inspections of the range facility;
- (d) Routine maintenance and cleaning of Departmental weapons and equipment assigned to his or her charge;
- (e) Maintenance of the Department's permanent range records;
- (f) The reporting of firearms qualification delinquencies to the supervisor in charge of the Range Program;
- (g) Other support duties as may be required to ensure the safe and efficient operation of the range facility.

### **349.9 RANGE INCIDENTS**

Any firearms discharge which causes any injury to any person or damage to any equipment, whether Departmentally or personally owned, must be reported immediately to a supervisor.

Personal injury shall be reported and documented in accordance with standing policy regarding industrial injuries and worker's compensation procedures.

### **349.10 RULES OF THE RANGE**

Except for special authorized outdoor firearms training, all practice and qualification courses will be conducted in the indoor range of the Public Safety Building, and the following regulations shall govern officer conduct.

- (a) All shooting shall be supervised by a rangemaster.
- (b) Absolutely no shooting will be done without a second person present within the range facility.
- (c) Absolutely no shooting shall be done until the rangemaster has personally conducted a safety check of the shooter's weapon to assure its proper operating condition.
- (d) No person shall be in the firing area, except shooters or coaches designated by the rangemaster.
- (e) Joking and horseplay by persons while on the range is expressly prohibited.
- (f) Hearing protectors must be worn by all persons present in the interior range during shooting.
- (g) Safety glasses must be worn by all persons present in the interior range during shooting.

# San Leandro Police Department

San Leandro PD Policy Manual

## *Indoor Range Facility*

---

- (h) Only Departmentally approved targets will be permitted in the range.
- (i) No shooting shall be done at a distance closer than five (5) yards from the bullet trap area.
- (j) All firearms shall be either holstered, opened and benched, or pointed down range at all times.
- (k) No person, not a member of this Department, shall be present at the range during any active shooting without the express approval of the Captain of the Bureau of Services and only after completion of a waiver of liability approved by the Office of the City Attorney.

### **349.11 RANGEMASTER RESPONSIBILITY**

It is the responsibility of each supervisor and rangemaster to ensure that officers under his or her command qualify in accordance with the Firearms Policy.

The responsibility of the rangemaster in charge of the Range Program is to ensure each officer is properly trained in the use of all firearms carried on or off duty.

### **349.12 RESCINDED POLICY**

This policy rescinds San Leandro Operations Directive 84-05.