

**SAN JOSE POLICE DEPARTMENT
RANGE UNIT GUIDELINES**



The information contained in this document is law enforcement sensitive.

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RANGE UNIT MISSION STATEMENT

THE SAN JOSE POLICE DEPARTMENT'S RANGE UNIT SUPPORTS THE DEPARTMENT'S EFFORT TO PROVIDE PROFESSIONAL, CONTEMPORARY AND COMPREHENSIVE TRAINING IN POLICE FIREARMS TACTICS, AS WELL AS ENSURES THE HIGHEST STANDARDS IN MAINTAINING THE DEPARTMENT'S FIREARMS.

TO FULFILL THIS MISSION, THE UNIT WILL ENSURE THAT PERSONNEL RECEIVE TRAINING IN TACTICAL FIREARMS METHODS WHICH WILL ENABLE THEM TO PERFORM THEIR DUTIES IN A SAFE AND EFFICIENT MANNER. THE UNIT WILL IDENTIFY TRAINING DEFICIENCIES AND ADDRESS EACH WITH APPROPRIATE TRAINING PROGRAMS. THE UNIT WILL REMAIN ABREAST OF ALL NEW TRAINING CONCEPTS AND CURRENT ISSUES. RANGE MASTERS AND ARMORERS WILL STAY CURRENT WITH THE STANDARDS OF THE FIREARMS' INDUSTRY.

RESPONSIBILITIES, OBJECTIVES and DUTIES


A. Ensure that all Department personnel are in compliance with mandated State and Departmental training.

1. Provide the highest level of training possible for deadly force encounters through proper gun handling, marksmanship and up-to-date tactics with small arms weapons (pistols, shotguns, rifles and other approved less-lethal weapons) to all San Jose Police Department personnel.

2. Maintain a well-organized Range facility to maximize training responsibilities and qualifications for recruit, in-service, retired and Reserve personnel. The Range Unit will provide scheduling and administration of Range activities to ensure full utilization of Range facilities.

3. Careful selection and maintenance of the Department's firearms to the highest standards.

RANGE SUPERVISOR (SERGEANT) RESPONSIBILITIES

1. Plan, direct, and control the daily operations of the San Jose Police Department Range.
2. Report to the Lieutenant in-charge of the San Jose Police Department Training Division on Range use, training and maintenance.
3. Assume Core Firearms Instructor responsibilities, if applicable.
4. Maintain records of all in-service firearms and qualification training conducted by the San Jose Police Department Training Division.
5. Review all firearms training offered to all sworn San Jose Police personnel and Reserve personnel for approval or disapproval.
6. Assist in the formulation of Department policy in the use, maintenance and use of force issues with respect to firearms.
7. Act as Firearms Advisor or Coordinator where applicable for the Police Academy and the entire Department's firearms training. Approve and/or revise Academy lesson plans for firearms and ensure consistency within the firearms' program and the team of instructors.
8. Select qualified firearms instructors for Academy and in-service firearms' training programs.
9. Monitor classes taught by firearms instructors and instruct classes if necessary.
10. 
11. Attend Range Master and ordinance conferences as needed.
12. Oversee maintenance and repair of Department firearms.

13. Evaluate and recommend approval or disapproval of firearms and ammunition for Department use, including personal, primary and back-up weapons.

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

17. Oversee coordination of daily scheduling of all Range functions, activities and requests.
18. Inspect all areas of the Range for safety purposes and possible maintenance/repair.
19. Investigate and report all incidents of concern that occur at the Police Range.
20. Supervise all Range employees in the performance of their duties.
21. Plan and develop bi-annual qualification courses including pistol, shotgun and carbine. Determine scoring system based on type of weapon and its use as a primary or backup weapon. Assign and notify participants of appearance dates and times for each bi-annual qualification.
22. Coordinate scheduling of Range personnel to accommodate full-time sworn, as well as Reserve personnel in training and qualification.
23. Ensure all armorers are trained and currently certified on all Department-issued firearms.
24. Research of training needs and current trends.
25. Liaison with all other Department Bureaus.

