

**Police Department  
City of Orange Beach  
Firing Range Rules, Procedures and Range Safety Officers**

The City of Orange Beach provides access to the Police Firing Range for use by residents and visitors on days and times designated by the Chief of Police.

**Range Operations Rules and Procedures:**

1. General: Live firing at the City of Orange Beach Police Department Firing Range is designed to provide residents and visitors, legally authorized to be in possession of a firearm, access to the facility for the purpose of achieving or maintaining proficiency with privately owned hand guns. The Range will operate from 0900 hrs (9:00 a.m.) to 1300 hrs (1:00 p.m.) on the Saturdays designated by the Chief of Police.
  - a. Shooters must be 21 years of age, or accompanied by a supervising adult.
  - b. Only rim fire and center fire handguns of less than 50 caliber are authorized for use on the range. Handguns of calibers generally associated with rifle ammunition are prohibited.
  - c. Pistol caliber carbines are prohibited.
  - d. Long guns, rifle or shotguns, are not generally allowed.
  - e. All handguns may be inspected by a Police Officer or Range Safety Officer for appropriateness and or safety at their discretion.
  - f. All ammunition used on the range must be commercially produced. Use of “hand reloads” is prohibited.
2. A Police Officer will be in charge of the Firing Range. That Officer may be assisted by a civilian designated by the Chief of Police as a National Rifle Association (NRA) certified Chief Range Safety Officer, or a NRA certified Range Safety Officer.
3. No one will be permitted to approach the firing line, nor commence firing until such time as the designated Orange Beach Police Officer is at the Range and has authorized shooting to begin.
4. Use of the range is a privilege granted, and may be revoked for violation of the rules, procedures or refusing to follow the directions of a Police Officer or designated Range Safety Officer.

**Facilities:**

1. Firing stations are provided at 7, 15, 25 and 50 yards. During open range days firing is allowed only at the 7 yard line. Firing is at authorized targets only. Use of alternative, user supplied, targets maybe granted at the discretion of a Range Safety Officer.
2. A shooter will remain at the firing station line at all times unless returning to the rear of the range. Targets will be changed only by a Range Safety Officer.
3. Expended shell cases must be picked up and removed from the range, or placed in a designated container for disposal.

4. Shooters will remain on the designated firing lines; when under “cease fire” conditions, Range Safety Officers may grant permission to move off the firing line to facilitate picking up shell cases.
5. Appropriate hearing and eye protection are required for all persons down range of the shelter.

### **Safety:**

1. **Always** keep a gun pointed in a safe direction (normally down range).
2. **Always** keep your finger off the trigger, until ready to fire.
3. **Always** keep a gun unloaded until ready to fire.
4. Guns are to be loaded and unloaded at the firing line only.
5. Guns going to or coming off the firing line should be holstered, in a case, or carried with the magazine removed, and slide or cylinder opened (Show Clear). Magazines may be loaded in an area designated by the Range Safety Officer.
6. Report malfunctions (failure to fire, failure to feed, etc.) to a Range Safety Officer for assistance.
7. Use of tobacco, alcohol, or drugs is prohibited.
8. Use of cell phones beyond the shelter is prohibited.
9. Shooters will conduct themselves in an orderly manner at all times.
10. To ensure safety for shooters and observers, proper range attire is required. (If in doubt, ask a Range Safety Officer.)
11. Shooters are responsible for their guns and ammunition while on the grounds of the Shooting Range.
12. **Any person** may call “**cease fire**” if a safety violation is observed. All shooters will cease fire upon hearing the command, place their guns on the tables provided or on the ground with the cylinder or slide open and magazine removed. (**Show Clear**)
13. Shooters are responsible for picking up their own brass and any other brass in the vicinity of their shooting position.
14. No rapid firing.
15. Do not aim a gun above the mid-point of the dirt berm behind the target backer boards.

### **Range Safety Officers Team:**

The Range Safety Officers Team is a group of volunteers who assist the Orange Beach Police Department in the operation of the Police Department’s firing range when that range is open to the public.

The Chief Range Safety Officers and the Range Safety Officers, operate under the supervision of a designated Police Officer.

The primary responsibilities of the Range Safety Officers Team are;

1. Ensure that the Range is operated in a safe manner.
2. Provide all support necessary for the operation of the Range, to include setting up and taking down and storing the infrastructure required to operate the range.

3. Assist shooters who desire to improve their proficiency with a hand gun, but only when the primary responsibilities are fully staffed.

The Department shall maintain a minimum of 1 NRA certified Chief Range Safety Officer. Additional Chief Range Safety Officers are advised to ensure that there will always be one CRSO available. The responsibility of the Chief Range Safety Officers will include training NRA Range Safety Officers and maintaining the Rules, Regulations and Procedures of operating the Range when open to civilian users.

The Chief of Police or his designee will appoint a Senior Chief Range Safety Officer from among the ranks of Chief Range Safety Officers to serve as the Team Leader of the Range Safety Officers.

The Senior Chief Range Safety Officer will serve as the supervisor of the Range Safety Officers and be the primary coordinator with the Orange Beach Police Department.

