

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1703.3, TRAINING FACILITY**

EFFECTIVE:	11/3/2020
RESCINDS:	1703.2
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
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CHIEF OF POLICE:	ORLANDO ROLÓN

CONTENTS:

1. RANGE MASTER'S AUTHORITY AND DUTIES
2. FIREARMS INSTRUCTOR AUTHORITY AND DUTIES
3. ADJUNCT INSTRUCTOR AUTHORITY AND DUTIES
4. OPERATION AND MAINTENANCE OF THE TRAINING FACILITY
5. TRAINING FACILITY USE BY OUTSIDE AGENCIES

POLICY: It is the policy of the Orlando Police Department to ensure the safety of its employees. This policy establishes the guidelines and responsibilities of officers while using the training facility. It establishes procedures and defines responsibilities for the Range Master, Firearms Instructors, and Adjunct Instructors and establishes procedures for outside agencies and officers while using the training facility. The Training SOP can also be reviewed for additional information. For purpose of this policy, the training facility includes all classrooms, ranges, and other rooms within the training facility.

PROCEDURES:

1. RANGE MASTER'S AUTHORITY AND DUTIES

- a. The Range Master is responsible for enforcement of all training facility safety rules and conduct. All commands given by the Range Master will be obeyed immediately.
- b. The Range Master shall exercise staff authority over all personnel using the training facility and will coordinate the functions of Firearm Instructors and Adjunct Instructors (Training Staff).
- c. The Range Master will ensure there is a sufficient inventory of all supplies (ammunition, targets, cleaning items, replacement parts, etc.) in the training facility.
- d. The Range Master will maintain equipment and electronics in the training facility and schedule repairs as needed.
- e. The Range Master will schedule Department qualification, develop courses of fire and a scoring system and prepare documentation of officers and shooters during qualification and training classes. All records of qualifications and remedial training will be kept in the officers' training folder located at OPH. The Range Master will schedule instructors for qualifications and remedial training classes as needed.
- f. The Range Master will maintain extensive knowledge, abilities, and skills of all phases of weapon training. This will include maintaining armorer certifications of all Department-type weapons. The Range Master or a certified approved armorer will repair and maintain all Department firearms. Records will be kept on these weapons. All Department firearms will be checked, to assure that they are serviceable and in safe condition before they are issued.
- g. The Range Master will coordinate and conduct SWAT Team weapon training and other specialized firearms training for the Department as needed.
- h. The Range Master will coordinate the test firing of confiscated weapons as needed.

- i. The Range Master will approve, register, and oversee qualification of all personally-owned firearms in accordance with the current issue of 1702, Firearms & Police Identification.
- j. The Range Master will ensure Crime Scene Investigators receive proper training and instruction on the use and care of the Snail Drum test firing room and will be consulted (when necessary) on the purchase of ammunition for appropriate type and caliber. Test-fire procedures and safety warnings shall be conspicuously posted in the test firing area.

2. FIREARMS INSTRUCTORS AUTHORITY AND DUTIES

- a. Firearms Instructors are members assigned to the In-Service Training Unit whose primary assignment is at the Training Facility/Range. They are responsible for the enforcement of all training facility conduct and safety rules. All commands given by the Firearms Instructors will be obeyed immediately. Firearms Instructors will have subordinate authority to the Range Master.
- b. Firearms Instructors duties may include the running of regular Department firearms qualification, diagnosing individual shooter's problems, and providing remedial training.
- c. Firearms Instructors must be certified by the Criminal Justice Standards and Training Commission (CJSTC) and comply with CJSTC requirements. Firearms Instructors must have completed Firearms Instructor and Instructor Techniques classes.
- d. Firearms Instructors will stay abreast of changes in laws and how they relate to firearms training, new weapons, equipment, and ammo available to the Department. He/she will stay informed on new training techniques and methods to use.
- e. Firearms Instructors may check and approve the test firing of confiscated weapons.

3. ADJUNCT INSTRUCTORS AUTHORITY AND DUTIES

- a. Adjunct Instructors are members who are not assigned to the Training Unit, but when requested and staffing permits, assist the Training Unit. When assisting they are responsible for the enforcement of all training facility conduct and safety rules. All commands given by the Adjunct Instructors will be obeyed immediately. The Adjunct Instructor will have subordinate authority to the Range Master and Firearms Instructors when being utilized or assigned to the training facility.
- b. The Adjunct Instructor must be certified by the Criminal Justice Standards and Training Commission. If this member is not certified as an Instructor by the Criminal Justice Standards and Training Commission, the member must restrict his/her activity on the range to non-instructor duties.
- c. The Adjunct Instructor may check and approve the test firing of confiscated weapons.
- d. To maintain status as an Adjunct Instructor, each Adjunct Instructor must assist in a minimum of two Department Firearms Qualifications or department-approved firearm training per year. Failure to do so will result in the loss of authority and privileges granted to Adjunct Instructors.

