




North Carolina Justice Academy

Policies and Procedures

Chapter Facilities & Operations Management		Subject Firing Ranges		Policy # 2	Number of Pages 9
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References:					

General Statement

The following procedures are in place to maintain the integrity of both the ranges and overall operation. All staff and outside agencies are expected to follow these procedures to promote the longevity of the facility and create a safe training environment. Any questions, comments, or concerns regarding any of these procedures or request to deviate from them should be directed to the appropriate Deputy Director or the designated representative prior to use for approval or clarification.

Procedure

I. Scheduling of Ranges

- A. The East Campus Registrar is responsible for scheduling of the Firing Ranges in Salemburg. Agencies wishing to utilize those facilities should contact the Registrar directly.
- B. The West Campus Deputy Director's Office is responsible for scheduling the Indoor Firing Range in Edneyville. Agencies wishing to utilize that facility should contact the Deputy Director's office directly. Course summaries and outside agency requests will still be submitted to the West Campus Registrar, the Registrar will then forward the facility request to the Deputy Director for approval for use of the Indoor Range.
- C. The following facilities are scheduled by the East Campus firearms instructional staff: (1) Reactionary Range and (2) Mobile Steel Targets and Props. Requesting agencies should contact the firearms staff directly for scheduling.
- D. When utilizing the range facilities, instructors shall complete the ***Range Usage Agreement and Authorization Form***. These forms may be acquired at the Dormitory Reception Office at both campuses.
- E. Any outside agency wishing to use NCJA ranges shall attend the Outside Agency Meeting held each year at the Salemburg Campus. Failure to have a member in attendance and sign the acknowledgement of this policy will prohibit the outside agency from using any NCJA firing range.

- F. Outside agencies wishing to use NCJA ranges shall submit a course plan to the Academy to be reviewed by the firearms training staff prior to the use of the ranges. This plan shall include a drawing of the course including measurements and distances of shooting locations to the targets.

II. Inspection Procedures

While we take pride in turning over a safe range for all training endeavors. The lead instructor(s) shall walk around the range and its perimeter to look for any safety concerns, directions of fire or any obstacles that may interfere with a safe training environment. Any questions arriving from this inspection shall be brought to the attention of the appropriate Deputy Director or designated representative prior to use.

Consider the following:

- A. Range impact area, ricochet concerns or hot spots (lead buildup)
- B. Range target systems
- C. Steel targets and calibers that can be safely shot on them (rifle/pistol)
- D. Direction of fire, angle of fire in relation to the backstop or impact area
- E. Ground inspection for prone or other ground training techniques that can be safely used on the range. Please take distance and angles of fire into consideration when using any of the alternate or ground techniques. No bullet should exceed or go higher in the impact area than two-thirds of the overall height.
- F. Vehicle parking is in relation to training needs. **Please note that only two motor vehicles are allowed per range at the East Campus.** Vehicles used as training aids or props shall be carefully placed on the ranges due to safety concerns and environmental issues. Storage trailers for ammo, target systems, etc. may be approved for extended parking by the Academy Operations Manager.
- G. Establish communication for emergency and range operations. Check cell phone signal, know phone numbers for dorm office and switchboard, hospitals and key personnel such as the Operations Manager and Instructional Staff. **Academy telephones are located on Range 2 and Range 3 at the East Campus and in the Range Control Room at the West Campus.**
- H. Staple guns should be inspected for operation and one gun for each five targets with additional staples should be secured near the target system. Alternate target connectors should be used if possible: spring clips, sprays, glue, etc.
- I. Barricades and alternate target stands or barrels should be inspected for serviceability.

- J. Check the ground to determine if it is safe to shoot into, i.e. grass vs. concrete.
Note: When snow or heavy rain is hitting the ground or wet grounds are present, no rapid movement is authorized.

III. Personal Safety

- A. All participants are required to receive a range operation and safety briefing from the lead instructor that will include conduct of fire, safety concerns, and lead contamination prevention.
- B. All safety glasses shall be the wrap-around polycarbonate types that are ANSI-approved. Prescription glasses are authorized so long as they are shatterproof and used in conjunction with side panels. Exceptions for night vision training must be approved by the NCJA firearms instructional staff.
- C. All firearms will be checked and the barrels inspected for obstructions. Additionally, all should be checked for clean and proper lubrication, indicating they are at peak operational readiness.
- D. All personnel are required to wear ear puffs and/or ear muffs. Ear muffs must have a noise reduction rating of at least a 29 (NRR).
- E. All personnel will wear a brimmed hat in the forward position unless working with night optics or scopes.
- F. Shooting gloves are authorized.
- G. Appropriate range clothing for the weather conditions should be work clothing, i.e., no shorts, no open toe shoes of any kind. Pants with cargo pockets that allow for tactical movement are suggested.
- H. Instructors shall have medical/trauma packs on the range.
- I. Water, or other non-alcoholic liquid refreshment is authorized in break areas; no food on the ranges.
- J. Smoking and use of other tobacco products is permitted in **designated areas only**. Designated areas are under the range shelters located at each range.
- K. Pregnant students (or those that may be) should refrain from shooting due to potential lead contamination, noise, etc.
- L. Wearing of other protective garments is per the specific agency's policy.
- M. Only factory, new and reloads, ammunition of standard police calibers is authorized. Approved calibers are as follows: .308 WIN, 9MM, 38 SPL, .357 SIG, 40 S&W, .357 Magnum, .45 Auto, .223 or 5.56 mm. Request for other calibers will be approved by the NCJA firearms instructional staff.

