



San Bernardino County Sheriff's Department Training Division

Sheriff's Range Protocols

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Revised: 2019.8.1

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Introduction

This manual has been developed to provide Range staff with protocols for the day to day operations at the Range Facility. The information contained in this manual will assist Range staff by defining responsibilities and procedures they are tasked to perform. This manual supersedes any previous Range protocol manuals which may have been in effect. Every effort will be made to keep the contents of this manual current. Any listed protocols in this manual which may conflict with current Department policy will be superseded by Department Policy.

Range staff will continually support the members of the Department in the endeavors of continually learning and maintaining a high standard of excellence, the communities we serve desire and expect. The Training Division strongly endorses the most realistic training possible, without compromise to safety. Repetition is the key to success in any psychomotor learning activity. The Training Division selects instructors who have high regard for the safety and protection of its staff and students while providing dynamic, realistic instruction.

Communications

To keep the communication channels open, the Range Sergeant will routinely implement staff meetings. Successful working conditions and relationships depend upon effective communication. It is important that Range staff stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they impact operations at The Sheriff's Training Center.

SECTION 1: Range Assignments

1.1 Sergeant Responsibilities

The Range Sergeant is responsible for scheduling and conducting all “Lethal Force Encounter” (LFE) reviews which consists of a brief presentation to the Board of Deputy Chiefs (BOC) regarding the aspects of the LFE as it relates to the departments standardized training. Based on the BOC findings, the Range Sergeant is responsible for the training debriefing with all involved safety members of an LFE.

Generally, the Range Sergeant will be assigned to the Roll Call Committee and the Use of Force Committee. The Range Sergeant is also responsible for the purchasing and budgetary concerns of all Department equipment, ammunition, firearms, weapons, facility use and exploring any new equipment options. The Range Sergeant is required to oversee the development of the Continual Professional Training (CPT) trimester curriculum.

As part of the CPT curriculum development, the Range Sergeant is required to present a summary of what is to be expected for the upcoming trimester training to higher ranking safety members of the Department. The Range Sergeant will ensure POST and Department mandates/certifications remain within compliance. He/she will adhere to other recommended guidelines and procedures set forth by the Training Division Commander.

1.2 Corporal Responsibilities

Corporals assigned to the Range are to assist the Range Sergeant with delegated supervisory duties. The following responsibilities are generally delegated to a Corporal:

- Staff scheduling and ensuring there are adequate personnel for all training facilitated through the Range
- Ordering, distribution, inventory, and the storing of ammunition, munitions, firearms, weapons and equipment
- Oversee the Range Safety Officer (RSO) and ensure the RSO is performing and completing their assigned duties
- Supervising armory personnel and functions
- Facilitate all aspects of the CPT trimester curriculum development
- Oversee the Range Reserve Unit #655

1.3 Deputy Responsibilities

Deputies assigned to the Range are to assist their peers, supervisors and professional staff with daily operational support and to ensure safety measures and guidelines are being addressed. Range deputies will share several responsibilities with other Range staff and complete other duties as assigned, such as, but not limited to:

- Administering/staffing training courses
- Researching, developing and coordinating in-service training
- Assisting the Basic Academy
- Assisting Advanced Officer Training (AOT)
- Assisting Reserve Deputy programs with instruction/staffing
- Qualifying/instructing Department and contract agency safety members on firearms and POST mandates/perishable skills

1.4 Armorer Responsibilities

The Range Armorer performs skilled maintenance and repairs of firearms and completes other duties as assigned. Duties may include, but are not limited to:

- Maintain, diagnose, repair, inspect, test firearms authorized for use by the Department
- Write and maintain records of inspection/test results
- Inspect, test, modify firearms to ensure compliance with State and Federal regulations
- Coordinate and schedule training programs involving weapon manufacturers, Department members and other law enforcement agencies
- Attend educational programs related to weapon maintenance and certification to stay abreast of current and new trends in armory operations
- Assist in continual Department wide and on-site inventory of all department weapons/firearms/munitions
- Ensure adequate supplies of firearm parts, cleaning materials, specialized tools and other needed equipment is available and ready to utilize

1.5 Range Safety Officer (RSO) Responsibilities

- Conduct periodic evaluations to verify all ranges are clean, maintained and safe, including the Live Fire House (LFH)
- It is the RSO's responsibility to pick-up and drop off inmate workers to and from GHRC
- Communicates and enforces Range rules to inmates/range users
- Supervise inmates tasked to clean all ranges and Range facilities

- Be the point of contact for contracted agencies on the ranges
- Miscellaneous duties will be delegated to the RSO as deemed necessary
- RSO must inform all Range staff of any/all firing range issues
- Ensure all 1st Aid emergency kits are adequately stocked/replaced
- Ensure all fire extinguishers for the Range facility are current/replaced
- Ensure Range facility supplies are adequately stocked
- Ensure firing range target stands are usable and papered
- Routinely maintain the bullet traps on the firing ranges

