

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>RULES AND REGULATIONS</b>
<b>SUBJECT: Firing Range/Training Facility</b>	<b>NUMBER: RR 1-12C</b>
<b>EFFECTIVE DATE: November 15, 2018</b>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES: New Policy</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC:</b>	

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11 **POLICY**

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13 It is the policy of the York-Poquoson Sheriff's Office to utilize its firearms range/training facility

14 to train its personnel on a continuous basis in order to perform at the highest degree of

15 proficiency during the stress of an armed encounter. Furthermore, all personnel who utilize the

16 shooting range must commit to its safe and effective use. The safety of all personnel is a primary

17 concern and all individuals are expected to adhere to the highest safety measures during the use

18 of the range.

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20 **PURPOSE**

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22 The purpose of this policy is to list the rules of conduct for the firearms range/training facility of

23 the York-Poquoson Sheriff's Office.

24

25 **DEFINITIONS**

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- 27 • Backstop (Shooting Backstop) – the rubber covered earthworks behind the target stands
  - 28 designed to stop bullets after they penetrate the target.
  - 29 • Berms – earthworks that encompass the sides and rear of the range.
  - 30 • Lead Firearms Instructor – Designee of the agency in charge of range activities. Must
  - 31 hold a DCJS Firearms Instructor Certification.
  - 32 • Range Safety Officer – A member of the firearms training cadre responsible for the safe
  - 33 conduct of firing activities.
  - 34 • Range Master – A member of the York-Poquoson Sheriff's Office, designated by the
  - 35 Sheriff or his designee responsible for overall range operation during firing activities by
  - 36 outside agencies.
- 37

38 **HOURS OF OPERATION**

- 39
- 40 • The York-Poquoson firing range will be available for training between the hours of 8:00
  - 41 AM and 9:00 PM, Monday through Friday unless and earlier start time is approved by the
  - 42 Sheriff or his designee.
  - 43 • Saturday and Sunday Range use and hours shall be approved by the Sheriff or his
  - 44 designee and will begin not earlier than 8:00 AM.
  - 45 • Unless approved by the Sheriff or Chief Deputy, all live fire exercises will cease at 9:00
  - 46 PM sharp.

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48 **ADMINISTRATIVE RANGE RULES**

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- 50 • The Sheriff or his designee can only authorize range access.
  - 51 • The Training Unit, in consultation with the Administrative Division Commander or other
  - 52 Command Staff members, shall have the authority to determine the priorities of firearms
  - 53 training.
  - 54 • All firearms training courses will be scheduled through the Training Coordinator.
  - 55 • Prior to firearms training, except for annual or semi-annual weapons qualifications,
  - 56 already approved courses of fire or open range days, a training plan that details the
  - 57 proposed courses of fire will be submitted to and approved by the Administrative
  - 58 Division Commander, Training Coordinator and Range Safety Officer.
  - 59 • The Sheriff or his designee may impose a nominal fee or request in kind services by
  - 60 outside agencies approved to use the range.
  - 61 • York-Poquoson Sheriff's Office range use shall take priority over outside agency requests
  - 62 for range usage.
  - 63 • When the firearms range facility is approved for use by other agencies, a York-Poquoson
  - 64 Sheriff's Office Range Master or designee will be present for range operations unless the
  - 65 Sheriff or his designee has approved the Range Safety Officer(s) for the visiting agency.
  - 66 • A Range Master shall be present at the range facility prior to commencement of range
  - 67 activities and prior to departure of the using agency when being used by outside agencies.
  - 68 The Range Master shall ensure the range facility is open ensure compliance with this
  - 69 policy and shall ensure proper clean-up of the range has been completed by the outside
  - 70 agency prior to closing the range.
  - 71 ○ Target system malfunctions, damage or any other issues shall be reported to the
  - 72 Range Master.
  - 73
  - 74 • The Sheriff or his designee may appoint Firearms instructors from outside agencies as
  - 75 Range Safety Officers.
  - 76 • Only DCJS Certified Firearms Instructors may be designated Range Safety Officer by the
  - 77 Sheriff or his designee.
  - 78 • The Range Safety Officer or their designee shall have complete authority over personnel
  - 79 using the firing range, regardless of rank, or assignment.
  - 80 • A list of Sheriff's Office and Outside Agency designated Range Safety Officers will be
  - 81 maintained by the Training Coordinator. The list will be accessible through the Training
  - 82 Unit.