[REDACTED]

27. Plan and develop year-round courses such as, but not limited to:

- a. Glock Transition Course
- b. AR-15 Carbine Operator Course
- c. 40mm Launcher/Stunbag Shotgun Course

[REDACTED]

***RANGE MASTER /FIREARMS INSTRUCTORS (OFFICERS)
RESPONSIBILITIES***

1. Conduct qualifications and daily training as needed.
2. Instruct year-round courses such as, but not limited to:
 - a. Glock Transition Course
 - b. AR-15 Carbine Course
 - c. 40mm Launcher/Stunbag Shotgun Course

[REDACTED]

3. Instruct Department personnel in the use of firearms in a safe and professional manner.

[REDACTED]

5. Assist in the operation of the Range facility and equipment.
6. Enforce Range safety rules and assist in scheduling the use of Range facilities.

[REDACTED]


[REDACTED]

[REDACTED]

10. Undertake Range-related cleaning tasks and maintain organization of work spaces.

[REDACTED]

12. Testing and evaluation of weapons, ammunition, holsters, and various related equipment.
13. Repair and maintenance of Department weapons and/or equipment.
14. Maintain records and reports on all Department firearms that pass through the Range.
15. Assist in the maintenance of accurate record keeping of personnel participating in qualification courses.
16. Give authorization for carrying personal weapons for on-duty and off-duty status in accordance with Department guidelines.

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18. Provide input into the development of the yearly budget by projecting long-range needs and/or items to be purchased.
 19. Research of training needs and current trends.
 20. Control and operate the Range facility in the absence of the Range Supervisor.
 21. Maintain current armorer certification in each weapon type issued by the Department.

ASSIGNMENT OF SERGEANT AND OFFICERS

Selection will be in accordance with guidelines established by the MOA and the departmental Transfer Policy.

ADMINISTRATIVE PROCEDURES

[REDACTED]

Work hours for the Range Unit will be scheduled as needed to achieve Range objectives, including training and qualification schedules. [REDACTED]

Work hours and assignments will be at the discretion of the Range Supervisor.

Police Officer / Firearms Instructors will be assigned [REDACTED] [REDACTED] shifts and hours may be adjusted by the Range Supervisor. [REDACTED]

[REDACTED]

[REDACTED]

Notification of Sick and Tardiness

Officers shall report to work on time at the San Jose Police Range unless approved by the Range Supervisor. Officers who are going to be late or who are sick and will not be reporting to work on a specific day shall notify the Range Supervisor as to his/her status. In the Range Supervisor's absence, the affected employee shall contact the senior officer of his/her shift.

Vacation / Compensatory Time off

Officers requesting vacation/compensatory time off will make such requests to the Range Supervisor for approval.

If approved, the time-off will be posted to the Range Unit personnel calendar.

Uniform

Shirts – Range Unit personnel shall wear green short or long sleeve BDU style shirts or black polo-type (collared) shirts. Shirts shall include the San Jose Police Department cloth badge on the front left side. The officer's title shall be embroidered underneath the cloth badge. The officer's name shall be embroidered on the right side of the shirt above the pocket.

Pants – Range Unit personnel shall wear green or black BDU or tactical pants.

Jumpsuit – Due to lead and other contaminants present at the Range, Range Unit personnel may wear an authorized jumpsuit. The jumpsuit shall be green in color and contain the cloth badge, title, and name tag in the same fashion as the standard Range shirt.

Footwear – Range Unit personnel shall wear range-appropriate footwear in black, green or tan. This footwear may be leather or nylon.

Hats – Range Unit personnel are approved to wear the following hats:

- Green Range Unit hat
- Black Range Unit hat
- Boonie style military hat (rim that extends all the way around) tan, green, or black – Outdoor activities only

Injuries

All personnel assigned to the Range Unit shall promptly report injuries and if applicable, receive medical treatment.

