

# **Chino Police Department**



## **Firing Range Standard Operating Procedures**

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## Section 1: ADMINISTRATIVE POLICIES AND PROCEDURES

1.1 General. This Range Standard Operating Procedure (RSOP) provides the minimum safety guidelines to follow when conducting firearms training at the Chino Police Department (CPD). All users must remember that safety requirements outlined in this document are the minimum required safe operating procedures under ideal conditions. Not all training will occur under such ideal conditions; therefore, all participants must be aware of the risks and hazards involved and implement appropriate control measures to mitigate injuries, loss of life or limb, damage to property and compliance with environmental regulations.

1.2 Purpose. This document establishes RSOP and guidelines for conducting firearms training at CPD. This document outlines the policies and procedures for use of range to conduct firearms training to meet organizational training and proficiency requirements.

1.3 Scope. The policies and procedures established herein govern personnel whom participate in training at the CPD range. This RSOP is a consolidated reference that will assist the Range Manager, Range Safety Officers and Firearms Instructors in the planning and safe execution of firearms qualification, sustainment, and proficiency training. If procedures are not outlined in this document, then the appropriate approval must be submitted through the Training Unit for review, staffing, and approval.

1.4 Department Policy. The Chino Police Department's Range Policy is found in section 209 of the policy manual. Nothing in this RSOP supersedes department policy. If ever a conflict is found, department policy should take precedence over the RSOP.

1.5 RSOP Reviews, Recommendations and Changes. Annual reviews of this RSOP should be conducted by the Chino Police Department Training Unit. The most current version of the RSOP will be retained by the Training Unit and a hard copy will be placed in the Range Managers office for reference.

## Section 2: PERSONNEL ASSIGNMENTS AND RESPONSIBILITIES

2.1 Personnel Assignments. There are four personnel assignments directly related to the overall operation of the range: Training Unit Sergeant, Range Manager, Range Safety Officer (RSO), and the Firearms Instructor. As it pertains to the RSOP the title of Range Master will refer to all three range positions: Range Manager, Range Safety Officer, and the Firearms Instructor.

2.2 Training Unit Sergeant. The Training Unit Sergeant is responsible for the overall supervision of the range and all activities conducted on the range.

2.3 Range Manager. The Range Manager is responsible for the overall maintenance and management of all range activities conducted at the range. The Range Manager works under the supervision of the Training Unit Sergeant. The Range Manager is the primary contact for scheduling range training. The Range Manager has experience with coordinating training, facility safety, and the proper use of specialized training systems.

2.3.1 The Range Manager coordinates the appropriate training and maintenance support for all CPD training as needed by teams to fulfill their respective training requirements.

2.3.2 The Range Manager's responsibilities may include, but are not limited to, the following tasks:

- Manage day-to-day operations to include facility maintenance activities, monitoring security, supervising support staff to include custodians and cadets, coordinating equipment set-up, and enforcing policies and procedures related to compliance and safety.
- Schedule the requests to use the shooting range.
- Develop and monitor the facility budget to include tracking maintenance costs and monitoring annual contracts for services.
- Identify and coordinate facility improvements, including plan and bid services, development of scopes of work, and management of maintenance projects.
- Oversee the scheduling of facility training resources.
- Perform the duties of Firearms Instructor and/or Range Safety Officer as needed. Instruct Range Safety Orientation course. Maintain certifications of RSO training and maintain an active Firearms Instructor and RSO list.
- Coordinate general range maintenance issues.
- Develop a detailed schedule for replacement and repair of equipment and

infrastructure.

- Draft, review and establish compliance and safety protocols for range standard operating procedures, facility maintenance management procedures, waste water disposal, hazardous material handling and disposal, lead poisoning prevention, and employee safety.

2.4 Range Safety Officer. The Range Safety Officer (RSO) is the officially designated Officer-In-Charge (OIC) of range safety when any training is being conducted on the CPD shooting range. A designated safety officer will be assigned at the beginning of each range. The assignment of a RSO is responsible for ensuring that all firearms and range safety rules are being followed and safeguards the safety and liability interests of the city by supervising all indoor shooting range training activities in accordance with Section 3 of this RSOP. The RSO falls under the direct supervision of the Training Unit Sergeant. All RSOs will be required to have the following qualifications:

- Sworn Law Enforcement Officer Certification (P.O.S.T.)
- Firearms Instructor Certification
- Agency designation as a Firearms Instructor
- First Aid and CPR certification

2.4.1 All personnel who will fulfill the duties of a Range Safety Officer will be required to participate in the CPD Range Orientation Course. This course will cover facility capabilities, facility safety, lead poisoning prevention, range rules, pre- and post-range inspections, target system operation and use, medical evacuation procedures, and clean-up requirements.

