

FIREARMS TRAINING FACILITY SAFETY REGULATIONS

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.50	ISSUE DATE: 12/05/2021
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	EFFECTIVE DATE: 12/05/2021
	REVISION DATE: 12/05/2022

I. GENERAL CONSIDERATIONS AND GUIDELINES

This directive is intended to provide regulations regarding the use of the Williamstown Police Department's Firearms Training Facility. It is critical that all employees authorized to use the Firearms Training Facility abide by these regulations in order to protect against unnecessary harm or loss of one's life.

II. POLICY

It is the policy of the department that the regulations promulgated below to manage the Williamstown Police Department's Firearms Training Facility are required to provide safety and allow orderly training. These regulations shall be practiced and strictly adhered to by every individual who may have occasion to use the range at any time.

III. PROCEDURES

The following regulations shall govern the use of the Williamstown Police Department's Firearms Training Facility and shall be practiced and strictly adhered to by every individual who may have occasion to use the range:

1. Only police department members and their guests will be allowed to train at the Firearms Training Facility.
2. Authorization from the Police Chief/LT to use the range must be obtained prior to use. All personnel shall be required to have a department radio in their possession prior to being authorized to use the range. The officer authorizing the use of the range will cause the user's name to be entered into the log.
3. Every officer who uses the range will be required to be logged onto and off of the Range.
4. All firearms must be holstered until the officer is actually on the firing line and/or at a shooting station.
5. Only weapons and ammunition authorized by the Chief of Police will be discharged in the range.
6. Only factory loaded and reloaded ammunition will be permitted in the range.
7. The officer authorizing the use of the range may inspect all firearms and ammunition and may prohibit their use if deemed unsafe or exceeding the range specifications.
8. Metal piercing, incendiary, zinc alloy, nylon clad, or exploding ammunition is not allowed to be fired on the range.
9. All persons on the range must wear ear protection. Safety shooting glasses or prescription glasses must be worn by anyone actually involved in discharging a firearm in the range.
10. No person will be allowed to use the range if they have had any alcoholic beverage to drink prior to their reporting to use the range. No alcoholic beverages will be allowed in the range at any time. No one will be allowed to use the range if they have taken any prescribed medication, over the counter medication, or any other substance that might cause them to become dizzy, drowsy, disoriented, hallucinate, or in any negative way effect a person's body, mind, or emotional stability.
11. Treat every firearm as if it were loaded, even after you have proven to yourself that the firearm is not loaded.
12. No one shall point a loaded or unloaded firearm at anyone.

13. When at the firing lane, the muzzle of any firearm should always be pointed downrange.
14. Before an officer begins to fire on the firing line, he/she should examine their weapon thoroughly to make sure it is clear and free from any obstructions in the firearm's chamber(s) and/or bore.
15. If, when discharging a firearm, a weak or peculiar report is heard, cease firing at once and inspect the firearm for a possible malfunction.
16. Before attempting to clear or examine a firearm after an alleged misfire, keep your weapon pointed downrange for at least ten seconds. Be consciously aware of the potential for a so-called "hang fire" or the delayed ignition of the propellant/powder in the cartridge case after any misfire or failure of a cartridge to discharge when its primer is struck by a firearm's firing pin.
17. Firearms are to be loaded only at the firing line and/or within the confines of the stations.
18. If firing under the supervision of an officer acting in the capacity of a Range Officer, obey all firing commands.
19. Shoot only at your authorized targets.
20. Anyone observed shooting across the range at another target, shooting at range equipment, at target carriers, tracks or cables, or at any other unauthorized equipment or objects will be dismissed from the range and may be subject to department disciplinary action, as well as being held responsible for repair and/or replacement of damaged items.
21. Once firing begins on the firing line, no one shall conduct himself or herself in such a manner as to distract any shooter, nor shall anyone inside or outside the range engage in any unnecessary conversation that might be distracting to the shooter(s) on the firing line.
22. Any supervisor or firearms instructor may remove any shooter from the range who is observed using a firearm in a careless or unsafe manner.

23. When ready to leave the firing line, unload and holster your firearm or open the action and point the muzzle upward.
24. If a shooter should experience a malfunction, s/he shall immediately call this fact to the attention of the Range Officer, if present at the range. If the malfunction cannot be cleared, the shooter shall contact the officer in charge to seek guidance about the uncleared weapon.
 - a. The OIC is responsible for notifying the departmental armorer about the malfunction. Only a department authorized, certified armorer may remove the weapon from the range. [1.3.9]
25. When firing for the day has been completed, the Firearms Training Facility shall be cleared of cartridge cases, targets shall be picked up, and the general area shall be left in a neat and orderly state.
26. When securing the Firearms Training Facility, the officers shall determine that the facility is in proper order and the DPW gate is secured. The officer(s) will “Log Out” with the communications section that shall report to the officer in charge of the station that they have secured the range. Every officer using the range at any given time will be responsible for range safety, and for ensuring that proper procedures are being followed.
27. All weapons will be cleaned in a timely fashion after being fired.

Any violation of regulations pertaining to the use of the Firearms Training Facility may be grounds for disciplinary action.