4. OPERATION AND MAINTENANCE OF THE TRAINING FACILITY

- a. Only personnel authorized by the Range Master will operate the training facilities ventilation and target control systems. The training facilities ventilation system will be turned on at any time weapons are fired.

- b. All ammunition used at the training facility must be approved by the Range Master or his designee. Only frangible ammunition may be used on the steel targets in the tactical range. Standard ball or jacketed ammunition may be used on steel targets in the qualification range and rifle range with permission of the Range Master or designee. Use of these types of ammunition will be permitted on a case by case basis.
- c. Training facility staff will inspect the training facility after every use to ensure everything is in the proper working order. Training facility staff will perform a cursory check of all equipment checking for obvious damage or safety concerns.
- d. The Range Master is responsible for scheduling a certified de-leading service to decontaminate the required areas within the training facility.
- e. The Range Master or designee shall ensure the ventilation system filters are monitored via the ventilation system command and control computer. Filters will be changed as needed or at 200 hours of actual runtime per range system. The replacement will be completed by a certified de-leading company.

5. TRAINING FACILITY USE BY OUTSIDE AGENCIES

- a. The training facility may be used by local, state, or federal law enforcement agencies or individuals. Such use requires written permission from the Chief of Police or his/her designee with a signed waiver of liability. All scheduling of outside agencies will be coordinated through the Range Master or his designee.
- b. Outside agencies or individuals must provide their own range officers while conducting firearms training at the training facility. The Range Master will ensure that visiting range officers are familiar with policies and procedures governing the training facility including conduct and safety rules listed in Attachment A. The Range Master or his designee must be present at the training facility when being used by an outside agency.
- c. Outside agencies must bring and use their own ammunition and targets. Only ammunition approved by the Range Master or his designee may be used.

ATTACHMENT A

TRAINING FACILITY CONDUCT AND SAFETY RULES

These rules are to make the training facility a safer, more professional place and create a less confusing atmosphere. These rules are set up for your protection and to create a more realistic training atmosphere.

RULES FOR THE RANGE

- a. The training facilities ranges will be "hot" at all times. All guns are always loaded or assumed loaded at all times.
- b. NEVER let the muzzle of the weapon cover or point at anything you are not willing to destroy.
- c. Keep your finger OFF the trigger until your sights are on the target.
- d. Be SURE of your target. NEVER shoot at anything you have not positively identified.
- e. OBEY all commands given by the Range Officer immediately.
- f. ALL weapons will be holstered upon arrival at the training facility and will remain holstered at all times until you are on the firing line. Once on the firing line, it will be the officer's responsibility to unholster safely when instructed to do so by the Range Officer or when otherwise appropriate to unholster.
- g. You must use a holster designed for your weapon while at the training facility. No weapon will be tucked in the waistband during range training, unless it is in a holster that is designed to be worn inside a belt.
- h. Service rounds will remain in the weapon and magazines until the shooter is on the firing line. At that time, the service rounds may be replaced with practice ammunition.
- i. Upon completion of firearms training, officers will reload their service ammunition prior to leaving the training facility. If officers intend to clean their service weapons, the weapons will remain unloaded, in the holster, until they arrive at the cleaning area. At that time, the officer can take the weapon out of the holster and clean the weapon. Upon completion of the cleaning, the officer will load the weapon. Reloading will take place either at the firing line or at an approved safety device.
- j. OPD personnel may use the training facilities common areas (i.e. breakroom and restroom) when the facility is open. Entry to or use of the training facilities ranges or classrooms shall only be permitted at the direction of the training facility staff.

FIRING LINE CONDUCT AND SAFETY

- a. Once on the firing line, listen carefully to the instructions and commands given by the training staff. If you do not understand the instructions or cannot hear the command, let the training staff know.
- b. Do not let your weapon "dangle" in your hand. Either holster it, or, after firing, come to a ready gun position (45 degrees down) and reholster safely.

TRAINING FACILITY CONDUCT AND SAFETY RULES
FIRING LINE CONDUCT AND SAFETY (continued)

- c. Smoking is prohibited in the training facility.
- d. ALL shots must be directed towards the steel backstop. Make sure of this when doing stress shooting or any combat drills.
- e. Dry firing or malfunction drills with dummy or any type of ammo in the weapon will ALWAYS be done with the weapon pointing downrange.
- f. Keep the muzzle downrange when loading any weapon.
- g. Keep the trigger finger outside the trigger guard when in motion or immediately prior to firing.
- h. Ear and wrap around eye protection will be worn during ALL firing.
- i. The containers for dummy rounds, live rounds, and spent brass casings of various calibers shall be clearly marked. The respective ammunition or shell casings shall be picked up and placed in the proper container immediately after an officer completes his/her course of fire.