2.4.2 The Range Safety Officer has the authority to immediately revoke range privileges from any person for any violation of the rules or policies outlined in the CPD range policy or in this RSOP. Anyone in violation of the CPD range policy, CPD range rules or policies governed by this RSOP may be ordered to leave the range immediately.

2.4.3 The Range Safety Officer's primary responsibilities are to supervise firearms training and to enforce range safety policies in accordance with this RSOP. The RSO should only supervise training and should not normally participate in firearms instruction or live fire training events while filling this critical safety role. The RSO's duties and responsibilities may include, but are not limited to, the following tasks:

- Read, understand, interpret, and enforce the policies contained within the CPD range policy and this RSOP.
- Report for duty one hour prior to the first scheduled live fire training event to conduct range inspections and operational checks of all range equipment systems.

- Conduct pre- and post- range inspections using the Shooting Range Inspection Form (Section 5.3, Appendix B). Report any maintenance or safety issues with the range immediately to the Range Manager and or Training Unit Sergeant.
- Ensure all participants have filled out the proper Range Safety Rules and/or Hold Harmless as required and provide these documents to the Training Unit.
- Understand the medical procedure plan for the evacuation of injured personnel (Section 3.4).
- Conduct thorough safety briefs with all participants. These briefs will include discussion of the range rules, the medical evacuation procedures of injured personnel, and the evacuation in case of fire.
- Ensure all participants clear, make safe, and then sling, case or holster all firearms prior to entering or leaving the active range.
- Ensure all personally owned rifles are cleared, made safe, and inspected by a Firearms Instructor or RSO prior to entering the range. If the rifle is not needed for immediate use, the weapon will be stored on a rifle cart until needed.
- Ensure that sufficient Firearms Instructors / RSO's are present to cover the established shooter to instructor ratio during all live fire training events (Section 3).
- Ensure officers store all equipment, not being used during the training session in lockers and not in the cleaning area or on the cleaning counters.
- Ensure all ammunition is cleared, sorted, and placed into the proper storage recycling containers. Care should be taken to ensure live ammo and dummy rounds are not placed in the recycling containers.
- Ensure the range has been cleaned-up and coordinate post range inspections.
- Monitor ammunition handling.
- Ensure that ammunition type and quantity of rounds that were checked out of the armory was properly documented on the ammo log sheet (Section 5, Appendix A).
- Ensure all shooters have the proper protective equipment on at all times prior to entering the range area (Section 3.7.1.)
- Ensure the exhaust system (HVAC) is on at all times during firing and range clean-up.
- Notify the Training Unit Sergeant and the Range Manager of any damages to the range, equipment, and or firearms.
- Initiate medical support for all injuries or mishaps.

- Notify the Training Unit Sergeant and the Watch Commander of injuries or mishaps.
- Assist with mishap, injuries, and incident investigations.
- RSO(s) will be designated by wearing a red shirt and or red ballistic vest.

2.5 Firearms Instructor. Firearms Instructors are the designated experts and trainers for firearms proficiency, firearms safety, weapons handling and tactics. The Firearms Instructors supervise all personnel and training activities which take place on the CPD range. The Firearms Instructors will manage all courses of instruction, enforcement of safety policies, and personnel movements on the active range. The Firearms Instructors falls under the direct supervision of the Training Unit Sergeant. All Firearms Instructors will be required to have the following qualifications:

- Sworn Law Enforcement Officer Certification (P.O.S.T.)
- Firearms Instructor Certification
- Agency designation as a Firearms Instructor
- First Aid and CPR certification

2.5.1 All personnel who will fulfill the duties of a Firearms Instructor will be required to participate in the CPD Range Orientation Course. This course will cover facility capabilities, facility safety, lead poisoning prevention, range rules, pre- and post-range inspections, target system operation and use, medical evacuation procedures, and clean-up requirements.

