



ELGIN POLICE DEPARTMENT

151 Douglas Avenue Elgin, Illinois 60120



Effective Date:
04/01/03

STANDARD OPERATING PROCEDURE

Revised Date:
03/26/21

Chief of Police:

Department Firearms Range, 106.1

Cross Reference:

SOP 16.3 Social Media
SOP 82.1 Records Administration
Assistant Range Master Job Description
Range Master Job Description
Range Officer Job Description

Policy Sections:

106.1.1 Firearms Range Personnel
106.1.2 Authorization to use the Firearms Range
106.1.3 Safety Protocols
106.1.4 Use of the Firearms Range
106.1.5 Firearms and Ammunition Limitations
106.1.6 Training
Appendix A: Firearms Range Waiver of Liability
Appendix B: Firearms Range Sign-in Log

PURPOSE

The purpose of this policy is to establish guidelines for the use of the department's firearms range.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide guidelines regarding the use of the department's firearms range in a safe manner.

PROCEDURES

106.1.1 FIREARMS RANGE PERSONNEL

- A. The range master will be appointed by the chief of police. The assistant range master and range officers will be selected by the range master with approval of the chief of police.
- B. Firearms range personnel shall supervise employees participating in training sessions, regardless of rank or position.
- C. Firearms range personnel will have full use of the firearms range equipment for firearms training.
- D. To view a listing of job duties for firearms range personnel, refer to the respective job descriptions.

106.1.2 AUTHORIZATION TO USE THE FIREARMS RANGE

- A. Persons authorized to use the firearms range are:
 - 1. Elgin Police Officers.
 - 2. Officers from another police department with approval from the range master, assistant range master or a member of command staff.
 - 3. Spouses and family members of police officers as authorized by the range master, assistant range master or a member of command staff.
 - 4. Other persons authorized by the range master, assistant range master or a member of command staff.
- B. Individuals who are not employed by the City of Elgin shall complete a Firearms Range Liability Waiver. Liability waivers will be maintained by the range master. Refer to Appendix A to view the liability waiver form.

106.1.3 SAFETY PROTOCOLS

All safety rules established by this policy shall be enforced by all persons utilizing the firearms range regardless of rank or position.

- A. All firearms will be considered loaded and charged until physical and visual inspection is completed.
- B. Firearms shall be charged and cleared either into a barrel provided in the firearms range cleaning area or with the muzzle pointed down firearms range.
- C. No charged firearms will be out of the holster except when preparing to clear during recharging, on the firing line, or at the direction of a firearms instructor in a training situation.
- D. Firearms shall be pointed down range or in a safe direction at all times when out of the holster.
- E. Eye and ear protection will be used at all times while on the firearms range.
- F. When the below circumstances exist, the individual is not permitted to use the firearms range:
 - 1. A detectable odor of alcohol from an individual's breath, regardless of intoxication level.
 - 2. When under the influence of narcotics or prescribed a medication which impairs motor skills.
- G. All officers using the range shall wear department approved body armor.
- H. Eye and ear protection shall be worn at all times.

106.1.4 USE OF THE RANGE

- A. Individuals using the firearms range shall utilize the Firearms Range Sign-in Log to document their use of the firearms range. Refer to Appendix B to view the sign-in log.
- B. In all circumstances, there must be at least two persons present during use of the firearms range.
 - 1. When in use by sworn officers, one person must be a non-probationary police officer or as directed by the range master or assistant range master.
 - 2. A range officer or designee must be present when in use by non-sworn individuals.
- C. Department authorized firearms instructors are the only personnel authorized to operate the master firearms range console.
- D. Officers will supply their own ammunition while practicing on the firearms range, except when otherwise allotted by the range master or assistant range master.
- E. Any damage or malfunctions of firearms range equipment shall be immediately reported, in writing, to the range master or assistant range master.
- F. Video recording in the firearms range is permissible; however, the recording is considered to be a police department record of firearms range activities. The release of video recordings outside of the department must be in accordance to Standard Operating Procedures 16.3 Social Media and 82.1 Records Administration.
- G. Officers shall not conduct firearms range training for the purposes of secondary employment.
- H. All firearms range regulations will be followed during off-duty use.

- I. The disposal of spent cartridges, removal of targets and clean-up is the responsibility of the person using the range.
- J. The consumption of food and beverages is prohibited on the range.
- K. The firearms range ventilation system must be operational while using the firearms range. Officers are responsible for turning off the ventilation system prior to exiting the firearms range. However, it is recommended that the system runs for 10-15 minutes after use.

106.1.5 FIREARMS AND AMMUNITION LIMITATIONS

The following types of ammunition are restricted from use on the firearms range:

- A. Any high powered rifle round with a caliber higher than 7.62 x 51, commonly referred to as a .308.
- B. Any armor piercing or tracer round.
- C. Use of any cartridge with a muzzle velocities or energies over 3600 feet per second or 3600 foot pounds respectively must be approved by the range master or designee.

106.1.6 TRAINING

- A. All firearms training sessions will be supervised by range personnel who shall record qualification results and any remedial training provided.
- B. Firearms training sessions are during scheduled on-duty status.
- C. Training records shall be maintained in the Training Division. This shall include, but is not limited to department qualifications, quarterly trainings, remedial training and firearms courses through other organizations.

APPENDIX A: FIREARMS RANGE WAIVER OF LIABILITY

ELGIN FIRING RANGE USEAGE LIABILITY WAIVER

Name: _____ Date of Birth: _____
Address: _____ City: _____
Home Phone: _____ Work Phone: _____
Occupation and Place of Employment: _____
Date Requesting to Use Range: _____
In Case of Emergency Contact: _____

For and in consideration of the undersigned being given the opportunity of engaging in police training, including, but not limited to using the firing range facilities of the City of Elgin, Illinois, a municipal corporation (hereinafter referred to as "City"), and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned. (Hereinafter referred to as "User") hereby agrees as follows;

1. User recognizes and understands that police training, including but not limited to shooting weapons and being in proximity to discharging weapons is an inherently danger and hazardous activity and may subject user to a high risk of great bodily harm, included but not limited to severe bodily injury and death.
2. User hereby releases waives, holds harmless and indemnifies city. its officials, officers, employees, agents and volunteers from and against any and all claims for damages, suits, causes of action, and any and all other liability of whatsoever nature, including but not limited to any injuries, legal fees or costs, and any such liability which may otherwise accrue in favor of User's heirs, dependents and assigns, arising out of or in connection with Users use of City's firing range and related facilities.
3. User hereby warrants and represents that he/she is fluent in the English language; has read and fully understands this waiver is at least 18 years of age and is not currently under the influence of any medication, alcohol or otherwise subject to any mental condition which may impair his or her ability to understand the nature or meaning of this waiver,
4. The provisions of this waiver shall be severable, in the event any of the terms or provisions of this waiver are deemed to be void or otherwise unenforceable for any reason, the remainder of this Waiver shall remain in full force and effect.

In WITNESS WHEREOF, the undersigned has affixed his/her hand and seal at Elgin, Illinois this ____ Day of _____, 20____

User's Signature

Witness

