

TYLER POLICE DEPARTMENT

GENERAL ORDER: 09.400

	FIREARMS RANGE	
	EFFECTIVE DATE: 11/02/2018	
	REVISED DATE:	
CALEA STANDARDS: 4.3.5		

09.401 PURPOSE

- A. The primary purpose of the Tyler Police Department Firearms Range is to provide a safe venue for conducting department authorized firearms training and qualification to agency personnel, local agencies with limited use lease agreements, and individuals attending department hosted training events.

09.402 FIREARMS RANGE

- A. The Tyler Police Department Firearms Range is located at 2811 Public Rd., Tyler. The range grounds are secure, but available for use by department personnel, agencies with limited use lease agreements, and others attending authorized training.
 1. Only designated department personnel (i.e. Tactics Training Sergeant, Firearms Instructors, etc.) have full access to all department owned buildings and structures located on the grounds.
 2. Limited use lessees have access to all buildings located on range grounds owned by that agency.
- B. The Firearms Range rules shall be clearly displayed at all range entry locations. In addition, the range rules shall be conspicuously posted on

the exterior and interior of the range training building. The range rules shall read as follows:

1. *All firearms shall be holstered when not on the firing line. If unable to be holstered, the firearm will be left with the slide / bolt locked in the open position with the ejection port facing up.*
2. *No firearm may be loaded or unloaded except on the firing line and at the direction of the Range Manager.*
3. *All firearms shall be holstered or secured in a case when inside the Firearms Range Training Building.*
4. *Eye and ear protection, along with body armor shall be worn when discharging your firearm.*
5. *All firearms safety commands shall be immediately obeyed.*
6. *Range rules apply to all persons and agencies.*
7. *No person may utilize the firearms range without a designated Range Manager present who has attend the department's in-house range training.*

C. Employee family members and/or friends wishing to use the Firearms Range shall be accompanied by the employee who shall serve as the designated Range Manager. For additional details see subsection [09.407\(B\)](#) of this policy.

D. Any employee who fails to comply with the established rules and regulations of this policy may have their range access restricted. Any violations of this policy may also result in disciplinary action up to and including termination.

09.403 TACTICS TRAINING SERGEANT

- A. The Tactics Training Sergeant shall be appointed by the Chief of Police, assigned to the Training Unit, and report directly to the Career Development Lieutenant.
- B. The Tactics Training Sergeant shall be primarily responsible for the research and development of new firearms tactics; additionally, the

Tactics Training Sergeant shall coordinate and assist in the implementation of firearms training for department personnel.

C. The Tactics Training Sergeant will also be responsible for a number of related duties, including, but not limited to:

1. Fulfilling the role of Firearms Coordinator and managing the Firearms Cadre;
2. Planning and administering the department's semi-annual firearms qualification course.
 - a. Ensuring a record for each qualification period for each employee is documented and maintained per TCOLE requirements;
3. Conducting remedial firearms training as necessary;
4. Maintaining a record of all employee firearms authorized for on-duty use (including those with approved modification) as outlined in [General Orders 12.108\(A\)-\(F\) – Use of Force](#);
5. Performing quarterly inspections of the range grounds, equipment, and department owned structures.
 - a. Making minor repairs as needed and coordinating with designated personnel and outside resources to ensure proper maintenance of all items noted above are maintained;
6. Performing quarterly audits of ammunition stored at the Firearms Range and designated SWAT locker;
7. Participating in the budget process through chain of command notification when new or replacement equipment is required for range use;
8. Assisting other Training Unit personnel with in-service, academy, and PTO related matters;
9. Completing all other tasks as assigned by the Career Development Lieutenant.

09.404 USE OF THE FIREARMS RANGE

- A. A Range Manager shall be present at all times firearms training is being conducted. This includes, but is not limited to:
 - 1. Firearms qualification;
 - 2. Department sponsored / authorized firearms training;
 - 3. Personal firearms training; or
 - 4. Weapon and weapon system sighting / zeroing.
- B. A Range Manager may be any department personnel occupying any position or rank (e.g. Tactics Training Sergeant, Firearms Instructor, Patrol Officer, and Detective) who has been appropriately trained to oversee one or more of the above noted firearms training functions.
 - 1. The Firearms Instructor conducting firearms qualification or department authorized firearms training shall serve as the principal Range Manager.
 - a. In their absence only another Firearms Instructor may serve as the Range Manager designee.
 - 2. Any employee who is not a Firearms Instructor, but has received specific in-house training regarding the range and its use may serve as a Range Manager for employees who want to use the range for personal firearms training, weapon sighting / zeroing or other firearms activities not specifically required or sponsored by the department.
- C. Prior to the start of any firearms or firearms related training the designated Range Manager shall conduct a safety briefing. The safety briefing may include, but is not be limited to:
 - 1. Firearms safety protocols;
 - 2. Emergency procedures;
 - 3. Special instructions specific to that training event (e.g. loading/unloading procedures, restricted areas); and

4. A review of the range rules.

D. Employees wanting to utilize the Firearms Range for personal firearms training should view the department's Range Calendar to determine availability.

