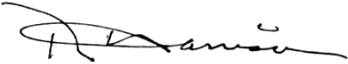


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	South State Line Firing Range and Training Facility		
NUMBER	1108.09	EFFECTIVE DATE	January 05, 2009
Scheduled Review Date	July 01, 2016	ISSUE DATE	January 05, 2009
Date Reviewed	June 17, 2014	REVISION DATE	March 29, 2011
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. This policy provides guidance for the operation and use of the TAPD South State Line Firing Range and Training Facility.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to ensure its sworn members remain proficient and properly qualified regarding all issued weapon platforms and their respective types of approved ammunition. To that end, the Department strives to maintain a facility by which the members of Department can achieve this mandate.
- B. It shall be the policy of the Texarkana Police Department to develop, implement and manage a set of guidelines that address the South State Line Firing Range and Training Facility and prescribe the manner in which this facility operates. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

A. Range Committee

1. The Chief of Police shall appoint a range committee. The chairman of the Range Committee is designated as the Range Master for this facility. Changes to the Range Committee shall be made at the direction of the Chief of Police.
2. The Range Committee is responsible for managing and operating of the South State Line Firing Range and Training Facility, preparation of all policy recommendations, site design and modifications to the facility.
3. The Range Master will schedule meetings as required to address operational and policy matters, or other issues received through the chain of command.

B. Firing Range Use

1. The TAPD South State Line Training Facility Firing Range is designated for use by members of the Texarkana, Arkansas Police Department.

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2. Use of the facility is prohibited without prior express consent of the Training Section of the Texarkana, Arkansas Police Department or the Range Master.
3. All training conducted at the TAPD South State Line Training Facility Firing Range, by any agency, must be conducted in compliance with this policy.

4. **Texarkana Police Department Training**

- a. The Training Section of the Texarkana Police Department will be responsible for scheduling the use of the South State Line Training Facility Firing Range.
- b. A Range Officer who is trained in the use of the Action Target System must be scheduled to attend all live fire training exercises occurring on the range. The Range Officer need not be a Certified Firearms Instructor, but he/she must be trained in the use of the computerized targeting system to the satisfaction of the Range Committee and the Training Section of the Texarkana Police Department. The Range Officer will be in charge of the facility during all live fire exercises. Under no circumstances will the Range Officer abandon the range tower while the range is “HOT” unless utilizing the remote target system or static targets.
- c. A Certified Firearms Instructor—as well as a Range Safety Officer—will be scheduled by the Training Section of the Texarkana Police Department to conduct all live fire training at the facility.
- d. The number of Certified Firearms Instructor(s)—as well as the number of Range Safety Officer(s)—will be determined by the Training Section of the Texarkana Police Department based upon the number of participants and the type of training to be conducted.
- e. Only authorized personnel, Range Officers, Certified Firearms Instructor and Range Safety Officers shall be authorized to enter the Range Tower.
- f. A red range flag, a banner or similar training sign shall be posted at the entrance of the firing range by the Range Officer prior to beginning any live fire training at the facility. These warning devices will remain in place until all firearms training has concluded.
- g. The Range Officer, Certified Firearms Instructor(s) and Range Safety Officer(s) will be responsible to ensure only authorized personnel enter the range facility during all live fire training exercises. Should an officer at any point during training detect a potential safety issue, the officer shall immediately give the appropriate verbal warning and hand signal necessary to communicate the order to cease fire. Once the order is given, the Range Officer will immediately turn all targets on edge.
- h. During all live fire training exercises at the facility, the Range Officer, Certified Firearms Instructor(s) and Range Safety Officer(s) will remain in radio contact with one another on a channel to be determined by the Range Safety Officer.
- i. Range safety rules and policies of the Texarkana Police Department will be in effect for all personnel who train at the facility. Range safety rules and the authorized courses of fire will be provided to all participants prior to live fire exercises.