2.5.2 Firearms Instructors are the key element of safety and will ensure all requirements in this RSOP are met. Firearms Instructors will coordinate with the RSO to ensure that all safety requirements are in place and all hazards or risk to personnel and equipment are mitigated prior to the start of any training. The Firearms Instructors duties and responsibilities may include, but are not limited to, the following tasks:

- Attend the Range Orientation Course.
- Read, understand, interpret, and enforce the policies contained within the CPD range policy and this RSOP.
- Coordinate with the Training Unit prior to training to establish range inspection, set-up times, range specific information and/or schedule changes.
- Coordinate and rehearse the training plan to ensure operational risk management procedures are in place and all hazards mitigated (instructor shoots).
- Ensure all participants have completed the proper Range Rules Form and ensure copies of these documents are forwarded to the Training Unit.

- Facilitate the joint inspections of equipment, firearms, and ammunition with the RSO prior to the range going active.
- Conduct continuous equipment, firearms, and ammunition inspections of all participants and/or shooters to reduce mishaps.
- Conduct thorough safety briefs with all participants. These briefs will include discussion of the range capabilities, range rules, evacuation in case of fire, and the medical evacuation procedures of injured personnel.
- Ensure all participants clear, make safe, and then sling, case or holster all firearms prior to entering and leaving the active range.
- Ensure all personally owned rifles are cleared, made safe, and inspected by a Firearms Instructor or RSO prior to entering the range. If the rifle is not needed for immediate use, the weapon will be stored on a rifle cart until needed.
- Ensure shooters maintain awareness of the range left and right lateral limits.
- Supervise or assist with all malfunctions or catastrophic weapon failures that are unable to be cleared by standard practices.
- Maintain the established ratio of instructor to student requirements at all times (Section 3.2.4).
- Keep the firing line clear of all debris and monitor range backstop area for any equipment malfunctions, fires, or safety hazards.
- Supervise the clean-up of expended ammunition cases and ensure placement into the proper recycling containers.
- Supervise range clean-up and coordinate post firing inspections.
- Log the ammunition type and quantity of rounds that were checked out of the armory on the ammunition log sheet.
- Set up the range for subsequent training events.
- Initiate medical support and provide initial care for all injuries on the range.
- Monitor ammunition handling and account for all ammunition issued to personnel firing on the range.
- Collect all unexpended ammunition and ensure that loose cartridges and dummy rounds are placed in the properly marked storage containers and returned to the armory.
- Ensure all ammunition is cleared, sorted, and placed into the proper storage recycling containers. Care should be taken to ensure live ammo and dummy rounds are not placed in the recycling containers.



- Firearms Instructors will be designated by wearing a red shirt and or red ballistic vest.

### Section 3: RANGE SAFETY POLICIES

3.1 Use of the range (CPD Policy 209.2) The use of the Department Range shall be subject to the approval of the Training Unit Sergeant, the Range Manager, the Watch Commander or their designee for the following activities:

- Department firearms training courses.
- Department qualification courses.
- Off-Duty firearms practice by officers of CPD.
- Maintenance or zeroing of weapons.
- Less lethal device training or qualification.
- Other approved training activities.

No person will utilize the range for the discharge of firearms without the presence of a Department approved Range Master. Non-sworn personnel shall not participate in live firearms training without the prior approval of the Support Services Division Commander.

3.2 Authorized Personnel. Due to the inherent risks associated with indoor shooting ranges and firearms training, only personnel whom are required to perform such lines of work in the performance of their duties are authorized to conduct firearms training. All personnel using the CPD shooting range are required to possess sufficient firearms training, and have the certifications that coincide with the training being conducted.

3.2.1 The following personnel are the only participants authorized to participate in firearms training at the CPD range:

- Chino Police Officers, active and reserve.
- Retired Chino Police Officers.
- P.O.S.T. certified Firearms Instructors and/or equivalent certification, i.e. NRA certification; when acting as staff assigned to teach courses at CPD.
- Range Safety and support personnel assigned to support CPD range activities and safety oversight.
- Use of the range by other than Chino Police Department personnel is prohibited without approval of the Chief of Police or his/her designee. Outside agency personnel utilizing the range will follow all Chino Police Department Range Policies and Safety Guidelines under the direction of a Department approved Range Master (CPD Policy 209.2).

3.2.2 No person will be permitted to participate in firearms training or qualification

without first having signed a written copy of the range safety rules for each session in which they participate. All personnel and instructors must wear eye protection, ear protection, and body armor when conducting firearms training. A copy of the current range safety guidelines will be maintained by the Training Unit and will be updated as needed (CPD Policy 209.3).

