


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

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| <b>CHAPTER:</b><br>055-B   |                        | <b>TITLE:</b><br>Firearms Range             |  |
| <b>EFFECTIVE DATE:</b><br>March 17, 2020   | <b>NO. PAGES:</b><br>5 | <b>REVIEWED/REVISED:</b><br>August 26, 2020 |  |
| <b>REFERENCE:</b><br>CALEA 4.3.5   |                        | <b>RESCINDS:</b>                            |  |
| <br><b>Sheriff of Monroe County</b> |                        |   |  |

- I. **PURPOSE:** To provide guidelines for the use of the Monroe County Sheriff's Office (MCSO) firearms range and training facility (gun range) located in Marathon.
- II. **SCOPE:** This policy and procedure applies to all sworn employees.
- III. **POLICY:** The use of the gun range is a privilege afforded to our officers to facilitate practice, training and qualification in an effort to provide them with the highest firearms proficiency possible with the utmost standards of safety. [CALEA 4.3.5 a]
- IV. **PROCEDURES**
  - A. **AUTHORITY, CHAIN OF COMMAND AND RESPONSIBILITIES:** The gun range will be operated under the control of the Training Division, as supervised by the Undersheriff.
    1. The Training Sergeant will be responsible for the operation of the training facility to include the gun range, simulators and all associated areas.
    2. The Training Sergeant will appoint a Range Master and all Firearms Instructors. The Range Master and Firearms Instructors must be certified as Firearms Instructors as required by the FDLE Criminal Justice Standards and Training Commission (CJSTC). [CALEA 4.3.5 f]
    3. The Training Sergeant will ensure that all instructors assigned to train within the training facility and simulators are certified to perform their individual assignments and are trained on the operation of the gun range.
    4. The Training Sergeant will be responsible for the following:
      - a. Weekly inspection of the gun range to correct any safety or operational issues.
      - b. Ordering supplies such as targets, target devices, protective wear, first aid equipment and any other items that ensure the safe and productive operation of the gun range.
      - c. Ensuring all safety standards for the use and maintenance of the gun range are met.
      - d. Arranging for the cleaning of hazardous debris within the gun range.
      - e. Organizing practice, training and qualification sessions within the gun range.

- f. Authorizing the use of the gun range by sworn personnel from outside agencies by appointment or declining such use with approval from the Training Director.
  - g. Developing courses of fire and scoring systems.
  - h. Preparing reports concerning firearms training and gun range use, as required.
  - i. Other duties as designated by the Training Director.
5. Firearms Instructors will be responsible for the following:
- a. Ensuring all Firearms Instructors are wearing the appropriate protective vests.
  - b. Ensuring all safety standards are met during the use of the gun range.
  - c. Ensuring their instructor certification is maintained during such service.
  - d. Providing remedial training for problem shooters.
  - e. Maintaining working knowledge of changes and improvements in weapons, ammunition and other equipment.
  - f. Keeping informed of statutory and case law as it relates to firearms training.
  - g. Keeping the Range Master informed of problems, special circumstances and unusual situations which occur in the gun range.
  - h. Other duties as designated by the Training Sergeant.
6. Firearms Instructors assigned to the gun range will be responsible for the following:
- a. Ensure all members follow the posted rules.
  - b. Ensure all safety standards during the use of the training facility are met.
  - c. Ensure their instructor certification is maintained during such service.
  - d. Provide remedial training for officers with performance deficiencies.
  - e. Maintain a working knowledge of changes and improvements in training techniques, tactics and equipment.
  - f. Keep informed of statutory and case law as it relates to training.
  - g. Maintain emergency medical response training for the types of injuries that may potentially occur during training, and be able to properly assist until skilled medical assistance arrives. [CALEA 4.3.5 f]
  - h. Keep the Training Sergeant informed of problems, special circumstances and unusual situations which occur in the gun range.
  - i. Other duties as designated by the Training Sergeant.
7. Department members utilizing the training facility will be responsible for the following:

- a. Follow all training facility rules and regulations.
- b. Dispose of any trip hazards, spent shell casings, used targets and trash.
- c. Return of training aides, equipment, targets, protective gear and any other items utilized to their original condition and placement.
- d. Report any damage or hazardous conditions to instructors.
- e. Report any injury sustained while utilizing the facility.

