

# Garden City Police Department Range Operations Manual



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## Purpose

This procedure outlines the rules and regulations governing the indoor gun range used at the Garden City Police Department facility with the physical address of 2250 S. Old 83, Garden City, KS 67846.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range and the safety of our neighbors and surrounding properties.

## General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice individual and group shooting sports and training. Individuals using the range shall become familiar with these safety rules and procedures before using the range. The range safety rules and procedures help provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules the nature of the violation, request they stop, and if a continued violation occurs, report the incident along with the violators' name, if possible, to the Range Officer on duty or the Garden City Police Department for further action.

## Definitions

**Approved Firing**: deliberate, controlled, and aimed fire, which results in every shot hitting the impact berm.

**Firing Line**: that part of the range where shooting benches/stalls are placed is designated as a Live Fire Activities area.

**Live Fire Activities**: an activity that involves the firing of a gun. Individuals engaged in a live-fire activity include the shooter, Range Officer, and supporting personnel such as scorekeepers, timers, and others participating in a shooting activity on a Hot Range.

**Range Officer**: an employee or designee of the Garden City Police Department charged with monitoring and enforcing all rules outlined in this SOP pertaining to indoor range use.

**Rapid Firing**: firing more than two shots in one second.

**Uncontrolled Firing**: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Cease Fire**: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed downrange.

**Hot Range**: no Cease Fire is in effect; guns may be handled and fired.

**Cease Fire Range:** Cease Fire is in effect; stay away from shooting benches and **NO HANDLING FIREARMS.**

**GCPD:** Garden City Police Department.

**GCCC:** Garden City Community College Department of Public Safety.

**S&S:** Sand & Sage Rifle and Pistol Club.

## Range Fee and Use Requirements

The use of the Garden City Police Department gun range is covered by these Standard Operating Procedures (SOPs). These SOPs define what every person engaged in live-fire activities must know before being permitted to use the range facility. These SOPs define what every member and the public participant must know to utilize the Garden City Police Department range. These SOPs are available from the Garden City Police Department and on [www.gcpolice.org](http://www.gcpolice.org).

### Fee's

The following fees will be assessed per non-stakeholder shooter.

1. \$12 per hour, per lane, per person for a handgun.
2. \$18 per hour, per lane, per person for a rifle.
3. \$350 annual membership per person.
4. \$500 annual membership per family (4 persons per family)
4. \$350 department use fee. (8 hr)

\*representation of handgun or rifle is based on bullet size not the gun.

### Restrictions

The following are strictly prohibited on Garden City Police Department property:

1. **ALL CELL PHONES ARE SILENT.** All cell phones must be silent to be courteous to all shooters concentrating on hitting their target on the range.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect their ability to participate with a maximum state of awareness and be completely safe before or during live-fire activities. The Range Officer will deny range access to anyone who appears to be in violation.
5. **FULLY-AUTOMATIC FIREARMS ARE PROHIBITED** by civilian attendees.
6. **SLIDE-FIRE STOCKS OR ANY OTHER DEVICE THAT MIMICS AUTOMATIC FIRE IS PROHIBITED.**
7. **50 BMG CALIBER FIREARMS ARE PROHIBITED.**
8. **338 LAPUA CALIBER FIREARMS ARE PROHIBITED.**
9. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor-piercing ammunition means a projectile or projectile core that may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.

10. No bullet impacts off the range, into buildings, signs, walls, storage containers, sheds, other structures, or range features, not a Garden City Police Department approved impact area.
11. There are no repeated misses of the target board or bullet strikes that ricochet, causing a danger of bullets leaving the range.
12. There are no disruptive activities, such as loud music or children not supervised properly on the firing line.
13. No loaded firearms are allowed on the Garden City Police Department property other than the Firing Line under a Hot Range condition.
  - a. Exceptions to this are for Law Enforcement personnel, Garden City Police Department Employees, and those approved by the Garden City Police Department.

### **Allowable Firearms**

1. Handguns up to 45 Long Colt can be used on the range and do not need to be checked in with the Range Officer on duty.
2. Handguns with a caliber of 460 and larger and AK and AR-style pistols must be checked with the Range Officer on duty for any specially designated lane assignments.
3. Rifles - all calibers except for those identified in the "Restrictions" section above.
4. Muzzleloaders - all types. Those individuals shooting muzzleloaders must check in with the RSO for bench assignments to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns - all types.