1.6 Professional Staff Responsibilities

Professional staff act in a crucial support function to other assigned sworn Range personnel and adhere to their job duties as prescribed by the County. They will generally aid in the scheduling, record keeping, POST EDI transactions, audio/visual instruction assistance, invoicing, Quartermaster duties and other functions as assigned to effectively support the Department and daily operations of the Range. Generally, the Range may have professional staff consisting of:

- Office Assistants
- Training Specialists
- Motor Pool Service Assistants
- Secretaries
- Office Specialists
- Part-Time Extra Help

SECTION 2: Continuing Professional Training

2.1 Legislative and Department Mandates

POST Legislative Mandates – Refresher Training

The following are mandates set forth by the State of California and outlined by POST (Peace Officer Standards and Training):

- Bloodborne pathogens is required annually (Cal OSHA 5193)
- Domestic Violence update, two-hour block, every two years (PC13519)
- First Aid / CPR, eight-hour block, every two years
- High speed vehicle pursuits, once per year (PC13519.8, VC17004.7)
- Racial and Cultural Diversity training, two-hour block, every five years (PC13519.4)
- Respiratory fitting is required annually (OSHA 5144)

POST Perishable Skills Mandates

- Arrest and Control, four-hour block, every two years
- Tactical Firearms/FOS, four-hour block, every two years
- Driver's Training/Simulator, four-hour block, every two years
- Communications Training, two-hour block, every two years

Generally, it is the responsibility of a Range Corporal assigned to the CPT Development curriculum to stay abreast of any changes to POST mandates. If applicable, Range staff will encourage safety members to utilize the "POST Learning Portal" to gain POST training credits.

Department Mandates

Refer to Department Policy sections 2.268 and 2.268.10

2.2 Continuing Professional Training

Generally, a Range Corporal is assigned and responsible to oversee the development of the CPT curriculum each trimester. The assigned Corporal should facilitate the development process and ensure all Range staff is involved to accomplish the highest quality training. Generally, when the current trimester begins, planning for the next trimester is undertaken.

Within the first two weeks of the current trimester, Range staff should meet to discuss what topics and mandates should be covered in the upcoming trimester. When Range staff is deciding what topics to cover the following should be considered, but are not limited to:

- POST mandates
- Legal updates
- Current departmental / societal trends
- Case law
- Officer safety tactics
- Force options
- Communication / De-escalation techniques
- Standards and Training for Corrections (STC)

2.3 Roll Call Training and Testing

Each trimester will incorporate "Roll Call" training and proficiency testing. Generally, the questions stem from a meeting with the Roll Call Committee members prior to the beginning of the trimester. Once approved, the questions are generally disseminated Department wide via the Starlink Intranet application to be

reviewed at Station shift briefings throughout the County. Topics may include, but are not limited to:

- Case law
- Department policies
- Officer safety tactics
- Force options
- Lethal force scenarios
- Reporting forms / requirements
- Applicable State enforcement codes
- STC topics
- Communication / De-escalation techniques
- Range etiquette
- Departmental / Societal trends

SECTION 3: Equipment / Sheriff's Equipment System (SES)

3.0 Sheriff's Equipment System

The SES database was designed to assist in tracking Sheriff's Department firearms and equipment issued by Range staff. SES is continually modified for efficiency by the Technical Services Division (TSD).

Basic information on SES:

- Firearms/equipment are entered into SES by the Range staff member assigned "Quartermaster" duties
- Once a serialized item is entered into SES, it cannot be removed

3.1 Issuing Firearms / Equipment through (SES)

Issuing Firearms / Equipment to Personnel:

Responsibility – Range Quartermaster

Common situations when firearms/equipment are issued to safety members are: trainees, lateral hires, and duty firearm/equipment trade-ins. When entering data into SES, a written "Range Equipment Issue Card" shall also be used, documenting the safety member's signature.

Issuing Firearms to Stations / Divisions:

Responsibility - Range Quartermaster

The Station/Division safety member with the rank of Lieutenant or above representing the requesting Station/Division must send an E-mail to the Range Sergeant requesting a new firearm be issued. If approved, Range staff will prepare the firearm(s) for pickup and notifies the Station/Division. Enter the data into SES and document the accepting safety member's signature on a Range Equipment Issue Card.

3.2 Returning Firearms / Equipment through SES

Return of Firearms / Equipment Issued to Safety Members:

Responsibility - Range Quartermaster

Record the returned firearm/equipment in SES and complete a Range Equipment Issue Card.

Return of Firearms Issued to Stations / Divisions:

Responsibility - Range Quartermaster

Record the returned firearm in SES and complete a Range Equipment Issue Card.

3.3 Firearms / Equipment Inventory

Responsibility - Range Quartermaster

Based on the inventory category, Range equipment and or firearms will be audited/inventoried monthly or every other month. If a firearm or piece of equipment is missing and unaccounted for, the Range Sergeant shall be notified immediately.

