


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE</b> Firearms Range		<b>ACCREDITATION</b> CALEA 4.3.5 (a-g)
	<b>PROponent UNIT</b> Training and Education Division		<b>PRIOR REVISIONS</b> 07/03/2019 <b>ATTACHMENT:</b>
<b>NUMBER</b> 4.1	<b>ISSUE DATE</b> 07/03/2019	<b>REVISION DATE</b> 09/23/2024	<b>TOTAL PAGES</b> 7

**I. PURPOSE:** This policy is to provide guidelines for the use of the firearms range owned by Santa Fe College and controlled by the Santa Fe Institute of Public Safety. This policy applies to all sworn members of the Gainesville Police Department. The policy is designed to specify procedures for the safe and productive use of the range

**II. POLICY:** The use of the firearms range is a privilege afforded to our agency/officers to facilitate practice, training, and qualification in an effort to provide them with the highest firearms proficiency possible. Officers are encouraged to use the range for this purpose and are required to maintain the highest levels and standards of safety. [CALEA 4.3.5.a]

### **III. PROCEDURE**

#### **A. Authority, Chain of Command and Responsibilities**

1. The Training and Education Division (T.E.D) will appoint a Range Master for the firearm range. This will be an agency member who is a Florida Department of Law Enforcement (FDLE) approved Firearms Instructor. The Range Master will act as the range supervisor during all times when the range is in use. [CALEA 4.3.5.c]
2. Any appointed Range Master, and any appointed Firearms Instructor will be required to successfully obtain certification as a Firearms Instructor, as required by the FDLE Criminal Justice Standards and Training Commission (CJSTC), to include annual emergency medical response training. [CALEA 4.3.5.f]
3. The Training and Education Division (T.E.D) will be responsible for the following:
  - i. Supervision of the training section, Range Master, and Firearms Instructors;
  - ii. Ensure all instructors assigned to training within the training facility and simulators are certified to perform their individual assignments;

iii. Ensure Range Master and all firearms instructors have a trauma kit readily assessable and are prepared for an emergency medical response reference field treatment for types of injuries which may potentially occur during firearms training; and

iv. Oversight of range operations;

**4. The Range Master will be responsible for the following [CALEA 4.3.5.c]:**

i. Organizing practice, training and qualification sessions for the range;

ii. Developing courses of fire and scoring systems;

iii. Confirm records are maintained for all firearms authorized to be carried by agency personnel and their qualification dates. Pass/fail scores will be recorded by a firearms instructor for each firearm;

iv. Ensure remedial training is provided for officers who fail to achieve a passing score during mandatory training with firearms or for employees identified by his/her supervisor as needing remedial training;

v. Ensuring all safety standards for the use and maintenance of the gun range are met;

vi. Ensuring all supplies are available for use (e.g., targets, target devices, protective wear, first aid equipment,) and any other items to ensure the safe and productive operation of the training facility;

vii. Preparing reports concerning firearms training and range use, as required; and

viii. Other duties as designated by the Training Services Sergeant.

**5. Firearms Instructors will be responsible for the following:**

i. Assisting the Range Master with gun range use and firearms as requested;

ii. Ensure all safety standards during the use of the gun range are met;

iii. Ensure his/her instructor certification is maintained during such service;

iv. Ensure emergency medical response training is completed annually, which should emphasize field treatment for the types of injuries which may potentially occur during firearms training;

v. Provide remedial training for officers who fail to achieve a passing score during mandatory training with firearms or for employees identified by his/her supervisor as needing remedial training;

**vi.** Confirm records are maintained for all firearms authorized to be carried by agency personnel and their qualification dates. Pass/fail scores will be recorded by a firearms instructor for each firearm;

**vii.** Maintaining a working knowledge of changes and improvements in weapons, ammunition, and other equipment;

**ix.** Stay informed of statutory and case law as it relates to firearms training;

**x.** Advise the Range Master of any problems, special circumstances, and unusual situations which occur at the range; and

**xi.** Other duties as designated by the Training Services Sergeant.

**6.** Agency personnel utilizing the range/training facility will be responsible for the following:

**i.** Will be required to following all range/training facility rules and regulations;

**ii.** Disposing of any trip hazards, spent shell casings, used targets and trash;

**iii.** Return of training aides, equipment, targets, protective gear and any other items utilized to their original condition and placement;

**iv.** Reporting any damage or hazardous conditions to instructors; and

**v.** Reporting any injury sustained while utilizing the range.

**vii.** Department members are required to wear protective safety gear to include eye and hearing protection (informally known as eyes and ears). [CALEA 4.3.5.e]

**B.** Authorized and Prohibited Weapons and Ammunition [CALEA 4.3.5.d]

**1.** Weapons and ammunition authorized to be utilized at the firearms range, are generally limited to:

**i.** Handguns, rifles, and shotguns issued by this agency;

**ii.** Handguns, rifles, and shotguns approved by the agency, and used for the purposes of off-duty defense or secondary weapons;

**iii.** Handguns, rifles, and shotguns of similar caliber and gauge to those approved by the agency;

**iv.** Other approved less-lethal weapons with authorization from the tactical team commander and/or the team leader.

**2. Weapons Prohibited**

- i. Any weapon or device designed to shoot or throw any explosive devices, projectiles, or ordnance; and
- ii. Any weapon or device which would cause avoidable damage to any portion of the gun range, or risk avoidable injury by its use.