3.2.3 All personnel participating in firearms training that are not assigned to active service with the Chino Police Department or directly supporting the Chino Police Department operations as a City of Chino employee will be required to complete the Participant Release (Hold Harmless Certification) listed in Section 5.1, Appendix B.

3.2.4 The student to instructor ratio should be a minimum of six students to one instructor. Careful consideration should be taken to lower the student to instructor ratio during low light shooting and or tactical courses of fire where officers may be moving.

3.3 Range Orientation Course. Firearms Instructors and Range Safety Officers participating in firearms training at CPD will be required to attend the CPD Range Orientation prior to conducting and training on the CPD range. The primary purpose of this course is to ensure that personnel who are responsible for range safety and firearms training thoroughly understand the CPD range capabilities, safety policies, and facility support requirements. The course will cover the following topics:

- Safety personnel duties and responsibilities.
- RSOP familiarization.
- Range capabilities (required ammunition, training props, etc.)
- Target system operation
- Firearms and ammunition inspections.
- Range inspection requirements.
- Ammunition accountability procedures.
- Range safety rules.
- Firearms conditions to include clearing procedures.
- Evacuation of the range in case of fire.
- Medical protocol and evacuation of injured personnel.
- Investigation of mishaps and damages to facility equipment/infrastructure.
- Hold harmless and individual indemnification requirements.
- Range set-up and clean-up procedures.

- Lead hazard awareness.

3.3.1 The Chino Police Department Range Manager and/or Training Unit Sergeant will be responsible to ensure course completion.

3.4 Medical Evacuation Plan / Treatment of Injured Personnel. A thorough medical evacuation plan will be posted in the range near the emergency medical bag. The medical treatment and evacuation plan for injuries sustained during training will be briefed during the range safety brief. Emphasis will be placed on the actions required to provide aid and assistance to any personnel who may be injured during training. It is the responsibility of the Firearms Instructors and the RSOs to ensure all personnel are familiar with the locations of first aid equipment, communications equipment, and all evacuation exits.

3.4.1 During all range operations the RSO(s) will conduct a visual survey of the range and medical kits. The RSO(s) will become familiar with the location of all trauma kits and range exits in case the evacuation of injured personnel is required. RSOs are required to carry current First Aid and CPR certifications; it is highly recommended that RSOs also have training in the proper application of tourniquets.

3.4.2 In the event of a serious injury or fatality, all range operations will be terminated and the care of the injured and security of the incident site becomes priority. The following actions will be strictly adhered to if there is an incident on the CPD shooting range:

- The RSO(s) or Firearms Instructors will call "Cease Fire" and ensure all personnel make safe all firearms.
- The RSO(s) will take charge of the scene, assign personnel to assist and immediately initiate care for the injured.
- The RSO or designee will initiate a call to dispatch for assistance, providing the nature of injury (range accident), condition of the injured, what medical assistance is in progress, and any additional information that will assist emergency medical services.
- The RSO(s) will determine if the injured can or should be evacuated to the rear of the police facility.
- Because of the police departments close proximity to the hospital an additional determination should be made by the RSO to wait for EMS or evacuate the injured directly to the hospital. Factors to consider are vehicle access, condition of the injured, treatment being provided to the injured, etc.
- The Firearms Instructor(s) will assist the RSO(s) in clearing the range area and securing the incident site.
- Once the injured has been evacuated, the RSO will make notifications to the Watch Commander and the Training Unit Sergeant.

3.5 Range Capabilities. The CPD indoor range is over 4200 square feet and has the space, equipment, and technology to support a wide array of capabilities to allow flexibility and free range of movement for law enforcement firearms qualification and tactical training courses. The following highlights are capabilities that exist on the CPD indoor range:

- 25 yard range has six (6) firing lanes with no shooting stalls.
- 50 yard range has three (3) firing lanes with no shooting stalls.
- The range has vehicle access, which allows for vehicles to be driven onto the range to allow for training from patrol cars and motorcycles.
- Computer controlled target systems that allow for courses of fire to be programmed.
- Lowlight and night shooting capabilities.

3.5.1 Consideration should be taken when officers are shooting at oblique angles or shooting the moving target system that bullets impact into the berm and not the sidewalls. Generally, shooting at oblique angles should not occur any closer than 5 yards. Targets one and six should not be used during oblique shooting.