3.4 Obtaining Equipment (Purchasing / Trades)

Responsibility - Range Quartermaster

The Sheriff's Range is responsible for ensuring all issued safety equipment complies with Department Policy and meets all government requirements. Generally, similar equipment types should be thoroughly tested and evaluated by Range staff for operability, longevity, practicality, industry standards and fiscal responsibility before a purchasing proposal is made. When equipment purchases are needed, approval shall be garnered from the Range Sergeant and Training Division Lieutenant before the purchase process begins.

Purchasing of equipment shall adhere to the procedures set forth by the Sheriff's Bureau of Administration (BOA), utilizing the "Systems, Applications and Products" (SAP) process.

3.4a Obtaining Firearms

Responsibility - Range Quartermaster

The Sheriff's Range is responsible for ensuring all issued firearms comply with Department Policy and meet all government requirements. Generally, similar firearm types should be thoroughly tested and evaluated by Range staff for operability, longevity, practicality, industry standards and fiscal responsibility before a purchasing proposal is made. When firearm purchases are needed, approval shall be garnered from the Range Sergeant and Training Division Lieutenant before the purchase process begins. Purchasing of firearms shall adhere to the procedures set forth by the Sheriff's Bureau of Administration (BOA), utilizing the "Systems, Applications and Products" (SAP) process.

Once firearms are received, they shall be entered into the SES database and Sheriff's Records/Tele-type will be contacted for CLETS database entries. After doing so, wait several days and run the serial numbers(s) in the CLETS database to verify accuracy.

Trade-Ins

Responsibility - Range Quartermaster

Similar process as purchasing, with the caveat of shipping the firearms for trade to the winning Vendor. Additionally, SES will need to be updated, listing the firearms as traded and no longer belonging to the Department. Sheriff's Records/Tele-type will be contacted for CLETS database entries. After doing so, wait several days and run the serial number(s) in the CLETS database to verify accuracy.

3.4b Firearms for Repair or Replacement

Responsibility - Range Quartermaster

Call the proper manufacturer representative and obtain an "RMA" number or authorization to return the firearm(s). Keep a copy of the shipping receipt until the package arrives. Enter the firearm(s) in the SES database to update the firearm(s) status. If/when the firearm is returned, complete the necessary SES fields for entry.

If the firearm was destroyed by the manufacture and a replacement was sent to the Range, enter the corresponding information into the SES database. Notify Sheriff's Records/Tele-type for the appropriate entry into the CLETS database. After doing so, wait several days and run the serial number in the CLETS database to verify accuracy.

3.5 Firearms from the Scientific Investigations Division (SID)

Responsibility - Range Quartermaster

The process of obtaining firearms identified as needed for official use shall adhere to Department Policy enumerated in sections 5.620, 5.620.10, 5.625 and 5.630. Once officially retained, the previously mentioned transactions shall take place regarding the SES database entries and CLETS entries via Sheriff's Records/Teletypes. After doing so, wait several days and run the serial number in the CLETS database to verify accuracy.

3.6 Key Control

To maintain the integrity of security within the Sheriff's Range, the Range Sergeant and generally one Corporal will be designated as controllers of Range keys. In addition, the Training Center's Administrative Sergeant has the responsibility of all keys used on the Training Center's campus. Any issued keys to Range staff should be documented accordingly and provided to the Training Center's Administrative Sergeant for filing. Upon a transfer from the Range, the transferring staff member will supply the Range Sergeant with the keys they were issued upon their assignment to the Range.

3.7 Range Inspection

Overview

The goal of the Range inspection is to ensure Range staff are adhering to POST mandated training requirements/recommendations to include, but not limited to:

- Department and contract agencies are current with training
- Instructors are audited and certified
- Safety equipment is checked
- Facilities are inspected for safety, cleanliness and repairs
- Firearms/weapons are inventoried
- Office equipment inventoried and replaced as needed
- Work and vacation schedules are current
- Emergency plans reviewed

- Vehicle fleet is inventoried
- Armory is checked for access control, maintenance and cleaning
- MSDS log is current/updated

Process

The Range Sergeant or his/her designee will ensure the inspection procedures set forth by the Training Division Commander are annually completed. Once completed, the Range Sergeant's inspection findings will be provided to the Training Division Lieutenant or his/her designee.

SECTION 4: Approved Firearms and Qualifications

4.1 Department Approved Firearms

Standard Duty Handgun Requirements: Refer to Department Policy section 2.608

Alternate Duty Handgun Requirements: Refer to Department Policy section 2.610

Off Duty Handgun Requirements: Refer to Department Policy section 2.612

Back Up Handgun Requirements: Refer to Department Policy section 2.614

Restrictions: Refer to Department Policy sections 2.618 and 2.620.10

4.2 Firearm Qualification Requirements

In all cases, a safety member shall not score his/her own qualification target(s). A member of the Training Division or Range staff shall be present when qualifying and score the safety member's target(s).

