

DEPARTMENT GENERAL ORDER 14-07

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 99-12

DATE: May 28, 2014

DEPARTMENT FIREARMS RANGE

I. PURPOSE.

To provide guidelines detailing the requirements and/or restrictions related to the usage of the department's firearms range. Safety and effective training are the two primary areas of concern in the utilization of the range, and administrative controls have been established to maximize each as a matter of general policy.

II. GENERAL.

The department's firearms range, located in the basement level of the City Garage, will effectively accommodate both formal and informal firearms training activities.

The Commander of the Field Operations Bureau will have overall authority and responsibility for the department firearms range, however the Firearms Instructor Supervisor shall be responsible for the operation of same. This will entail the establishment and implementation of formal firearms training programs, and the accountability for, and maintenance of, all weapons, ammunition, and specialized equipment which may be used by department personnel. The department armorers will assist the Firearms Instructor Supervisor in his responsibilities, particularly those regarding the maintenance, repair, and inspection of weapons. Firearms instructors will also assist in the implementation of training programs and/or other areas as designated by the Firearms Instructor Supervisor.

III. RANGE USAGE.

The use of the department firing range shall be governed in accordance with the following:

- A. Only sworn officers of the Clayton Police Department, and Clayton PD. retirees qualifying for their Carry Concealed License are authorized to use the firing range, or to be present in the firing range during range activities. Any exceptions to this regulation must be authorized by the Chief of Police.
- B. Officers wishing to use the firing range must notify and obtain approval from the supervisor on duty at the intended time of use.
- C. For safety reasons it is encouraged, but not required, that a minimum of two officers take part in shooting activities simultaneously.
- D. Intoxicating beverages and/or drugs that may cause physical or mental impairment are prohibited in the range at any time. Similarly, no one under the influence of alcohol or drugs shall be permitted in the range.
- E. General safety rules (Refer section VI) will be posted at the firearms range. Department personnel shall strictly comply with such safety rules during their time at the range.
- F. Should an incident occur where an officer is injured, assistance may be summoned via portable radio or telephone. However, as the telephone is an extension attached to the City Garage, its use should be limited to emergencies or conversations of restricted duration.

Injuries shall be immediately reported to the on-duty supervisor, who shall ensure the event is documented via incident report, and that the City's Employee Accidental Injury Report is completed in a timely manner.

- G. Any damage to the range should be immediately reported to a supervisor or firearms instructor. Should such damage be determined to be deliberate or exceed that caused by normal usage, same shall be documented via incident report.

A copy of each damage/injury reports will forwarded to the Firearms Instructor Supervisor for his review.

- H. Officers using the firearms range will clean up after completing their course of fire, and secure, fans, lights, and any other equipment used.

IV. WEAPONS/AMMUNITION/EQUIPMENT.

Weapons and ammunition which may be used at the range shall be restricted in accordance with the following:

A. Only the following caliber handguns are permitted to be used at the range:

1. .22 caliber
2. .25 caliber
3. .32 caliber
4. .380 caliber
5. 9mm caliber
6. .38 super caliber
7. .38 special caliber
8. .357 caliber
9. .40 caliber (S&W)
10. .44 caliber
11. .45 caliber

However, should an officer desire to test fire or train with a weapon other than those listed above, the weapon may be submitted to the Firearms Instructor Supervisor for consideration. His decision shall be final.

B. Only the following ammunition calibers and types are permitted to be used in the range:

1. .22 caliber (short/long/long rifle).
2. .223 caliber
3. .25 caliber
4. .32 caliber
5. .380 caliber
6. 9mm caliber
7. .38 special caliber
8. .40 caliber (S&W)
9. .44 special caliber
10. .45 caliber

No magnum ammunition, armor piercing ammunition, or high-powered rifle ammunition of any caliber may be used in the range during informal training sessions. However, in limited and controlled situations, firearms instructors may utilize prohibited ammunition for testing or training purposes, provided that adequate safeguards are in place to protect department personnel and facility equipment. Proposed testing and/or training exercises

utilizing prohibited ammunition shall be reviewed and approved by the Firearms Instructor Supervisor prior to their implementation.

