



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to address the safety rules and regulations while training at or using an agency's firing range. The primary responsibility is to create and maintain a safe range environment for the shooters, the instructors, and the community. It is the responsibility of the members using the range to constantly evaluate it for potential safety problems such as visual obstructions, ricochets, and a sufficient bullet impact area.

## POLICY

It is the policy of this Department that all members of this agency or officers of the Division, authorized to utilize the firing range facilities will act in accordance with the universal firearms safety policies and procedures and follow the rules and regulations of the range and comply with orders and instructions of the Range Master/Firearms Instructors at all times.

## Definitions

Firearms Instructor: Personnel who certified as firearms instructors through CLEST and are authorized to serve in that capacity by the authority having jurisdiction.

Range Master: An authorized firearms instructor that has charge of the range, either by assignment or job function.

Department: Russellville Fire Department

Division: Fire, Building and Safety Division

Officer(s): Those within the Fire, Building and Safety Division, authorized and certified to carry a firearm.

## Procedures

- All Firearms Instructors and Range Masters shall follow the rules and regulations of their respective agencies and/or firing range affiliation.
- The Range Master/Firearms Instructor has the authority to direct and give orders to any officer regardless of rank when those orders are directed toward range and safety issues.
- All range rules and regulations will be given, either verbally or written, to each individual before the individual participates in any firearm instruction and or any firearms shooting are performed.

Approved

Fire Chief



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- The basic safety rules will include but not be limited to:
  - Treat every firearm as if it were loaded.
  - Point the muzzle in a "safe direction." Safe Direction is defined as an area where, if an accidental or negligent discharge occurs, only minor property damage and no human injury will result.
  - Keep your finger off the trigger and outside the trigger guard until ready to shoot
  - Know your target, what's in line with your target and what's behind your target.
- All persons are responsible for safety issues. Any infractions shall be reported to the Range Master immediately.
- If you experience trouble with your weapon, attempt to clear and continue. If this can't be done, raise your hand, keep facing down range, firearm pointed down range and wait for the instructor to approach from behind.

### Medical Emergencies

It is the responsibility of all persons authorized to use the firing range, to be informed of the firing range address and emergency instructions and/or procedures in case a call for medical assistance is needed.

Members and/or officers shall have their assigned medical bags readily available when using the firing range.

### General Safety Guidelines

- Safety glasses and hearing protection are required at all times.
- Officers of the Division shall wear their Department issued armor at all times.
- All shooters will shoot while on the same yard line except during supervised Division shoots as directed by the Firearms Instructor.
- No individual will proceed past others downrange while any individual is shooting or while any individual has a firearm, loaded or not, pointed downrange except during supervised Division shoots as directed by the Firearms Instructor.
- Loading and unloading of firearms will be accomplished through the use of the clearing device / barrel or at the direction of the Firearms Instructor. Firearms will be inspected for clearance of ammunition.

Officers are responsible for the care and cleaning of Department issued firearms, as well as personally owned firearms which have been authorized to be carried both on and/or off-duty. Weapons shall be clean and lubricated at all times, and cleaned as soon as practical following a qualification/training.

Approved

Fire Chief