Duty Handguns

The course of fire for the duty handgun qualification changes each trimester and is developed by Range staff. The course of fire for qualification generally consists of 30 rounds at varying distances. Department members must pass with an 80%. Any fired round(s) impacting outside the designated target will count as a missed round.

Alternate Duty Handguns

The qualification course of fire will be the same course of fire as the duty handguns.

Off Duty Handguns

Generally, the course of fire will be a 10-round qualification at varying distances. Department members must pass with an 80%. Any fired round(s) impacting outside the designated target will count as a missed round.

Back Up Handguns

Generally, the course of fire will be a 10-round qualification from the three-yard line. Department members must pass with an 80%. Any fired round(s) impacting outside the designated target will count as a missed round.

Long Guns

The course of fire for the patrol rifle and pump-action shotgun changes each trimester and is developed by Range staff. The course of fire for the patrol rifle generally consists of 10 rounds at varying distances and must be passed with an 80%. Any fired round(s) impacting outside the designated target will count as a missed round. The course of fire for the pump-action shotgun generally consists of four to six rounds at varying distances. Due to varying ammunition types (slug/buck-shot pellets, varying scale), safety members must show proficiency with accurate target impacts to meet qualifications.

Reserve Deputies

Designated Level I's, Level I, and Level II Reserve deputies shall meet the same firearms qualifications as regular safety members. Level III Reserve deputies only need to qualify with their duty handgun once per trimester (no long guns) and need to pass a 20-round qualification with an 80%. Any fired round(s) impacting outside the designated target will count as a missed round.

Level I, Level II and Level III Reserve deputies can only qualify with up to three handguns (duty, alternate, back-up). Alternate duty and back-up handguns for Level I, Level II and Level III reserves shall only be carried if authorized by their Station/Division Commander. Designated Level I reserves can carry the same handguns as regular safety members. Reserve deputies who are not Designated Level I's cannot carry off duty unless they are CCW endorsed.

4.3 Marksmanship Program

The marksmanship program is voluntary and was designed to test the shooting abilities of safety members in the areas of:

- Speed
- Accuracy

- Magazine changes
- Target acquisition
- Barricaded shooting

The integrity and accountability of the "Marksmanship" folder shall be the responsibility of the Range Sergeant or his/her designee. Range staff will input the safety member's last name, first name, employee number, the date, and their score into the appropriate fields. Depending on garnered scores, the shooter will be provided the shooting proficiency category of "Marksman," "Expert," or "Master," and will be given the corresponding "Award Ribbon" to be worn on their "Class A" uniform.

4.4 Failure to Quality / Remediation

Refer to Department Policy section 2.268.30

4.5 Failure to Participate

Refer to Department Policy section 2.268.35

4.6 LEOSA Qualification

The Law Enforcement Officers Safety Act (LEOSA), commonly referred to as "HR-218," is a federal law allowing "A qualified law enforcement officer" or "A qualified retired law enforcement officer" with proper identification that meets the specified criteria to carry a concealed firearm anywhere in the nation, notwithstanding most other state and local laws which restrict the possession of concealed firearms.

The shooter will be put through a 10-round course of fire and will need to score at least 80%. Any fired round(s) impacting outside the designated target will count as a missed round. Once completed, Range staff will sign and endorse the shooters HR-218 form, along with the green card indicating they successfully passed.

The qualification generally takes place at the Sheriff's Range on the first Saturday of every month at 8:00 AM and the first Wednesday of every month at 6:00 PM. Generally, Level III Reserve deputies also attend these designated days for their trimester firearms qualifications and CCW qualifications. The qualification is free for retired deputies from our Department and \$10.00 for retired officers/deputies from other law enforcement agencies. Any monies received from HR-218 applicants shall be given to the Training Center Fiscal Clerk.

4.7 Concealed Carry Weapons Permit (CCW)

As enumerated in Department Policy sections 1.340.18 and 1.854 through 1.854.20, personnel from the Sheriff's Employee Resources Division (ERD), CCW Unit, will be responsible for the processing of CCW applicants. Once the applicant is successful, Range staff will facilitate the firearms qualifications for CCW applicants. Once qualified, the CCW permit will generally be valid for two years.

Types

Civilian CCW Permit
Judge or Federal Agent CCW Permit
Reserve Deputy Sheriff CCW Permit

CCW Proficiency Evaluation

Range staff shall inform the applicant they are performing a proficiency evaluation to verify they can safely handle, load, discharge, unload, and make safe all the firearms they intend to have on their permit. They will also be required to accurately shoot and impact the intended target area designated by Range staff. Generally, the course of fire will be a total of 10 rounds, from the 5-yard line and will involve a reload. The standardized B-27 silhouetted targets should be used for the qualification.

