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<b>Department Weapons Range</b>	<b>800 - 5</b>		<b>07-01-2019</b>	<b>1 of 4</b>
Approval: <b>Chief of Police</b>	Manual: <b>Policy and Procedure</b>			

## I. PURPOSE

The purpose of this policy is to establish guidelines for the Kinston Police Department firing range and facilities.

## II. DEFINITIONS

A. Range Officer: Officer in charge of the Kinston Police Department Weapon Range.

## III. POLICY

A. All sworn law enforcement officers will be provided access to the firing range gate and a key will be issued to sworn personnel by the Range Officer.

1. All retired law enforcement officers will make contact with the on-duty shift Captain to gain access to the gate.
2. The Chief of Police can grant access to other non-sworn personnel, as well as revoke any gate access of sworn or retired officers.
3. The issuance of gate keys will only be at the direction of the Chief of Police.
4. Officers are not allowed to make copies or distribute any keys without the consent of the Chief of Police.
5. KPD retired personnel can receive a key from the on-duty Captain.

B. All sworn and non-sworn personnel will have access to the range house for the purposes of training, family gatherings, and parties.

1. Alcohol will be allowed at the range house only. No alcohol will be permitted on the firing range. No one will be allowed on the firing range after consuming alcohol or prescription drugs that can affect physical or mental faculties.
2. All personnel utilizing the range house will be responsible for maintaining the facility by cleaning both inside of the building and the adjacent areas surrounding the building.
3. The employee who schedules the building must be present at all times during the function.
4. The Chief of Police can grant access to other non-sworn personnel, as well as revoke access of sworn or retired personnel.
5. City of Kinston employees are allowed to use the building but are not granted permission to use the range unless approved by the Chief of Police or designee.

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- C. The range call tower will be utilized by personnel authorized by the Chief of Police for training purposes only.
1. Keys to the range tower will be issued to authorized personnel by the Range Officer at the direction of the Chief of Police.
  2. The only personnel who will be allowed to occupy the range call tower during a training session will be the Chief of Police, Majors, and Firearms Instructors.
  3. The bottom portion of the range call tower will be utilized to store targets, cardboard, and other training supplies needed to conduct in-service firearms training.
- D. The garage will be utilized by personnel authorized by the Chief of Police.
1. Keys to the garage will be issued to authorized personnel by the Range Officer at the direction of the Chief of Police.
  2. The garage building will be utilized to store equipment and supplies necessary to maintain the range property.
  3. The garage building will house the safe for the Federal Bureau of Investigations until such time the organization terminates its agreement with said entity.
- E. The turning target system will only be utilized by the Firearms Instructors, or the Training Supervisor.
1. The turning target system will only be utilized during a departmental authorized training event and an **authorized** operator must be present to operate the equipment.
  2. When the turning target system is not in use, the targets will be turned away from the firing line in an effort to keep unauthorized personnel from utilizing the equipment.
  3. Maintenance to the turning target system will be conducted by personnel authorized by the Chief of Police and personnel from targeting system company.
  4. Only shotguns and handguns may be fired on the turning targets.
- F. Stationary targets may be utilized by authorized sworn law enforcement officers, retired law enforcement officers, and other non-sworn personnel at the direction of the Chief of Police.
1. The stationary targets may be utilized for practice with handguns and shotguns on the twenty-five yard range.
  2. The stationary targets located on the fifty yard range can be utilized for practice or qualification.

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3. The stationary targets located on the fifty yard range may be utilized for handguns, shotguns, and rifles.
  4. All personnel will be required to notify the Range Officer of damage that occurs to the stationary targets during their use.
- G. All sworn, retired, and other authorized non-sworn personnel will be required to maintain the range's appearance when utilizing the range.
1. All trash, targets, cardboard, cartridge containers, and other items will be placed in the trash barrels before departing the range.
  2. Only standard authorized targets may be used on any range.
  3. All shell casings will be collected and disposed of in a designated container located on the firing range.
  4. When utilizing such items as barrels, pop-up targets, steel targets, etc., all personnel will ensure that the items are placed back in the storage location before departing the range.
  5. All sworn, retired, and other authorized non-sworn personnel will not utilize any concrete blocks or concrete material for target practice. This includes intentional shots being fired at the dividing wall between the twenty-five and fifty yard ranges.
  6. All materials used to clean weapons will be placed in the trash container before departing the range grounds.
- H. Strict discipline will be maintained on the firing range at all times. Regardless of his or her rank, the designated range officer in charge holds staff command of all departmental personnel while on the range. Only the Training Officer or lead Firearms Instructor will call a course of fire and no modifications will be made without the express permission of the Training Officer or Lead Firearms Instructor.
1. While on the firing range, departmental personnel will:
    - a. With the exception of sworn officers on duty, unload all firearms prior to arrival.
    - b. Carry semi-automatic handguns with the action open.
    - c. Keep all handguns holstered, except when in position at the firing point on the line of fire.
    - d. Never give a firearm to anyone, or take a firearm from anyone, unless the action is open and the safety is on.
    - e. Never anticipate a command.

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- f. Load only after position has been taken at the firing point and the command to load has been given.
  - g. While active shooting is taking place on the range, all personnel shall wear eyewear and ballistic vest while on the range.
  - h. Unload when instructed.
  - i. Keep firearms pointed downrange at all times.
  - j. Never draw a firearm from its holster, or re-holster, with the finger inside the trigger guard.
  - k. Not engage in idle conversation or horseplay on the firing line.
  - l. In case of misfire, keep the firearm pointed downrange and proceed in accordance with approved departmental procedures.
  - m. Never fire after hearing the sound of a possible squib load or malfunction.
2. All on/off-duty personnel will adhere to the following:
- a. Utilize gloves when picking up spent cartridges on the range.
  - b. Use cardboard to push spent cartridges to a central location on the concrete before picking them up. (No sweeping with a broom.)
  - c. Will not place spent cartridges into his or her hat.
  - d. Will not eat, drink or smoke on the firing line.
  - e. Must wash hands after utilizing a firearm on the range or picking up cartridges.
  - f. Must wear hearing protection on the firing range while weapons are being fired.