- N. At a minimum, two personnel will be present for all live fire, no solitary firing is authorized. The only exception made will be for the NCJA Specialized Firearms Instructor Training Coordinator. This individual will be responsible for checking in with the residence hall office/security personnel before and after any solo firing on any of the ranges.

IV. Hours of Operation

- A. Live range firing may be conducted Monday through Friday 8:00 am until 10:00 pm at the East Campus. Firing times for the Indoor Range at the West Campus are flexible and can be scheduled after normal operation hours with approval from the Deputy Director.
- B. Use of the ranges on Saturday must be approved by the Campus Operations Manager (East Campus) or Deputy Director (West Campus); operational hours are 8:00 am until 10:00 pm at both campuses.
- C. **The Academy ranges, both locations, are closed for live fire training on Sundays.**

V. Permissible Firearms for Range Activities

- A. Rifle/SMG/Shotgun/Pistol/Less Lethal (no live chemical munitions; some inert rounds may be authorized by the approval authority).
- B. Precision Sniper Rifle is the only weapons system to be fired beyond 50 yards unless otherwise approved by the firearms instructional staff.
- C. Rifle fire **is not authorized** on Range 2 (East Campus) unless otherwise approved.

VI. Use of Range 2 (East Campus)

- A. Range 2 is the designated range for pistol and shotgun fire only.
- B. **Rifle fires are prohibited unless approved by the Academy under certain circumstances.**
- C. The priority of scheduling for Range 2 is as follows: **NC Justice Academy, NC SBI, and other approved agencies.**
- D. Agencies that wish to utilize Range 2 must be approved by the Operations Manager and attend an orientation and instructional briefing for operating the range.

VII. Use of the Reactionary Range (East Campus)

- A. Only approved agencies/instructors are authorized to utilize the range. Approval authority is the Academy's Firearms Training Staff.

- B. All participants shall wear eye/hearing protection, body armor, and a billed cap while engaging the targets.
- C. Training events must be approved and coordinated by the Firearms School Director or designated representative.
- D. Only jacketed or frangible ammunition is authorized.
- E. Shotgun fires are not authorized.
- F. Targets will be re-painted once training is completed by the agency using the range.

VIII. Rules for Shooting on Steel Targets (East Campus)

- A. Always wear wrap-around eye protection and proper hearing protection.
- B. Always wear a hat with a brim large enough to protect the front of the head and face.
- C. Long pants, long sleeves, and body armor are recommended.
- D. Always use high quality steel targets specifically designed for heavy duty use.
- E. Never use steel targets for purposes outside their scope of design.
- F. Never use ammunition that exceeds the target's scope of design (green tip, penetrator, etc).
- G. Minimum distance with a handgun and standard lead ammunition is 10 yards.
- H. Steel Targets shall be placed no farther than 10 yards from any berm.
- I. Minimum distance with a rifle is 50 yards.
- J. Minimum distance with shotgun slugs is 40 yards.
- K. The only exceptions to the minimum distances shall be when frangible ammunition is being exclusively used.
- L. Maximum ammunition velocity is 1,500 fps for handgun targets and 3,000 fps for rifle targets.
- M. Never use armor-piercing, steel-core, or other hardened ammunition.
- N. Never use steel shot, pellets, BB's, or other air gun projectiles.
- O. Spectators must wear proper eye and ear protection and must remain at least 10 yards from the target.

- P. Never shoot on steel targets that have been damaged or deformed in any way.
- Q. Metal targets should not be placed parallel to each other without a barrier between them (wood). Splatter from one target could ricochet off another target (secondary splatter), and return to the shooter.
- R. Rifle grade steel targets are marked with **Blue Paint**. Otherwise, the plates are pistol grade only.
- S. Failure to utilize these guidelines can result in damages and/or serious injury.

IX. Indoor Firing Range (West Campus)

Both NCJA and outside agencies firearms instructors must complete the Range Overview and Operations briefing prior to use of the Indoor Range. This briefing will be scheduled through the West Campus Deputy Director's Office.

