



Policy 407

Subject

FIREARMS TRAINING FACILITIES - SAFETY AND ADMINISTRATIVE PROCEDURES

Date Published

1 July 2016

Page

1 of 6

By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) provides safe and proper firearms training to its members at approved firearms training facilities. Firearms training and qualification will only occur at the Northeast District Range and the Gunpowder Range, unless other locations are approved in writing by the Director, Police Training Academy, (PTA). Training at the Gunpowder Range is by agreement with the Military Department of the State of Maryland.

NOTE: Firearms training at other Baltimore Police District Ranges is prohibited.

REQUIRED ACTION

Member

When reporting to the Gunpowder Range:

1. Bring issued service weapon, issued ammunition, and if applicable, approved off-duty weapon.
2. Unload all weapons in the provided "Gun Box" and report for roll call for assignment and orientation.
3. Keep weapons holstered and unloaded until the Firearms Instructor gives the command to un-holster and load.
4. Load and fire weapons only on command of the Firearms Instructor.
5. Move down range only when given the instructional command of a Firearms Instructor.
6. When a misfire or malfunction occurs with a Revolver and/or Shotgun:
 - 6.1. Immediately cease fire;
 - 6.2. Continue pointing the weapon downrange;
 - 6.3. Raise your non-firing hand; and
 - 6.4. Maintain this position until assisted by the Firearms Instructor.
7. When a misfire or malfunction occurs with a semi-automatic pistol:

- 7.1. Perform the stoppage clearing procedures in accordance with training.
 - 7.2. If the pistol does not clear, raise your non-firing hand.
 - 7.3. Keep this position until assisted by the Firearms Instructor.
8. When the electronic siren sounds (indicating an accident) immediately:
 - 8.1. Cease fire;
 - 8.2. Holster your weapon; and
 - 8.3. Wait for further commands from the Firearms Instructor.
9. Only fire ammunition issued by the Department.
10. Dry fire your weapon only under the direct supervision of a Firearms Instructor.
11. Clear your weapon before leaving the firing line.
12. Complete an Administrative Report, Form 95 for any accident, involving injury or property damage, and submit the report to the Firearms Instructor. The report shall contain:
 - 12.1. Name, rank, and assignment of the persons involved;
 - 12.2. Time of occurrence;
 - 12.3. Extent of injury and/or damage to property;
 - 12.4. Narrative describing how the accident occurred; and
 - 12.5. Nature of medical treatment, if any.
13. Do not possess or recently have consumed any alcoholic beverages or medication, containing a narcotic or similar substance, prior to reporting to the range.
14. Obey all posted speed limits; operate vehicles only on designated roadways and park in areas designated for police use.
15. Perform tasks as directed by a Firearms Instructor, which will ensure the cleanliness and orderliness of the training facility.
16. Prior to leaving for the day, you must sign the line sheet.

Northeast District Range

1. Administratively unload all weapons at the provided "Gun Box."

2. Report for roll call for orientation.
3. Keep weapons holstered and unloaded until the Firearms Instructor collects your weapon(s), all ammunition, and officer identification.
4. Load and fire weapons only on command of the Firearms Instructor.
5. Move down range only when given the instructional command of a Firearms Instructor.
6. When a misfire or malfunction occurs with a Revolver and/or Shotgun:
 - 6.1. Immediately cease fire;
 - 6.2. Continue pointing the weapon downrange;
 - 6.3. Raise your non-firing hand; and
 - 6.4. Maintain this position until assisted by the Firearms Instructor.
7. Semi-automatic pistol shooters will perform stoppage clearing procedures in accordance with their training. If the pistol does not clear, raise your non-firing hand and keep this position until assisted by the Firearms Instructor.
8. When advised that an accident has occurred, immediately:
 - 8.1. Cease fire;
 - 8.2. Holster your weapon; and
 - 8.3. Wait for further commands from the Firearms Instructor.
9. Only fire ammunition issued by the Department.
10. Dry fire your weapon only under the direct supervision of a Firearms Instructor.
11. Clear your weapon before leaving the firing line.
12. Complete an Administrative Report (Form 95) for any accident, involving injury or property damage, and submit the report to the Firearms Instructor. The report shall contain:
 - 12.1. Name, rank, and assignment of persons involved;
 - 12.2. Time of occurrence;
 - 12.3. Extent of injury and/or damage to property;
 - 12.4. Narrative describing how the accident occurred; and
 - 12.5. Nature of medical treatment, if any.

13. Do not possess or recently have consumed any alcoholic beverages or medication, containing a narcotic or similar substance, prior to reporting to the range.
14. Perform tasks as directed by a Firearms Instructor which will ensure the cleanliness and orderliness of the training facility.
15. Prior to leaving for the day, you must sign the line sheet.