Range staff shall inspect the firearm and ammunition to verify it is safe to discharge (no reloads) on our Range. The applicant will be required to complete a standard "CCW Proficiency Evaluation" card. This is a two-part form that requires both sides (right/left) be filled out completely. Once filled out, Range staff will verify the serial number of the firearm(s) matches and all fields of the form have been completed. Range staff will inform the applicant to load his/her speed loaders or magazines with a total of 10 rounds between both devices. Range staff will allow the applicant to load however they choose to account for a total of 10 rounds with a reload.

The applicant will move to the 5-yard line where the course of fire and point of aim will be explained by Range staff. The applicant will be informed to place his/her eye protection and hearing protection in place. Range staff will have the applicant fire 10 rounds (no time limit) with a reload, aiming at the designated area on the target. Range staff will observe the shooter for safe handling and accuracy.

Once completed, Range staff will observe the applicant make his/her firearm safe and return it to its case. Range staff will complete the evaluation card by checking the "yes" or "no" boxes on the card for the questions for each firearm (up to three), sign and date it. Give the "STUDENT COPY" to the applicant and inform them it is not their permit and it might take a few weeks for them to receive their new permit.

Civilian CCW Permit (Adding a Firearm)

The permit holder will contact ERD for an appointment to have the firearm to be added inspected and the registration verified. Once completed the permit holder shall schedule an appointment with ERD to go through a CCW evaluation with that firearm. Upon arrival to the Range, the permit holder will be asked to produce his/her permit and CDL to verify identity and firearms on his/her permit.

Proficiency Evaluation

See previous "Civilian CCW Proficiency Evaluation."

Range staff will complete the evaluation card, sign and date it. Write "NEW FIREARM" down the side in bold letters. Give the "STUDENT COPY" to the permit holder and inform them it is not their permit and it might take a few weeks for them to receive their new permit.

Judge or Federal Agent CCW Permit

Range staff must verify their status as a Judge or Federal Agent. Range staff will have the Judge or Federal Agent complete a CCW proficiency evaluation card and have them complete a CCW proficiency evaluation course of fire.

Reserve Deputy Sheriff CCW Permit

Generally, Level I and Level II Reserve deputies can complete their CCW proficiency evaluation during regular CPT qualifications. Before completing their normal duty handgun qualification, they will notify Range staff they need to complete their CCW Proficiency Evaluation in addition to their regular qualification. The yellow CCW Proficiency Evaluation card will be completed along with the normal yellow Reserve SBS Range qualification card. The "Range" portion of the evaluation card will be returned to Volunteer Forces. If the evaluation cannot be performed during CPT, Range staff will complete a standard yellow CCW permit holder Proficiency Evaluation as described above.

SECTION 5: AMMUNITION

5.1 Ammunition Purchasing and Storage

Overview

The ammunition purchasing is the responsibility of the Range Sergeant or his/her designee. The storage, access, and restocking has been held as a shared responsibility between Range Corporals and the Range Sergeant. The shared

access allows for accountability between three people and allows flexibility of access to ammunition when others are unavailable.

Budget

Generally, funding for ammunition purchases comes from the overall Range budget as approved by the Office of the Sheriff and the County Board of Supervisors. The Range Sergeant shall ensure an ample supply of ammunition is readily available and rationed with the utmost fiscal responsibility.

Ammunition Purchasing

Adequate levels of ammunition shall always be retained. Ammunition ordering is generally dependent on upcoming training needs (Ex: Basic Academy class sizes, proposed courses of fire, duty ammunition exchange, firearms training classes, etc.). It is common for ammunition to be backordered for several months to a year. The possibility of an extensive backorder should be kept in mind to prevent running out of ammunition. Generally, orders should be placed at least six months ahead of time.

Purchasing Procedure

When ammunition purchases are needed, approval shall be garnered from the Range Sergeant and the Training Division Lieutenant before the purchase process begins. Purchasing of ammunition shall adhere to the procedures set forth by the Sheriff's Bureau of Administration (BOA), utilizing the "Systems, Applications and Products" (SAP) process.

Ammunition Delivery

Ammunition orders are delivered via a freight truck. When scheduling a delivery, the delivery company needs be notified the truck must contain a lift gate, due to our limited access to a forklift. Prior to signing for the delivery, the ammunition shall be counted and confirmed with the bill of lading/packing slip. The receipts shall be copied for records purposes and provided to the Training Center Fiscal Clerk.

Storage

Purchased ammunition is generally stored on the Training Center campus. Immediate access to ammunition is limited to sworn Range staff. Generally, blank, less lethal, and simunition ammunition shall be stored separately from live ammunition.

5.2 Ammunition Exchange

Refer to Department Policy section 2.622

5.3 Cartridge Collection and Recycling

Generally, fired cartridge casings (FCC's) are collected from the firing ranges by the RSO, Range staff, GHRC inmate workers and are turned in for recycling. While wearing proper personal protective equipment, the nickel and brass casings need to be separated and placed in corresponding containers. Assistance in the collection of the FCC's can also be obtained by scheduling with GHRC work release. They will assign a crew on the weekend to assist.