### **Range Safety Officers**

Range safety officers will be identified by approved, clearly marked "Range Officer" or "Firearms Instructor" T-Shirt.

All RSO on duty must have taken the NRA Range Safety Officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required for open shooting at the range. A designated RSO will always oversee the firing line(s) and range.

The RSO on duty is tasked with:

- Ensuring that all Garden City Police Department employees, guests, and customers adhere to this document's rules and SOPs.
- They are stopping and addressing all unsafe behavior. The RSO will address an individual to inform and point out all dangerous behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at their discretion.
- Escorting anyone (to include members) off the range if the person(s) is deemed a safety risk to others on the range.
- Reporting to the Garden City Police Department Rangemaster any incidents on the range to include:
  - Accidental discharges
  - Personal injuries such as slide bites, forehead scope hits, etc. that draw

- blood
- Trespassers - to include wildlife, pets, and unauthorized people
- Any other incidents deemed reportable

## Authorized Matches

The Garden City Police Department intends to attract and host organized shoots and competitive matches. These are shoots and matches such as Three-Gun, IDPA, USPSA, Steel Challenge, etc. The intention is to work with organizations such as the Sand & Sage Rifle and Pistol Club, Garden City Community College Department of Public Safety, JROTC, Garden City High school shooting team, 4-H, the NRA, and many more who have an interest in the shooting sports.

The Garden City Police Department Rangemaster will designate an Event Chairman to oversee a given shoot/match. The Event Chairman may be an employee of the Garden City Police Department or a designated person from a 3rd party having a vested interest in the shoot/match. If the Event Chairman is a designated person from a 3rd party, a Garden City employee will be defined as a liaison to the 3rd party in support of the shoot/match.

All events must be scheduled and planned out with the Garden City Police Department Rangemaster to ensure the necessary schedule, supplies, resources, and logistics can be obtained.

All planned, scheduled, and approved shoot/matches take precedence over any individual or personal activity.

The Event Chairman is tasked with:

- Conducting competitive shoot/matches within the planned schedule approved by the Garden City Police Department Rangemaster.
- Ensuring all necessary resources such as RSO and other safety personnel are in attendance while the shoot/match occurs.
- Conducting the shoot/matches with the primary goals of safe shooting for the participants and preventing projectiles from leaving the range.
- Designating a Match Director, who is required to be an NRA certified RSO.

## Classroom Access

Access and use of the classroom facilities will be by GCPD permission only.

## Range Rules

The rules for using the range are outlined as follows, noting any unique rules.

### Liability Waiver and Age Restrictions

All Garden City Police Department range users must fill out and sign a liability waiver each day they use the range. Members must have a current and signed liability waiver on file before using the range. The GCPD Rangemaster will maintain all records and documents for one calendar year.

- See the "Children On The Range" section below for children under 18.

- Individuals ages 18 - 20 will be permitted to use the range for rifles and shotguns only if not accompanied by an adult 21 or older.
- Garden City Police Department rules on age and gun possession align with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

## Range Training Requirements

All employees of the Garden City Police Department or RSO assigned to work at the range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, or formal classroom training.

## General Range Rules

1. Everyone must adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS.**
3. All vehicles shall be parked in the designated parking area unless authorized by the Garden City Police Department Rangemaster or the RSO.
4. The range is to be used as posted or directed by the RSO on duty.
5. Non-members must sign in at the range and pay for their range use.
6. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of the Garden City Police Department Rangemaster. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, steel/metal targets, and any other exotic items may not be used as targets at any time without the permission of the Garden City Police Department Rangemaster and then only in a closed range or shoot/match scenario. **Each shooter on the range must clean up their bench and targets before leaving - the RSO on duty will enforce this.**
7. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
8. All shooting can only be done from the firing line.
9. Offhand, sitting, and prone shooting are not authorized unless for specific law enforcement training purposes.
10. Pick up your brass and spent caps when finished shooting. All targets are removed when finished shooting.
11. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ears and eyewear are available for purchase in the clubhouse.
12. All safety rules will be followed as part of the range safety procedures.
13. Live-fire open range times have been designated to be Tuesday and Thursday 6:00 pm until 9:00 pm. Saturday 9:00am until 6:00pm
14. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
15. Inexperienced shooters are to advise the RSO if assistance is needed.
16. When an RSO calls a "Cease Fire," **stop all shooting and wait for instruction from the RSO.**
17. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms needing cleaning or repair during a "Cease Fire" must move to a designated repair area identified by the RSO.
18. Firing carelessly will not be tolerated. Shoot at your target only. Do not shoot at any