- C. Shotguns may be fired at the range. Yet, high-speed shotgun (or sabot) rounds shall be prohibited.
- D. The only rifles that are permitted to be fired at the departmental indoor range are the .22 caliber rifle and the .223 caliber rifle. However, the latter, which has been adopted by the department as a patrol rifle, may only be fired under the direct supervision of a firearms instructor. Privately-owned rifles of .223 caliber shall be banned from the range unless approval has been obtained from the Firearms Instructor Supervisor to test fire or train with same.
- E. All weapons utilized by department personnel, including privately-owned weapons, are subject to inspection to ensure that they are fully operable, are properly cleaned, and comply with department regulations.
- F. Department-owned weapons will not be repaired, modified, altered, or taken apart (except for cleaning) by anyone other than a department armorer or person authorized by a department armorer.
- G. Privately-owned weapons may be checked, adjusted, and/or repaired by a department armorer upon request. Costs for replacement parts shall be borne by the weapon's owner.

V. ISSUANCE OF RANGE KEYS/EQUIPMENT.

The on-duty supervisor, commander or firearms instructor will issue range keys, ammunition, targets, ear protectors, and safety glasses to those officers requesting to use the range. The issuing officer will ensure that communications is apprised that entry will be made into the armory, and that all sign-out logs are subsequently completed for the appropriate keys and equipment.

VI. RANGE RULES.

- A. All firearms shall be treated as if they were loaded.
- B. Firearms shall be pointed downrange only.
- C. Always know where your firearm is pointed.
- D. The weapon's trigger will not be engaged until the weapon is aimed at a target and the shooter ready to fire.

- E. All handguns will be holstered when away from the firing line, or will have the cylinder or action open and empty of ammunition.
- F. Shooter's shall never assume the "safety" works.
- G. Safety glasses and ear protectors will be worn at all times.
- H. No horseplay shall be tolerated.
- I. Firing will be at paper targets or other objects authorized by the department only. Bottles, cans, etc. shall not be used as targets.
- J. Brass and/or other litter shall be cleaned up before leaving the range.
- K. Lights, fans, and other equipment will be turned off before departure.

VII. RETIRED OFFICERS CONCEALED CARRY QUALIFICATION.

A. Purpose:

To provide retired Sworn Officers of the Clayton Police Department the ability to carry a concealed firearm, for the purpose of self-defense in accordance with federal legislation.

B. Requirements:

1. The retired Officer must have served in law enforcement for an aggregate of 10 years.
2. Must have separated from service with the Clayton Police Department in good standing.
3. The retired Officer must annually pass the Clayton Police Department qualification course for Concealed Carry and Secondary weapons utilizing the type of firearm they will be carrying.
4. Upon qualification the retired officer will be issued a Clayton photographic identification card stating that the retired officer has been tested and met the Clayton active duty standards for qualification. The card will have an expiration date not to exceed 1 year from the date of qualification and will list the type of firearm(s) the officer has qualified.
5. Officers desiring to qualify will provide their own ammunition and firearm which will be submitted to a Clayton certified firearms instructor for approval prior to shooting on the range.
6. At the discretion of the Clayton Police Department a retired Officer may be required to submit to a qualified medical professional who will be

employed by the department to determine if the retired officer's mental health should prohibit him from carrying a weapon. The retired officer will incur any charges related to testing.

7. Retired officers who receive a concealed carry identification card will be required to sign a form acknowledging that they understand that the card does not give them the rights of a sworn officer and that they assume the liability for any action taken with a firearm.

BY ORDER OF :

KEVIN R. MURPHY
Chief of Police

KRM:mj

CALEA Reference: 1.3.11