RANGE RULES AND REGULATIONS

The Range Master is responsible for the San Jose Police Department Range and has the right to deny any person or group (civilian or sworn) the use of Range facilities. The San Jose Police Department Range is an indoor firing range used for law enforcement firearms training.

The following rules and regulations pertain to all law enforcement use of the indoor Range:

1. The San Jose Police Department Range Supervisor is responsible for and is the final authority in all firearms qualifications, training and class-related issues at the Police Range.
2. At least one firearms instructor ON THE FIRING LINE shall be certified in first aid and CPR.
3. The Range Supervisor must receive copies of all class outline(s) and plans for courses of fire prior to approval of non-departmental classes. All class syllabi and schedules listing the assigned instructors must be received and approved in advance.
4. Each firearms session will have available, a FIRST AID GUNSHOT TRAUMA KIT designed to treat gunshot wounds. This kit will contain, but is not limited to:
 - CPR mask
 - Assorted adhesive bandages
 - Abdominal Pads (5"x9")
 - Trauma Dressing (12"x30")
 - Sterile Dressing (4"x4" & 3"x3")
 - Blood Stoppers
 - Gauze Rolls (3" & 4")
 - Waterproof Tape (1/2" & 1")
 - Bee Sting Kit
 - Eye Wash
 - Alcohol Pads
 - Antibiotic wipes
 - EMT Shears
 - Chest Seal
 - Co-flex
 - Sani-dex Wipes

5. Under no circumstances will steel plate targets or like-systems be allowed without express permission from the Range Supervisor or his/her designee.
6. All use of the Range shall conform to the Range rules and restrictions on ammunition and firearms. The San Jose Police Department Range Supervisor sets forth these restrictions. The Range Supervisor also reserves the right to restrict the use of, or carrying of, certain types of weapons or holsters.
7. Removal of brass/trash from the Range will be the responsibility of each shooter at the conclusion of that person/groups range use. Range staff will facilitate the disposal of brass collected into designated containers from the firing line.
8. Any Range use authorization is subject to change to accommodate police-related training programs.
9. Injuries or negligent weapon discharges shall be reported immediately to the Range Supervisor or his/her designate at [REDACTED]
10. The Range Supervisor or any member of his/her staff have the duty to inspect any firearm, ammunition, or equipment used by any outside department or department member at the Range and reserve the right to ban any firearm, ammunition, or equipment for use at the range.
11. There will be NO consumption of alcoholic beverage(s) and/or drugs by any person directly or indirectly involved in the handling of weapons at any time. Any person under the influence of or in possession of alcohol/drugs or who is engaged in the consumption of alcoholic beverage/drugs while on any firing line will have their privileges revoked for future Range use. If a person is taking or has taken prescription drugs, this must be reported to the lead instructor immediately prior to shooting, in order to determine if it is safe for that person to fire a weapon at the Range.
12. No one under the age of 18 will be allowed within the Range unless they are accompanied by a sworn member of the San Jose Police Department and only with the approval of the Range Master.

13. Weapons allowed on the Range must meet the following standards:
 - Approved firearms only
 - Must be of good quality
 - Must meet Range standards
 - Must be approved by the Range Supervisor

14. Ammunition used on the Range must meet the following standards:
 - Reloaded ammunition is not allowed.
 - Range personnel reserve the right to bar any ammunition deemed to be unsuitable for use at the Range.
 - No calibers larger than .308 without the approval of the Range Supervisor.

15. Range safety rules are as follows:
 - All weapons carried onto the Range must be holstered, in a gun case, or unloaded and carried in a safe manner.
 - Weapons may be handled, checked, adjusted or fired only at the firing line and must always be pointed down range.
 - Weapons will be cleaned at the Range in designated areas; the Range Unit will provide cleaning equipment.
 - In case of firing or weapon malfunctions which cannot be corrected by the shooter or instructor, the affected personnel must place the weapon on the ground with the muzzle down range and contact Range personnel for assistance.

