
ADMINISTRATIVE DIRECTIVE – 105.009
TRAINING FACILITIES USE AND SAFETY

EFFECTIVE DATE: July 11, 1991
AFFECTS: All Personnel

REVISION DATE: June 8, 2020

I. PURPOSE

To establish rules and guidelines for the safe and effective use of the Plano Police Department training facilities or other facilities used for department sponsored training.

II. POLICY

The department will provide a safe environment to conduct training. This policy outlines specific requirements and protocols that govern use of Plano Police Department training facilities or other facilities used for department sponsored training.

III. PROCEDURES

A. Classroom Rules and Regulations

1. Attendance at assigned training is mandatory. Employees attending training are to consider the location of the training as their officially assigned duty station and are subject to all guidelines regarding absences and tardiness.
2. In the event that an employee cannot attend training as scheduled, the employee must notify the Training Coordinator or the employee's supervisor of the conflict as soon as possible. If the employee notifies his or her supervisor of an absence from training, the supervisor shall notify the Training Coordinator as soon as possible.
3. Training Attire: While attending training, attire shall be consistent with that of a professional pursuing his or her education. If worn, jeans must be neat and clean in appearance. Unless specifically approved, shorts will not be permitted while attending training. Range and gymnasium attire should be appropriate for that type of training.
4. Instructors have direct supervisory control over the classroom, and problems should be reported to the Training Coordinator.
5. All cell phones must be turned to a non-audible setting, and only be used for on call or emergency purposes.
6. No reading materials of any kind, other than that required for the class, will be brought into the classroom during instruction.
7. Use of **ANY** tobacco products is prohibited within the building.
8. Any food or drinks brought into the classroom should be consumed in a manner so as not to interrupt the class.
9. Any trash or personal items brought into the classroom must be removed immediately after the scheduled training by the person responsible for the accumulation of trash.
10. Do not remove any chairs, tables, or other equipment from the classroom without permission of Training Staff.

B. Weight Facility Use

1. Use of the weight room is restricted to Plano and Richardson police employees only or members of the Plano Richardson Basic Police Academy (BPOA).
2. Do not prop any doors open.
3. Weights should be placed back on the holding rack after each use.
4. Do not leave weights on the floor or machines.

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5. Do not move any of the weight machines or stations.
6. Do not stand or place weights on padded benches. (Utilize wooden step bench for assistance.)
7. Clean up after yourself. Wipe down the benches after use and throw trash in a proper receptacle.
8. Do not remove any equipment from this weight room.
9. Personal equipment or items should not be left in the weight room. Any such items will be removed and discarded.
10. Immediately report broken or missing equipment to academy staff.
11. Utilize the equipment as it is intended.
12. If you need assistance with proper use of the weight equipment or a workout program, contact Academy Staff.

C. Driving Pad

1. New driving paint patterns applied to the driving pad must be approved by the Training Coordinator.
2. Driving instructors are responsible for keeping the cone shed clean and orderly. If equipment needs to be replaced or ordered, instructors should notify the Training Coordinator immediately.
3. Driving instructors are responsible for checking the driving pad for damage or unsafe surface conditions prior to conducting vehicle or motorcycle training.
4. Any unsafe conditions or damage to the driving pad or surrounding structures must be immediately reported to PRPTC staff.
5. Driving pad use must be scheduled in advance with a member of the Training Staff entered on the Academy calendar.
6. Plano PD and Richardson PD training for sworn personnel have priority for pad usage.
7. Horseplay or misuse of equipment is strictly forbidden.
8. No personal cars will be used on the driving pad without prior approval from the Training Lieutenant.
9. A National Academy for Professional Driving instructor must be present for each driving event during training. If training involves police motorcycles, a certified Motorcycle instructor must be present during training.
10. All employees involved in driver's training are under the direct supervision of the National Academy for Professional Driving instructors or Motorcycle instructors.
11. Outside Agency use of the driving pad must be approved by the Support Services Division Commander. Prior to using the pad, outside agency employees must fill out an Academy liability release waiver.

D. Firing Range

1. General
 - a. The range facilities shall be used for authorized training only, by departmental employees or members of the Plano Richardson Basic Police Officer Academy only, unless authorized by the Richardson and Plano Chiefs of Police.

