

# IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

## 12.23 FIREARMS RANGE OPERATIONS

### A. General

Providing safe and effective firearms training is a top priority for POST. This policy will guide POST staff in the safe operation of firearms ranges.

### B. Definitions

“Academy Coordinator” means a POST employee directly responsible for a specific training academy or basic academy session.

“Firearms Instructor” means a designated member within the firearms training cadre who is primarily responsible for coaching and teaching students on the firearms range. The Firearms Instructor assists the Range Master and reports any safety concerns to the Range Safety Officer.

“Range Master” means a designated member of the firearms training cadre who is responsible for the overall range operation. The Range Master delegates and assigns responsibilities for the Range Safety Officer and the Firearms Instructors.

“Range Safety Officer” means a designated member of the firearms training cadre who is primarily responsible for safety and managing personnel movement on firearms ranges.

“Safety Briefing” means a student and training cadre discussion of written Range Safety Rules and proper safety procedures on the firearms training range.

“Weapon Jam” means a weapon stoppage that requires the use of tools to clear the stoppage. The student, with a firearms instructor, will move to the weapon cleaning area to repair the weapon. The weapon will be function checked before being returned to service.

“Weapon Malfunction” means a weapon stoppage that the student can clear while still on the firing line. This is not a “jam” which requires the use of a tool(s) to remove the stoppage.

### C. Implementation

1. Written Notification- Prior to any firearms training, all students will read and sign the Range Safety Rules form consisting of the firearms range safety rules and safety procedures.
  - a. The written form will contain the four Firearms Safety Rules.
  - b. The written form will also provide the students with additional safety information related to range protocols and medical procedures.

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2. Range Operations- Firearms training will be conducted by members of the Firearms Training Cadre. Within that cadre, there are specific responsibilities assigned to individuals to help ensure safe range operations.
- a. Range Master responsibilities:
    - i. Designates the Range Safety Officer(s).
    - ii. Inspects the ranges for any obvious training, or safety issues, prior to the start of each training day.
    - iii. Will conduct a safety briefing with the students and instructors prior to live fire training.
    - iv. Responsible for conducting range operations. This may include providing the range commands, delegating other firearms instructors to conduct training drills, delegating firearms instructors to operate other ancillary ranges, or training operations.
    - v. Will be present during all live fire training.
    - vi. Will be responsible for medical emergency notifications outlined in the “Range Emergency Medical Protocols” card (see 7e). The range master(s) will always have a copy of the card with them while operating the range(s).
    - vii. Secure range keys and other equipment for range operations.
    - viii. Test the public address system to make sure it is working.
  - b. Range Safety Officer responsibilities:
    - i. Responsible for the overall safe operation of the range.
    - ii. Inspects the ranges for safety issues prior to the start of the training day.
    - iii. Controls ingress and egress of students, staff, and others who are at the range.
    - iv. Monitors for range safety issues related to:
      - a) Students’ performance related to safe weapons handling.
      - b) Weather conditions.
      - c) Overall range surface and equipment condition.
      - d) Student rest periods and meal breaks.
      - e) Other conditions which may be potential hazards.
    - v. Has the authority to stop all firearms training to correct any safety issue(s) identified.
    - vi. Range operations may not restart until cleared by the Range Safety Officer in consultation with the Range Master.
  - c. Firearms Instructor responsibilities:
    - i. Provide a safe training environment for students and other staff.
    - ii. Provide individual coaching and instruction to students.
    - iii. Conduct range drills as designated by the Range Master.
    - iv. May be assigned as a secondary Range Master to help operate any ancillary ranges used during the training course.
    - v. Report unsafe conditions to the Range Safety Officer.
    - vi. May be rotated into the Range Safety Officer position throughout the training course.
  - d. Academy Coordinator responsibilities:
    - i. Secure range reservations with partner agencies.

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- ii. Issue and collect signed Range Safety Rules form outlining student responsibilities during firearms training.
- iii. Secure range keys and other equipment necessary for range operations.
- iv. Support the Firearms Training Cadre with any needs they have.
- v. Inspect the planned ranges for safety issues prior to any training.
  - a) Ensure range rules are conspicuously posted at the range.
  - b) Check restroom and portable bathroom facilities to ensure they are functional.
  - c) Coordinate with the cafeteria for food deliveries.
- e. Safety Violations
  - i. Any safety violation witnessed by any member of the Firearms Training Cadre will result in the violating student being immediately removed from the firing line.
  - ii. The Firearms Cadre member will contact the Academy Coordinator to report the violation.
  - iii. The Academy Coordinator and the Training Manager will discuss whether the student should receive remediation or be dismissed from the academy. If the decision is to dismiss the student from the academy, POST Procedure 12.20 Section D (5) will be followed.
- 3. Safety Briefing- Prior to any live fire training, a safety briefing with all the students and staff will be conducted. The safety briefing will consist of the following items:
  - a. Four Firearms Safety Rules.
  - b. Point out the location of the posted range rules on the range building.
  - c. Location of emergency medical equipment.
  - d. Identify personnel with specialized medical training.
  - e. Procedures for summoning emergency medical services.
  - f. Designated range commands.
  - g. Procedures for identifying a jammed weapon and subsequent clearing station.
  - h. Identification of the Range Master, Range Safety Officer and other Firearms Instructor Cadre members present.
  - i. How to report any safety issues or questions to the Range Safety Officer, Firearms Instructor, or Range Master.
  - j. Location of classrooms, restrooms, weapon cleaning station.
  - k. Use of personal protective equipment.
  - l. Handwashing before ingesting food/tobacco products.
  - m. No horseplay, or other potentially dangerous and frivolous activities.
- 4. Range access- Controlling staff and student access at the range is critical to safe operations.
  - a. Anyone entering the range will contact the Range Safety Officer. The Range Safety Officer will determine if the person entering the range may proceed to the firing line, or remain at a designated safe viewing area(s).
  - b. Any student, or staff leaving the range will inform the Range Safety Officer. Upon return to the range, they will contact the Range Safety Officer before returning to the firing line.