There are several local recycling vendors who will accept our FCC's. Casings that have been exposed to weather or moisture from watering are considered scrap. Unspent or defective cartridges that are collected off the ranges are kept separately and melted down by the Specialized Enforcement Division (SED), Bomb/Arson Detail.

5.4 Ammunition Collection and Destruction

Ammunition is often turned in to the Range for destruction. The ammunition should be inspected for rare and quality ammunition. The rare and quality ammunition can be saved and used for firearms demonstrations and firearms testing. Reloads and ammunition that appear corroded or defective, shall be placed in plastic destruction tub often located in the ammunition cage. The Bomb/Arson Detail is responsible for destroying the remaining ammunition located in the plastic destruction tub.

5.5 Practice Ammunition Distribution

Generally, safety members can receive 50 practice rounds per month to assist with their firearms proficiency. If Range staff is approached by a safety member who has difficulty with shooting or concerns, they shall accommodate the safety member with applicable training methods to address the issue(s).

SECTION 6: Armory

6.1 Armory Responsibilities

The Range armorer(s) perform skilled maintenance and repair of firearms and perform other duties as assigned. Additionally, the Armory stores and maintains an adequate supply of serviceable firearms for Department use, testing, demonstrations and expert testimony. Generally, the armorer(s) will maintain,

diagnose and repair safety members duty use firearms. The Range armorer(s) will only fully service firearms for outside agencies who specifically contract for that service.

Generally, if an outside agency safety member is on campus for training and their firearm needs immediate repair to complete the day's course of fire, Range armorer(s) may seek approval from the Range Sergeant to make the firearm operable. Range armorer(s) will ensure compliance with, but not limited to, Department Policy sections 2.604 and 2.604.15. Refer to section 1.4 of this manual for further information.

6.2 Inspection / Inventory of Armament

Generally, armorer(s) and other Range staff can assist the various Station/Division commanders with their armament inventories as needed or warranted. Armament stored and maintained at the Range shall be audited/inventoried on a monthly or every other month basis depending on inventory categories. Refer to Department Policy section 2.604.10.

SECTION 7: Reserves

7.1 Reserve Unit #655 Responsibilities and Expectations

Reserve Unit #655 is designated through Volunteer Forces as the "Training Division/Range" unit and is identified by Volunteer Forces as a "Support Unit." This unit will generally consist of Designated Level I, Level I, Level II, Level III reserves and volunteers. This unit is primarily responsible for activities directly related to the Sheriff's Range. They are responsible to adhere to Volume 7 of the Department Policy Manual and any applicable policies set forth in the Department's Reserve Deputy Sheriff Manual. Therefore, Unit #655 Reserve deputies are required to work a minimum of 20 hours per month using the following formula:

- 4 hours business meeting (which must include law enforcement related training). Generally, the first Saturday of each month.
- 16 hours of Range related duties per month.

7.2 Reserve Coordinator Responsibilities

The Range Reserve Coordinator shall be designated by the Range Sergeant as a collateral duty and will generally be assigned to a Range Corporal for responsibility. The coordinator will provide direct supervision of the volunteer's in the unit and have a solid foundational knowledge of Volunteer Forces and their

important support role. The duties of the Range Reserve Coordinator may include, but are not limited to:

- Ensure the safety and well-being of volunteer unit activities
- Forward all copies of training calendars, unit rosters, administrative forms and certificates to Volunteer Forces
- Liaison with volunteers regarding needed staffing for events/trainings
- Disseminate policy and procedures
- Attend the unit meetings, trainings and functions
- Maintain station files on volunteer personnel, unit finance and training
- Meet regularly with the Unit Commander to ensure Department/Division goals/objectives are being achieved
- Ensure the unit membership report is kept updated
- Process volunteer applicants (background, oral interview, application packet)

7.3 Reserve CPT Qualifications

Unit #655 Designated Level I, Level I and Level II reserves shall meet the same qualifications as regular safety members as set forth in Department Policy section 2.268. Level III reserves need only qualify with their handguns once per trimester (no long guns).

SECTION 8: Inmate Workers

8.1 Inmate Worker / Work Release Responsibilities

Inmate workers from GHRC are used for maintenance and general needs of the Training Division campus under direct supervision of the RSO, Range staff and Training Division staff. This includes the Basic Academy, Range, AOT and EVOC. Inmate workers can be obtained by contacting GHRC. Identify yourself as a member of the Range staff and the inmates will be brought to the front gate for pick-up. Inmates will be provided with a lunch.

Those supervising inmate workers will prohibit any direct access to any operable firearms on campus. Ensure the inmate workers have their identification cards in their possession. Routinely ensure the inmate workers adhere to section 11.5 of this manual. Any concerns with inmate workers shall be directly brought to the attention of GHRC and or the Range Sergeant.