elevation to allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover replacement or repairs costs.** Those individuals firing carelessly will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and reported to the Rangemaster for collection of fees. See the "Replacement and Repair Costs" chart at the end of this document to use by the RSO to determine fines/fees to be assessed.

19. **NO open carry of a loaded firearm on your person is allowed.** RSO and Law Enforcement personnel are the exception.
20. RSO commands and range rules must be accepted at this range. A challenge to any rule or RSO command may be made in writing or in person to the Garden City Police Department Rangemaster.
21. All children under 18 must be under adult supervision while inside the range perimeter. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
22. The minimum age to shoot on the range by oneself is 18 for a rifle/shotgun and 21 for a handgun.
23. The RSO on duty will be equipped with first aid supplies, essential tools, and cell phones for communications with other RSO and the Garden City Police Department.
24. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**
25. Loading and unloading of firearms other than on the firing line will be done at the direction of the RSO using the clearing barrel or with the weapon pointed downrange in a safe direction.
26. No steel targets are authorized for range use unless authorized by the GCPD Rangemaster.

### Children On The Range

1. Children under 18 will not be allowed on the firing range without adult supervision from an adult member, parent, or guardian.
2. Children ages 10 and below will not be allowed on the range or to be left unsupervised by a parent or guardian while in the building or left in a car.
3. Children ages 11 to 18 must be accompanied one-on-one by an adult parent or guardian with 100 percent eyes-on supervision. The adult in charge of watching each child will not be allowed to shoot.
4. Children will not be left unsupervised on the range or in the building. Children found unsupervised will be escorted to the adult parent or guardian and asked to leave the property for the safety of the children and others using the facility.
5. All children must be fitted with eye and ear protection while visiting the range. Earmuffs, earplugs, and safety eyewear are available for purchase in the lobby.

# Range Safety

## Range Commands

To indicate an emergency or hazardous conditions:

### **"CEASE-FIRE"**

To stop all shooting routinely or immediately in the case of an emergency. Participants immediately stop shooting, keep the muzzle pointed downrange, remove their finger from the trigger, unload and clear the firearm, place the gun on the bench with the chamber in view, and wait for further instructions.

### **"MISSFIRE"**

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live-fire:

### **"MOVE FORWARD"**

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH THE FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

### **"PROTECTIVE GEAR ON"**

To prepare the shooter for a safe experience. Shooters should put on first their eye protection than ear protection.

### **"YOU MAY PICK UP YOUR FIREARM"**

To prepare the line for firing. Shooters will pick up their firearm, sight in on the target, make final adjustments, and be ready to load.

### **"LOAD"**

To notify the shooters that they may load their first round. Shooters will load their first-round finger off the trigger, standing by, ready for the following command.

### **"IS THE LINE READY?"**

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will allow the shooter to complete their preparation.

### **"READY ON THE RIGHT?"**

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not prepared at this command may either alert the RSO that they are not prepared or ready complete the process of getting prepared before the final command has been given.

### **"READY ON THE LEFT?"**

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not prepared at this command may alert the RSO that they are not ready or complete getting prepared before the final command.

### **"READY ON THE FIRING LINE?"**

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, they should inform the RSO; Otherwise, await the following command. Shooters await the next order.

**"COMMENCE FIRING" or "HOT RANGE"**

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

To **STOP FIRING** and declare the range **SAFE**:

**"SHOOTERS, YOU HAVE x MINUTES REMAINING."**

To alert all shooters that a general cease-fire is about to be called and allow the slower shooters to complete the course of fire.

**"CEASE-FIRE"**

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine, unload the cylinder, lay the firearm down with the bolt/cylinder open, and wait for further instructions.