3.6 Authorized Firearms and Ammunition. All firearms and ammunition will be inspected to ensure they are safe to use, serviceable, and the proper type of caliber authorized to fire on the CPD range. RSO(s) are also responsible for ensuring all firearms and ammunitions are within the guidelines established in this RSOP.

3.6.1 The following restrictions on firearms and ammunition apply to all users while on the CPD shooting range:

- Only factory loaded ammunition is permitted.
- Ammunition other than .22, .25, .32, .38, .380, .357, .357 Sig, 9mm, .40, .44, .45, 12 ga. Slug /00 buck or .223/.556 calibers is prohibited.
- SWAT Snipers may use their currently assigned rifles on the range, up to .50 caliber BMG.
- Armor piercing (AP) ammunition, incendiary ammunition, frangible ammunition, tracer ammunition, and black powder rifles are not authorized.
- The use of flash bangs, chemical agents, incendiary devices, smoke and/or gas grenades or devices is not authorized unless approved by the Training Unit Sergeant.

3.7 General Range Safety Rules. Safety is the responsibility of every individual. Every person

participating or observing training while on the CPD range is a safety officer and can call "cease fire" or halt training at any time when a potential safety issue or hazard exists. Concerns for safety should never be limited to the training event itself, but should always include associated training activities that may take place at the CPD range.

### 3.7.1 CPD Range Safety Rules

It shall be the policy of the Chino Police Department to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Rules of conduct and behavior are established to reduce the potential risk of harm, therefore, it is everyone's responsibility to abide by and enforce range rules.

- Treat every weapon as if it were loaded.
- Never point a firearm at anything or anybody you do not intend to shoot or in a direction where an unintentional discharge may do harm.
- Never place your finger into the trigger guard or on the trigger until ready to fire (master grip).
- Be sure of your target, backstop and beyond.
- Obey all range commands immediately.
- Never go forward of the firing line unless directed to do so.
- Download your weapon only into the clearing station.
- All personnel on the range shall wear ballistic vests, eye and ear protection during shooting.

3.7.2 The following safety rules apply to all personnel observing and participating in firearms training on the CPD range:

- All personnel entering the range or leaving the range will carry all firearms in a safe manner.
- All firearms brought onto the range shall be unloaded unless the firearm is worn directly on the person, in a holster or concealed in a safe and secure manner.
- Firearms that are not carried on the body will have the weapon on safe (as applicable), magazine removed, and slides or bolts locked to the rear position.
- Firearms will only be loaded and unloaded on the range when directed by the RSO or Firearms Instructor.
- Firearms will be loaded and unloaded with the muzzle or barrel pointed

downrange and/or pointing towards the ballistic panels along the range wall.

- Loading or unloading of weapons will only take place on the range or in designated clearing stations.
- The RSO(s) are responsible for ensuring that all weapons leaving the range are unloaded.
- RSO(s) will verify that all weapons are unloaded, on safe and slung, or holstered before moving downrange.
- At no time will any personnel bend down to pick up equipment off the range floors until all weapons fire has ceased, all weapons are holstered or on safe and slung, and then only at the direction of the RSO(s) or Firearms Instructors.
- Personnel will ensure weapons are unloaded and safe before disassembling equipment.
- No firearms will be left unattended.
- No shooting will take place until directed by the RSO(s).
- Any ammunition that fails to fire will be returned to the RSO(s).
- Live ammunition will not be placed into the brass collection receptacles.
- Ammunition that is damaged and not capable of being fired will be collected and provided to evidence for destruction.
- All brass will be sorted to segregate live and dummy rounds from spent ammunition and to remove any shotgun shells, range trash, or other materials before depositing into the brass collection receptacles.
- Brass and shotgun shells should not be left in the collection baskets, but emptied and deposited in the proper receptacles.
- Shotgun shells and wads will be collected and deposited in the trash as they cannot be recycled.
- No malfunctioning weapon will be removed from the firing line without first being cleared of the malfunction, unloaded completely and made safe.
- Ammunition will be handled with care. Do not toss or throw ammunition on the ground or into a container.
- Sunglasses are not authorized.
- No horseplay.

