



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

Directive Type: General Order	Effective Date: 12-03-2018	General Order Number: 10.00
Subject: <i>Firing Range Facilities</i>		
Amends/Supersedes: None	Chief of Police: <i>W.A. Huddle</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 3

1.0 PURPOSE

The purpose of this policy is to list the rules of conduct, safety measures and regulations/procedures as they relate to the use of the Columbia Police Department Firing Range Facilities.

2.0 POLICY

It is the policy of the Columbia Police Department to utilize its firing range to train its police officers on a continuous basis to perform at the highest degree of proficiency during the stress of an armed encounter. Furthermore, all personnel who utilize the firing range must commit to its safe and effective use. The safety of all personnel is a primary concern and all individuals are expected to adhere to the highest safety measures while at the firing range facilities.

3.0 ADMINISTRATIVE RANGE RULES

1. Range access can only be authorized by the Chief of Police or their designee.
2. The Training Unit shall have the authority to determine the priorities of firearms training.
3. All training/use of the firing range facilities will be scheduled through the Range Master.
4. Prior to all firearms training, including any specialized training such as SWAT or Mobile Field Force, the Range Master will be briefed on the training that is to occur.
5. When the range facility is approved for use by other agencies, the Range Master will be present for range operation.
6. Pertaining to range safety issues, the Range Master/ Range Safety Officer shall have complete authority over personnel using the range facility, regardless of rank, or assignment.
7. Certified Firearms Instructors may be appointed to the designation of Range Officer by the Range Master. Range Officers will be given further access to restricted areas of the range and will receive additional responsibilities during firearms training. A list of department recognized Range Officers and department

recognized Certified Firearms Instructors will be maintained by the Training Unit/Range Master. The list will be accessible through the Training Unit.

8. Range Officers or the Range Master shall have the responsibility to ensure safe conduct during all firearms courses. They will also ensure that the range maintenance duties are completed after each firearms training course. Any damage to, or malfunctions of the range facilities or equipment shall be recorded by the Range Officer in charge of the training evolution, and reported to the Range Master. Malfunctions of the range equipment should be reported to the Range Master by departmental memo. Property damage to the firing range facilities should be reported on an Incident Report, and forwarded to the Range Master.
9. When conducting live firearms training within the firing area of the range, it is mandatory to maintain the appropriate number of instructors per number of shooters throughout the course for safety purposes. The below list identifies the appropriate number of instructors per shooters during a course of fire. One of the instructors (“Safety Instructor”) shall be dedicated to the overall safety of the training course of fire.

The overall safety plan shall include monitoring all areas of the firing range. The “Safety Instructor” may monitor the training from a location he/she deems appropriate for the course of fire.

Instructor/Shooter Requirements:

- a. Five (5) shooters or less requires two (2) instructors total with one (1) dedicated to overall safety.
 - b. Six (6) to Ten (10) shooters requires three (3) instructors total with one (1) dedicated to overall safety.
 - c. Eleven (11) to Fifteen (15) shooters requires four (4) instructors total shall increase with a 1:5 – Instructor to Student ratio as above.
10. For any dry fire exercises on the range, Department Certified Firearms Instructors shall physically verify that each officer being trained has no ammunition on their person during the training exercises. Once the training has started, no officers shall be allowed to leave the range without notifying an instructor of their intent to leave. Upon the officer’s return, they shall check back in to the same instructor and the instructor shall again physically verify that the officer has no ammunition on their person prior to resuming training. The Department Certified Firearms Instructors shall remind officers to properly reload their firearms once the dry fire exercises are complete.

4.0 FIREARMS TRAINING RANGE RULES

1. It is the responsibility of ALL personnel to commit to the safe use of the range.
2. Prior to using the range, all personnel shall first receive general instructions.
3. Treat all weapons as if they are loaded
4. Students must have all necessary equipment for class.
5. All weapons are to be holstered except under supervision.
6. Range clean-up is the student’s responsibility.
7. Do not loiter in the range area after completing training.
8. No cell phones are to be used or handled while on the range.

9. Food/Beverages are prohibited on the range (lead exposure).
10. Routine safety inspections will be conducted; any violation of range rules may result in immediate expulsion from the range and/or discipline.
11. Hearing and Eye protection will be utilized during live fire training.

*Any deviation from these range rules requires the approval of Range Master/Range Safety Officer.

5.0 FIREARMS TRAINING

1. All Department Firearms Training conducted either on the Columbia Police Department range or any offsite location, will be under the direct supervision of an instructor who has successfully completed the SCCJA Firearms Instructor Certification Course.
 - a. Firearms training related to specialized weapons, such as shotgun, rifle less lethal specialty impact munitions, chemical munitions and launchers, will be under the direct supervision of an instructor who has successfully completed the SCCJA Firearms Instructor Certification Course, has completed documented instructor certification (current) on the related weapon system and is authorized by the Department to instruct in such weapons.
 - b. The Training Unit will maintain a list of instructors authorized to teach specialized weapons courses.
2. Firearms Instructors conducting training will conduct a safety briefing prior to conducting firearms training. This will include an emergency medical treatment and evacuation plan. All instructors involved in the training will be briefed on the plan.
3. The lead or ranking firearms instructor will be responsible for ensuring that all students and instructors conduct training in a safe and professional manner.