- 83 • Range Safety Officers shall have the responsibility for the safe conduct of all firearms  
84 courses. They will also ensure that the range maintenance duties are completed after  
85 firearms training. Any damage or malfunctions will be reported by the Range Safety  
86 Officer to the Administrative Services Division Commander and Training Coordinator as  
87 soon as possible.
- 88 • When conducting live firearms training within the firing area of the range, it is mandatory  
89 to have the appropriate number of instructors per number of shooters for safety purposes.  
90 The following identifies the appropriate number of instructors per shooters during a  
91 course of fire:
- 92 ○ A 1:5 Instructor/Shooter (1 Instructor for every 5 shooters) ratio shall be used.  
93 However a minimum of two (2) instructors with one being designated as Range  
94 Safety Officer shall be utilized in all situations of 3 or more shooters.
  - 95 ○ The 1:5 ratios may be waived during 1 on 1 or 2 on 1 shooting as long as the Firearms  
96 Instructor is also a designated Range Safety Officer.
  - 97 ○ During night/low light fire a ratio of 1:3 shall utilized.
  - 98 ○ During courses of fire involving multi-directional movement during the firing  
99 sequence a ratio of 1:1 shall be utilized.
  - 100 ○ The Range Safety Officer shall be responsible for the overall safety of the training  
101 courses of fire.
  - 102 ○ The Range Safety Officer shall:
    - 103 ▪ Monitor all areas of the shooting range and adjacent areas.
    - 104 ▪ The Range Safety Officer may monitor the training from a location he/she deems  
105 appropriate for the course of fire.
- 106
- 107 • For any dry fire exercises on the range
- 108 ○ A Certified Firearms Instructors shall physically verify that each officer being trained  
109 has no ammunition on their person during the training exercises.
  - 110 ○ If an officer leaves the firing range area, upon their return, the officer shall check back  
111 in with the Range Safety Officer or assigned instructor who shall physically verify  
112 that the officer has no ammunition on their person prior to resuming training.
  - 113 ○ The Range Safety Officer or instructor shall remind officers to reload their firearms  
114 once the dry fire exercises are complete.
- 115

### 116 **FIREARMS RANGE RULES**

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- 118 • It is the responsibility of ALL personnel to commit to the safe use of the range.
  - 119 ○ Cardinal Rules of Safety
    - 120 ▪ Treat all weapons as if they are loaded.
    - 121 ▪ Keep your finger off the trigger and outside of the trigger guard until the decision  
122 to fire has been made.
    - 123 ▪ Never point a weapon at anything that you are not morally and legally justified to  
124 kill or destroy.
- 125
- 126 • The Lead Firearms Instructor or RSO shall have the immediate ability to contact the York  
127 County 911 Center in the event of an emergency.

- 128           ○ At least one (1) RSO will keep a portable radio or cellular phone with them during all  
129 range activities.  
130
- 131           ○ A first aid kit, trauma bag, and AED will be kept at the training facility and will be  
132 maintained by the Training Coordinator. (See [GO 2-58 Automatic External](#)  
133 [Defibrillation](#))  
134
- 135           ○ Any injury, beyond minor scrapes or bruises, shall be reported to the Administrative  
136 Services Division Commander and documented in a written report.  
137
- 138           ○ Workers compensation forms, if applicable, shall be completed by the on-duty  
139 supervisor.  
140
- 141           ● Prior to using the range, all personnel shall first receive general instructions/safety  
142 briefing.
- 143
- 144 ● Students will adhere to the following rules while utilizing the range facility:  
145
- 146           ○ Gambling, disorderly conduct and drinking of alcoholic beverages is strictly  
147 prohibited on the firearms range and training facility grounds.  
148
- 149           ○ All trash shall be placed in appropriate receptacles.  
150
- 151           ○ The lead Range Safety Officer shall be in charge at all times.  
152
- 153           ○ Students shall obey the orders/instructions given by the firearms training staff.  
154
- 155           ○ The RSO has the right to inspect any firearms intended to be fired at the range.  
156
- 157           ○ Defective or unsafe firearms will not be permitted on the firing line.  
158
- 159           ○ Only approved ammunition shall be used.  
160
- 161           ○ Armor piercing, tracer or incendiary ammunition is prohibited.  
162
- 163           ○ Firearms shall not be left unattended.  
164
- 165           ○ Any firearm that is not being utilized shall be unloaded, unless being carried in holster  
166 worn by the shooter, and have the action open so that others can observe that the  
167 weapon(s) is unloaded and safe.  
168
- 169           ○ Weapons are to be loaded and unloaded from the firing line ONLY.  
170
- 171           ○ Weapons may be unloaded with the muzzle facing a side or rear berm ONLY under  
172 the direct supervision of a Range Safety Officer.
- Both eye and ear protection will be worn during range live fire activities.
- Ammunition which fails to fire will be turned over to the RSO or lead firearms  
            instructor.
- Live ammunition rounds will not be placed in brass collection buckets.
- Anyone on the range can call a “CEASE FIRE” if they observe any unsafe behavior or  
            the situation requires an immediate stoppage.
- If a “CEASE FIRE” is called, all students will immediately make safe and holster  
            their weapons.
- During live fire activities, students shall refrain from picking items up off the ground  
            without the permission of an assigned instructor or RSO.
- No smoking, drinking, eating, chewing tobacco, or electronic cigarette usage shall be  
            permitted while on the firing line(s).
- Students waiting to shoot shall remain outside of the immediate firing area.
- Horseplay is not permitted on the firing range. Anyone engaged in horseplay may be  
            ordered off the range.