**"COLD RANGE"**

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

**"ON THE FIRING LINE"**

Tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

**"CEASE-FIRE - ACTIONS OPEN, SAFETIES ON!"**

To notify the shooters to stop firing immediately, all chambers and magazines are unloaded, and shooters leave the firing line with the actions of their firearms open.

**"GO FORWARD, SCORE TARGETS, AND PASTE"**

Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR; YOU MAY HANDLE YOUR FIREARMS"**

Shooters may approach the firing line and handle their firearms since no personnel is downrange.

**"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**

Authorizes shooters to remove their gear.

**"POLICE, YOUR ASSIGNED FIRING POINT"**

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

**"AS YOU WERE"**

It means to disregard the previous command just given.

**"CARRY ON"**

This means to proceed with whatever was being done before the interruption occurred.

### **"REMOVE PROTECTIVE GEAR"**

Shooters may remove protective gear.

### **"MOVE BACK BEHIND THE READY LINE"**

This means moving behind the ready line and waiting for further RSO instructions.

### **"YOU MAY GO CHECK YOUR TARGETS"**

Shooters may move downrange to the target area.

## **Firearms Carry & Handling**

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase, the firearm with the muzzle pointing downrange, ensuring the action, is open; only take magazines and ammunition out of the case for the gun to be shot. Only one firearm on the firing line bench at one time.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the cease-fire has been completed and the range is back to a hot range status. Uncase the gun with the muzzle pointing downrange, ensuring the action is open; only take magazines and ammunition out of the case for the firearm to be shot. Only one gun on the firing line bench at one time.

## **Cease Fire Procedure**

1. When a verbal "Cease Fire" is heard, all shooting must stop immediately, unload the firearm, ensuring the chamber is empty, and remove magazines.
2. Fix actions open.
3. Place firearms on the bench with muzzles pointed downrange or a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease-fire verbally or visually to the RSO.
5. No firearm handling during a cease-fire. Everyone is either downrange at the targets, picking up brass in front of the firing line or behind the firing line.
6. Brass forward of the firing line may be picked up during a cease-fire, but the person must then return behind the firing line without stopping at the shooting bench.
7. Chronographs may be set up only when everyone has returned from downrange while the range is "Cold." The chronographer should be the only person in front of the firing line. The chronographer may handle the firearm to line it up with the chronograph but may not load it until a Hot Range is in effect.
8. Anyone handling a firearm during a cease-fire or carelessly sweeping people on a Hot Range should be reported to the RSO.
9. **AT ALL TIMES, THE NRA GUN SAFETY RULES MUST BE OBSERVED:**
  - a. Always keep the gun pointed in a safe direction
  - b. Always keep your finger off the trigger until ready to shoot
  - c. Always keep the gun unloaded until ready to use

## Firing Line Rules

1. Eye protection is mandatory on the range, including staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory in all designated areas during Hot Range (live fire) activities. Designated spectator areas do not require ear protection, but it is highly recommended.
3. Each firing position is labeled with a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. During a cease-fire, all firearms are to be unloaded.
5. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
6. Once on the firing line, a firearm's muzzle must be pointed downrange.
7. Loaded firearms must be pointed downrange with the barrel horizontal at all times.
8. Only one firearm and matching ammunition are allowed on the bench at one time.
9. Only shooting from the bench is allowed unless approved by the RSO.
10. Shoot only at designated targets.
11. If there is a misfire, keep the muzzle pointed down range (preferably on target) for at least 45 seconds if it is a hang fire.
12. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the firing pin has struck the primer. A hangfire is a perceptible delay in igniting a cartridge after the firing pin has struck the primer. The standard procedure for handling misfires or hang fires is to:
  - i. Keep the gun pointed downrange (safe direction).
  - ii. Wait at least 30 seconds in case it is a hang fire. With muzzleloaders, wait at least two minutes.
  - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge, and the bullet gets lodged in the barrel. The standard procedure for handling a squib load is:
    1. Stop firing immediately
    2. Keep the gun pointed downrange
    3. Unload the gun - make sure the chamber is empty
    4. Insert a cleaning rod down the barrel from the chamber end (if possible) to ensure the bullet is not lodged in the barrel.
13. Only one shooter's target is allowed per frame unless approved by the RSO.
14. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only permitted in a designated area outside the building.
15. IN ALL CASES, THE RSO'S DECISIONS ARE FINAL AND BINDING. THEIR DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND THEIR JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERSEDE THE GENERAL PRINTED RULES OR SOP.
16. Shooters are forbidden to conduct holster draws "Quickdraw" or firearms transition drills on the firing line.