SECTION 9: Basic Academy Trainees

9.1 Basic Academy Firearms Training

Range staff will facilitate the Basic Academy Firearms training for trainees to include, handguns, shotguns and the patrol rifle (long/short barrel). While providing firearms training to the Basic Academy trainees, Range staff will adhere to the POST "Training and Testing Specifications for Learning Domain #35," and the minimum training hours requirement set forth by POST.

SECTION 10: Mobile Field Force

10.1 Mobile Field Force

The Training Division may assist in the annual training for selected members of the Department's Mobile Field Force (MFF) teams. Range staff may be tasked with facilitating and/or participating in scenario-based training exercises and may need to ensure all MFF equipment is inspected and in a "ready to use" condition throughout the year. Any MFF training facilitated by Range staff shall be within Department Policy and should abide by POST recommendations. Refer to Department Policy sections 3.236, 3.236.10 and 3.610.20 for further information.

SECTION 11: Range Safety / Range Use

11.1 Range Safety Rules

Safety on the Training Center campus is of the utmost importance. All safety members, regardless of rank, shall comply with any posted rules concerning firearms safety and the conduct of live firing on any firearms range operated by the Department. Furthermore, when participating in live fire training or demonstrations, all safety members, regardless of rank shall comply with the verbal commands of Range staff assigned to conduct live fire training or demonstrations on any firearm range operated by the Department.

Range safety rules are applicable to any participant, regardless if they are Sheriff's Department safety members or not. Range safety rule violations and/or horseplay will not be tolerated and can lead to removal from the facility. There are numerous signs and postings of the "Range Safety Rules" throughout the facility for clarity.

Each live fire range, along with the Live Fire House (LFH) is outfitted with a flag pole and red flag. The red flag must be hoisted before any live fire takes place. Each live fire range and the LFH, is outfitted with a red "Knock Down Phone" which rings directly to Sheriff's Dispatch.

In the event of a training accident, Range staff or a designated safety member will use the phone to explain medical assistance is needed. We won't need a law enforcement response, we'll need a medical response. If participants are not directly involved in the training accident or rendering aid, they need to be moved to the nearest canopy area and await further instructions (witness statements, photographs, etc.).

All Range staff facilitating the given course of fire are clearly visually designated by their red shirts, black pants and red ballistic plate carrier vests. Each red ballistic plate carrier vest shall contain first aid supplies to be used if needed. Additionally, each live fire range and the LFH will be equipped with a red first aid medical bag. Generally, the red medical bag will be stored at the base of the flag pole during the course of fire and training exercise.

Before any course of fire, Range staff shall complete a "Safety Briefing" with those participating in the training. Generally, the safety briefing shall at least consist of the fundamental firearm safety rules, directions in the event of a training accident, pre-planned emergency protocol's, staged emergency equipment and the course of fire.

The Range is on the same property as GHRC and there are in-custody inmates working on the Training Center campus. Do not leave weapons, loaded, unloaded or unattended on any of the ranges. Eye and ear protection shall be worn during any course of fire. Ballistic vests are recommended when safety members are using firearms. Generally, the Range has an adequate supply of ballistic vests for utilization by safety members who do not bring their own and for the general use of others who are attending firearms training or demonstrations.

Generally, access to the actual firing ranges and LFH are controlled by locked gates. Range staff shall keep the combination/keys to the gates confidential to control access. Safety regarding firearms use and other training offerings on the Training Center campus will adhere to the "Guidelines for Student Safety in Certified Courses" POST manual.

Fundamental Firearm Safety Rules

- Treat every firearm as if it's loaded
- Never point your firearm at anything you aren't willing to shoot
- Keep your finger straight and off the trigger until you're ready to fire (Master Grip)
- Be sure of your target, backdrop and beyond

Additional Range Safety Rules

- Pay strict attention to Range staff commands/instructions

- Open toed shoes or shorts are not permitted on the firing ranges
- There must be a certified Firearms Instructor on the Range while participants are shooting. The Range Sergeant has the final approval as to certification allowances (POST, FBI, NRA, Etc.)
- Never load, unload, or handle a firearm behind the firing line
- Always point your firearm down range or in a safe direction
- Do not give or accept a firearm unless the breach is open
- Always holster your firearm before turning from the firing line
- Do not draw or re-holster your firearm with your finger in the trigger guard
- Do not go forward of, or leave the firing line until instructed by Range staff
- Hold your firearm down range for at least 10 seconds after any misfire
- Do not shoot your firearm after a misfire without checking for barrel obstructions (unload and make the firearm safe)
- Be aware of the horizontal and vertical limits of the firing range
- When the LFH is utilized, the instructor will need to have completed the "Live Fire House Instructor" course through SBSD or a comparable certified instructor course through POST or proprietary certification. The Range Sergeant has the final approval as to certification allowances.
- No eating is allowed on the ranges or under the canopies near the ranges
- Only supplied targets by Range staff are authorized for use on the ranges
Any other proposed targets, need to be approved by the Range Sergeant

