DEPARTMENT OF CORRECTIONS

Policy Number:	**301.106**
Title:	**Range Operations**
Effective Date:	**3/2/22**

PURPOSE: To provide safety guidelines for weapons training purposes.

APPLICABILITY: Department-wide

DEFINITIONS:
Range – firing range on or off facility grounds.

Range master/firearms instructor – a qualified and certified individual designated by the department to conduct weapons training and/or firearms range operations.

Range safety officer (RSO) – individual designated by the firearms instructor to act as safety monitor during the range session. The individual must not be involved in any training or firing during the time acting as designated RSO.

Range trailer – a firing range contained within a wheeled trailer.

PROCEDURES:

A. All employees using the firearm range must adhere to the following procedures for range operating standards.

B. A qualified/certified range master/instructor must be present for the range to be open and/or operated.

C. The instructor cadre must all be wearing the approved red instructor polo shirt, a red windbreaker, or a red vest to ensure proper identification. Instructors may also wear instructor body armor, and may wear the red vest over winter clothing.

D. The range master/firearms instructor is the officer in charge (OIC) of the range, regardless of the rank or tenure of those using the range.

E. The range master/firearms instructor retains the right to remove students from the range for any unsafe behavior. The range master/firearms instructor must report this to the facility management as soon as practical.

F. The range master/firearms instructor must notify appropriate personnel/agencies (such as master control and local law enforcement agencies) when shooting begins and ends.

G. Outdoor ranges must fly the red live fire flag when shooting is taking place (if applicable).

H. The range master/firearms instructor must have a communication device (such as a cell phone or 800 MHz radio) available at all times in case of emergency.

I. A first aid kit (which includes blood stoppers) must be on site, and, if possible, also an automated external defibrillator (AED)..

J. A method of transportation must be available in case of emergency.

K. Instructors required

1. There must be at least two qualified instructors regardless of class size, location, or course duration. The optimal ratio is one instructor to six students. Additional instructors and/or safety officers may be assigned as necessary.

2. The instructor-to-student ratio must be one-to-one while students are on the firing line.

3. An outdoor range must have a designated range safety officer (RSO) in addition to the instructor, who must oversee the safety of the training, and who must not be involved in any training or firing during the time acting as designated RSO.

L. Before firing begins, the range master/firearms instructor must conduct a safety briefing including such examples as: lines of fire, voice commands, safe handling of weapons, and "red light" protocols.

M. Before a weapon leaves a firing range, two qualified individuals must check that the weapon is in a safe and unloaded condition. All weapons must be transported in gun cases.

N. Staff must leave all ranges clean and orderly, including policing all brass, spent shells, and targets.

O. Staff must immediately report any incidents (damage to the range, misfire, etc.) to the range master. The range master must report this information to facility management as soon as practical.

P. Staff must report any accidents according to Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)." Staff must also report any accidents to facility management as soon as practical. Reports are retained by human resources (HR) and the safety administrator.

Q. All staff must wear eye and ear protection during live fire.

R. All non-governmental personnel using a DOC range must sign a range waiver (attached) before use.

S. The range trailer is stationed at the approved DOC facility. Facilities that use the range trailer must have written procedures on security, startup, operations, inventory, and proper shutdown procedures.

T. Firearms training records must be retained in the agency-approved electronic training management system.

INTERNAL CONTROLS:

A. Incident reports are retained at the appropriate facility according to the records retention schedule.

B. Accident reports are retained by HR and the safety administrator, according to Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)."

C. Training records are retained in the agency-approved electronic training management system.

ACA STANDARDS: 4-4080, 4-4204, 4-4205, 1-ABC-3A-29, 1-ABC-3A-30

REFERENCES:
Minn. Stat. § 241.01
Policy 301.081, "Response to Resistance, Restraint Systems, and Escape"
Policy 301.079, "Juvenile Restrictive Procedures"
Policy 301.100, "Weapons Control"
Policy 301.105, "Weapons Qualification"
Policy 107.010, "Weapons – Office of Special Investigations"
Policy 105.125 "A Workplace Accident and Injury Reduction Program (AWAIR)"

REPLACES: Policy 301.106, "Facility Range Operations," 7/1/19.
All facility polices, memos or other communications, whether verbal, written or transmitted by electronic means, regarding this topic.

ATTACHMENTS:
Sample Range Waiver (301.106A)
Firing Range Safety Rules (301.106C)

APPROVALS:
Deputy Commissioner, Reintegration and Restorative Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Chief of Staff
Assistant Commissioner, Health, Recovery, and Programming