## Range Rules Specific to Black Powder Firearms

1. No smoking around black powder firearms, period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line. Still, they are to remain visibly uncapped (such as in the half-cock position or the case of flintlocks, the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firingline. Once primed or capped, the muzzle must stay at or below the horizontal position.
6. Clearing a misfire
  - i. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
  - ii. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
  - iii. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
  - iv. Check the bore for a load (insert ramrod into the barrel to check if there is already a load in the barrel)
  - v. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the weapon on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

### **NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating or drinking.
- After shooting or gun cleaning, change and wash clothing to minimize airborne particulate lead or solvent exposure and cleaning product residues.

### **Emergencies and Incident Reporting**

In the event of an emergency, please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine the seriousness of the injury.
- Render aid. The first-aid kit is located in the range.
- Call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main entrance to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the Lounge of the range.

- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

## **First Aid Procedures**

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured. You come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings. Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [www.OSHA.gov](http://www.OSHA.gov), search for OSHA Occupational Exposure to Bloodborne Pathogens.

## **Personal Protective Equipment**

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings
4. Resuscitation mouthpieces for CPR

## **Procedure for Cleaning Surfaces Contaminated with Biohazardous Material**

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then be wiped off with water. In addition to commercially available germicides, a 1 part solution of sodium hypochlorite (ordinary household bleach) to 10 parts water prepared daily is an effective disinfectant.
4. For a small drop of blood or other biohazardous material on a surface or equipment, wipe it off with an approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then be wiped off with water.

Disposal of Contaminated Material (i.e., paper towels, personal protective equipment,

saturatedaddressing):

All contaminated materials, including personal protective equipment, must be placed in a red biohazard bag; the bag must be closed or tied in a knot. The bag then is appropriately disposed of.

## Facility Operating Procedures

### Building - Opening Procedure

The designated manager/person will:

1. Unlock the door and turn off the alarm.
2. Turn on lights in the bathroom and needed areas.
3. Ensure air conditioning/heat is set and turned on as appropriate.
4. Make bank deposits as well as change orders.
5. Stock any necessary retail items from back-stock.
6. Wipe down/clean retail areas, counters, floors, and bathrooms as needed.
7. Verify and make ready range retail items:
  - a. Eye protection
  - b. Ear protection
  - c. Targets
  - d. Snacks/Drinks
  - e. Coffee Bar

### Building - Closing Procedure

1. Verify that all range items have been checked in, accounted for, and cleaned for the next day.
2. Empty garbage cans taking all trash to the dumpster.
3. Close out the cash drawer using the system's end-of-day closing process and prepare bank deposits to be deposited the next business day.
4. Put cash drawer and bank deposit away in a vault.
5. Turn off the computer(s).
6. Ensure air conditioning/heat is set and turned to appropriate temperatures for closed buildings.
7. Ensure all outside doors are locked from the outside.
8. Turn off lights in the bathroom, classroom and lounge areas.
9. Turn on the alarm and lock the door.

### Range - Opening Procedure

All RSOs reporting for duty will:

1. Check out the RSO duty pack
2. Ensure all items are available:
  - a. Copy of this SOP
  - b. Incident Reports
  - c. FULL first aid kit
  - d. Tourniquet
  - e. Pens/Pencils
  - f. Witness statement sheets
  - g. Rubber Gloves

- h. Trauma Kit
  - i. Range inspection sheets
  - j. Rake the Granular range trap
3. Wear supplied Range Safety Officer or Firearms Instructor Shirt
  4. If a match or private event is scheduled for the range:
    - a. Review "Event Checklist" and perform the appropriate tasks:
      - i. Post proper "Event" signage on the range(s) announcing a closed range event
      - ii. Ensure appropriate targets are made ready for the event and placed on the range(s) as necessary and outlined in the event checklist
      - iii. Ensure appropriate shooting lines/stations are identified and made ready
      - iv. Ensure proper supplies - garbage cans, brass buckets,
      - v. Identify the event spokesperson before the event starts and coordinated duties of any volunteers and event staff
      - vi. Give all participants a safety briefing for the event, including those not shooting - SAFETY FIRST!
  5. Verify and make ready retail items:
    - a. Eye protection
    - b. Ear protection
    - c. Targets

