



WRITTEN DIRECTIVE	No.	PD15-2011	Page:	1 of 7	
	Subject:	Effective	Date:	5-18-15	
	FIRING RANGE SAFETY AND SECURITY	Supercedes/ Amends:	Reference:	PD10-2011	ADDENDUM



I. Purpose

The purpose of this directive is to establish guidelines for the security of the Lynchburg Police Department firing range.

II. Policy

It shall be the policy of the Lynchburg Police Department to control access to the firing range and to ensure the safety of all department employees, other agencies and citizens utilizing the firing range.

III. Procedure

A. GENERAL

1. The safety, security and maintenance of the department firing range will be the responsibility of the Special Operations Captain.
2. Access to the firing range will be controlled by the Special Operations Captain or his designee.
3. Access to the firing range will be restricted for the purpose of:
 - a. enhancing the safety of law enforcement officers while using the range, and
 - b. protecting civilians who may use or be in the area of the range.
4. All Lynchburg Police Officers share the responsibility of firing range safety and security and will:
 - a. challenge any suspected breach of security,
 - b. ensure compliance with the provisions of this directive, and
 - c. document in a *Memorandum*, to be submitted through the chain of command to the Special Operations Captain, the following:
 - 1) any breach of security, or

2) any failure to comply with this directive.

5. Definitions

- a. Firing Range – that area of city-owned property beyond the designated police firing range gate, to include the classroom, other buildings, the canine training area, the sniper tower, the designated firing lines, and the shoot house.
- b. Canine training area – areas of the firing range designated for training exercises conducted by the department's canine teams,.
- c. Live fire area – that area of the firing range beyond the guard rails adjacent to the armorer's shed, to include the designated firing lines and the shoot house.

B. FIRING RANGE AND SHOOT HOUSE USE

- 1. All persons, sworn or civilian, shooting or instructing at the firing range will be required to:
 - a. log in upon their arrival at the range, documenting their utilization of the range, and
 - b. have a functional Lynchburg Police Department portable radio and/or a functional cellular phone with them in order to call for assistance should the need arise, and
 - c. ensure all fired casings are collected prior to leaving the range, and
 - d. secure all buildings and gates prior to leaving the range.
- 2. All persons arriving for training at the firing range with a loaded weapon intending to shoot will maintain the loaded weapon until instructed to clear the weapon.
 - a. Weapons will only be unloaded at the direction of and in an area identified by a firearms instructor
 - b. No one will unload a weapon downrange without an instructor's approval.
- 3. All persons present at the range during live firing will be required to:
 - a. wear ear and eye protection while in the designated live fire area, and
 - b. wear body armor while in the designated live fire area.

- 1) The Special Operations Captain will have the authority to waive this requirement for special shooting events.
 - 2) In the event that a waiver is granted, it will be required that sufficient department instructors and other personnel are present to ensure the safety of all participants in the event.
4. All formal law enforcement agency and Central Virginia Criminal Justice Academy training sessions involving more than three students will be required to have a designated safety officer.
- a. The designated safety officer will be responsible for:
 - 1) ensuring the safety of all instructors and participants by requiring compliance with all safety rules and practices while in the classroom, on the firing range and in the shoot house, and
 - 2) stopping any dangerous or unsafe activities until the safety concern can be addressed and corrected, and
 - b. The designated safety officer will not serve concurrently as a firearms instructor.
 - c. The designated safety officer does not relieve the firearms instructor(s) of their responsibility for safety in the classroom, on the firing range, or in the shoot house.
5. The range officer, the firearms instructor(s), and the designated safety officer will secure all firearms and live ammunition prior to beginning any classroom instruction or shooting drills at the range facility.
6. No vehicles will be taken onto the firing range (other than designated parking areas) without prior authorization from the Special Operations Captain.

C. AUTHORIZATION FOR LYNCHBURG POLICE OFFICERS

1. Lynchburg police officers will be granted access to the police firing range both on-duty and off-duty.
 - a. Members of the command staff, the tactical unit, the canine unit, and all approved department firearms instructors will be issued keys by the Special Operations Captain.
 - b. Officers not issued a range key must:

- 1) Obtain and sign for the key in the logbook maintained at the Information Desk, and
 - 2) *immediately* upon leaving the firing range, return the range key to the Information Desk.
2. *On-duty* officers of this department will be granted access to the firing range as follows:
- a. as authorized by any of the following (or a person acting in such capacity):
 - 1) the Chief of Police
 - 2) the Deputy Chiefs, or
 - 3) the Special Operations Captain.
 - b. during patrol, for purposes of checking buildings and answering calls for service.
3. *Off-duty* officers of this department will be authorized access to the firing range as follows:
- a. An officer must be accompanied by another person while firing on the firing range.
 - 1) any civilian accompanying an officer at the range must first complete a *Firing Range Agreement and Assumption of Risk* form
 - 2) the *Firing Range Agreement and Assumption of Risk* form may be obtained from the Special Operations Captain or from the policeserver.
 - a) the officer accompanied by the civilian will witness the civilian's signing of the form.
 - b) the officer will return the completed, signed form to the Special Operations Captain for approval.
 - 3) A *Firing Range Agreement and Assumption of Risk* form will be submitted for approval prior to each visit to the firing range: the application will apply *only* for the date indicated on the form.
 - 4) Approved *Firing Range Agreements and Assumption of Risk* forms will be retained on file by the Special Operations Captain for a period of three years from the date the civilian visits the firing range.

- b. The following equipment required for off-duty firing on the range will be supplied by the department, to include:
 - 1) targets
 - 2) ear protection
 - 3) eye protection, and
 - 4) body armor.

D. AUTHORIZATION FOR RETIRED OFFICERS

1. Retired Lynchburg Police Officers will be granted access to the police firing range for the purpose of qualifying to carry a concealed weapon under the "Law Enforcement Officers' Safety Act of 2004."
2. A retired officer must be accompanied by an approved department firearms instructor during their qualification attempt.
3. Prior to qualification, the retired officer must complete a *Retired Officer Firing Range Agreement and Qualification* form which must be witnessed by the firearms instructor.
4. After successful qualification (as defined in PD directive 0303: *Firearms Qualification*), the firearms instructor will record the qualification score and weapon information and forward the form to the Special Operations Captain for filing.
5. The Special Operations Captain will maintain the form for a minimum of five years.
6. Should a retired Lynchburg Police Officer wish to shoot on the firing range other than to qualify, they must meet the guidelines set forth in III.F of this directive.

E. AUTHORIZATION FOR OTHER AGENCIES

1. Agencies authorized by the Chief of Police to utilize the department firing range without being accompanied by a certified LPD firearms instructor will be documented in the addendum to this directive.
 - a. Authorization must be granted by the Chief of Police prior to any such use.
2. Requests from other agencies to utilize the firing range will be evaluated on a case-by-case basis by the Special Operations Captain.
3. Any written agreement for use of the firing range by an outside agency or unit:

- a. will be subject to review and approval by the City Attorney, and
- b. may require that such agency arrange for indemnity provisions, insurance coverage, etc.

F. AUTHORIZATION FOR CIVILIANS

1. Civilians must be at least 18 years of age to be eligible to fire on the firing range.
2. Eligible civilians will be allowed to fire on the firing range *only* in the following circumstances:
 - a. as part of an agency or group authorized by the Chief of Police or the Special Operations Captain in III. E.1 *or*
 - b. when sponsored and accompanied by a Lynchburg Police Officer.
3. An officer sponsoring a civilian for use of the department firing range will be responsible for:
 - a. accompanying the civilian on the firing range, and
 - b. ensuring that all range rules are followed.
4. To sponsor a civilian for use of the firing range, the officer must:
 - a. obtain from the Special Operations Captain or from the police server:
 - 1) a *Firing Range Agreement and Assumption of Risk* form, and
 - 2) a copy of the printed *Firing Range Rules and Regulations* as listed in the addendum to this directive,
 - b. have the civilian:
 - 1) familiarize himself with the printed *Firing Range Rules and Regulations* and
 - 2) complete the *Firing Range Agreement and Assumption of Risk* form.
 - c. witness the civilian's signing of the application, and
 - d. return the completed, signed application to the Special Operations Captain for approval.

5. A *Firing Range Agreement and Assumption of Risk* form will be submitted for approval prior to each use of the firing range; the application will apply only for the date and time period indicated on the form.
6. Agencies using the range on an annual basis will be required to submit a *Firing Range Agreement and Assumption of Risk* each year.
7. Approved applications will be retained on file by the Special Operations Captain for five years.
8. An officer must submit a separate memorandum to the Special Operations Captain, justifying any request to:
 - a. sponsor more than two civilians per range session, or
 - b. utilize the firing range for any time from one hour before sunset to one hour after sunrise.
9. The following equipment required for off-duty firing on the range will be supplied by the department, to include:
 - a. ear protection
 - b. eye protection, and
 - c. body armor.

Original Signed

Parks H. Snead
Chief of Police

May 18, 2015

Date