



GENERAL ORDER ADM-30 RANGE PROCEDURES

EFFECTIVE APRIL 9, 2021

This General Order contains the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. GENERAL RULES
- IV. USE BY OUTSIDE AGENCIES
- V. USE OF STEEL TARGETS OR POPPERS
- VI. CANCELLATION

I. POLICY

The Howard County Department of Police (HCPD) will provide a safe environment in which to conduct firearms training and qualifications.

II. DEFINITIONS

A. Firearms Instructor

- 1. An employee of a federal, state, or local publicly funded law enforcement agency who has been certified by the Maryland Police Training and Standards Commission (MPTSC) as a firearms instructor or has been certified and maintains certification as a Firearms Instructor through a process judged by the HCPD to be equivalent to MPTSC's firearms instructor certification process.
- 2. All firearms instructors and range supervisors shall be certified in emergency responder first aid by the Law Enforcement Emergency Medical Care Course (LEEMCC).¹

B. Range Supervisor: The firearms instructor assigned to the Howard County Police Education and Training Division (E&T) designated to supervise use of and maintenance of the firearms ranges.

III. GENERAL RULES

A. The HCPD indoor and outdoor ranges are designed to accommodate training and qualifications for handgun, rifle, and shotgun use.²

B. The use of the range facilities will be scheduled and controlled by the HCPD Firearms Section.

C. The ranges may only be used by:

- 1. Sworn members of law enforcement organizations and civilian employees of those organizations who are authorized by them to train others in the use of firearms;
- 2. Civilian employees of those organizations who, by the nature of their assignment, are required to qualify with and use firearms; and
- 3. Special groups pre-approved by the Chief of Police, e.g. Citizens Police Academy.

D. A roster will be maintained of all certified instructors who are authorized to use the HCPD ranges. This roster will be available at the range facilities and a copy kept will be on file at E&T.

¹ CALEA 4.3.5f

² CALEA 4.3.5a

1. Firearms instructors shall be briefed by the Firearms Section prior to using a range. The briefing shall involve a review of this General Order and an orientation tour of the range to be used, its safety equipment, and its components. A copy of this General Order will be posted in the Firearms trailer at the outdoor range and in the indoor range as a ready reference.³
 2. The firearms instructor is responsible for the safety of all personnel on a range and shall conduct himself in a professional manner.
 3. While on the firing line, the firearms instructor has authority over all personnel, regardless of rank.⁴
- E. Safety is the paramount concern while on the firing line and all safety procedures must be followed. Prior to any use of the range, firearms instructors shall review safety policies and procedures with participants.⁵
- F. All HCPD members participating in shooting operations at the James N. Robey Public Safety Training Center Shooting Range must receive the following training courses through or approved by the Office of Risk Management:
1. Lead Awareness;
 2. Hearing Conservation Personal Protective Equipment;
 3. Respiratory Protection; and
 4. Hazard Communication.
- G. All persons using the ranges must wear inner or outer hearing protection and eyewear protection at all times.⁶
1. Hearing protection shall be designed to meet a minimum NRR rating of 30. A Single piece of equipment or a combination of inner and outer equipment can be used.
 2. Eyewear shall be rated a minimum of ANSI Z87.1.
- H. All range use involving the use of weapons, live firing, or dry firing, must be conducted under the direct supervision of a firearms instructor who has been authorized to supervise use of the range.
- I. Only weapons and ammunition authorized in General Order ADM-56, Authorized Weapons and Qualifications, and Standard Operating Procedure SOP TAC-01, Approved Weapons and Qualifications, may be used at the HCPD outdoor range.
1. Ammunition intended for use at the outdoor range shall be stored in a secure conex at the range.⁷ Firearms Section personnel, the Commander of E&T, and the Management Services Bureau Commander may access the conex.
 2. Only approved frangible lead-free ammunition may be used at the indoor range. A supply of approved ammunition will be stored in the indoor range.
 3. HCPD Firearms Section members may approve the use of weapons and ammunition not authorized in these General Orders.⁸

³ CALEA 4.3.5b

⁴ CALEA 4.3.5c

⁵ CALEA 4.3.5b

⁶ CALEA 4.3.5e

⁷ CALEA 4.3.5g

⁸ CALEA 4.3.5d

J. Scheduling

1. HCPD members have absolute priority for use of a range. Other Howard County law enforcement agencies have secondary priority for use of the range.
 - a. Use of a range by outside law enforcement agencies shall be on a first come, first served basis.
 - b. Any agency that contributes to equipping or maintaining a range may be given a higher priority access for scheduling and use.
2. The Firearms Section will coordinate all scheduling. Any cancellations of scheduled range dates or times will be communicated to the Firearms Section as soon as possible.
3. Standard outdoor range hours of operation are:

Monday through Friday (except County holidays)	0800 - 2000 hours
Saturday	0800 - 1800 hours
Sunday	Closed
4. Any request to operate the outdoor range outside the above listed hours must be approved in advance by the Commander of the Education & Training Division.
5. Any unapproved use of the ranges is prohibited.