## Range - Operating Procedure

1. Range inspection:
  - a. Ensure no hazards/obstructions between the firing line and the impact area. Keep the area clean.
  - b. Correct any problems before opening the range.
  - c. If a problem can't be corrected immediately, you must determine if the range/bay can be run safely with the existing situation. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the Garden City Police Department Rangemaster as soon as possible so we can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
  - a. Different targets, safety glasses, and ear protection will be made available to the shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
  - a. Friends and families of employees are paying customers and follow the same rules as a paying customer.
  - b. RSO assigns a bench to shoot from.
5. In the event of an incident:
  - a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or bystander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if the shooter(s) is not able to sign.
  - b. **ANY Catastrophic or Severe/Fatal Injury** - RSO or ANY shooter/bystander on the

range will call a CEASE FIRE! RSO will CEASE FIRE on all range/bays and lock down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main building or from the property as directed.

- c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and witness(es) acknowledge and sign the report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

### Continuous Live Fire Operation

1. Ensure that no one is downrange.
2. Confirm that everyone on the range has put on their ear and eye protection.
3. A RSO must constantly be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line may be shut down until they can continue their duty, the decision to shut down the range is at the discretion of the RSO.

### Making The Line Safe

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed (a couple of minutes for shooters to fire their last round), announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE."
3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All guns are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible (chamber flags inserted if available), and safeties applied.
  - c. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks, the pan unprimed and the frizzen open and the hammer down).
  - d. Everyone is standing back behind the firing line, away from the benches.
  - e. No one is touching a firearm.
4. Remind shooters to:
  - Pick up any brass and deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO commands to do so.

### Range - Closing Procedure

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared before directing everyone to case their guns before declaring the line safe and allowing shooters downrange.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Please pick up all trash and dispose of it properly. Sweep off the shooting area if required.

5. After all, shooters have left the range, turn off all lights and electrical equipment.
6. Close and lock all doors of supply cabinets and other secured storage.
7. Ensure that everyone has left the range.
8. Ensure all items are in the RSO duty pack and replace/refill items that were used for the shift:
  - i. Copy of this SOP
  - j. Incident Reports
  - k. FULL first aid kit
  - l. Tourniquet
  - m. Pens/Pencils
  - n. Sharpie Marker
  - o. Note Pad
  - p. Witness statement sheets
  - q. Rubber Gloves
  - r. Trauma Kit
  - s. Range inspection sheets
  - t. Rake the range granular trap
9. Check-in RSO duty pack.
10. If a match or private event was held:
  - a. Perform the appropriate tasks:
    - i. Remove "Event" signage on the range(s) announcing a closed range event
    - ii. Remove event targets and put them away.
    - iii. Ensure shooting lines/stations are cleaned up.
    - iv. Ensure garbage cans and any other debris are emptied into the dumpster
    - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.
11. Verify and secure retail items:
  - a. Eye protection
  - b. Ear protection
  - c. Targets

### **Range Points of Contact-**

To eliminate miscommunication and duplication of efforts, each stakeholder or organization will have one point of contact

1. GCPD-Rangemaster Captain Randy Ralston (620) 271-2476
2. GCCC-Instructor Brandy Unruh (620) 272-7490
3. S&S-Mike Homm (620) 640-4363

### **Range – Operational Storage**

Sand & Sage Rifle and Pistol Club, Garden City Community College Department of Public Safety, and the Garden City Police Department will have a secured designated storage area.

