



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-52 APPROVED: \_\_\_\_\_  
LARRY BOHANNON, Interim Chief of Police

EFFECTIVE: May 1, 2020

SUPERSEDES: Reviewed/Revised: \_\_\_\_\_

SUBJECT: **Firearms Range Policy**

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I. PURPOSE:

The purpose of this policy is to establish the general and safety guidelines for the use of the firearms range to conduct firearms training to meet organizational training and proficiency requirements of officers working for The California State University, Los Angeles Police Department while on-duty.

II. OBJECTIVES:

- A. The policies and procedures establishes several objectives. The primary objectives are as follows:
1. Provide a safe firearms training environment by documenting safety procedures and range rules;
  2. Designate a responsible range supervisor(s) while the range is in use;
  3. Identify the types of weapons, ammunition, targets, and equipment permitted for range use; and
  4. Required personal safety equipment.

III. POLICY:

The firearm range is utilized to conduct training and qualifications for the department firearms training courses, department qualification courses, and less lethal device training and qualifications. The following shall be the policy when using the firearms range.

IV. PROCEDURES:

A. Safety Procedures and Range Rules

1. Officers shall follow basic firearms safety rules:

- a. Treat all firearms as if they were loaded.
  - b. Always keep your firearm pointed in a safe direction.
  - c. Be certain of your target and what lies beyond your target.
  - d. Keep your trigger finger outside the trigger guard and off your trigger until you are ready to fire.
2. The facilities' Range Manager is the ultimate authority on the range. Any deviation from the range managers commands, orders, or decisions may be grounds for immediate revocation and suspension of range privileges.
  3. At the beginning of each range training, the range master/firearms instructor(s) will inspect the live-fire portion of the firearms training facility for any hazards before allowing any firearms training.
  4. Appropriate clothing attire is required when using the range. No open-toe shoes or sandals are permitted. No low cut tops or high heels.
  5. All law enforcement personnel entering upon, remaining upon, or leaving the facility shall safely carry all firearms adhering to the following:
    - a. All weapons brought into the range shall be in an unloaded condition unless the weapon is worn directly on the person in a holster or carried concealed upon the person.
    - b. Unless worn directly on the person, semiautomatic pistols shall be holstered, cased, or have the slide locked back in the rear position. The magazines shall be removed from the weapon.
    - c. Unless worn directly on the person, revolvers shall be carried either holstered, cased, or with the cylinder open.
    - d. Other weapons (such as shotguns, rifles, etc.) shall be carried with the action open and all magazines and projectiles removed.
  6. Firearms shall be loaded and unloaded with the muzzles pointed in a safe direction and only in the following locations:
    - a. In the ready room or armory utilizing the bullet containment device under the immediate observation of the Range Master or Firearms Instructor.
    - b. On the firing line with muzzle pointed down range as directed to do so by the Range Master or Firearms Instructor.
    - c. Or any other area designated by the Range Master or Firearms Instructor.
  7. Firearms shall not be handled, cycled or displayed behind the firing line (except in designated areas after the weapon(s) have been cleared at the discretion of the Range Master or the Firearms Instructor.

8. It is the responsibility of each officer to store their weapons and ammunition in the provided weapon lockers, as no weapon or ammunition shall be left unattended.
9. Before cleaning or servicing any weapon(s), the weapons shall be checked to make sure it is unloaded utilizing the bullet containment device under the immediate observation of their respective Range Master or Firearms Instructor.
  - a. Cleaning and or servicing of firearms shall be permitted only in the designated area.
10. Shooters unfamiliar with range operation or the course of fire shall contact the Range Master or Firearms Instructor for clarification.
11. All shooters on the firing line shall adhere to the following:
  - a. No smoking, food, or drinks permitted on the firing line.
  - b. No one may use a cellular phone on the firing line, except in extraordinary circumstances.
  - c. No malfunctioning weapon shall be removed from the firing line without first clearing the malfunction and removing all ammunition, unless directed otherwise by the Range Master or Firearms Instructor.
  - d. If assistance is required, keep the weapon pointed downrange and raise your non-shooting hand.
  - e. Everyone on the fire line shall wear the appropriate eye and ear protection except when the Range Master or Firearms Instructor authorizes shooters to remove the gear temporarily for verbal instructions and lecture.
  - f. Ballistic vests are required for all persons on the range when live-fire drills are being conducted.
  - g. Ammunition shall be handled with care. Do not throw or toss live ammunition to the ground.

**B. Designated Range Masters, Firearms Instructor(s) and Safety Officers**

1. All Range Masters/ Firearms Instructors will be required to have the following qualifications:
  - a. Sworn Law Enforcement Officer Certification (P.O.S.T.);
  - b. Firearms Instructor Certification;
  - c. Agency designation as a Firearms Instructor; and
  - d. First Aid and CPR certification.
2. The Range Master or Firearms Instructor(s) shall retain complete responsibility for the safety of personnel and safe firearms training.

3. Any Range Master or Firearms Instructor(s) has the authority to inspect any and all weapons and ammunition brought into the firearms range for safety and approval.
  - a. Refusal to submit said articles for inspection upon demand is grounds for immediate denial and/or suspension of range privileges.
  - b. Defective or unsafe weapons will not be permitted on the firing line.
4. The range master has the authority to immediately revoke range privileges to any person for any violation of the rules or regulations and may order said person to leave the firing line and premises immediately.
5. Any incidents that occurs on the range in violation of any rules or safety regulation and/or an officer is asked to leave will be immediately reported to the Police Lieutenant and/or Chief of Police.
6. All officers at the range are Designated Safety Officers.

#### C. Prohibited Weapons and Ammunition

1. The following are prohibited weapons and ammunition on the range:
  - a. Black powder weapons;
  - b. Damascus barreled weapons;
  - c. Twist barreled weapons;
  - d. Any weapon capable of chambering ammunition with greater muzzle energy than a .308 Winchester (unless approved by the facility's Range Manager);
  - e. Any weapon that the Range Master or Firearms Instructor deems unsafe;
  - f. Armor piercing (AP), tracer, or incendiary ammunition; and
  - g. Hand- loaded or reloaded ammunition.