**3. Ammunition Prohibited**

- i. Any rifle ammunition greater than 308 caliber;
- ii. Ammunition designed, or has any potential to penetrate armor, concrete, or steel;
- iii. Explosive devices, projectiles, or ordnance; and
- iv. Any ammunition or projectile which would cause avoidable damage to any portion of the gun range, or risk avoidable injury by its use.

**4.** Only authorized weapons, ammunition, equipment and targets will be permitted for use on the range. The Range Master, in conjunction with the Training Sergeant, will determine what equipment will be authorized. [CALEA 4.3.5.d]

**5.** The Range Master will transport and distribute ammunition for use at the firearms range. Agency personnel will transport weapons to the range in his/her vehicle for use at the range.

**C. Regulations Regarding Storage of Ammunition and Weapons**

Ammunition will be stored in the ammunition vault at Santa Fe IPS. The training Sergeant or designee will check out the ammunition to be used at the firearms range. [CALEA 4.3.5.g]

**D. Operation and Maintenance of the Range**

- 1.** The firearms range may be used only by those persons expressly authorized by the Training Sergeant or the Range Master.
- 2.** At no time will anyone be allowed to use the facility without the presence of an agency Range Master and/or a Firearms Instructor or designee on the property.
- 3.** The agency is responsible for providing an instructor/student ratio adequate for safe and effective training.
- 4.** Ammunition will be available for shooters. All spent brass will be picked up after shooting;

5. All users will strictly adhere to the range safety rules.

### E. Safety Procedures and Range Rules

All safety procedures and range rules will be reviewed and documented on the attendance log, prior to every training event held at the range. It is the responsibility of the Range Master and each firearms instructor to ensure agency personnel follow the rules. [CALEA 4.3.5.b] Department members must follow Santa Fe IPS and GPD Safety Procedures and Range Rules.

#### 1. Per Santa Fe College IPS Safety Procedures and Range Rules

- i. No eating, drinking or tobacco use allowed on the range, including smokeless tobacco products.
- ii. All firearms training must be properly and adequately supervised by range masters who have been approved by the high liability coordinator.
- iii. Strict discipline must be maintained. Carelessness will not be tolerated.
- iv. Never point a firearm at anyone unless compatible with deadly force guidelines.
- v. Treat all firearms as if they are loaded.
- vi. Never leave a loaded weapon unattended.
- vii. Immediately upon picking up a firearm, check to see if it's loaded.
- viii. Never give a firearm to, or take a firearm from anyone unless the cylinder or action is open and the weapon is unloaded.
- ix. Load and unload as instructed on the firing line.
- x. Keep all firearms pointed down range at all times.
- xi. Never draw the weapon from or return it to the holster with the finger on the trigger.
- xii. No talking on the firing line, except by or to the instructors.
- xiii. When malfunctions occur:

**a.** During training, the student shall raise his/her non-shooting hand to signal the range officer. In case of misfire, keep the firearm pointed downrange until the weapon has been inspected by a certified firearms instructor.

**b.** During qualifications, the student shall take appropriate action to make the weapon safe and useable, and continue with course, except in the case of a squib load (a squib load is a projectile lodged or suspected to be lodged in a barrel).

- xiv.** Never leave the firing line without first unloading your weapon.
- xv.** Never go in front of the firing line until the line has been declared safe and the command has been given.
- xvi.** Never put your finger on the trigger until ready to fire the weapon.

### **2. GPD Range Rules and Safety Procedures**

- i.** Eye and ear protection is mandatory and will be worn at all times when on the range.
- ii.** Body armor will be worn at the discretion of the Range Master/Firearms Instructor while the firearms range is in use.
- iii.** All personnel utilizing the range should be aware of their physical condition (e.g., sleep status, medication, wellness) prior to participating in firearms training.
- iv.** Handle all firearms as if they were loaded.
- v.** Keep your firearm pointed downrange.
- vi.** Weapons will be kept in holsters or gun boxes unless the shooter is on the firing line, or unless the cylinder is out or the action open and the weapon unloaded.
- vii.** When handling a firearm, the first thing you should do (while keeping it pointed in a safe direction), open the action to determine if the firearm is loaded.
- viii.** Weapons will not be loaded until the command to load is given by the Range Master or Firearms Instructor.
- ix.** No person shall advance forward of the firing line until the line has been declared clear and safe by a range officer.

- x. The firing line will be considered safe by the range officer when all weapons are unloaded or holstered.
- xi. Do not anticipate commands
- xii. Carelessness and horseplay is prohibited
- xiii. Keep your finger out of the trigger guard until you are ready to fire.
- xiv. Shooters will only shoot from designated areas.
- xv. Shooters will only use ammunition and targets authorized by policy and the training section.
- xvi. Squib loads (a bullet which gets lodged in a barrel) will be reported to the range officer before firing a subsequent round.
- xvii. All injuries will be reported to the firearms instructor or supervisor on duty.
- xviii. Cease fire should be called by ANYONE who observes an unsafe condition.

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**By Order of**

*Signed Original on File in the  
Accreditation Unit*

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**Nelson Moya  
Chief of Police**