

BERKELEY POLICE DEPARTMENT

DATE ISSUED: October 3, 1994

GENERAL ORDER H-3

SUBJECT: FIREARMS RANGE REGULATIONS

PURPOSE

- 1 - The purpose of this General Order is to establish procedures for the use of all Police Department firearms facilities.

POLICY

- 2 - All employees are expected to follow the rules, regulations, and procedures as established in this Order and elsewhere in related General Orders and Police Regulations.

DEFINITION

- 3 - The term "range" shall include any indoor or outdoor firing facilities used by this Department and the ammunition reloading and firearms cleaning room located in the Hall of Justice.

AUTHORITY AND RESPONSIBILITY

- 4 - The range and firearms training is under the authority of the Chief of Police (or designee).
- 5 - Subject to the approval of the Chief of Police, the Administrative Division is responsible for the promulgation of all rules and regulations governing range operations and procedures.
 - (a) None may be changed nor established unless approved by the Chief of Police.
- 6 - The Chief of Police may appoint Firearms Instructors whose duties shall include:
 - (a) Development and administration of firearms training programs.
 - (b) Care and maintenance of Departmental firearms.
 - (c) Inventory, control, storage and issuance of ammunition and supplies.
 - (d) Responsibility for the cleanliness and condition of all facilities.

AMMUNITION RELOADING AND FIREARMS CLEANING ROOM

- 7 - Use of the ammunition reloading facilities shall be subject to prior approval by the Chief of Police (or designee).
 - (a) Cleaning equipment shall be supplied and maintained by a designated

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Firearms Instructor.

- (b) These facilities and supplies shall not be misused and shall be maintained in a clean and orderly condition.
- (c) Weapons shall not be loaded or unloaded inside the Hall of Justice except for inspection purposes or within the firearms cleaning room.

OUTDOOR FIRING FACILITIES

- 8 - No firing shall be permitted on an outdoor firearms range without prior Chief of Police approval (or designee).

GENERAL SAFETY RULES

- 9 - All firearms training shall be properly and adequately supervised by a Departmental Firearms Instructor. All safety precautions shall be adhered to and enforced.
- 10 - Strict discipline shall be maintained. Carelessness shall not be tolerated during firearms training. Extreme care shall be used at all times.
- 11 - Sighting, dry firing or pointing of a firearm behind the firing line, or any other place where accidental discharge might injure any person or property is prohibited.
- 12 - Firearms shall not be passed to another person unless the weapon is unloaded and the cylinder or action is open.
- 13 - Loading shall take place only after the command to load is given. Firearms shall otherwise be in an unloaded condition at all times except when firing on a training course under the direct supervision of a Firearms Instructor.
- 14 - Firearms shall always be pointed down range when on the firing line.
- 15 - When a misfire occurs, the shooter shall keep the muzzle of the gun pointed down range and immediately notify the Firearms Instructor. The weapon shall be treated with extreme care until the defective condition has been cleared.
- 16 - An approved form of ear and eye protection must be worn at all times when firing on any Departmentally approved range.
- 17 - Upholstered weapons shall be carried with the cylinder or the action open.
- 18 - No one shall walk in front of a firing line until the line has been cleared by the Firearms Instructor and all weapons have been holstered or benched.

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19 - No smoking shall be permitted on the firing line while actually engaged in shooting.

References: Police Regulations 319, 320, 323, 324, **325, 326, 330**
Use Of Lethal Force Manual
CALEA Standards