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			Distribution: All
Title: FIREARM RANGE		Section: Training	
Issued: 01/26/2021	Effective: 02/05/2021	Revised: 12/23/2021	
Rescinds: All Previous		Amends:	
CALEA References: LE 4.3.5			
Review: Annual	Authority: Chief Buck Buchanan		

I. Purpose

The purpose of this General Order is to establish guidelines for officer safety and effective use of range facilities during Andover Police Department (the “Department”) training.

II. Policy

It is the Department’s policy that officers shall adhere to the requirements established in this Order to ensure the safety and proper use of weapons while training at any Department authorized firearm range. The Department is committed to providing employees with exceptional training and a safe environment, while also maintaining accountability (LE 4.3.5a).

III. Definitions

(This Section Intentionally Left Blank)

IV. Regulations (LE 4.3.5a)


- A. The Firearm Range (the “Range”) is only accessible for training events when a trained and certified Range Master or Assistant Range Master is present (LE 4.3.5c) [B].
- B. Department officers shall not engage in the unsafe handling of firearms. Officers are responsible for and will be held accountable for any incident that occurs from the unsafe handling of a weapon [C].

V. Procedures

A. Safety and Range Rules

The Range rules shall be reviewed and documented prior to every training event held at the Range, and shall include the following rules (LE 4.3.5b):


1. Follow the directions of the Range Master or Assistant Range Master;
2. No smoking or vaping on Range property;
3. No horseplay;

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4. Treat all guns as if they are loaded;
5. Weapons shall be loaded and unloaded under the direction of the Range Master or Assistant Range Master;
6. Officers shall use the red bullet trap, if available, when loading and unloading weapons off the line;
7. If an injury occurs, officers shall notify the Range Master or Assistant Range Master immediately, call 911 if required and render aid as needed;
8. Bulletproof vests, as well as eye and hearing protection, shall be worn by all officers while on the Range (LE 4.3.5e);
9. Unless otherwise directed by the Range Master or Assistant Range Master, all non-shooters shall remain in a designated area during active training;
10. All shooting shall be down range when on the shooting line. While on the shooting line, officers shall adhere to the following procedure:
 - a. All handguns shall be holstered when not engaged in a shooting drill, unless otherwise directed by the Range Master or Assistant Range Master; and
 - b. All shotguns/rifles ("long guns") shall be in a low ready position with the action open and finger off trigger when not engaged in a shooting drill.
11. While not on the shooting line, officers shall adhere to the following procedures:
 - a. All handguns will be holstered unless otherwise directed by the Range Master or Assistant Range Master; and
 - b. All long guns will be carried in a muzzle down position, unloaded and actions open.
12. All shooters shall maintain proper trigger control and observe all general firearm safety procedures while on the Range;
13. All personnel at the Range shall be responsible for monitoring safety conditions on the Range, and must intervene immediately in any situation that involves safety concerns. Thereafter, the Range Master or Assistant Range Master shall be notified of said safety concern; and
14. While on the shooting line, all personnel shall refrain from unnecessary conversation and give their undivided attention to the Range Master or Assistant Range Master's commands.

B. Range Master or Assistant Range Master Requirements and Responsibilities

1. Employees assigned to Range Master or Assistant Range Master positions shall receive training and certification for the specialized assignment pursuant to General Order M1305 Specialized Training, to include emergency medical response training for firearms instructors (LE 4.3.5f);

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2. Range Master or Assistant Range Master shall coordinate with the Range facilities on available training dates and will be present at the Range facility during all training event (LE 4.3.5c);
3. Range Master or Assistant Range Master shall verify that all Department approved weapons, ammunition, targets and equipment to be collected from the armory at the Department's police station and brought to the Range facility for training are permitted for use on the Range in accordance with General Order O2701 Firearms (LE 4.3.5d);
4. All unassigned weapons and ammunition shall be secured in the Department's armory (LE 4.3.5g); and
5. All assigned weapons, when not in the personal possession of the assigned officer, shall be secured in a vehicle gun lock or gun box, or properly stored at the officer's home (LE 4.3.5g).