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- b. All departmental firearms training courses will be supervised by a qualified firearms instructor who has been certified by a TCOLE approved course, to include emergency medical response training for firearms instructors. Firearms instructors are responsible for enforcing all Range Safety Rules and general firing range rules.
- c. A safety briefing will be provided by the firearms instructor or range master/officer before any firearms training or qualifications are conducted. Emergency procedures and locations of medical equipment will be detailed in the safety briefing.
- d. No food, drinks, or tobacco are allowed inside the enclosed range. Water coolers will remain outside of the enclosed range.
- e. Dry brooms may not be used inside the enclosed range except by range maintenance personnel wearing proper safety equipment.
- f. No shooting is allowed without at least one (1) additional person present at the range facility.
- g. Hearing and wrap-around eye protection shall be worn during all shooting activities.
- h. Enclosed footwear is required for anyone entering the range facilities.
- i. The firearms instructor, range master, or range officer will be in complete control of the range facility and there will be no shooting unless he/she is present.
- j. Dry firing will only be permitted while the "shooter" is standing on the firing line with the muzzle pointed down range unless otherwise instructed to do so by an instructor or range master/officer.
- k. No firearms will be placed on ammunition carts at any time.
- l. No armor piercing or tracer ammunition is allowed on ANY PRPTC firing range.
- m. Only departmental approved weapons, ammunition, targets, and equipment will be allowed on the range unless specifically approved by the PPD Training Lieutenant, PPD Training Coordinator or RPD Training Coordinator.
- n. A firearms instructor or range master/officer SHALL be immediately notified of any accidental discharge.
- o. The PRPTC staff shall be notified any time a round strikes any part of the range structure (i.e., walls, floor, overhead baffles, etc.) that is not intended for bullet impacts.
- p. The PRPTC staff shall be immediately notified of any damaged or malfunctioning range systems or equipment.
- q. While on the firing line, shooters will not attempt to retrieve items or equipment from the floor until the instructor or range master/officer has called the line SAFE.
- r. All shooters are responsible for general safety; anyone seeing an unsafe action or condition should immediately call CEASE FIRE.
- s. Before picking up or handing a firearm to another person, or leaving the firing line to walk to the cleaning area of the firing range, each officer must verify that the firearm is in safe condition by :
 - (1) Pointing the firearm in a safe direction with the trigger finger outside of the trigger guard,
 - (2) Removing the magazine from the firearm,
 - (3) Locking the action open or opening the cylinder if the firearm is a revolver

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- (4) Visually and physically inspecting the firearm chamber or revolver cylinder to verify that it is unloaded and in safe condition
 - t. Manuals detailing the operation of all systems at the range will be maintained at both the range control room and the PRPTC administrative offices.
 - u. Only simunition or less-lethal ammunition is permitted to be fired on the unenclosed (decommissioned) pistol range.
 - v. A certified simunitions instructor shall be present any time a simunition scenario is conducted.
 - w. Officers are required to complete a firearm safety check before the disassembly or cleaning of any firearm. Each officer shall verify that a firearm is unloaded and that its chamber is clear before beginning the disassembly or cleaning process.
- 2. While in the designated cleaning area, the clearing barrel shall be used for weapons that require the trigger to be depressed prior to disassembly, after verifying that the weapon's chamber is empty. Firearms Safety Rules
 - a. Treat all weapons as if they are loaded
 - b. Always point the weapon in a safe direction (muzzle down range)
 - c. Keep your finger outside the trigger guard until sights are on target and you are prepared to fire
 - d. Be sure of your target and the environment behind and around it
- 3. Additional Rifle Range Rules
 - a. Only department marksmen are allowed to utilize the rifle range;
 - b. All rounds are to be fired from the 100 yard line;
 - c. Rifles used must have scopes attached;
 - d. Targets are to be posted at the backstop; and
 - e. Rounds are to be only fired into the backstop.
- 4. Range Health and Safety Rules
 - a. Always wash your hands after shooting.
 - b. It is recommended that you use the HEPA vacuum to remove particles from clothing prior to leaving the range facility.
 - c. Wash your hands prior to eating or smoking during breaks.
 - d. No eating or smoking is allowed inside the range. Tables are provided outside the range facility for use during breaks.
 - e. Tobacco use of any kind is prohibited on the range.
 - f. It is recommended to not wear shoes from the range into your home without first cleaning the soles. A cleaning mat will be provided for your use as you exit the range.
 - g. If a minor injury occurs, a first aid kit and eyewash kit is available at the 50 yard line.
- 5. Firearms Instructor Duties

