

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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References/Authority	Subject	
KRS 196.035 and 197.020 ACA 4-4091, 4-4173, 4-4201, 4-4203, 4-4204, and 4-4205	OPERATION AND SAFETY OF CORRECTIONS FIRING RANGES	

I. DEFINITIONS

"Firing range" means an area used for and in conjunction with the range including the gas area, break area, parking lot, shooting lanes and range house.

"Range Master" means that person assigned by the Commissioner of Corrections, or his designee, with the responsibility for scheduling and the safe operation of the range.

"Range Safety Officer (Safety Officer)" means the person charged with the operation of the range on a specific day for a specific purpose.

II. POLICY and PROCEDURES

A range shall be maintained in a safe and orderly manner for the purpose of training. The operation of the range shall be subject to regulations governing safety as defined by the Range Master including the following:

- A. A qualified Safety Officer shall be present on the range with all training classes or for purposes of qualification and shall have one of the following instructor certifications:
 1. DCT Firearms Instructor
 2. KLEC Firearms Instructor
 3. Kentucky State Police Firearms Instructor
 4. Other nationally recognized certification.
- B. Radio or cell phone communications shall be established and maintained with an institution or local law enforcement agency during the use of the range.
- C. A warning signal shall be prominently displayed while the range is in use.
- D. The Safety Officer shall be responsible for enforcing rules of sanitation, security and safety.

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- E. Only those weapons authorized by the institution, unit or organization's policy shall be used on the range. A privately owned weapon shall have prior authorization by the person in charge of the organization and the Safety Officer before being used.
- F. Alcoholic beverages shall not be allowed on the range.
- G. Smoking shall not be allowed.
- H. Ear plugs or protectors and safety glasses shall be worn while firing any weapons. Substitute hearing protection like cotton balls, cigarette filters or empty cartridges shall not be allowed.
- I. The Range Master or Safety Officer shall have the authority to impose the following penalties for safety violations:
 - 1. Remove a shooter from the firing line.
 - 2. Eject a shooter from the range.
 - 3. Remove a shooter from the training course.
 - 4. Close the range.
- J. Scheduling Use of Range

In order to avoid conflict with any scheduled training program, all requests for use of the Range shall be routed to the Range Master. Scheduling of the range shall be based on the following criteria:

 - 1. Corrections Training Classes
 - 2. Other Corrections uses like CERT training.
 - 3. Other State Agency
 - 4. Allied Criminal Justice Agency
 - 5. Special Interest Group or Individual
- K. A request for the use of the range shall be submitted thirty (30) days in advance to the Range Master.
 - 1. A request shall be honored on a first-come, first-served basis under priorities established in A above.
 - 2. The request for range use shall include the following:
 - a. Proposed use of range
 - b. Caliber and type of weapon to be fired
 - c. Date and time of proposed firing

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- d. Name and qualifications of Safety Officer
 - e. Name, address and phone number of officer or organization requesting use of range.
- L. Copies of the range schedule shall be forwarded by the Range Master to the Warden and the Captain's Office of the appropriate institution.
- M. If a previously requested range usage is no longer required, the officer or organization requesting the range shall notify the Range Master at the earliest possible moment. Failure to advise may determine future use. Notification by phone shall be made at least one (1) day in advance of scheduled range usage. Written verification shall be forwarded within ten (10) days of the cancellation.
- N. Access to Range

Access to the range shall be accomplished as follows:

- 1. A complete set of keys to the gate, and range house, shall be maintained at the control center of the designated institution.
 - 2. Range keys shall be signed out prior to firing and returned after firing by the Safety Officer. A letter from the Range Master giving authority to an outside group to use the range shall be presented in order to receive the keys.
- O. Equipment
- 1. Weapons
 - a. Only those weapons authorized in II.E. of this policy shall be used on the range.
 - b. Any weapon deemed unsafe or inappropriate by the Safety Officer shall be removed from the range before firing takes place.
 - 2. Ammunition
 - a. Ammunition, whether live or spent, shall not be stored at the range at any time. All empty brass shall be collected and removed from the range after shooting.
 - b. Ammunition and weapons shall be maintained in physically separate areas of the range while the range is open.
 - c. Only ammunition of ball (full metal jacket), lead, soft point or hollow point shall be used. Tracer, exploding or pyrotechnic projectiles are specifically prohibited.
 - 3. Targets
 - a. Targets shall be made of paper, cardboard or wood, except as noted below.

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- b. All targets used with rifles, pistols, revolvers or shotguns with #5 shot or larger shall be placed on appropriate target holders and situated to allow projectiles to pass through the target and into the backstop provided.
 - c. A target shall not be affixed to a fence post, sign post or other permanent fixture of the range.
 - d. A metal target may be used with shotguns only, size #6 shot or smaller at a minimum range of forty (40) yards.
 - e. A metal reactive target may be allowed as appropriate, with proper safety equipment used.
4. Safety Equipment
- a. The following safety equipment shall be maintained at the range:
 - (1) Fire extinguisher
 - (2) Hospital litter
 - b. Each person or organization using the range shall ensure that an appropriate first aid kit is available for use.

P. Firing of Weapons

- 1. A weapon shall not be loaded until the command to load is given by the Safety Officer.
- 2. Prior to firing, the course of fire and the commands to be used shall be explained by the Safety Officer to those persons participating.
- 3. The command "Cease Fire" by anyone shall supersede any other command.
- 4. A weapon shall not be fired without a command from the Safety Officer.
- 5. If a weapon misfires, firearms shall be kept pointed down range, in the direction of the target. The trainee whose weapon misfires shall raise his hand and wait for assistance from the safety officer.
- 6. Handguns shall remain in holsters until on the firing line and the command to unholster is given.
- 7. A weapon shall not to be fired, dry-fired or handled behind the firing line.
- 8. If weapons are being fired from the tower atop the range house, the Safety Officer shall instruct all participants to remain in the range house until the range is announced safe and clear.

Q. Emergency

- 1. Fires
 - a. Available personnel shall extinguish or attempt to extinguish all unintentional fires with equipment at the range.
 - b. If a fire is beyond the control of available personnel, the local fire department shall be called to the range by radio.

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c. If it is necessary to call the local fire department, all efforts shall be made to secure all weapons and ammunition prior to arrival of the fire department.

2. Injury

a. All injured persons shall receive immediate medical examination and treatment.

b. All firearms instructors shall be certified in first aid.

c. If transportation to hospital facilities is necessary, a local rescue squad may be contacted by radio or cell phone. Transportation for non-life threatening injuries may be made by private vehicle.

d. All injuries shall be reported by the Safety Officer to the Range Master as soon as possible with written confirmation within three working days.

R. Miscellaneous

1. All vehicles shall park in the designated parking areas as directed by the Safety Officer.

2. Trash shall not be burned at the range.

3. Anyone found using the range without prior authorization from the Range Master shall be subject to prosecution under appropriate statutes and restricted from use of the range.

4. Upon completion of each day's firing schedule, the range shall be thoroughly checked to ensure that all spent or live cartridges have been picked up. This shall be the responsibility of the Safety Officer. Failure to properly police the range may result in denial of future use.

5. Compliance with this policy and procedure and all range rules shall be mandatory.

6. Correction officials shall not be responsible if failure to follow set policy and procedure result in injury, accident or damage to person or private property.