K. Access

1. Access to the ranges will be coordinated through the Firearms Section.
2. Range scheduling will be coordinated by the Firearms Section via the Event Management System (EMS) software.

L. Operations⁹

1. Upon arrival at a range and prior to any use, the firearms instructor will inspect the facility for safety and general condition. Any deficiencies observed must be brought to the immediate attention of the Firearms Section.
2. Loaded weapons are not permitted inside the classroom at the outdoor range while course instruction is in progress. Personnel shall unload their weapons in the designated unloading stations prior to entering the firearms trailer.
3. The red range flag must be utilized and visible whenever firing line operations are taking place on the outdoor range.
 - a. The firearms instructor will be responsible for the displaying of the range flag.
 - b. The range flag does not have to be displayed if only the classroom is being used for instructional purposes.
4. All brass will be collected at the conclusion of firing, utilizing the brass catcher roller.
 - a. Prior to the collection of brass shell casings, the firing lines will be misted with water to a level of saturation that inhibits airborne dust disbursement during collection, or the use of sweeping compound will be substituted for water.

⁹ CALEA 4.3.5b

- b. Debris and trash will be picked up and placed in the proper receptacles at the conclusion of firing.
5. Handwashing
 - a. Before leaving the range, officers will use handwashing towelettes or wash hands.
 - b. Upon entering the range classroom after shooting or handling ammunitions, officers will immediately wash their hands.
 - c. Latex gloves shall be worn during the cleaning of weapons. Officers will wash their hands again at the conclusion of cleaning, prior to leaving the range classroom.
6. The office and classroom surfaces shall be cleaned after each class using equipment, chemicals, and procedures approved for lead remediation using range cleaning procedures.
7. Food and drinks are strictly prohibited in the classroom areas.
8. The firearms instructor will inspect all areas and ensure the facility is left clean and secure, with problems noted in the log and reported consistent with this General Order.
9. The range classroom shall be tested and cleaned by a certified lead remediation contractor two (2) times each year with records made available to employees.
10. Failure to maintain the range facilities and comply with reporting requirements may result in the suspension of authorization for a specific firearms instructor to use a range, or for a specific agency to have access to the range.

IV. USE BY OUTSIDE AGENCIES

- A. Agencies outside of Howard County requesting use of an HCPD range shall submit their request to the Commander of the Education & Training Division and must fully execute the appropriate written agreement/indemnity waiver provided by Howard County.
- B. All outside agencies requesting the use of an HCPD range must identify an MPTSC certified or equivalent firearms instructor as a lead contact.
 1. Participating agencies must forward a copy of the firearms training certifications of those instructors wishing to participate in the program to the Firearms Section. These certifications will be kept on file for one (1) calendar year at the range and E&T.
 2. Each calendar year, a new list must be sent identifying the certified instructors from each participating agency.
- C. Prior to using the facility, all firearms instructors shall meet with the Firearms Section. A copy of this General Order and range rules will be reviewed with each firearms instructor. A briefing and tour of the facility will be given, after which the firearms instructor will be authorized to schedule and operate the facility.
- D. All participating agencies shall adhere to the rules and regulations that are set forth in this General Order governing the use of the facility.
- E. Failure of the participating agency to maintain the facility in a clean, good working order may result in the suspension of range privilege.
- F. Outside agencies will be required to provide the following equipment for their personnel when utilizing the range facilities:
 1. Targets;

2. Cardboard backers or equivalent backer system;
 3. Eye and ear protection meeting the standards in this General Order;
 4. Staple gun and staples; and
 5. Approved weapons and ammunition.
- G. Outside agencies may not store any equipment at an HCPD range unless authorized to do so by the Commander of E&T.
- H. The Firearms Section shall contact the Communications Division when an outside agency will be utilizing the outdoor range outside of the range's normal hours for use.

V. USE OF STEEL TARGETS OR POPPERS¹⁰

- A. Steel targets or poppers shall only be used on the outdoor range with permission from the HCPD Firearms Section.
- B. Steel targets or poppers shall only be used with ammunition that has been approved by the HCPD Firearms Section.
- C. Steel target or poppers shall only be used at distances pre-approved by the HCPD Firearms Section.

VI. CANCELLATION

This Standard Operating Procedure cancels and replaces SOP E&T-04, Range Procedures, dated September 15, 2018.

AUTHORITY:



Lisa D. Myers
Chief of Police

¹⁰ CALEA 4.3.5d