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- a. Firearms instructors are responsible for enforcing all Range Safety Rules and general firing range rules.
 - b. When employees are finished with a course of fire AND prior to physically leaving the range to clean their weapons, firearms instructors shall ensure that all shooters show a clear firearm (no magazine, no chambered round/shell in the firearm with a visual and physical inspection) prior to leaving the line to clean their weapon(s).
 - c. Ensure the first aid kit & eye wash kits are both stocked and available prior to any shooting instruction.
 - d. Ensure the dust collection unit and blower systems are both engaged and functioning prior to any shooting on the range.
 - e. Inspect the range prior to and following shooting instruction events utilizing the laminated checklist to be kept in the control room. If any of the Phonstop tiles are damaged, make a report to the Range Tech for replacement.
 - f. Make the HEPA vacuum and cleaning mats available for shooters to utilize immediately following range events.
 - g. Brass cleanup following shooting events
 - h. All personnel in charge of the range are to be trained in the operation of all applicable systems, i.e., target system, dust collection unit, sound curtain, HEPA vac, gun cleaning stations, etc.
- E. Training Simulator
- 1. Any operator of the Training Simulator (T.S.) must have attended training conducted by the Training Staff on its proper set-up, operation, and break-down and be specifically designated a Simulator Instructor.
 - 2. Any use of the equipment shall be coordinated through the Training Staff and must be entered on the Training Calendar.
 - 3. At no time will any equipment associated with the T.S., or the T.S. itself, be removed from the designated Simulator Room without prior approval from the Training Coordinator or their designee.
 - 4. Only specifically authorized equipment shall be used during the operation of the T. S.
 - 5. Weapons of any type are prohibited in the Simulator Room during T.S. training. The only exceptions will be weapons specifically modified by the Training Staff for simulator use.
 - 6. All participants shall secure their weapons in a secure location designated by the Training Staff prior to the start of T.S. training.
 - 7. Instructors shall ensure all participants are unarmed prior to entering the Simulator Room for T.S. training.
 - 8. Students shall not enter the Simulator Room while training is in progress unless accompanied by an Instructor or member of the Training Staff.
 - 9. Instructors of the T.S. are in charge of training. Any violation of the rules will result in the removal of the student from the training environment.

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10. Safety violations shall be reported to the Training Coordinator and may result in disciplinary action. If the Training Coordinator is unavailable, safety violations will be reported to the Training Lieutenant or another member of the Training Staff.

11. Instructors shall ensure all safety signs are prominently displayed prior to any T.S. training.

F. Firing Range Emergency Plan

Range: Plano-Richardson Police Training Center Firing Range
4840 E. Plano Pkwy
Plano, TX 75074

Academy: Plano-Richardson Police Training Center
4912 14th Street
Plano, TX 75074

Plano PD Dispatch: 911 / (972) 941-7900
Richardson PD Dispatch: (972) 744-4801, 4802, 4803, 4804
Academy Main 0800-1700: (972) 941-2700, 2701, 2702, 2703 or (972) 422-5485
Plano PD front desk: (972) 941-2112

Medical Supply Location: East side of pistol range 50 yard line, First Aid Kit, Eye Wash Station, AED, C-A-T Tourniquet

Designated Caller: Range Officers and Designated Officers

Nearest Trauma Hospital: Medical Center of City Plano
3901 West 15th Street
Plano, TX 75075
Telephone: (972) 596-6800

Nearest Hospital: Methodist Richardson Medical Center
2831 E President George Bush Hwy
Richardson, TX 75082
Telephone: (469) 204-1000

GPS Coordinates-Range: Latitude N33 0' 30"
Longitude W96 38' 31"