16. Smoking, eating, and drinking are prohibited in the Range.

17. Eye and ear protection is mandatory for all personnel while shooting is in progress, including spectators inside the shooting area. Range supplied eye and ear protection shall not be removed from the Range.

18. If the Range Supervisor or any members of his/her staff observe any unsafe practices in the Range, the Range Supervisor or any member of his/her staff may dismiss the offender(s) from the Range facility.

19. If the Range Supervisor or any member of his/her staff observes any serious violations which present a threat to the safety of the instructors or participants, Range personnel or the public, the Range Supervisor or any member of his/her staff may cancel the training session immediately.
20. If a weapon requires the trigger to be pressed prior to disassembly, the shooter shall press the trigger while safely pointing the weapon downrange or into a clearing barrel. The shooter will then remove the slide prior to approaching the cleaning area.

**These Range rules have been established for your protection
and the protection of others using the facilities.
The Range Unit reserves the right to alter these rules as conditions
dictate and in the event of any dispute, the San Jose Police Department
Range Supervisor's decision will be final.**

Lead Safety Program

THE PURPOSE OF THIS PROGRAM IS TO PROTECT THE HEALTH AND SAFETY OF EMPLOYEES WORKING IN AND AROUND THE FIRING RANGE.

Requirements of Range Personnel

Prior to commencing work at the Range, all personnel will complete the required orientation, sign-off on the training and acknowledge their responsibilities with regard to personal hygiene, biological monitoring, location of records, and rights under the standard.

- A baseline blood lead level (BLL) test is required prior to said employee's first day of work.
- BLL tests are to be completed annually during assignment unless notified by Employee Health Services that it is required more or less frequently.
- If BLL is at or above 40 $\mu\text{g}/100\text{g}$, the employee will need to have their blood tested every 2 months until the levels are below 40 $\mu\text{g}/100\text{g}$.
- If BLL is at or above 60 $\mu\text{g}/100\text{g}$, the employee will be removed from all work areas where there is a potential for lead exposure. Additionally, a physical exam will be required along with monthly monitoring of blood lead levels.

Note: A physical exam must have been completed within 12 months prior to assignment to the Range, otherwise a physical must be scheduled prior to commencement of the assignment.

Potential lead exposure hazards

A. Shooting a firearm using ammunition with lead-containing primers orunjacketed lead bullets generates lead dust and fumes. Shooters and anyone else spending time at the firing line are exposed to these dusts and fumes. Employees are exposed to lead when they provide instruction in the Range, clean the Range, clean firearms, maintain firearms, empty the bullet traps, or sort brass.

1. Airborne lead dust is created by:

- Exploding lead primers
- Friction from the lead slug against the gun barrel
- Lead slugs hitting the bullet trap, walls, floors or ceiling of the Range
- Spent bullets and settled dust
- Improper Range cleaning methods which disturb settled dust
 - Dry sweeping indoor ranges can cause settled lead dust to become airborne.
 - Cleaning the bullet traps by shoveling or pouring bullet debris into buckets can expose workers to high levels of airborne lead dust.
- Poor indoor range ventilation
- Outdoor weather conditions

B. Firearm cleaning can contaminate worker's hands as the lead mixes with cleaning oils. These oils can stick the lead to the skin, making it more difficult for workers to wash the lead off of their hands.

1. Secondary contamination may occur by handling equipment (e.g. equipment cases, shooting mats, or jackets) previously used or stored in areas containing lead contaminated dust. Lead enters the body in two

main ways: inhalation (breathing lead contaminated air) or ingestion (eating lead through contaminated food or tobacco). Workers who eat, drink, or use tobacco without first washing their hands and face can ingest lead into their bodies.

2. Lead dust can be carried home when employees and shooters are in the firing range. Lead dust can settle on their bodies, hair, clothes and can be picked up on their shoes.

