
Range

307.1 POLICY

The Urbana Police Department has a range for firearms training. Officers may use the range under approved circumstances. The Urbana Police Department stresses safety on the range. It is the policy of the Urbana Police Department to discipline officers who do not follow range safety rules. The Department may establish agreements within which members of other law enforcement agencies could also use this range.

307.2 PURPOSE

This Directive outlines policy and procedures for range use and safety.

307.3 RANGEMASTER AND RANGE INSTRUCTORS

The Urbana Police Department has established the position of Department Rangemaster, appointed by the Chief. The Rangemaster chairs a committee of Range Instructors, coordinating usual range activities relating to training, qualification, range maintenance, and supplies. The Rangemaster also has duties and authority outlined in other related Directives and is assisted in these duties by the various range instructors.

Range Instructors are instructional staff members who have been selected by the Chief. They will undergo specialized training courses in order to be Master Firearms Instructors, as certified by the State's Training Board.

Any Range Instructor presiding over specific shooting activities at a range function might be referred to as a "Rangemaster" for purposes of that event. An acting Rangemaster's authority on the range is only superseded by the Department Rangemaster or the Chief of Police. Such a Rangemaster may order any user off of the range for violation of safety rules or failure to follow relevant range commands.

307.4 GENERAL RANGE SAFETY CONDITIONS

All range users shall obey all published or posted safety regulations, heed specific range commands, and generally obey rangemaster directions at the facility. Users will act in a safe, conservative, and thoughtful manner. In addition to authority outlined elsewhere, the Department Rangemaster has authority to suspend, postpone, or cancel shoots. The Rangemaster and staff shall be mindful of inclement weather, approaching storms, and other obvious hazardous conditions.

Range staff can administer training and qualification shoots in challenging weather conditions, such as rain or snowfall and intense heat or cold. However, this shall not jeopardize users' safety in extreme weather conditions such as visible lightning, severe storms so close as to constitute an obvious hazard, dangerously high winds, or other such conditions. The final decision on this matter resides with the presiding Rangemaster, subject to later administrative review.

Urbana Police Department

Urbana PD Policy Manual

Range

307.5 SAFETY RULES

The following are a set of basic safety rules which shall be observed when at the range:

- (a) Unloaded Firearms - Except for an on-duty officer coming to deliver a message or a similar non-participatory official appearance, loaded weapons are not allowed in the range building. This means not only that users shall remove all ammunition from inside weapons prior to entering the facility but once inside, occupants are not permitted to insert loaded magazines or have ammo in any other way loaded into the uncharged weapons. All weapons are to be charged only when instructed by the presiding Rangemaster and only out on the range grounds.\
- (b) Ammunition - While in the range building, ammunition will be kept away from the gun cleaning area. Range staff may allow officers to load magazines – and only magazines – while in the building. Only approved ammunition can be used on the range. Range staff will provide a suitable method of temporarily storing any duty ammo unloaded upon arrival at the facility.
- (c) Holsters - Handguns will be properly secured when not deployed or engaged in shooting, per range commands. This typically means securely holstered, with retention features enabled, if so equipped.
- (d) Shoulder Mounted Firearms - Shoulder mounted firearms will be carried muzzle up with the safety on, properly slung, or in another safe fashion, as instructed by the Rangemaster.
- (e) Ear/Eye Protection - Adequate ear and eye protection must be worn when on the range and in close proximity to the firing line, by visitors as well as shooters.
- (f) Discipline - Strict discipline must be maintained at all times. Carelessness and thoughtlessness will not be tolerated when on the range.
- (g) Smoking/Eating - There shall be no smoking or eating while on the firing line.
- (h) Talking - Talking should be kept to a minimum while on or near the firing line.
- (i) Attention - Officers shall pay strict attention to the Range Instructors.
- (j) Weapons Handling - Officers shall not brandish or otherwise handle firearms in a careless or flippant manner. Dry practice or live fire is only permitted when instructed by the Rangemaster. Should an officer need to pick up another's weapon, the officer must assume it is loaded and immediately render it unloaded before further handling or passing it along.
- (k) Barrels - Barrels of firearms should be checked for obstructions prior to firing.
- (l) Trigger - Officers shall keep their fingers out of the trigger guard until the firearm is pointed down range and the command to fire or otherwise cover the trigger has been given. Never draw or re-holster a firearm with a finger inside the trigger guard.
- (m) Loading - Load only when and as instructed.
- (n) Anticipation - Never anticipate a command.