5. **Texarkana Metro SWAT Team Training**

- a. Texarkana Metro SWAT will coordinate with the Training Section of the Texarkana Police Department regarding the use of the facility. Texarkana Metro SWAT will provide a Range Officer, Certified Firearms Instructor and Range Safety Officer for all SWAT related

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firearms training. Texarkana Metro SWAT will comply with all policies and procedures related to the use of the facility.

6. Outside Jurisdictions

- a. Jurisdictions other than the Texarkana Police Department may utilize the facility when authorized by the Training Section of the Texarkana Police Department. All other jurisdictions requesting the use of the facility will be required to sign a liability waiver provided by the Training Section of the Texarkana Police Department. The liability waiver(s) will be maintained in the Training Section. Range safety rules and policies of the Texarkana Police Department will be in effect for all personnel who train at the facility. Range safety rules and the authorized courses of fire will be provided to all participants prior to live fire exercises.
- b. A Range Officer affiliated with the Texarkana Police Department must be present when another jurisdiction utilizes the facility. The Range Master will retain control of the facility during the course of training.
- c. In the event the outside jurisdiction wishes to provide their own Certified Firearms Instructors, the jurisdiction will provide the Training Section of the Texarkana Police Department with a copy of the current Law Enforcement Instructor Certificate as well as the current Firearms Instructor Certificate associated with each Certified Firearms Instructor.
- d. A range safety officer must be provided during all live fire exercises. In the event the outside jurisdiction provides both an instructor and range safety officer, the Training Section of the Texarkana Police Department must approve the range safety officer prior to the live fire exercise.
- e. In the event the outside jurisdiction requests permission to utilize their own course of fire, the written course of fire must be presented to the Training Section of the Texarkana Police Department a minimum of ten (10) working days prior to utilization of the facility. A member of the Training Section will either approve or disapprove the course of fire.
 - (1) When firearms instructors from the Texarkana Police Department conduct certified qualification courses for other jurisdictions, the Department's Training Section will obtain CLEST certification and forward applicable records to CLEST and the other jurisdiction.
 - (2) When other jurisdictions utilize their own firearms instructor(s), it will be the responsibility of the other jurisdiction to handle all CLEST required documentation.
- f. The outside jurisdiction must comply with all ammunition and firearms standards established by the Training Section and must provide the types of weapons and ammunition that will be deployed at the facility during their course of fire.
- g. The TAPD Range Officer is authorized to halt any training that he/she deems unsafe or out of compliance with the policies of the Texarkana Police Department.
- h. When authorized by the Training Section of the Texarkana Police Department, other jurisdictions will be billed according to the following schedule. Notwithstanding the actual training time at the facility, a minimum of four (4) hours for each officer will be billed:
 - (1) Texarkana Police Department Range Officer — Twenty dollars (\$20.00) per hour;

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- (2) Texarkana Police Department Certified Firearms Instructor — Twenty dollars (\$20.00) per hour; and
 - (3) Texarkana Police Department Range Safety Officer — Twenty dollars (\$20.00) per hour.
- i. After receiving approval to conduct training at the facility from the Texarkana Police Department Training Section, outside jurisdictions will be billed for the costs associated with the use of the facility itself. The additional costs billed will be proportional to the total number of commissioned officers employed with the outside jurisdiction. The following is a list of these costs:
- (1) Jurisdictions having over 100 commissioned officers — Two hundred and fifty dollars (\$250);
 - (2) Jurisdictions having between 50 and 99 commissioned officers — One hundred and fifty dollars (\$150);
 - (3) Jurisdictions having between 25 and 49 commissioned officers — One hundred dollars (\$100);
 - (4) Jurisdictions having between 1 and 24 commissioned officers will not be charged additional costs; and
 - (5) All jurisdictions will be billed one dollar (\$1.00) for each cardboard action target and fifty cents (\$.50) for each paper target used during their course of fire.
- j. The Texarkana Police Department shall bill other agencies for costs associated with the use of expended supplies and for replacement or repair costs resulting from an accident or negligence occurring during their use of the facility. Routine wear and breakage will not be the responsibility of the other agency. The Training Section will be responsible for preparing and submitting an invoice to the other jurisdiction.