- No eating, drinking, or tobacco use on the range or in the cleaning area.
- Sweeping the range with brooms is prohibited. Only HEPA vacuuming and or wet mopping or scrubbing are authorized procedures for cleaning the range floors and equipment.
- Drinking of alcoholic beverages and drug use is prohibited.
- Appropriate clothing attire is required while shooting on the range. Appropriate attire includes long pants and closed toe shoes. No shorts or open toe shoes or sandals are permitted. Hats with brims are strongly encouraged.
- The top edge of targets will be placed on the cardboard backers at a level to ensure rounds impact into the berm and to avoid bullet strikes on the target holders.
- Reactive steel targets are not authorized.
- The use of portable / moveable wood or metal target holders is authorized.
- RSO(s) will ensure targets are set up so that expended rounds are impacting the berm and not the ceiling baffles, ballistic rubber blocks, or ballistic side walls.
- RSO(s) will report all known round impacts into the ceiling baffles, ballistic side walls, ballistic blocks, targets holders, or flooring to the Range Manager.
- No training equipment, props, or range tools will be removed from the CPD range area without approval from the Range Manager or Training Unit Sergeant.
- All unintentional or negligent discharges (ND) of firearms will be reported immediately to the RSO and Training Unit Sergeant.
- All injuries, regardless of severity will be reported immediately to the RSO and the Training Unit Sergeant.
- When the range is active the ventilation system (HVAC) shall be operating.
- All doors shall remain closed during firing.
- After shooting, weapons handling, weapons cleaning, and or range cleaning personnel should wash their hands and face thoroughly with cold water and soap to remove any lead particles or debris.

3.7.3 Firearms Instructors will give all commands to personnel on the range and

will control all activities on the range once firearms training commences. All personnel will load magazines at the ammunition cart or at the firing line when directed by the Firearms Instructor/RSO(s). During the following events, all personnel will cease fire, make their firearms safe, holster or sling their firearms and stand behind the designated firing line:

- When directed by the RSO or Firearms Instructor.
- When targets malfunction or edge unexpectedly.
- Whenever “Cease Fire” is called.
- Whenever any injury occurs.
- Whenever a safety concern or potential safety hazard exists.

3.8 Range Inspections. Range Inspections will occur at the beginning and end of each training day to identify hazards, damages, or maintenance issues that would affect range operations.

3.8.1 The RSO will be responsible for conducting range inspections. These range inspections will be conducted each day prior to range set up and at the end of each training day after range clean-up has been completed. The only exception to conducting complete range inspections is during weapons qualification courses where only a minimum number of rounds will be fired. However, the range should be left in a clean condition as outlined on the range inspection form. Additionally, any damage to the range that is observed or occurs during weapons qualification should be reported to the Range Manager.

3.8.2 Range inspections will be documented using the Shooting Range Inspection Form (Section 5.3, Appendix C). All damages to equipment and facility infrastructure will be recorded on the range inspection form and forwarded to the Range Manager. When using the range and damaged equipment or non-functioning equipment is noticed, notification will be made to the RSO. The RSO will be responsible for reporting all maintenance issues and/or range damage to the Range Manager.

3.8.3 Negligent damages to range infrastructure and/or equipment will be investigated by the Range Manager. The Range Manager will make the final determination on if the damages will require repair or full replacement.

3.8.4 Upon completion of each training day, the RSO(s) will ensure the ammunition type and quantity of rounds that were checked out of the armory was properly documented on the ammo log sheet (Section 6, appendix D). This will help provide a total count of rounds expended on the range. The ammo log will minimally include the caliber of ammunition, if the rounds were duty or practice ammunition, and the number of rounds. This ammunition count provides staff the critical information needed to conduct range



maintenance processes and the ordering of future ammunition.

3.8.5 The Range Manager and Training Unit Sergeant have the authority to conduct an immediate range inspection at any time necessary, to correct range discrepancies that impact range safety and that could potentially cause injuries to personnel or cause damage to equipment.