Health Effects of Lead

Lead is a poison that can be absorbed by the body. Lead dust can enter the body by breathing or eating.

1. The body stores lead in the:

- Blood: for about 1 month
- Body Organs: for several months
- Bones: for decades

2. It affects the:

- Brain and nervous system
- Digestive system
- Reproductive system
- Kidneys
- Ability to make blood

A. Small amounts of lead can build up in the body and may cause temporary symptoms or permanent damage. To determine the amount of lead in the body, the SJPD provides medical monitoring for all employees assigned to the Range.

B. Elevated blood lead levels (BLL) are a sign that lead is building up in the body faster than it can be removed.

C. Potential health effects include:

- Brain disorders
- Anemia
- Brain and nerve problems
- Kidney problems
- Decreased red blood cells
- Slower reflexes
- Reproductive problems
- Raised blood pressure

Exposure Limits

A. Cal/OSHA general industry lead standard ([Title 8 CCR § 5198](#)) was adopted in 1979 to reduce workplace exposures and to prevent lead poisoning through early identification of workers with elevated BLLs.

1. Air monitoring will be performed routinely to determine the levels of lead present in the work environment.
 - Permissible Exposure Limit of 50 micrograms of lead per cubic meter of air averaged over an 8-hour workday.
 - Action level for an employee exposure to airborne lead is 30 micrograms per cubic meter of air based on an 8-hour time-weighted average concentration.
2. Monitoring will be performed by taking a representative sample from the exposed employees who have the greatest potential for the most exposure to lead.
3. Where a determination is made that no employee is exposed to concentrations of airborne lead at or above the action level, then sampling will be conducted annually.

4. If sampling reveals an employee's exposure to be **above the permissible exposure limit**, the sampling will be conducted **quarterly** until at least two consecutive measurements, taken at least seven (7) days apart, are at or below the permissible exposure limit.
5. If monitoring reveals an employee's exposure to be **at or above the action level** but no greater than the permissible exposure limit, the employer shall repeat monitoring at least **every 6 months**.

Employee Notification

Each employee will be notified of the monitoring results within five (5) working days after the results are received.

A. Controlling Exposures

1. Administrative Controls

- a. All employees must wash their hands prior to leaving the Range, before eating, drinking and smoking.
- b. Protective clothing (including shoes/boots) will be removed before leaving the facility at the end of shift.
- c. Eating and/or drinking is prohibited in the Range facility.

B. Engineering Controls

1. General Services will perform a complete flow rate check on the ventilation system at the Range annually (minimum frequency).
2. General Services will also continue to change the pre-filters on the intake systems regularly.
3. Static Pressure Checks – Range personnel will check and record the readings from the Magnehelic gauge monthly on the

applicable form. If the readings fall outside of the range provided, a work order must be submitted to General Services for repair.

- The Static Pressure for the Range is monitored on the Magnehelic gauge which is mounted above the door to the supply fan, adjacent to the north entrance to the Police Administration Building Annex (first floor).
- There are two Magnehelic gauges located there – one for monitoring the static pressure drop across the air filters and the second for monitoring the static pressure of the Range.



- The nominal operating static pressure for the Range is 0 to +.10” which is the mid-range of that instrument. As the pressure increases in the space, the static pressure controller will automatically reduce the speed of the Variable Frequency Drive that slows down the fan, reducing the static pressure in the Range.
- Should the static pressure in the Range indicate greater or less than .10” on the Magnehelic gauge, please contact the General Services Work Order Desk [REDACTED] They will dispatch an Air Conditioning mechanic to address the issue.