7. Ammunition

- a. Only that ammunition authorized by the Training Section of the Texarkana Police Department which has been approved by the Range Committee will be used at the facility. Outside jurisdictions authorized to utilize the range must provide their own ammunition which remains subject to approval.
- b. No armor piercing ammunition will be used on any steel reactive target or directed down range towards the steel protective knee wall. The Range Master must approve any use of armor piercing ammunition on a per use basis.
- c. No pistol ammunition larger than .44 magnum shall be used on the turning paper targets.
- d. No pistol ammunition larger than .40 shall be used on the reactive steel targets on the pistol range.
- e. No rifle ammunition larger than .308 shall be used on the turning paper targets on the pistol range.
- f. No rifle ammunition larger than .308 shall be used on the steel reactive targets on the rifle range.

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- g. No slugs shall be fired on the steel reactive targets on the pistol range.
- h. .223 rifle ammunition shall not be fired at the steel reactive targets (actuated bobbers) on the pistol range.
- i. Only those caliber rounds rated by Action Target may be fired at Static Steel Targets. No round above .40 shall be fired at the 500 rated steel. No round above .308 shall be fired at the 550 rated steel.

8. Courses of Fire

- a. Only courses of fire approved by the Certified Firearms Instructor shall be undertaken at the facility. The Training Section of the Texarkana Police Department—or Certified Firearms Instructors for Texarkana Metro SWAT Team—shall approve courses of fire. Copies of the courses of fire will be maintained by the Department’s Training Section as well as the office located at the training facility itself.

9. Instructor Certification

- a. All Certified Firearms Instructors who conduct training at the facility will provide copies of their individual certification certificates to the Department’s Training Section. The Training Section or Range Committee may revoke any instructor’s training privileges at the facility.

10. Facility Maintenance

- a. At the conclusion of each live fire training program, the Certified Firearms Instructor will ensure that all brass is collected and all paper targets are removed from the line. All trash will be collected and removed from the range.
- b. All target frames and items not permanently affixed to the target line will be stored in the container located behind the pistol berm.
- c. Laptop computers and other electronic devices utilized for the remote operation of the target system will be returned to the Department’s Training Section by the Range Officer.
- d. The Training Section will be responsible for routine maintenance, upkeep and the scheduling of all repairs to the South State Line Training Facility. Target system maintenance and upkeep will be conducted per instructions provided by Action Target Incorporated.
- e. At the conclusion of training, the Range Officer will ensure the facility is in an orderly condition and all appliances inside the office are turned-off, all doors are locked and both the range tower and the storage container are secured. All warning signs and flags will be secured, and the range gates will be locked.
- f. During the hours that the range office is not in use, the thermostat should be set at the below listed settings:
 - (1) Air conditioning use — 80 degrees Fahrenheit; and
 - (2) Heat use — 60 degrees Fahrenheit.
- g. During freezing temperatures, the pump well should be regularly checked, and a light should be placed inside the pump house structure.

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- h. The Training Section will be responsible for ensuring the facility irrigation system is operational during the summer months or warm dry seasons when irrigation is necessary.
- i. Any damage to the facility or systems will immediately be reported to the Department's Training Section. The damage report will include the type and extent of damage, the cause, the individuals involved in the action that caused the damage and any recommendations to prevent any reoccurrence.
- j. The Training Section will be responsible for ensuring an adequate stock of targets and other necessary items are maintained in the storage container of the facility.
- k. NO WEAPONS OR AMMUNITION WILL BE STORED AT THE SOUTH STATE LINE TRAINING FACILITY.
- l. Additional information relating to firearms and ammunition can be found in [General Order 1102.01---Firearms and Ammunition](#).

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