3.9 Range Clean-up. The RSO(s) will be responsible for ensuring that the range is cleaned up after the completion of each day. Range clean-up will consist of the following:

- The exhaust system (HVAC) will be turned on during range clean-up.
- All brass will be sorted to segregate live and dummy rounds from spent ammunition and to remove any shotgun shells, range trash, or other materials before depositing into the brass collection receptacles.
- Brass and shotgun shells should not be left in the collection baskets, but emptied and deposited in the proper receptacles.
- Shotgun shells and wads will be collected and deposited in the trash as they cannot be recycled.
- All paper targets will be removed from the cardboard target backings and placed in the large trash containers.
- Cardboard target backing will be removed and placed in storage. If the cardboard target backing has a high round count and is not functional then it can be placed in the large trash container.
- The berm will be inspected for foreign material such as live rounds, brass, shotgun shells, wads and other large debris. All foreign material will be removed from the berm during clean up and prior to racking and leveling the rubber slope.
- The berm material will be shoveled to cover all ammunition impact areas.
- The berm material will be raked smooth to level all cavities in the granulated rubber slope.
- Any berm material that is on the floor outside the trap will be shoveled back into the trap.
- Large debris on the floors will be picked up and deposited in trash receptacles.
- At no time will any personnel use brooms to sweep the floors or equipment on the range due to the potential for disturbing lead dust and ammunition residue.

- All training props will be replaced in the appropriate storage areas as identified by the Range Manager.
- All range trash will be removed off of the range.
- All range tools will be returned to the proper storage areas.
- Tacky mats will be evaluated for effectiveness and replaced when necessary. Mats will be removed while wearing gloves and deposited in the proper receptacle.
- All weapons cleaning equipment will be picked up and placed back in the proper storage areas and left clean.
- Weapons cleaning room counters will be wiped clean and all soiled rags deposited into the soiled rags collection receptacle.

3.9.1 Routine Range Cleaning. To reduce lead and unburnt powder from collecting on the range floor, the range should be cleaned using a HEPA vacuum and or wet mopping or the use of scrubbing machine. The vacuum should be used around the edges, hard to reach spaces or where large amounts of lead or unburnt powder have collected. Wet mopping and or a scrubbing machine can then be used to clean the remainder of the floor. Service of the HEPA vacuum and waste water disposal should only be done under the direction of the Training Unit Sergeant, Range Manager, or their designee.

3.9.2 Routine Range Cleaning Schedule. The range should be cleaned using the routine range cleaning procedures regularly. As a general guideline, routine range cleaning should be completed after three or more shooters fire on the range for more than four hours. When the range is used less frequently or only periodically during a week, then the range should normally be cleaned once a week.

### 3.10 Safety Protocol Modifications

Any modifications from these protocols may only be approved by the Training Unit sergeant or their designee.

*Modifications may include, but are not limited to:*

- Drills where typically two officers shoot a limited number of rounds at a time before the next officer is ready to shoot. In that, officers would not unload their firearms prior to stepping off the line.
- In the event, there are multiple drill locations used on the range, such as lateral movements across the range, officers will maintain loaded firearms.
- During these type of drills, additional consideration should be given to adding an additional RSO and authorization will need to be sought from the RSO prior to initiating the drill(s).
- Drills and / or qualifications related to off-duty weapons or plain clothes assignments, officers may not be required to wear a ballistic vest while shooting.

## Section 4: OUTSIDE / NON-SWORN PERSONNEL

4.1 Participant Release / Hold Harmless Requirements. Section 5, Appendix B contains the source document for personal indemnification for all personnel that wish to conduct training on the CPD Range. This release form does not apply to the City of Chino Police Officers.

4.1.1. Outside agencies and non-sworn personnel shall complete the Participant Release prior to use of the range. All Participant Releases will be forwarded to the Training Unit for record keeping purposes.

## Section 5: RSOP APPENDICES

5.1 Appendix A – Ammunition Log

5.2 Appendix B – Hold Harmless

5.3 Appendix C – Inspection Forms

5.4 Appendix D – Range Rules



5.2 Appendix B – Hold Harmless

**\* WAIVER AND RELEASE BY INDIVIDUAL FOR USE OR OBSERVING USE OF THE CITY OF CHINO FIRING RANGE FACILITY**

Participant Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

In exchange for being permitted to use or observing the use of the City of Chino Firing Range, I acknowledge and attest to the fact that:

1. My use or observing the use of the City of Chino Firing Range is voluntary.
2. I will not operate any weapon or ammunition that I am unfamiliar with.
3. I will follow all instructions given by the Rangemaster and will follow all safety-related procedures in accordance with the City of Chino Firing Range Policy and the Chino Police Department's Range Safety Rules.
4. My use or observation of the City of Chino Firing Range potentially can result in injury, exposure, death, property damage and other losses by the fact that I am present upon the Firing Range site whether or not I may be participating in or observing.
5. I am legally competent to understand, accept and assume full responsibility for any and all risks of damage, injury, exposure, effects or death resulting to me or my property while using or observing the use of the City of Chino Firing Range.
6. I will not pursue legal action against the City for any matters arising as a result of my use or observing the use of the City of Chino Firing Range.
7. I am responsible for payment of all charges associated with my use or observing of use of the City of Chino Firing Range for damages to City property or other losses of any involved parties.
8. I will defend the City and its representatives against any claims or lawsuits that are a result of my use or observation of use of the City of Chino Firing Range.
9. I agree that this waiver and release is not an expressed or implied contract.
10. I agree that the City is not responsible for any damage or loss that may arise from a misunderstanding, error or omission.
11. I understand that the City reserves the right to change or cancel my use or observing the use of the City of Chino Firing Range at any time.

**I am signing a full release of any and all liability against the City of Chino and do so of my own free will.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Agency (if any): \_\_\_\_\_

\*\*\*\*\* **FOR OFFICE USE ONLY** \*\*\*\*\*  
\*\*\*\*\*

Staff member printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Staff member signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* To be completed by each adult (18 years of age or older)**

## RANGE INSPECTION FORM

DATE: \_\_\_\_\_ TIME OF TRAINING: \_\_\_\_\_

RSO: \_\_\_\_\_ TEAM: \_\_\_\_\_

FIREARMS INSTRUCTORS: \_\_\_\_\_

TYPE OF TRAINING: \_\_\_\_\_

WEAPONS USED: HANDGUN RIFLE SHOTGUN OTHER: \_\_\_\_\_

IN	OUT	N/A	DESCRIPTION	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Range rules signed	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign in sheet completed	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning area and washers clean	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eye, ear protection & ballistic vests returned	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tacky mats fresh or replaced (Range and range office)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lights operate properly	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fan (HVAC) operates properly	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit and AED on the range	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Range floor clean and free of brass/debris	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brass sorted and placed in collection barrels (Brass collector baskets empty)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shotgun shells and wads thrown away	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berms free of wads and debris	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Berms raked and leveled	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools returned to racks	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ballistic glass intact (range office)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walls and doors undamaged	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspect ballistic ceiling tiles for holes (Indicate any damage)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspect ballistic wall tiles for holes	_____

(Indicate any damage)

IN	OUT	N/A	DESCRIPTION	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target carriers free from damage	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Running man tracks free from damage	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Targets removed from cardboard backers	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cardboard removed from carriers and stored	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target system operational (targets turn)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Target system tablet operational	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Long Range Transmitter operational	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash removed from range	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Range props / barricades undamaged	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Range props / barricades removed from range	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Range office clean	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ammo cart clean and returned to the armory	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rifle cart clean and returned to the armory	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training weapons returned to the armory rack (Notifications made of any problems with weapons)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Armory and Armory bench clean	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete ammo sign out log	_____

I have conducted a visual inspection of the range in accordance with the Range Standard Operational Procedures (RSOP). I understand the conditions of the range (to include the cleaning area, armory, and range office) and accept responsibility to report any problems, report or repair any damages, and to ensure the range is left as described in the RSOP.

RSO: \_\_\_\_\_  
Print Name / Signature

**Return Form to Range Manager**

Range Manager: \_\_\_\_\_  
Print Name / Signature

Date Reviewed: \_\_\_\_\_



# CHINO POLICE DEPARTMENT

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## RANGE SAFETY RULES

It shall be the policy of the Chino Police Department to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. Rules of conduct and behavior are established to reduce the potential risk of harm, therefore, it is everyone's responsibility to abide by and enforce range rules.

1. Treat every weapon as if it were loaded.
2. Never point a firearm at anything or anybody you do not intend to shoot or in a direction where an unintentional discharge may do harm.
3. Never place your finger into the trigger guard or on the trigger until ready to fire (master grip).
4. Be sure of your target, backstop and beyond.
5. Obey all range commands immediately.
6. Never go forward of the firing line unless directed to do so.
7. Download your weapon only into the clearing station.
8. All personnel on the range shall wear ballistic vests, eye and ear protection during shooting.

I have read, understand, and agree to abide by all the above mentioned rules.

\_\_\_\_\_  
Print Name / ID#

\_\_\_\_\_  
Signature / Date