X. Interactive Training

- A. Interactive training is authorized if all safety zones and the 100 yard safety factor are in place.
- B. Simmunition FX® marking rounds, Airmunition®, Air Soft, and paint ball are authorized if all participants have full head, face, throat and groin protection, for both males and females, or other required protective equipment.
- C. **Only certified interactive training instructors are allowed to conduct the training.** Certification copies will be filed in the office of the Deputy Director.

XI. Range Supplies and Targets

- A. Agencies using the range are responsible for their own equipment and will provide their own targets, spray paint and other supplies.
- B. The use of target stands is authorized.
- C. A request for using the Academy owned reactive steel targets should be cleared by the Academy's firearms instructors.
- D. Damage to the range facilities, steel targets, props, or target support systems caused during training will be reported to the Operations Manager. **The outside agency will make arrangements for the repair or replacement of the damaged systems listed above within 48 hours.**
- E. Agencies utilizing Range 3 (East Campus) may store equipment in the building.
- F. Once training has been completed, all trash, cardboard, brass, etc. will be cleaned up and disposed of. Arrangements for extra trash pick-up can be made by calling the Maintenance Supervisor at Ext. 294 or the front desk ("0").

- G. Storage of supplies at the West Campus Indoor Range must be approved by the Deputy Director, West Campus.

XII. First-Aid

- A. A medical/trauma bag shall accompany all agencies using the range. Instructors are responsible for providing their agencies' basic first-aid supplies.
- B. Phones are located at Ranges 2 & 3 (East Campus) and the Range Control Room at the West Campus. They are contained in the red wooden boxes. The switchboard can be accessed by dialing "0" or you may dial "911" direct.
- C. Instructors should note the environmental conditions: hot, extreme rain, hail, cold, frost, etc. Instructors should know what activities can be safely conducted in extreme temperatures. Instructors should encourage their students to maintain the appropriate and safe hydration level.
- D. Any injury requiring first-aid or other provider treatment requires documentation. The course instructor/coordinator will complete the Academy's *Training Incident Report*. Academy staff can access this form at: <http://ncja.ncdoj.gov/Employee-Access/Forms.aspx>. Outside agencies can receive copies of the form from the Campus Operations Manager (East Campus) or the Deputy Director's Office (West Campus).

XIII. Clean-up Procedures

- A. It shall be the responsibility of the participating agency to police all trash, targets, cardboard, brass, shotgun wads and training material. The general rule is, "If you brought it, you remove it at the end of training."
- B. Training props shall be removed or returned to the proper storage location. If any are damaged, please report it to the Operations Manager (East Campus) or Deputy Director's Office at the West Campus.
- C. Trash may be dumped into the trash containers. If full or not available, place trash into trash bags and take it to the dumpsters located between the Instructional Support Services Building and the Maintenance Building (East Campus) or the dumpster located at the St. Paul's Road entrance at the West Campus. Arrangements for extra trash pick-up can be made by calling the Maintenance Supervisor or the front desk at "0." Your cooperation is expected.
- D. **Burn barrels are not authorized.**
- E. **Live ammunition is not to be deposited in the trash containers on the ranges.** If there is live ammo that needs to be discarded, contact the Operations Manager for assistance or follow your agency policy for the appropriate disposal at your facility.
- F. Once clean-up has been completed, the using agency's principal instructors should contact the Operations Manager at ext. 321 (East Campus), Deputy

Director's Office at ext. 201 (West Campus) or designated representative for post clearance inspection and release.

- G. Failure to follow the clean-up procedures may limit future use of the Academy's ranges.
- H. All Agencies utilizing the Indoor Range at the West Campus must deposit into the designated containers **ALL SPENT BRASS**. All spent brass must remain on site of the NCJA West Campus Indoor Range.
- I. Agencies who do not comply with item G. above may be restricted from use for violation of policy.

NC Justice Academy
Range Usage Agreement and Authorization Form (rev. 03/2019)

Attached are the firearms safety rules and regulations, and the liability waiver. The Primary Instructor of the agency using the Academy's range facilities is required to fill out and sign both the safety rules and waiver prior to the beginning of training. Please contact the residence hall office so the forms may be signed prior to commencing your program.

I certify that I am a Specialized Firearms Instructor currently certified by the Criminal Justice Education and Training Standards Commission for the (List Agency) and have been authorized by my agency to conduct the training requested on your range facilities.

I have read and clearly understand the above standard operating procedures, and will brief each trainee on the range safety rules and prevention of lead contamination prior to the start of our program.

I further agree to notify the Academy staff of any damages or broken equipment on the ranges or damages caused by our training so that repairs can be conducted immediately. I agree to ensure that the facilities are properly policed and cleaned prior to our departure.

I further agree as the authorized representative of the agency listed above, that all spent brass will be deposited in the appropriate containers and no brass will be removed from the premises of the North Carolina Justice Academy Range.

Signature _____ Date _____

Print Name _____

Agency _____

Academy Representative _____ Date _____