

**WINONA POLICE DEPARTMENT**

**NUMBER: 101-02 PAGES: 4**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: POLICE RANGES**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy for the use of the LEC indoor police range.

**2.0 GENERAL USE POLICE -- INDOOR RANGE:**

**2.1** Two officers must be present during the use of the range.

**2.2** Only law enforcement personnel are authorized to use the range. Use of a police range by any other person must receive specific authorization from the Chief of Police.

**2.3** Only the officer's service weapons and department-owned weapons are authorized for use on the range. Any other weapons used on the range must be specifically authorized by the Chief of Police.

**2.4** Officers of this department will only use ammunition issued by this department on the range. All ammunition required for the four mandatory shoots, in addition to 600 practice rounds per officer, shall be supplied by the department. All other law enforcement personnel shall be allowed to use ammunition issued by their respective departments. All department-issued practice ammunition will be used on a bona fide police range. All brass issued to officers of this department will be returned to the department.

**2.5** The indoor range will not be used before 0600 or after 2200 hours.

**2.6** To aid in the effective administration of the shooting program, the department's certified range officer(s) shall be in command of the range and range activities during the mandatory shoots.

**2.7** There will be no alcoholic beverages permitted on the police range (LEC). Any officer who leaves the range to drink alcoholic beverages will not be allowed to return. Any officer who shows the effects of having been drinking alcoholic beverages will not be allowed to remain on the range.

**2.8** Practice shooting may be done on the officer's duty time with the permission of the Shift Supervisor or Bureau Commander.

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**2.9** Officers may use the police range on their off-duty time, without compensation.

**2.10** All officers are required to wear ear and eye protection while firing on the range. Ear and eye protection will be furnished by the department.

**2.11** All damages to the range and/or equipment will be reported to the on-duty supervisor immediately.

**2.12** Compliance with all range and safety rules will be the responsibility of the Shift Supervisor or Bureau Commander on duty at the time of range use.

**3.0** LEC RANGE SPECIFIC USE POLICY:

**3.1** Persons not checked out in the operation of the range equipment shall not operate it. Range officers shall check out persons wishing to operate range equipment.

**3.2** No more than four shooters and necessary instructors shall be in the firing area during actual firing.

**3.3** Exhaust fans must be used whenever firing.

**3.4** The door between the firing area and the spectator area shall be closed during firing.

**3.5** Loaded weapons will not be permitted outside the firing area unless in a holster.

**3.6** All lights and range equipment shall be shut off at the completion of any firing.

**4.0** RANGE SAFETY RULES:

**4.1** All shooters and instructors shall wear glasses or other eye protection while on the firing line.

**4.2** Guns will be drawn, loaded, and unloaded only on command.

**4.3** Shooters will have their guns pointed down range at all times.

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**4.4** No gun will be drawn at any time behind the firing line.

**4.5** No practice drawing or dry firing behind the firing line.

**4.6** There will be no horseplay on the range.

**4.7** In the event that a shooter's gun fails to function properly, he/she will attempt to clear the malfunction. If unable to do so, he/she will request assistance from the range officer.

**5.0** GENERAL USE POLICY -- OUTDOOR RANGE:

**5.1** All range rules that apply to the indoor range shall apply to the outdoor range during controlled police qualifications.

**5.2** All members of this department shall comply with all rules and regulations of the Sportsman's Club while engaged in shooting at the outdoor range.

**6.0** FIREARMS QUALIFICATION

**6.1** Four controlled shoots will be held during the calendar year. Both indoor and outdoor ranges may be used for qualification. All officers will be required to fire the weapon they carry on duty. At least one of these shoots will cover the BCA Approved firearm course; however, until qualified, the BCA Approved course must be fired. All four shoots will be held on the officer's duty time. These shoots will be conducted by a department range officer, under the supervision of the Deputy Chief. All four of these shoots will be mandatory for all officers. At least one of the four shoots will include a section of training on the use of the shotgun, including firing and loading exercises.

**6.2** To aid in the effective administration of this program, the department will select at least one officer to be trained by the BCA as a firearms instructor. Officers will then act as range officers and will agree to arrange their work schedules to coordinate the four controlled shoots with the Shift Supervisor. Any officer failing to meet the minimum standards for qualification, as set forth, after all four controlled shoots have been held, will be suspended from active duty with pay. A hearing will then be held by the Chief of Police with results subject to appeal through the grievance procedure.