C. General Preventative Maintenance Schedules

- Lead Harvesting – brass jackets and residual debris will be collected from the bullet traps (shredded rubber at backstop) and properly disposed of at least two times per year. This may be required more frequently if the range experiences heavier than normal traffic.
- Pre-Filter Replacement – all 38 pre-filters will be replaced at least two times per year. This may be required more frequently if the range experiences heavier than normal traffic.
- HEPA Filter Replacement – the HEPA filters will be replaced at least one time per year. The rate of replacement will be based on ventilation checks and air sampling results.
- Range Cleaning – wet mopping of the Range bays and office area should be conducted at a minimum of every other week. More in depth cleaning of the Range bays, cleaning station and office area will be conducted on a quarterly cleaning schedule. This will include a full wipe down of all surfaces and HEPA vacuuming to remove all visible dust.

DEPARTMENT FIREARM RECORDS

The Range Unit is responsible for maintaining accurate records of Department owned firearms. A master list of firearms should be established and it should be kept current at all times. In addition, all firearms owned by the Department should be properly registered as "Institutional Registration" through CLETS. In order to keep these records accurate, the Range Unit must be informed of all firearms that are obtained by or removed from the Department's inventory.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WEAPON BUYBACKS

The San Jose Police Department's Range Unit has a program that may allow Department members to purchase city owned firearms. Typically, this occurs when a Department member retires or when the Range Unit has excess inventory of a particular type of firearm. This program does not guarantee that a retiring Department member will be allowed to buy his/her "Duty Weapon."

This program is in compliance with California State Law as well as the policy put in place by the City of San Jose. This program is authorized by the Chief of Police and it is managed by the Range Supervisor. The following must be met for a Department firearm to be sold:

1. The Chief of Police has pre-approved the sale of that particular model of firearm (i.e. S&W 3906 or Sig Sauer P226).
2. The Range Supervisor has obtained price quotes to establish the fair market value of that particular model of firearm.
3. The Range Supervisor has confirmed that the sale of that particular firearm will not have a negative impact on the Range Unit's inventory.
4. The Range Supervisor has determined that the firearm had not been a "property gun" (see property firearm section below).

Process for selling a firearm once the firearm is approved for buyback:

1. Department member obtains buyback paperwork from the Range Unit.
2. Department member pays the fiscal department for the firearm and provides a copy of the receipt to the Range Unit.

3. Department member takes the firearm and appropriate paperwork to a business with the proper Federal Firearms License (FFL). Here, they will transfer the firearm to the Department member which will remove the “Institutional Registration.”

4. Department member provides a copy of the Dealer Record of Sale (DROS) confirming that the firearm was appropriately transferred.

5. Range Unit personnel will file a copy of the paperwork in the appropriate areas, update the computer system [REDACTED] [REDACTED] to show that the firearm is now personally owned and log the sale/transfer in the appropriate electronic file.

PROPERTY WEAPONS

Department policy and Penal Code section 34005 (b) allow law enforcement agencies to retain, in lieu of destruction, firearms which are otherwise required to be destroyed. These firearms must be used for carrying out the official duties of the agency. Our Department's policy is that once the firearm is no longer useful for official duties then it must be submitted for destruction.

The procedure for obtaining firearms [REDACTED]

1. Coordinate with [REDACTED] to determine when the next "gun destruction" will be held.
2. Examine the firearms that have been set for destruction to determine if any would be useful for official duties. If any are identified, notify [REDACTED] that the Range Unit would like to keep those firearms for official use.
3. As soon as [REDACTED] turns the firearms over to the Range Unit, they must immediately update the following:
 - A. 'Master firearms list'
 - B. '[REDACTED] firearms list'
 - C. Records Division- an official police report (G.O.) will be used to ensure that the firearm is changed in CLETS from 'set for destruction' to 'institutional registration'

Once the firearm is no longer needed for official duties, the firearm should be turned back over to [REDACTED] for destruction. This procedure is:

1. Notify the Records Division (G.O.) that the firearm will no longer be used for official use and that it should no longer be listed as an 'institutional registration.'
2. Update the 'master firearms list' and 'property firearms list' to show the date that the firearm was removed from our inventory.

3. Turn the firearm over to Central Supply and indicate that it should be destroyed.

