



**Fairfield Police Department  
Art Koch Training Facility  
1717 Rex Clift Lane  
Fairfield, California 94533**



**~RANGE SAFETY PLAN~**

**Basic Firearms Safety Rules**

1. TREAT ALL FIREARMS AS IF THEY ARE LOADED.
2. NEVER LET THE MUZZLE COVER ANYTHING YOU DO NOT INTEND TO DESTROY.
3. KEEP YOUR FINGER OFF OF THE TRIGGER UNTIL YOU DECIDE TO SHOOT.
4. BE SURE OF YOUR TARGET AND WHAT IS BEYOND IT.

**Range Safety Rules**

1. No outside agency will use the live Training Facility without a certified instructor present and in control of training.
2. All Range Officers will review these Range Safety Rules with students at the beginning of each training session.
3. Eye and ear protection will be used at all times while in the shooting ranges.
4. Students and staff will know the exact location of, and have immediate access to a first aid kit.
5. All injuries or observed unsafe conditions will be reported to range staff immediately.
6. Pistols will remain holstered until range officer gives a command to begin any live fire exercise.
7. Keep firearm muzzles pointed down range. **AT NO TIME, ARE LOADED FIREARM MUZZLES TO BE POINTED UP.**
8. Do not pick anything up from the floor in the live fire area until all weapons are holstered and range officer declares the range is safe to do so.
9. If you have a malfunction with your firearm, clear it while pointing it in a safe direction and continue the exercise. If you cannot clear the malfunction, keep your firearm pointed in a safe direction and maintain a safe position on the firing line until the exercise is over.
10. Be aware of possible crossfire situations during multiple-officer exercises.
11. Targets are to be placed so penetrating rounds will not strike the walls, floor, ceiling or equipment.
12. Pistols will be prepared for disassembly on the firing line. (Remove magazine, clear chamber, and press trigger while pointing pistol safely down range.)
13. No live ammunition is to be allowed in the cleaning room. Magazines may be reloaded in the designated live fire area.

14. Weapons are to be reloaded in the live fire area while pointed safely down range or in clearing barrel. The weapon operator shall be on the firing line with no one between them and the targets down range. Do not reload your weapon in the Cleaning or Ready Rooms or any other unauthorized location.
15. All unused ammunition will be removed from the live fire areas and Ready Room. No live ammunition is to be left unsecured. Return any unused ammunition to the appropriate storage area, a supervisor or a range officer.
16. Any damage to the Training Facility will be reported immediately to Fairfield Police Department Training Facility Staff. In the event that Fairfield Police Department Training Facility Staff is not available, the on-duty Watch Commander will be notified. If the damage creates a safety problem for continued use, the facility will be taken out of service and all Training Facility Staff will be notified. Yellow crime scene tape across a range door or entryway will signify that the facility is out of service.
17. Outside agencies will be responsible for providing all of their own safety, training, and range supplies. This includes, but is not limited to, targets, eye and ear protection, ammunition, and any other items used in the course of their training. Fairfield Police Training Facility Staff will provide cardboard target backers. No outside target backers (Except Napa Valley College) are to be used on the range target systems.
18. Upon completion of training, all brass and debris will be cleaned up by the user agency. Debris that will not fit in provided trash receptacles will be bagged for removal by custodial staff.
19. Any accidental discharges at the facility outside of the designated live fire areas shall be reported immediately to Fairfield Police Department Training Facility Staff. In the event that staff is not available, the on-duty Watch Commander will be contacted immediately.
20. No live ammunition shall be used for demonstration or educational manipulation outside of the designated live fire areas.
21. The Range Safety Rules will be adhered to at all times.
22. Failure to comply with the Range Safety Rules will be grounds for the immediate termination of user agency training. Training may be allowed to resume ONLY after the Fairfield Police Department Range Master or his designee have reviewed the incident and provided appropriate re-training, or supervised the replacement of the involved staff.

**By signing this document I acknowledge the following:**

- I have received copies of the Fairfield Police Department's Range Safety Plan, which contains the four Basic Firearms Safety Rules and Range Safety Rules.
- I have read, understand and accept all conditions dictated in those documents.
- Fairfield Police Department's Range Staff has provided verbal and physical instruction on the safe use and operation of the Fairfield Police Department's Range & Training Facility.
- I understand that a violation of any portion of the Range Safety Plan may result in the loss of my instructional privileges at the Fairfield Police Department's Range & Training Facility.

*John P. Miller* 7/1/19  
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**Signature** **Date**

JOHN P. MILLER WINTERS PD  
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**Printed Name** **Agency**

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**Range Staff** **Date**