1. The [Range Calendar](#) can be found on the department's website under the Information tab located near the top of the site's front page.

E. Agencies with limited use lease agreements shall require at least one (1) of their employees to attend the department's in-house range training. The designated employee(s) shall serve as that agencies Range Manager and is required to be present during all agency sanctioned / authorized firearms training.

1. Outside agency employees wishing to utilize the range for personal firearms training shall comply with section [09.407](#) of this policy.

09.405 FIREARMS, AMMUNITION AND STORAGE

A. All weapons and ammunition permitted at the Firearms Range shall adhere with those authorized under [General Order 12.100 – Use of Force](#).

1. Approved weapons (including those with authorized modifications) shall consist of:
 - a. Pistols and Revolvers
 - b. Rifles
 - c. Shotguns
 - d. Less Lethal Munitions
 - e. Any other weapon or weapon system suitable for duty use or approved by the Chief of Police.
2. Prohibited ammunition types shall consist of :
 - a. Tracer rounds

- b. Incendiary rounds
 - c. Armor piercing rounds
 - d. Any other ammunition specifically restricted by the Chief of Police.
- 3. Explosive targets are not permitted for use at the Firearms Range. Authorized targets (stationary and moving) shall include, but are limited to:
 - a. Paper
 - b. Cardboard
 - c. Steel
 - d. Any other target type / material authorized by the Chief of Police.
- 4. All employees shall be expected to clean and dispose of any trash produced by their use of the Firearms Range.

B. Only designated personnel shall have access to firearms and ammunition storage areas located at the range.

- 1. The Tactics Training Sergeant, the SWAT Commander, and designated Command Staff shall have full access to all firearms and ammunition storage areas.
 - a. These areas include:
 - 1) Training Building / Garage
 - 2) Range Office
 - 3) SWAT closet located at both the Downtown Police Station and inside the Range Office
 - 4) Ammunition Storage Locker
- 2. SWAT Team Leaders and team personnel have access to all areas noted above except for the Ammunition Storage Locker.

3. Firearms Instructors shall have full access to all areas except for the SWAT closet and the Ammunition Storage Locker.
4. Personnel who are not Firearms Instructors, yet authorized to serve as Range Managers only have access to the Firearms Range grounds and non-secure storage buildings.

C. The Ammunition Storage Locker shall be used for the long-term storage of ammunition. Ammunition may be temporarily stored in the Training Building garage bay during semi-annual firearms qualification cycles or during department authorized training.

D. No long-term storage of any firearm is permitted at the range. At the discretion of the Tactics Training Sergeant, a firearm may be temporarily stored in the SWAT closet; however, the weapons storage shall not exceed 72 hours.

09.406 SAFETY CLOTHING AND EQUIPMENT

- A. All department personnel engaged in firearms training shall wear the appropriate safety clothing / equipment. At a minimum this shall include:
 1. Eye and Ear Protection,
 2. Department issued body armor
 - a. Department issued rifle rated body armor is recommended for employees conducting rifle training, but not required.
 3. Department issued Individual First Aid Kit
 - a. Individual First Aid Kits are not required to be physically carried during training, but must be, at a minimum, accessible while at the firearms range.

09.407 RANGE MANAGER

- A. As noted in sub-section [09.404\(B\)](#) above a Range Manager may be any department personnel occupying any position or rank who has been appropriately trained to oversee one or more firearms training functions.

1. Only the Tactics Training Sergeant or a TCOLE certified Firearms Instructor as specifically identified in the training plan may serve as the Range Manager for State required firearms qualification cycles and any training sponsored or specifically authorized by the Tyler Police Department.
2. The Tactics Training Sergeant, a TCOLE certified Firearms Instructor or select personnel that have attended an in-house training session regarding range rules and procedures may serve as the Range Manager for non-State required or non-department sanctioned firearms training.
 - a. In cases where two (2) or more officers are conducting non-State required or non-department sanctioned firearms training with Firearms Instructors present, the most senior Firearms Instructor shall serve as the Range Manager.
 - b. In those instances where two (2) or more officers are conducting non-State required or non-department sanctioned firearms training when no Firearms Instructor is present the most senior officer who has attended the department's in-house range training shall serve as the Range Manager.
 - c. If there are two (2) or more officers conducting non-State required or non-department sanctioned firearms training and all of them are qualified to serve as the Range Manager; the officers may share responsibilities provided they are in possession of the items listed below.
3. Any employee serving as the Range Manager shall have the items listed below on their person during all firearms training:
 - a. Department issued IFAK, and
 - b. Cell phone or department issued handheld radio.
4. All employees capable of serving as a Range Manager shall attend emergency medical training with an emphases on treating injuries one might receive during firearms training.

B. In accordance with subsection [09.402\(C\)](#) of this policy, an employee who has received the required in-house range training is permitted to bring

family members and/or friends to the range to participate in personal firearms training.

1. At least one of the employee's family members or friends must be an adult capable of providing aid and making appropriate notifications if necessary.
2. Prior to conducting personal firearms training, the employee will make their family members and/or friends aware of all safety and medical equipment found on the range grounds.

Approved: 11/02/2018



Jimmy Toler
Chief of Police