



WRITTEN DIRECTIVE	No. ADDENDUM	Page: 1 of 5
Subject: FIRING RANGE RULES AND REGULATIONS	Effective Date:	5-15-2015
	Supercedes/ Amends:	2-8-2014
	Reference:	PD-2011



AUTHORIZED AGENCIES

1. The following agencies are authorized by the Chief of Police to utilize the department firing range without being accompanied by a certified LPD firearms instructor:
 - a. the Central Virginia Criminal Justice Academy,
 - b. the Lynchburg City Sheriff's Office,
 - c. the Virginia State Police Tactical Teams,
 - d. the Blue Ridge Regional Jail Authority and
 - e. the Campbell County Sheriff's Office

GENERAL RULES FOR ALL ATTENDEES

1. The use of any tobacco product on the firing range, in the shoot house, or in any building at the range facility is prohibited.
2. The use or possession of any alcoholic beverage or any other type of intoxicant at the range facility is prohibited.
3. Prior to any use of the range facility, special authorization must be granted by the Special Operations Division Captain to persons taking either:
 - a. prescription medication, or
 - b. any non-prescription medication with a label warning users not to operate motor vehicles, machinery, etc.
4. Firearms not holstered will be kept pointed in a safe direction at all times.
5. Persons at the range facility are to treat every firearm as if it is loaded.
6. Firearms will not be unloaded in the classroom or the parking lot; firearms will only be unloaded downrange under the direction of a firearms instructor.
7. Prior to loading, all firearms will be safety checked to verify:
 - a. they are in proper operating condition,

- b. there is no barrel obstruction, and
 - c. proper ammunition for that firearm is being used.
8. During active shooting, all persons shooting, instructing or observing are required to wear ear protection and eye protection, while in the designated live fire area of the range.
 - a. Ear protection will be the padded style that covers the entire ear unless:
 - 1) a helmet is being utilized, or
 - 2) snipers are shooting from a position requiring alternative ear protection.
 - b. Eye protection will consist of shatter-resistant lenses; it is recommended that eye protection include side panels.
9. All persons shooting, instructing or observing are required to wear body armor while in the designated live fire area of the range.
 - a. The designated live fire area of the range includes that area past the guardrail, including the firing lines and the shoot house.
 - b. This requirement may be waived at the discretion of the Special Operations Division Captain or his designee.
10. No persons will intentionally shoot at or damage any firing range property or equipment.
11. Shooting at any item not designated by a firearms instructor as a target is prohibited.
12. No vehicles will be allowed in the live fire area of the range without prior permission.
13. All persons who use the range facility are to ensure that all trash and brass is collected and properly disposed of before leaving.
14. Any damage to the firing range property is to be reported to the Special Operations Captain or his designee prior to leaving the range.
15. All persons should wash their hands as soon as practical after firing to remove any lead residues.

SPECIFIC RULES FOR ON-DUTY FIRING

1. All persons at the range will be under the direct command of the designated range officer.
2. Persons firing on the range will also be under the direction of the department firearms instructors and the designated safety officer.
3. All persons will pay strict attention to designated firearms instructors and the safety officer: carelessness will not be tolerated.
4. Talking to other shooters is not permitted on the firing line or during a shooting drill in the shoothouse.
5. Persons will remove firearms from the holsters only when instructed to do so by a designated firearms instructor.
6. Persons are not to dry-fire weapons at the range facility unless under the direct supervision of a designated firearms instructor.
7. Shooters experiencing a malfunction will be expected to clear their own weapon utilizing approved malfunction drills. If a shooter is unable to correct the malfunction, they are to keep the weapon pointed in a safe direction and raise their hand for assistance from a firearms instructor.
8. Shooters should never permit the muzzle of a firearm to touch the ground. If a firearm is dropped on the ground, it will not be picked up until all other weapons have been secured and the firearms instructor(s) deems it safe to do so.
9. Shooters will not leave the firing line unless instructed to do so by a designated firearms instructor.
10. No one will go in front of the firing line until the line has been cleared and the command to go forward is given by the designated range officer.
11. Any person violating the rules set forth herein may be removed from the range.
12. If any member of any department is asked to leave the range or violates any of the above rules, a written report will be completed by the range officer.
 - a. If the individual is a member of this department, the report will be forwarded to the officer's Division Captain and the Special Operations Division Captain.
 - b. If the individual is a member of another department, the report will be forwarded to the Chief or Sheriff of that department, the Special Operations Division Captain and the Director of the Central Virginia Criminal Justice Academy if the individual is an academy student.

SPECIFIC RULES FOR SHOOTHOUSE FIRING

1. While in the shoothouse, no person will fire while another person is in their intended field of fire.
2. No rifle or shotgun ammunition will be fired in the shoothouse. Only ammunition of .357 caliber, .380 caliber, .38 caliber, 9 millimeter, 10 millimeter, .40 caliber, and .45 caliber will be fired in the shoot house.
3. A shoothouse instructor must be present at all times when the facility is being utilized.
4. No chemical agents will be deployed inside the shoothouse.
5. No Flash/Sound Diversionary devices will be deployed in the shoothouse unless proper precautions have been taken to prevent gravel or debris from becoming hazards to those present.
6. The ram will only be deployed on the doors in the shoothouse that are properly equipped to be forcibly opened.
7. The metal "Range Systems" bullet traps will only be utilized inside the shoothouse and are not to be moved to the firing line or range.
8. The metal "Range Systems" bullet traps will only be utilized on the exterior walls inside the shoothouse, unless they are being used for single shooter applications where there will be no-one else firing or moving inside the shoothouse (other than the instructor).
9. No metal "Range Systems" bullet traps will placed on the inside of the number 1 side of the shoothouse. The number 1 side being the front of the shoothouse that faces the range road and contains the front door and window.
10. A minimum distance of 6 feet will be maintained when firing at the metal "Range Systems" bullet traps.