- 173                   ▪ If ordered off the range for any reason, the firearms instructor or RSO who  
174                   witnessed the incident shall submit a written report to the Administrative Services  
175                   Division Commander describing the incident and actions taken.  
176                   ▪ Depending upon the nature of the infraction, disciplinary action may be taken.  
177
- 178           ○ Targets shall be mounted or placed so that they are directly between the shooter and  
179           the rubber coated backstop.
  - 180           ○ Shooting from a sitting, kneeling, prone or on the back shall not be conducted any  
181           closer than the 15 yard line.
  - 182           ○ The side and rear berms shall not be used as a shooting backstop.
  - 183           ○ No alcoholic beverages are permitted on the range at any time.
  - 184           ○ Anyone who appears to be under the influence of alcohol or drugs or who appears to  
185           be otherwise impaired will not be allowed on the range and are subject to disciplinary  
186           action (See [RR 1-2, Rules of Conduct](#)).
  - 187           ○ Students shall not move forward of the firing line unless instructed to do so by an  
188           instructor or RSO.
  - 189           ○ The use of steel targets of any type is prohibited unless specifically approved by the  
190           Sheriff.
  - 191           ○ The use of exploding targets or explosive chemicals such, as but not limited to,  
192           Tannerite is prohibited unless specifically approved by the Sheriff.
    - 193                   ▪ Use of explosive breaching charges used in training by the ERT team is not  
194                   subject to this prohibition.
  - 195
  - 196           ○ Students are encouraged to thoroughly wash their hands and exposed areas after firing  
197           weapons, handling ammunition, brass, or firearms.
  - 198           ○ Firearms will be made clear and safe on the range and cleaned only in areas  
199           designated by the RSO.
  - 200           ○ All weapons shall remain holstered or stored in a safe condition, unloaded and  
201           encased or unloaded and the slide locked open, while not on the firing line and under  
202           the supervision of a Firearms Instructor or RSO.
  - 203           ○ **Full automatic fire will be conducted not further than 10 yards from the target**  
204           **line to ensure all rounds impact the backstop/berm.**
  - 205           ○ Range clean-up is the student's responsibility.
    - 206                   ▪ Students shall be responsible for proper disposal of target(s) and target backers.
    - 207                   ▪ Students shall collect spent shell casings and place them in proper receptacles.
    - 208                   ▪ Students shall not loiter in the range area after completing training.
  - 209
  - 210           ○ No cell phones are to be used or handled while on the firing line, except to call 911  
211           for emergency assistance.
  - 212           ○ Food/Beverages are prohibited on the firing range due to lead exposure risks.
  - 213           ○ Any deviation from these range rules requires the approval of Sheriff or his designee.
  - 214           ○ Any broken or damaged range equipment shall be reported to the RSO immediately.  
215           The Range Safety Officer shall report the damage to the Administrative Services  
216           Division Commander and Training Coordinator as soon as possible.

- 217           ○ The range grounds and facility shall be inspected by a York-Poquoson Sheriff's  
218           Office Range Safety Officer prior to outside agencies departing the range facility.  
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### **Firearms Training**

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- All Sheriff's office Firearms Training conducted either on the York-Poquoson Sheriff's  
222           Office range or any offsite location, will be under the direct supervision of a Certified  
223           Firearms Instructor who has successfully completed the Virginia DCJS Firearms  
224           Instructor Certification Course with an approved lesson plan on file within the Training  
225           Unit.  
226
    - Firearms training related to specialized weapons, such as shotgun or rifle, will be  
227           under the direct supervision of an instructor who has successfully completed the  
228           Virginia DCJS Firearms Instructor Certification Course AND is authorized by the  
229           Sheriff or his designee to instruct in such weapons.
    - The Training unit will maintain a list of instructors authorized to teach specialized  
230           weapons courses.
    - The lead or ranking firearms instructor will be responsible for ensuring that all  
231           students and instructors conduct training in a safe and professional manner.
    - See [RR 1-12B, Training](#) for additional information regarding YPSO training.
    - See [RR 1-18, Weapons](#) for additional information regarding annual firearms  
232           qualifications.
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### **Requests for Range use by other Law Enforcement Agencies**

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- Requests for range use by other Law Enforcement Agencies shall adhere to the following:  
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    - Requests shall be made in writing or via email to the Sheriff's Office Training  
243           Coordinator and include the following:  
244
      - Name of Agency requesting the range;
      - Point of Contact for requesting agency (Name, Rank, Phone Number, Email);
      - Date(s) range is requested for;
      - Times range is requested for;
      - Which range is being requested (Rifle/Handgun);
      - Anticipated number of shooters;
      - Purpose of Range Use (Annual Qualifications, Training, etc.);
      - Caliber of weapons to be fired;
      - Courses of fire (TQC, Off Duty, Carbine, Sniper Rifle, Shotgun, Less Lethal,  
245           etc.);
      - If shooting other than a DCJS approved course of fire provide a description of the  
246           courses of fire to be used;
      - Name and Rank of Firearms Instructors.
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