Firearms Instructor

1. Exercise direct supervisory responsibility over all members, regardless of rank, while using the firearms training facility.
2. Provide range and firing instruction.
3. Conduct a thorough investigation of any accident or malfunction.
4. Complete an "Employee's Incident Report" when an injury occurs and send it with the reported findings of the investigation along with any administrative reports to the Director, PTA.
5. Ensure, that prior to using any chemical agent in the range area, weather conditions and other factors are such as to prevent discomfort or inconvenience to the area residents.
6. Make certain that weapons are unloaded prior to reporting to the firing line and remain holstered unless you specify otherwise by direct command.
7. Assure the safety of all personnel while at the range facility.
8. Report safety violations in writing to the Director, PTA.
9. Make sure that any night firing sessions are conducted at a time and in a manner which gives due consideration to area residents.
10. Establish the maintenance, cleanliness and orderliness of the training facility.

Range Safety Officer

1. For every training exercise that uses force, weapons (training or qualification), active scenarios, or places members at risk of physical harm perform the duties listed below.
2. Once approval is granted by the Director, PTA, conduct the following to ensure a safe and successful training exercise:
 - 2.1. Planning Meeting – Meet with the lead instructor and ensure that the goals and objectives of the training are understood. Discuss safety history of similar past training exercises, assess the training site, forecast problem areas, and determine what safety equipment will be needed.

- 2.2. Safety Plan – Plan to include specific safety concerns for the training and note areas of potential safety problems or injuries. It will also include any required personal protective equipment, specific safety rules for the training session and types of medical equipment that will be available. The lead instructor and Safety Officer must agree on the safety plan.
 - 2.3. Site Inspection and Setup – Inspect the site for areas of safety concerns. Areas should be mitigated, marked as hazards, or removed. For example, removal of snow, use of yellow warning tape to indicate an “out of bounds,” or repositioning equipment. Protective and medical equipment should be inspected, set up and be ready before the exercise begins.
 - 2.4. Safety Briefing – Shall be a part of the overall training briefing for the exercise. The briefing will include personal protective equipment, reminders and requirements, rules of engagement, off-limit areas, and frequent reminders that no “off script” behavior will be allowed. Any specific safety procedures for this training exercise and emergency medical plans in the event of an injury will be addressed.
 - 2.5. Training Session – The Safety Officer will observe the entire training exercise beginning with warm-up exercises and stretching. The Safety Officer will provide overall awareness, watches for compliance with safety plan, and “off-script” behavior, and shall keep an eye on the pre-identified areas for potential safety issues. The Safety Officer should check-in with instructors and students as appropriate and conduct short safety reminders after breaks. The Safety Officer should pay particular attention as training progress late into the training as instructors and students start to become fatigued.
 - 2.6. Clean Up, Check In, Document – The Safety Officer shall make a final check-in with the instructors and students to document any injuries or identified issues. The Safety Officer is responsible for the safety of the clean-up and tear-down of the props and equipment, as well as the cleaning of safety related equipment. Decontamination procedures should be strictly followed to prevent infection or disease. The Safety Officer will prepare an after action report that shall be submitted to the Commanding Officer of the exercise and maintained on file for audit purposes.
3. Identify safety-related hazards within the training exercise.
 4. Develop solutions to eliminate or mitigate identified hazards.
 5. When observing a training exercise, do not participate in the exercise. Maintain focus on the safety of those involved in the exercise.
 6. Immediately stop the training exercise if safety becomes a concern.
 7. Render aid, if necessary.
 8. Notify the supervisor at the scene, who is in command of the incident.

Range Master

Supervise the operations of the Gunpowder Range in keeping with the aforementioned responsibilities.

Director, Police Training Academy

1. Ensure that the firearms training courses contain instructions for the proper and safe handling of firearms.
2. Make special arrangements for the use of the peripheral training areas (i.e., gas chambers, obstacle course, etc.) when appropriate.
3. Review and send all reports, regarding any accident or malfunction on the range, along with recommendations through the chain of command to the Police Commissioner.
4. Sign and send the Employee's Incident Report to the Medical Unit, Human Resources.
5. Act as direct liaison between the Department and the Military Department, State of Maryland, in matters concerning the maintenance and upkeep of the range.
6. Conduct inspections of the Gunpowder Facility to ensure an appropriate level of maintenance.

Director, Human Resources

1. Monitor compensable and non-compensable injury claims that are a result of operational incidents or training exercises.
2. Monitor injury claim statistics from Key Risk and recommend changes to reduce the risk of injury.
3. Coordinate with the Department Safety Officer.

RESCISSION

Remove and recycle/destroy Policy 407, *Firearms Training Facilities – Safety and Administrative Procedures*, dated 13 May 2013.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.