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|  | ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120 |  |
| Effective Date: 04/01/03 | STANDARD OPERATING PROCEDURE | Revised Date: 05/27/15 |
| Chief of Police:  | Department Firearms Range, 106.1 | |
| Cross Reference: SOP 16.3 Social Media SOP 82.1 Records Administration Assistant Range Master Job Description Range Master Job Description Range Officer Job Description | | Policy Sections: 106.1.1 Range Personnel 106.1.2 Range Rules and Regulations 106.1.3 Procedure for Use of Range by Officers 106.1.4 Use of Range by Non-Sworn Persons 106.1.5 Firearms and Ammunition Limitations |

PURPOSE

The purpose of this policy is to establish guidelines for the use of the department's firearms range.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide direction regarding the use of the department's firearms range and has outlined specific rules regarding the use.

PROCEDURES

106.1.1 RANGE PERSONNEL

- A. The range master will be appointed by the chief of police. The assistant range master and range officers will be selected by the range master with approval by the deputy chief.
- B. Range personnel will be in charge of all employees while participating in the training sessions, regardless of rank or position.
- C. Range personnel will have full use of the range equipment for firearms training.
- D. To view a listing of job duties for range personnel, refer to the respective job descriptions.

106.1.2 RANGE RULES AND REGULATIONS

- A. Persons authorized to use the range:
 1. Officers of the Elgin Police Department.
 2. Officers of other police departments with approval from the range master, assistant range master or a member of command staff.
 3. Spouses and family members of police officers as authorized by the range master, assistant range master or a member of command staff.
 4. Other persons authorized by the range master, assistant range master or a member of command staff.
- B. All persons who are not employed by the City of Elgin will complete a liability waiver. Liability waivers will be maintained by the range master.
- C. General rules.
 1. When using the range, there must be at least two persons present; one person must be a

non-probationary police officer or as directed by the range master or assistant range master.

2. All officers using the range shall wear department approved body armor.
3. No consumption of food or drink on the range.
4. Firearms shall be cleaned in safe area.
5. After using the range, employees shall dispose of spent cartridges, remove targets and throw away used cleaning supplies.
6. The range ventilation system must be operational while using the range. Officers are responsible for turning off the ventilation system prior to exiting the range. However, it is recommended that the system runs for 10-15 minutes after completing shooting.
7. Officers are prohibited from storing tables, chairs or other miscellaneous items between the walls, near the doors of the range. If these items are used, they shall be put in a location away from the doors. The exception to this rule is the range cart.
8. Video recording in the range is permissible. The recording is considered to be a police department record of range training activities. The release of video recordings outside of the department must be in accordance to Standard Operating Procedures 16.3 Social Media and 82.1 Records Administration.

D. Range safety rules.

1. All firearms will be considered loaded and charged until physical and visual inspection is completed.
2. Firearms will be charged and cleared either into a barrel provided in the range cleaning area or with the muzzle pointed down range.
3. No charged firearms will be out of the holster or case except when preparing to clear during recharging, on the firing line, or at the direction of a firearms instructor in a training situation.
4. Firearms will be pointed down range or in a safe direction at all times when out of the holster.
5. No person who has any odor of an alcoholic beverage on his breath, regardless of degree of intoxication, will be allowed on the range.
6. No person who is under the influence of drugs or are being prescribed a medication which impairs motor skills will be allowed on the range.
7. Eye and ear protection will be used at all times while on the range.
8. All safety rules established by this policy shall be enforced by all persons utilizing the range regardless of rank or position.

E. Department training.

1. All organized department firearms training sessions will be supervised by range personnel who shall record qualification results and any remedial training provided.
2. All organized department training sessions are during scheduled on-duty status, and all department rules and regulations will be followed.

3. All firearms training records shall be maintained in the Training Division. This shall include, but is not limited to department qualifications, quarterly trainings, remedial training and firearms courses through other organizations.

106.1.3 PROCEDURE FOR USE OF RANGE BY OFFICERS

- A. Personnel shall utilize the sign-in sheet to document their use of the range.
- B. Department authorized firearms instructors are the only personnel authorized to operate the master range console.
- C. All officers will supply their own ammunition while practicing on the range, except when otherwise allotted by the range master or assistant range master.
- D. Any damage or malfunctions of range equipment shall be immediately reported, in writing, to the range master or assistant range master.
- E. Officers shall not conduct range training for the purposes of secondary employment.
- F. All range regulations will be followed during off-duty use.

106.1.4 USE OF THE RANGE BY NON-SWORN PERSONS

- A. Any non-sworn person, such as family members, friends or city employees, shall obtain permission from the range master or assistant range master.
- B. A range officer or designee must be present when non-sworn persons are utilizing the range.
- C. Non-sworn persons shall adhere to the same rules and regulations, as well as safety instructions, as officers.

106.1.5 FIREARMS AND AMMUNITION LIMITATIONS

The following types of ammunition are restricted from use on the range:

- A. Any specialty round without prior approval from the range master.
- B. Any armor piercing or tracer round.
- C. Any cartridge with a muzzle velocities or energies over 3600 feet per second or 3600 foot pounds respectively.