# Safety Incident Report

Documented by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Indicate the type of incident:  Accidental Discharge  Personal Injury  Other  
 Near Miss  Property Damage

Put a check ( ✓ ) under the appropriate response	YES	NO
Was the person(s) involved a member of the Shooting Range?	_____	_____
Was the accident the result of firearm/equipment malfunction?	_____	_____
Did the accident seem to result from improper / disregard for / lack of training/lack of firearm and safety education?	_____	_____
Was First Aid administered?	_____	_____
Was 911 or other emergency personnel called to the scene?	_____	_____
Was CPR or the use of the defibrillator required?	_____	_____
Were bodily fluids/biohazardous materials properly cleaned up?	_____	_____
Does the First-Aid kit need refilling?	_____	_____
Does the biohazard Kit need refilling?	_____	_____

All "NO" answers or "Other" types of incidents must be commented on in the space below. Provide as much detail as possible for the incident being reported. All incidents must be reported to the Shooters Ranges management for investigation.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Add additional blank pages if necessary)





GARDEN CITY POLICE DEPARTMENT  
GARDEN CITY, KANSAS

INDEMNITY AGREEMENT FOR SHOOTING RANGE

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Address) (City)  
\_\_\_\_\_, \_\_\_\_\_, Being over 18 years of age and or the legal guardian of the person  
(State) (Date of Birth)

agreeing to this guarantee, do hereby covenant and agree with the City of Garden City, Kansas and the police department of the City of Garden City, Kansas, and each individual police officer of the City of Garden City, Kansas, That I will never institute any suit, action of law, or make any claim against said City of Garden City, Kansas, and the police department of the City of Garden City, Kansas, for or because of any damage, loss or injury either to person or property or both, resulting from the privilege of using the facilities at the Garden City Police Department Shooting Range and which I, individually may accrue in the future or which I, my heirs, executors or administrators, hereafter can, shall or may have for, on or because of privilege of using the facilities of the Garden City Police Department indoor Range.

And in further Consideration of said privilege granted to me, individually, I hereby agree to indemnify and save harmless the City of Garden City, Kansas, the police department of the City of Garden City, Kansas, and each individual police officer of the City of Garden City, Kansas, against any claim for damages, compensation or otherwise of the part of myself or my heirs, executors or administrators and the reimburse or make good any loss or damage or costs that the City of Garden City, Kansas, and the police department of the City of Garden City, Kansas, and each individual police officer of the City of Garden City, Kansas may have to pay if any litigation arises on account of any claim made by me or anyone on my behalf.

It is further agreed that I will comply with all the Garden City Police Department Shooting Range rules and be responsible for any damages that I may cause.

It is further understood and agreed that the undersigned expressly reserves all right of action, claims, and demands against any and all other persons whosoever not herein named.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Guardian Signature



## GARDEN CITY POLICE DEPARTMENT RANGE SAFETY RULES

1. All firearms will be unloaded or cased when brought into the shooting range facilities. Guns are to be cased, holstered, or unloaded. Revolvers without holsters or cases will be carried by the top strap, cylinder open. Semi-autos will have the slide locked to the rear, magazine out. Long guns, when not cased, must have the action open and barrel pointed down. All firearms must have some form of sight. Sights **MUST** be used while shooting (no firing from the hip).
2. Firearms, magazines, and speed loaders may be loaded in the range on the firing line only. Firearms must be pointed downrange, at the firing line, in the assigned stall at all times. **ALL FIREARMS MUST BE BROUGHT TO THE FIRING LINE WHEN ENTERING THE RANGE. NO HANDLING OF WEAPONS BEHIND THE LINE! WHEN FINISHED, YOU MUST CASE, HOLSTER, OR UNLOAD YOUR WEAPON ON THE FIRING LINE, NOT THE TABLE OR BENCH BEHIND.**
3. Only authorized firearms and ammunition may be used on the ranges. No armor penetrating, tracers, and incendiary rounds are prohibited. Calibers 50 BMG, 338 Lapua, or greater are not permitted.
4. Use of eye and ear protection is required on the range at all times.
5. When moved from the firing line, firearms must be cased or holstered and unloaded or carried as stated in rule 1.
6. Dry firing is allowed on the firing line only. Dry firing in the lobby or behind the firing line is prohibited.
7. Should a misfire or other malfunction occur, keep the firearm pointed downrange and signal the Range Safety Officer. If required, place the gun on the shelf, point downrange, and obtain assistance.
8. Firing at other than approved targets will result in revocation of range privileges and liability for damages. No drawing from the holster, no low ready, no prone shooting. The target must be stationary. The only authorized shooting position is from the standing position unless you are in shooting stall 1 (ADA compliant stall). If shooting from any position other than standing in stall 1, the target must be set at least 20 yards' distance (to prevent ceiling and baffle damage), no closer
9. Accidental discharges, damages, or injuries must be immediately reported to the Range Safety Officer.
10. Only one firearm is permitted to fire at a time in the lane (No dual wielding). If the shooter conducts a rapid-fire at any point and the shooter does not stay on target, the RSO will revoke this privilege.