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- c. Observers, or non-participants in live fire training will not be permitted to be at the firing line unless approved by the Range Safety Officer. They may observe from a location determined by the Range Safety Officer.
- d. Secondary Range Safety Officers may be designated based on need, such as ancillary ranges, number of students, etc. They will have the same authority as the primary Range Safety Officer.
- 5. Public Address System- POST has a portable, hands-free, public address system. This system will be in use on the primary range during live fire training. A public address system is not required on ancillary ranges. Instructors on ancillary ranges are working directly with students doing individual drills unlike the primary range where there are large numbers of students and coaches on the firing line.
- 6. Instructor Identification- All Firearms Training Cadre staff will wear clothing that will clearly identify them as instructors. The clothing may be issued by POST, or may be purchased by cadre members, but the clothing will meet the following requirements:
  - a. Pants- Must be cargo style tactical pants (BDUs) such as 5.11, First Tactical, or Tru-Spec, etc.
  - b. Baseball caps/stocking caps- must be red and be imprinted with “INSTRUCTOR” or “FIREARMS INSTRUCTOR.”
  - c. Vests- must be red.
    - i. If worn over a shirt or jacket, must have “FIREARMS INSTRUCTOR” imprinted on the front and rear of the vest.
    - ii. Ballistic style vest carriers are approved, as long as they meet the color and logo requirements of this policy.
    - iii. Lightweight vests may be issued by POST to wear over clothing worn during inclement weather. The color and logo must meet this requirement.
    - iv. Range Masters will wear a vest, shirt, or jacket with “RANGE MASTER” imprinted on it.
    - v. Range Safety Officers will wear a yellow or green fluorescent vest with “RANGE SAFETY” or “SAFETY OFFICER” imprinted on it.
  - d. Exceptions- During inclement weather, such as rain, snow, or cold weather conditions, staff may wear protective clothing which may not meet the specific conditions of this policy. In those cases, staff will wear a lightweight vest over the outer garment that matches the color and logo requirements of this policy. POST may provide these vests, but they will be returned to POST at the end of each training day.
  - e. Professional appearance. Any worn, faded, damaged, or otherwise unprofessional looking clothing will not be permitted. In addition, any of the following items are not permitted to be visible during any training:
    - i. Shirts, hats, jackets, that have patches or logos, with sayings, expressions, photographs, or other statements that convey a political message, may be misinterpreted by members of the general public, or are vulgar are not permitted while operating in an official capacity.
    - ii. Clothing issued by an instructor’s home agency may be worn if it conforms to this policy. The official agency logo may be visible.



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- iii. Instructors who are retired from a law enforcement agency, may wear an official patch, logo, or other item from that agency as long as it meets the requirements of this policy.
- 7. Safety Equipment- Each student and staff member will wear personal protective equipment during any live fire training. The following safety equipment is required:
  - a. Ballistic eye protection. This eye protection must meet American National Standards Institute Z87.1 (or Military Ballistic Standard 662) standards for eye protection. Students wearing glasses to correct their vision, which do not meet ANSI Z87.1 standards must wear protective goggles over their glasses which meet the safety standards. Eye protection may be clear or tinted, but must be appropriate for lighting conditions.
  - b. Ear protection. This may consist of foam ear plugs, non-electronic ear muffs, or electronic, noise cancelling style ear muffs. Students may wear foam ear plugs under ear muffs for additional protection. The hearing protection must be wearable over a baseball cap, or winter hat, without compromising hearing protection.
  - c. Ballistic body armor. All staff and students will wear ballistic body armor while participating in live fire training. Body armor will be worn in accordance with manufacturer specifications.
  - d. Personal emergency medical equipment. Students and staff are encouraged to carry personal emergency medical equipment, such as tourniquets, blood stoppers, etc., as long as the items do not interfere with the safe operation of their holsters, and weapons.
  - e. Range first aid kit. Each range will have a designated first aid kit consisting of pressure bandages, chest seals, and tourniquets. Each kit is capable of addressing up to (2) two individuals in pre-hospital emergency medical treatment. Each bag will also have a laminated card entitled: "Range Emergency Medical Protocols." The card will contain the following notification process and range information:
    - i. Call 911 for ground or air ambulance. Provide the listed IDOC address and longitude/latitude coordinates (GPS) from the card.
    - ii. Notify Idaho Department of Corrections dispatch.
    - iii. Notify Ada County Sheriff's dispatch.
    - iv. Notify POST staff/Coordinator responsible for academy class on range.
  - f. Weapons will be maintained in a secure fashion. All weapons, when secured in their holsters, will have all retention devices utilized. Weapons transported to and from the range must also be maintained in a safe, secured condition.
  - g. The Range Master, Range Safety Officer, or any Firearms Instructor may determine if any student's equipment is unsafe. If a piece of safety equipment is deemed unsafe, the student will be removed from live fire training until the defective equipment is removed, repaired, or replaced. Any equipment not issued by POST will be repaired, or replaced, by the student, or at student's agency cost.