

**PORTSMOUTH, NH POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**

**P-235  
FIREARMS RANGE**

**EFFECTIVE DATE: 7-17-14**

**REMARKS:**

**REVISIONS: 12-29-14; 01-19-17; 01-24-20; 05-25-22**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the use of the Portsmouth Police Department Firearms Range.

**II. POLICY**

The Portsmouth Police Department requires all sworn members to be proficient in the use of firearms. The Firearms Range is available for use by department members for both qualifications and skill building. Due to the inherent risk posed during live fire training it shall be the policy of all members of the department to strictly adhere to the following procedures when utilizing the Firearms Range.

**III. PROCEDURE**

**This policy applies to Portsmouth Police Department personnel, and any person using the Firearms/Training Facility for any reason.**

- A. All personnel are to notify the Shift Commander they are utilizing the Firearms Range and are required to sign the "Firing Range Training Log" prior to using the Firearms/Training Facility. Safety procedures and range rules outlined in this policy will be reviewed prior to range use. Personnel shall notify the Shift Commander when they are clear of the Range.
- B. Any person utilizing the Range that is not a sworn member of the Portsmouth Police Department shall review this policy and complete a FIREARMS RANGE WAIVER FORM (attached). The form shall then be forwarded to Personnel and Training. With the exception of current Portsmouth Police Explorers accompanied by a Firearms Instructor, no person under the age of 18 shall be permitted inside the range during live fire.
- C. No personnel shall utilize the Range without being accompanied, at all times, by a Portsmouth Police Firearms Instructor or Personnel & Training Lieutenant. Firearms Instructors and the Personnel & Training Lieutenant may use the Range without escort. All Firearms Instructors will receive First Aid training and CPR certification, to include training on emergency medical response to control bleeding.

- D. Only authorized personnel/Firearms Instructors will enter the ammunition storage area or weapons storage area. Weapons or ammunition will not be removed from the storage areas without the knowledge and authorization of the Training Officer, Operations Support Division Supervisor or Firearms Program Coordinator. Anyone removing ammunition from ammunition storage shall complete in full the “*Ammunition Log*” indicating; date, type of ammunition, amount and reason for removal.
- E. No alcoholic beverages are permitted at the Firearms Range. Persons impaired to any degree by alcohol or any other substance will not carry, handle, or fire any firearm. The incident will be immediately reported to the Shift Commander and Personnel & Training Lieutenant.
- F. **Any** Persons believed, by a Firearms Instructor, to be a safety concern for any reason or a disruption to on-going training will be instructed to exit the Range.
- G. Any person ordered to leave the Firearms Range by the Firearms Instructor or a Supervisor shall leave immediately.
- H. The handling of loaded firearms is restricted to the actual Firearms Range. Loaded firearms will not be handled in any other area (ammo room, cleaning room) near the Range.
- I. Smoking, chewing of tobacco, and the use of snuff or any other similar products are not to be used anywhere at the Firearms Range facility. Food and beverages may not be consumed inside of the Range.
- J. With the exception of police K-9 dogs, no pets or animals are permitted inside the Firearms Range.
- K. Firearms at the Firearms Range will be restricted to the following weapons: Sig Sauer 320 Carry 9mm and Sig Sauer AR-15 patrol rifle. Back up/off duty firearms, HR 218 or any other weapons that serve a police function as deemed by the Chief of Police. These approved weapons are subject to a safety inspection by the Firearms Instructor at any time. Defective firearms shall not be used until repaired.
- L. Only approved ammunition will be used inside of the Firearms Range. For pistol qualifications and practice, the department will use 9mm ball ammo, 9mm tactical HST and 9mm Gold Dot HP or the equivalent from a different manufacturer. For patrol rifle qualifications and practice the department will use .223 55 Grain FMJ and .223 55 grain Nosler Tip, or the equivalent from a different manufacturer. All other ammunition is subject to an inspection by the Firearms Instructor. The use of armor piercing, incendiary ammunition, wad cutters, and rounds with exposed lead bullets are prohibited. Only new factory ammunition is to be used, NO RELOADS.
- M. Loading and unloading of weapons will only take place on the firing line facing toward the bullet trap and only after checking to see that no person is downrange.
- N. Discharging of firearms shall be in the direction of the bullet trap only. No shots will be intentionally fired in the direction of any wall, ceiling, or floor.

- O. Shooting will be done at authorized paper targets approved and purchased by the Training Officer or Personnel & Training Lieutenant.
- P. When on the firing line, un-holstered firearms shall be pointed downrange at all times, unless otherwise instructed by the Firearms Instructor.
- Q. Eye and ear protection are required to be worn at all times by all persons while on the Range when any person is actively engaged in shooting a firearm.
- R. Any person who has a firearm malfunction or ammunition misfire must keep the firearm pointed downrange while attempting to correct the problem. The Firearms Instructor shall be notified if the situation cannot be corrected. The Firearms Instructor shall intervene if, while attempting to clear a malfunction or clear defective ammunition, an unsafe condition arises.
- S. Firearms will not be left unattended, except in designated areas.
- T. Persons not abiding by the above rules will not be allowed to utilize the Firearms Range, or may be requested to leave.
- U. When the Range is in use, the ventilation system will be turned on.
- V. When on the Firearms Range, the Firearms Instructor shall wear the designated RANGE PORTABLE RADIO (color orange). This two way radio will allow the instructor the ability to contact the Emergency Communications Center should an emergency situation arise.
- W. When not in use, the Range door shall be kept closed at all times.
- X. A first aid kit shall be kept inside the Range at all times.

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Mark D. Newport, Chief of Police

MDN/dbk

**PORTSMOUTH POLICE DEPARTMENT  
PERSONNEL & TRAINING DIVISION**

**FIREARMS RANGE WAIVER FORM**

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DOB: \_\_\_\_\_

**WAIVER:** In consideration of the City of Portsmouth Police Department allowing me to enter, remain and/or use the Portsmouth Police Firearms Range, I do hereby knowingly release the City of Portsmouth and its agents, representatives and employees from any and all liability of any kind, including, but not limited to, personal injury, death or property damage, arising in any way, from any conduct, as a result of the use of the range or my presence at the range. This waiver of liability shall be binding on my heirs, assigns, representatives, to include labor or union representatives.

I acknowledge and understand that the presence on a firearms range, and/or the handling and/or firing of firearms does present a risk of injury and/or death. I acknowledge that I have been provided with and reviewed SOP P-235 (Firearms Range), and that I have reviewed the Rules, I fully understand them, and that I will abide by them.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REASONS FOR USING RANGE: \_\_\_\_\_

Revised January 19, 2017/dps