The following specific "Shooter to Range Staff" safety ratio is as follows:

- Static daytime shoot – 10:1
- Static nighttime shoot – 5:1
- Shooting on the move – 1:1
- LFH shooting – 1:1
- CCW qualifications – 2:1

11.2 Negligent Discharge

In the event a firearm is negligently discharged during firearms training/handling, the following actions shall take place:

- Cease training activities
- Immediately check the area for injuries and/or damaged property
- Render/summon medical aid if needed
- Notify the Range Sergeant
- Refer to Department Policy section 3.640.65

11.3 Lead Control and Management

Airborne Lead Monitoring

It is the responsibility of all Range staff to maintain a clean working environment in the Range Office, restrooms and classrooms to keep personnel with minimal lead exposure levels. The State of California, Department of Industrial Health Relations, Division of Occupational Safety and Health (Cal-OSHA) has established "Permissible Exposure Limits" (PELs) and the American Conference of Governmental Industrial Hygienists (ACGIH) has published "Threshold Limit Values" (TLVs) for various airborne contaminants, including lead. TLVs are recommended, PELs are regulatory. An ample supply of lead cleaning supplies will be stocked and maintained for routine use.

Monitoring Range Staff

Medical Surveillance is performed in accordance with Title 8, California Code of Regulations, General Industry Safety Orders, Section 5198. In addition, the Range Sergeant should be notified by the County's Risk Management Division of any medical concerns they become aware of during a Range staff member's medical surveillance. These notifications are generalized, confidential and are only in place for the immediate potential medical concerns of the Range staff member.

11.4 Material Safety Data Sheet's

Chemical products used at the Range should have a Material Safety Data Sheet (MSDS). A MSDS log will be kept in the Range Sergeant's office. These sheets should be available through the Manufacturer or Distributor of the product(s). The MSDS includes chemical makeup of the product, handling procedures, toxicity levels and safety concerns.

11.5 Inmate Worker Safety Briefing

- Stay off the dirt berms of the firing ranges
- Do not go behind the target stands
- When picking up FCC's, wear latex gloves and use rakes/shovels
- Watch out for rattlesnakes and other wildlife
- Drink heavy amounts of water
- Hearing and eye protection are provided when working in areas where firearms training is taking place
- Hearing and eye protection are provided when working with power tools
- Always have a partner when working with power tools
- No eating on the ranges
- Notify the RSO or any Range staff member of any safety concerns

11.6 Range Sprinkler System

Each firing range sprinkler system can be manually controlled independently by a 2" ball valve installed on the corners of the ranges. Generally, all firing ranges are on an automatic timer and are maintained by our contracted landscaping service. Generally, the landscapers mow/maintain the firing ranges on Sunday's. In the event of a nearby fire hazard, all firing range sprinklers should be utilized as a preventative measure.

11.7 Generalized Range Use

Generalized firing range use is not for the General Public. All generalized firing range use is at the discretion of the Range Sergeant or his/her designee and is generally approved between 7:00am until 5:00pm, Monday through Friday. Any firing range use requests after 5:00pm or on weekends, shall only be authorized by the Range Sergeant or his/her designee. Once approved, firing range use will need to be scheduled through the Range staff to avoid any conflicting utilization times.

Generalized firing range use is partly dependent upon the requesters firearms knowledge/capabilities and is normally only considered for active/retired safety members. Children under the age of 14 are not permitted on the ranges. Other juvenile's will be required to have a signed parental waiver and be accompanied by an active/retired safety member and/or a Range staff member. Those no longer affiliated in an official capacity with the Department, shall sign a waiver.

11.8 Range Use by Aviation / Specialized Enforcement

Generally, safety members from the Aviation Unit will utilize the Aviation dirt ranges on the Training Center campus for their qualifications and proficiency. Aviation qualifications are in lieu of other CPT and Department qualifications and are geared toward their mission specific training needs. At least one safety member from Aviation will need to be a certified firearms instructor when they are utilizing the Aviation dirt ranges. Their use will be scheduled with the Range staff to avoid any conflicting utilization times.

Generally, safety members from the Specialized Enforcement Division (SED) will utilize firing ranges on the Training Center campus for their qualifications and proficiency. SED qualifications are in lieu of other CPT and Department qualifications and are geared toward their mission specific training needs. At least one safety member from SED will need to be a certified firearms instructor when they are utilizing the firing ranges. Their use will be scheduled with the Range staff to avoid any conflicting utilization times.

11.9 Contractual Range Use

Contractual firing range use is generally for Law Enforcement agencies who contract with the Sheriff's Department for utilization. Contractual firing range use is completed via the Sheriff's Department Bureau of Administration via a "In-Kind Use Agreement" or a "Revenue Agreement Contract." Those agencies contracted for firing range use will generally provide their own certified firearms instructors during their range use unless their contract states otherwise.