11. Never move forward of the firing line. If anything falls ahead of the firing line, contact the Range Safety Officer for assistance immediately.

12. Any firearm unattended must be in the condition listed in rule 1.

13. The use of alcohol or drugs is prohibited on the range. Persons believed to be suffering from depression or any apparent form of mental illness or under the influence of alcohol or drugs will be refused the use of the range.

14. Eating, drinking, or any form of tobacco is prohibited on the range.

15. No firearm shall ever be pointed or aimed at anyone, including the person holding the gun.

16. Any bullet that impacts anything other than the target surface area is the shooter's responsibility. As a result, any damage to the range equipment will be the shooter's responsibility. The range will assess the damage and charge the shooter accordingly for all damage incurred. The range reserves the right to prohibit any customer that has damaged the range equipment from continuing their shooting session without a refund. The RSO is there for your safety; please abide by the rules given by the RSO or any other staff member.

17. It is mandatory to wash your hands with cold water and soap upon exiting the shooting range, to remove any lead that may contact your skin, Even though we have OSHA and EPA-approved air handling systems. Small amounts of lead could come into contact with clothing, shoes, etc. So it is recommended that before entering your home, shoes should be taken off, and clothing worn at the range should be washed separately from other family members to limit lead exposure.

Initial \_\_\_\_\_

**Certification and Release**

In Consideration of the Garden City Police Departments shooting range agreement to allow me to use the range facilities, I, \_\_\_\_\_ do hereby certify that:

(print name)

1. I have read and will abide by the stated 17 rules.

2. I am not suffering from depression or mental illness.

3. I am not a convicted felon of any state, prohibited felon, or have a conviction or diversion for a crime of domestic violence or any related offense. I understand that I am required to leave the property if I am.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Garden City Police Department Employee use ONLY Beyond this Point:**

DL/ID#: \_\_\_\_\_ State: \_\_\_\_\_ DOB: \_\_\_\_\_



# GARDEN CITY POLICE DEPARTMENT RANGE USE/CLOSURE CHECKLIST

TO BE COMPLETED EACH TIME WHEN USING THE RANGE

- Shut down Target and Air Filtration System
- Sweep up all the brass from the floor and track and put the brass into the BLUE brass barrel. Separate the paper and other trash from the brass before putting brass into the barrel (If it is your own brass and you wish to save it, you may do so).
- Sweep up remaining trash from range floor and put into trash can
- Throw away all empty ammunition boxes and used targets
- Rake up and manicure the granular trap.
- If using department owned equipment, please return them to their proper storage area. Replace target clamps if necessary.
- Dump trash cans into the outside dumpster.
- Turn off all lights and Check/Lock all doors.
- Replace/Peel Sticky Matt if needed.
- Clean up any other mess you made in the facility.
- Approximate Round Count \_\_\_\_\_ Filter hours \_\_\_\_\_

\*Arm the alarm and lock the gate when you leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Should any problems be discovered, or should anything break, please contact Capt Randy Ralston (620) 271-2476 or Sgt Andy Roush (620) 290-3898 to report the problem.

Comments:

## Replacement, Maintenance, and Repair Costs

The following chart of costs for damages to facility equipment as the result of negligent or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees: Sand & Sage and the GCCC or any organization approved by the GCPD or its designee considered a partner organization will pay an annual partnership maintenance agreement for yearly maintenance and building operations.

<b>What</b>	<b>Fine/Fee</b>
Annual Partnership Maintenance Fee	\$ 1800
Baffle Strike	\$10
Target Stand Damage	\$50 + Replacement Cost
Camera/Sound System	\$50 + Replacement Cost
Facility Structures	\$200 + Actual Repair Costs
All other equipment not listed above	\$50 + Replacement Cost