



City of Racine Police Department
Policy and Procedure

Number: 1407

Subject: Range Safety Rules		
Date Issued: 06-30-78	Date Revised: 11/4/16	Revision Number: 5

POLICY

The Racine Police Department recognizes the need for a safe environment when conducting weapons training. The on-duty Firearms Instructor is responsible for the safety of members while being trained. **The on-duty Firearms Instructor is the Officer in Charge, regardless of rank or position of member(s) being trained. The Firearms Instructor is the Safety Officer as well, and is responsible for all safety issues and/or concerns while at the range. Range safety is a shared responsibility between all members present, from the Firearms Instructor to the Student Members.**

Failure to obey the range safety rules and/or the directives of the Firearms Instructor constitutes grounds for removal from the range property. Failure to take action may subsequently be cause for initiation of the disciplinary process. Always follow the four basic firearm safety rules at all times. General firearms safety rules include, but are not limited to:

1. Assume all guns are loaded.
2. Never let the muzzle cross anything you are not willing to destroy.
3. Keep your finger off the trigger and outside the trigger guard until you are firing.
4. Know your target and what's beyond it.

PROCEDURE

The following range rules apply to all members:

MEMBER

1. All sworn members shall be held accountable for any substantiated unwanted discharge from a firearm they are operating.
2. Body Armor is required to be worn when engaged in firearms training. Ballistic Plates and Plate Carriers are not a substitute for Body Armor.
3. Eye and ear protection shall be worn while engaged in live-fire firearms training.
4. Any member observing a potential hazard shall report it to the Firearms Instructor immediately.
5. When charging or clearing firearms, officers shall do so on the firing line – No live weapons in the classroom, NO EXCEPTIONS - INSTRUCTORS INCLUDED.
6. There shall be no deviation from the lesson plan, other than unforeseen circumstances such as mechanical range problems or possible remedial training which must be documented by the Firearms Instructor.
7. Student Officers and Firearms Instructors shall use RED TRAINING GUNS ONLY, in lieu of their sidearm, for the Patrol Rifle Drills at the beginning of every range.
8. The Firearms Instructor shall visually and physically inspect all firearms at the completion of each volley of live fire exercise in order to ensure that all firearms are safe – NO MAGAZINE IN THE MAG WELL, SLIDE LOCKED TO THE REAR, AND NO ROUND IN THE CHAMBER.
9. At the conclusion of each range session, prior to weapon cleaning dismissal, the Firearms Instructor shall inspect every weapon as described above. In addition, and at the Firearms Instructor's direction:

- a. Officers will let the slide close on an empty chamber.
 - b. With the weapon pointed in a safe direction (trap/berm), officers will depress the trigger and recover to the holster.
 - c. The GLOCK weapon is now ready for field stripping/cleaning.
10. All members SHALL clean the firearm they fired PRIOR to leaving the Range. If a member is participating with a firearm of a caliber other than .40 S&W or .45 ACP, said member must supply the necessary cleaning equipment.
11. No one except the Firearms Instructor, those in the current shooting relay, and those authorized by the Firearms Instructor are permitted on the firing line.
12. The following activities are prohibited:
 - a. Practicing (dry-fire exercises) behind the firing line.
 - b. Laying a weapon down without first removing the magazine, locking the slide to the rear, and manually and visually inspecting the weapon to ensure an empty chamber.
 - c. Carrying uncased or unholstered weapons to and from the firing line without the action open.
 - d. Pointing a weapon behind the firing line.
 - e. Intentionally dropping or throwing live ammunition.
 - f. Moving downrange or leaving the firing line, unless such movement is part of the range course or such movement has been ordered by the Firearms Instructor.
 - g. Consuming beverages or food on the firing line.
 - h. Smoking on an active range and in associated work areas.
 - i. Cellular phone usage – NO EXCEPTIONS.

FIREARMS INSTRUCTOR

1. A Firearms Instructor shall be dismissed from their position as a Firearms Instructor if they have an unwanted discharge from a firearm they are operating.
2. A Firearms Instructor may also be held responsible for the unwanted discharge of a student officer, if after a thorough and complete review, the Firearms Instructor's actions or inactions are deemed to have contributed to the unwanted discharge.

SUPERVISOR

A Supervisor may make suggestions and/or recommendations, however, cannot direct the operation of the range unless he/she properly relieves the Firearms Instructor.

RELATED PROCEDURES

[400 – Rules of Conduct](#)

[1406 – Firearm Proficiency and Qualification](#)

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