Urbana Police Department

Urbana PD Policy Manual

Range

- (o) Firing Line - Never move in front of the firing line until the line is declared safe by the Rangemaster, and the command to go forward has been given.
- (p) All of these safety rules shall apply, to the extent they can, even in the absence of range staff.

307.6 RANGE HOURS

The range building may be used from 0600 to 2200. Except for scheduled night firearms training, shooting is allowed from 0700 until dark, Monday through Friday, and dawn to dark on Saturday and Sunday. Users need to allow for retrieving spent casings and other clean-up activities.

307.7 RANGE ACCESS AND USE

The following outlines who may use the range and how.

- (a) Individual Use – In addition to scheduled Department use, sworn UPD personnel can use the range on an individual basis if such use does not conflict with previously scheduled activities. Officers from another jurisdiction may accompany a UPD officer on an individual basis.
- (b) Other Agencies – In order for other jurisdictions to use the range for training without the presence of Urbana staff, they must first obtain permission from the Chief of Police or Department Rangemaster. Such users should have among them a state-certified Range Instructor.
- (c) Civilians – Officers wishing to take family members or other civilians to the range must be accompanied by the Chief of Police, Assistant Chief of Police, or a member of the UPD Range Staff.
- (d) Calendar – Before using the range, officers should check the range calendar, which will be maintained on a shared UPD hard drive and in hardcopy in the services area, in the range log.
- (e) Range Log, Keys, and Supervisor Notification – A user must check in and check out by signing the range log, providing the times in/out. A set of keys for range use will be kept in this log. These keys must be returned after range use. The log is an appropriate place to comment on any noted problems or conditions, but anything requiring action should be brought to the Department Rangemaster's attention as soon as possible. The user checking in and out will have to be able to attest to and account for others who were out on the range during its use.
- (f) Access (gates and grounds) – The range keys provide access through the Landscape Recycling Center roadway gate (closed and locked when the LRC is not open for business) and the range building / range fencing gate. The LRC gate must be re-secured after passage, if after hours. The range fence gate should be kept closed and locked, other than for maintenance access or for foot traffic access in limited circumstances. Users shall not drive a vehicle into the range interior without permission of the Department Rangemaster or higher authority. In any case, users will be accountable for any damage caused by such access.

Urbana Police Department

Urbana PD Policy Manual

Range

- (g) Scaffolding (Sniper Platform) – a structure has been erected, back at rifle distance, primarily for the use of METRO snipers' training at elevated positions. No one is to use this structure without approval of the Chief of Police or his designee. The current guidelines for use of the Sniper Platform will be available on the internal web and will be posted at the range building. If another agency is authorized to use the sniper platform (other than the METRO snipers) that agency will be given, and required to review, the current guidelines for use.
- (h) Building Use – Users must turn off whatever alarm is in use, in order to prevent a needless police response. Any such alarm would need to be reset upon departure. In colder months, users shall leave the thermostat set to 45 degrees upon leaving. In warmer months, users shall leave the thermostat set to 85 degrees upon leaving. The building must be left locked, with windows closed and lights turned off.
- (i) Range Supplies – Recommended or provided gun cleaning supplies and other equipment may change from time to time, and users will be advised of their proper use. Shortages in supplies shall be remedied or reported to the Department Facilities Manager.
- (j) Targets and Brass – Paper targets should be repaired and replaced, as necessary, and other approved target systems must be used reasonably and taken care of. Items used shall be replaced to their proper storage location. Range staff will post notices or instruct users on proper brass collection or disposal. Generally, pistol brass should be saved and kept separate from rifle brass, and all aluminum casings must be disposed of as trash.
- (k) Building and Range Cleanliness – By the conclusion of an event, users are responsible for picking up spent casings, targets, and trash. The range building shall be left clean and orderly. Damage shall be reported to the Department Rangemaster.
- (l) Citizen Encounters – If a user is approached by a citizen with a complaint concerning the range use, address the complaint briefly with information about our rules for usage, and then obtain contact information so the Rangemaster or other administrator can contact the citizen. It is our intent to be “good neighbors.”
- (m) Any injuries, damage, or unintended weapons discharges should be reported immediately to an On-duty Supervisor, who will ensure the completion of any necessary paperwork (City Damage Report, Employee Injury form, etc.) prior to the departure of the user or end of supervisor's tour of duty, as appropriate.
- (n) Intoxication or other impairment – Officers shall not go to the range after any alcohol consumption. Officers should not handle a firearm or otherwise take part in any firearms training after taking medication which affects motor skills.