**B. FIREARMS RANGE ACCESS AND USE [CALEA 4.3.5 a]**

1. No person will utilize the gun range alone. Two people must be present at all times, one of which must be a Firearms Instructor. [CALEA 4.3.5 c]
2. Entrance into, and use of, the gun range must be authorized by the Training Sergeant or an appointed Range Master.
3. While following authorized procedures, persons permitted to enter and use the gun range are as follows:
  - a. Sworn agency members.
  - b. Sworn local, county, state or Federal law enforcement officers and military, by appointment and with the approval of the agency Training Sergeant.
4. Non-agency personnel utilizing the gun range will sign waivers prior to utilizing the facility. Waivers will be maintained by the Training Sergeant.

**C. AUTHORIZED AND PROHIBITED WEAPONS AND AMMUNITION [CALEA 4.3.5 d]**

1. Weapons and ammunition that may be utilized in the gun range are generally limited to:
  - a. Handguns, rifles and shotguns issued by this agency.
  - b. Handguns, rifles and shotguns approved by the agency and used for the purposes of off-duty defense or secondary weapons.
  - c. Handguns, rifles and shotguns of similar caliber and gauge to those approved by this agency.
  - d. Approved Electronic Control Device (ECD), issued by this agency and used only under the supervision of the Range Master or authorized ECD instructor.
  - e. Other approved less-lethal weapons.
2. Weapons prohibited:
  - a. Any archery weapons or crossbows.
  - b. Any weapon or device designed to shoot or throw any explosive devices, projectiles or ordnance.
  - c. Any weapon or device that would cause avoidable damage to any portion of the gun

range or risk avoidable injury by its use.

3. Ammunition prohibited:
  - a. Any rifle ammunition greater than 308 caliber.
  - b. Archery projectiles.
  - c. Ammunition designed, or which has any potential, to penetrate armor, concrete or steel.
  - d. Explosive devices, projectiles or ordinance.
  - e. Any ammunition or projectile that would cause avoidable damage to any portion of the gun range or risk avoidable injury by its use.
  - f. Chemical weapons and smoke grenades/ammunition.

**D. OPERATION AND MAINTENANCE:** The firearms range may be used only by those persons mentioned previously in this order while strictly adhering to the following operational guidelines:

1. Eye protection and ear protection will be used at all times. [CALEA 4.3.5 e]
2. Ammunition and buckets for spent brass will be available for shooters. All spent brass will be picked up after shooting.
3. Ammunition and weapons stored in the facility will be secured in the storage room. [CALEA 4.3.5 g]
4. The gun range may be used to test fire evidentiary weapons. Such test firing will require prior supervisory authorization and will be conducted by a qualified Firearms Instructor or the Range Master.
5. Range rules will be clearly posted within the gun range, and all users will strictly adhere to the range safety rules posted and incorporated in this policy.
6. Documented safety procedures and range rules will be reviewed prior to each training event. [CALEA 4.3.5 b]
7. Range Rules:
  - a. Handle all firearms as if they were loaded.
  - b. Keep your firearm pointed downrange.
  - c. When handling a firearm, first open the action to determine if the firearm is loaded.
  - d. Keep your finger out of the trigger guard until you are ready to fire.
  - e. Eye and ear protection is mandatory.
  - f. Never use firearms under the influence of drugs or alcohol. If you are using prescribed medicines, you must advise the Firearms Instructor.

- g. Do not go in front of the firing line until all weapons are made safe, verified and the command is given.
- h. Do not anticipate commands.
- i. Carelessness and horseplay is strictly prohibited.
- j. Squib loads (bullet that gets lodged in a barrel) will be reported to the Range Master or Firearms Instructor before firing a subsequent round.
- k. All injuries will be reported to the Firearms Instructor or supervisor on duty.
- l. Cease fire should be called by ANYONE who observes an unsafe condition.
- m. The air filter system must be on when the range is being utilized.
- n. Steel targets may be used when approved and supervised by the Range Master or a Firearms Instructor.
- o. No dry firing without the approval of the Range Master or Firearms Instructor.
- p. No smoking or eating in the gun range.
- q. Non-agency members using the range will sign a waiver prior to entering.
- r. Body armor will be worn at the discretion of the Range Master/Firearms Instructor while the firearms range is in use. [CALEA 4.3.5 e]