

Terrell Police Department



General Order: 10.20

Issue Date: July 19, 2011

Revised Date: May 31, 2016

Review Date: May 31, 2016

Terrell Police Department Range Usage

I. PURPOSE:

The purpose of this order is to establish a procedural criteria for scheduling, accountability and usage requirements for the Terrell Police Department Firing Range. (TPDFR) The policy is designed to streamline scheduling and eliminate conflicts. It further serves to prevent unauthorized use and promote professionalism, as well as maintain safe order while conducting training sessions.

II. POLICY :

A. The Terrell Police Department Firing Range is available for law enforcement purposes. Private use of the range, other than as outlined in this policy is prohibited. Law enforcement purpose is set forth as firearms training and qualification.

1. Civilians are not allowed access to the range without authorization of the Chief of Police.
2. The range will remain locked and secure at all times when not in use.

B. The range schedule is posted on the www.cityofterrell.org website under the link: <http://cityofterrell.org/firing-range.htm> including scheduling and contact instructions.

1. It's the responsibility of the Ranger Master and the Training Coordinator to maintain an accurate range schedule and work with the webmaster to keep the posting current.
2. Range scheduling will be done on a first come first serve basis. In situations where little or no notice is possible, every attempt will be made to accommodate the requesting agency, but there is no guaranteed access and the Terrell Police Department shall always have priority. In cases of inclement weather, those times may be rescheduled as permitted.

- C. Other Law Enforcement agency usage is permitted and scheduling may be accomplished in the following manner:
1. A book binder containing a copy of the policy and copies of waiver of liability will be maintained in Terrell Police Department Records Division
 2. The key to the range will be maintained in the binder in the Records Division of the Terrell Police Department.
 3. Verbal or email confirmation is required from the Department Range Master or the Training Coordinator for periods longer than two (2) hour usage of the range. If approval is granted, the key may be checked-out and returned from the Terrell Police Department Records Division via signature during business hours 8A-5P.
 - a. Upon request, the Records Division staff may contact the Range Master or the Training Coordinate for approval or provide the requester with the office number or the city email address of these parties.
 - b. Records Division staff shall provide a copy of the waiver and the policy to each current agency representative:
 - i. Upon first use of the range
 - ii. Once per calendar year
 - iii. Any time the other agency representative changes
 - c. The form shall be copied and a copy provided to the representative and the original filed in the binder for the Range Master.
 - d. Verbal or email confirmation is not required from the Department Range Master or the Training Coordinator for periods less than two (2) hour usage of the range. If an open date on the range schedule exists, the key may be checked-out and returned from the Terrell Police Department Records Division via signature during business hours 8A-5P.
 - e. If range usage will begin or extend beyond or outside these hours, the key and signature will be checked-out from and returned to the on-duty patrol supervisor.

III. Range usage:

- A. For safety reasons, all agency usage of the range shall be under the direct supervision of an assigned training coordinator, assigned agency range safety officer or the department Ranger Master. At no time will any individual from another agency utilize the range without supervision. At no time will any individual utilize the range alone.
- B. **No guests are permitted on the firing range at any time, other than those participating in a police sponsored class and/or instructed by a police instructor.**
- C. Any law enforcement agency using the range shall assign a training coordinator, agency range safety officer or department Range Master who shall be responsible for the operations at the range during the training or qualification.
- D. The agency representative shall complete a liability waiver once per year, or anytime the department representative changes. Each agency assumes responsibility for their agency employees and their conduct. The Terrell Police Department is not responsible for accidents, injury, or loss of property occurring on the range.
- E. The agency representative is responsible for compliance of general firearms safety rule compliance.
- F. The agency using the range is responsible for cleaning, repairing damage, and proper disposal of all trash and target backs.
- G. The agency using the range is responsible for providing their own or replenishing used supplies such as cleaning solutions/solvents, cleaning pads, bore brushes and oils.
- H. Any agency leaving the range in an unacceptable, un-restocked or damaged condition will be held responsible for reimbursement for loss and may have range privilege suspended as determined by the Chief of Police.
- I. Members of the sworn staff of the Terrell Police Department may schedule/utilize the Terrell Police Firing Range at anytime on or off-duty during the hours of 8 AM- 5 PM for training within the following guidelines:

1. Range Master and Training Coordinator must be notified via email to arrange for scheduling
2. Scheduled usage has preference
3. At no time will any member utilize the range alone
4. Two sworn members must be present at all times
5. Check out and return the key
6. Notify the on-duty supervisor of arrival and clear time from range

IV. PRIOR ORDERS:

From and after the effective date of issuance of this order, it shall be in full force and shall govern the operations of this department with regard to its subject matter. Former orders, policies, directives and memoranda relating to the subject matter are hereby specifically revoked and they shall be of no force and effect from and after the date of issuance of this order.



Jody L. Lay
Chief of Police