#### Qualifications and Requirements for Range Safety Officers:

- Must be at least 21 years of age.
- A National Rifle Association member.
- Possess a valid driver's license.
- Possess a valid pistol permit.
- Must pass a background check.
- Must be willing to assist in the operation of the Range at least one Saturday a month minimum (approximately five hours).
- Be a reasonably accomplished pistol shooter and be capable of scoring at least 90 on a modified APOST qualification course of fire, or have a medical exception granted. (New Range Safety Officers are provided a reasonable period of time to achieve the objective score level).
- Range Safety Officers must have nothing in their background or current conduct that would embarrass the Orange Beach Police Department.
- Must maintain their NRA certification as a Range Safety Officer or higher.

#### **Range Safety Officer Recruitment Process and Procedures**

When recruiting for or when someone expresses an interest in becoming a Range Safety Officer for the Orange Beach Police Department Shooting Range the following steps should be followed:

1. Discuss the candidate with the Chief Range Safety Officers.
2. If the Chief Range Officers decide to take the next step with the candidate:
  - a. A meeting should be arranged with the candidate with at least one of the Chief Range Safety Officer to ensure:
    - i. The candidate understands the expectations of a new RSO.
    - ii. Is willing to undertake the NRA Range Safety Officer Course.

- b. The candidate must supply a copy of his/her driver license and Pistol Permit. (Pistol Permits are no longer required in the State of Alabama, but may be acquired from the Sheriff's Office in Baldwin County.) Range Officers residing in States other than Alabama shall have a permit from that State. The permit requires the candidate pass a background check.
3. The candidate must attend and work alongside the RSOs for a minimum of four open range days to ensure that the candidate is fully aware of the tasks to be accomplished as an RSO and allow the RSOs to agree the candidate will be a welcomed addition to the RSO group.
4. The candidate must successfully complete the modified Qualification Course of Fire that the RSO's use for quarterly qualification.
5. After the Chief Range Safety Officers are fully satisfied that the candidate will be a good addition to the RSOs, all paperwork (NRA certification, Divers License, and Pistol Permit) shall be submitted to the Lieutenant supervising the Range as a qualified candidate and recommend for inclusion in the RSO group.

A request will be made to the Supervising Lieutenant to order RSO shirts and a hat for the candidate.

#### **Procedures for Range Safety Officer(s):**

1. The gate shall remain locked until such time as a person authorized to open the gate on Saturday morning has unlocked the gate and signified that Range Safety Officers may enter the Range area.
2. A Chief Range Safety Officer shall ensure that the police officer assigned for the day has been introduced to each of the Range Safety Officers.
3. Range Safety officers will inspect the Range prior to allowing civilians to leave the assembly area for the approved firing points to ensure that the Range is safe and ready for use. During warm weather the safety check shall include a "critter" check.
4. Targets and other supplies are stored in a provided CONEX.
5. Range Safety officers will arrange targets on the backing board prior to civilians being allowed to approach the designated firing point.
6. Buckets will be placed on the approved firing point line for shooters to place expended brass.
7. Range Rules are to be posted in the assembly area.
  - a. Users are required to review the rules prior to shooting.
  - b. A clip board for shooters to sign in will be placed in a convenient location and each shooter and observer will be asked to sign in as they arrive.
  - c. Annually, all persons moving down range beyond the shelter shall sign a City of Orange Beach liability waiver.
  - d. At the bottom of the sign in sheet is a statement which requires those signing in to acknowledge that they have read and understand the Range Rules.

- e. Any person leaving the assembly area for the firing line will be considered a shooter and required to have appropriate hearing and eye protection.
- 8. Visitors or observers are welcome to remain in the shelter area.
- 9. All City of Orange Beach liability waivers signed that day and the sign-in sheets shall be placed in the appropriate file folder in the filing cabinet in the Conex.
- 10. Targets will be changed, as appropriate, and only the Range Safety Officers will be allowed beyond the firing line, unless shooters are specifically permitted to approach targets.
- 11. During a “cease fire,” one Range Safety Officer shall be designated to observe all range users to ensure that all guns remain on the tables provided, and are showing clear.
- 12. In the event of a medical emergency, the Range Safety Officer, will order cease fire, notify dispatch or call 911 and direct shooters and observers as appropriate, and render medical assistance consistent with scope of practice.
  - a. If the emergency is of a medical nature, as opposed to trauma, one Range Safety Officer should be stationed in the parking lot to direct incoming medical personnel to the person needing assistance.
  - b. If the emergency is a Gun Shot Wound (GSW) then the following applies:
    - i. Ensure medical is directed to the victim.
    - ii. Move all other persons at the range to a safe location away from the victim.
    - iii. Range Safety Officers shall isolate all witnesses to the GSW so that they may not confer with each other.
    - iv. The identity of each individual at the Range at the time of an incident shall be logged on paper, ensuring that:
      - 1. Name,
      - 2. Sex,
      - 3. Age (and date of birth).
      - 4. Physical address and mailing address,
      - 5. Cell Phone and Home Phone numbers,
      - 6. And e-mail address is noted.
    - v. No persons shall be permitted to leave the Range until such time as permitted by the senior police officer taking charge of the incident.
    - vi. Range Safety Officers will assist the police officers and medical personnel as required.
- 13. The Range Safety Officer shall submit the “sign in sheet” to the police officer designated as the Officer in Charge.
- 14. At the conclusion of the shooting period, the Range Safety Officers will ensure that all OBPD owned property (staple guns, targets, hearing and eye protection, buckets tables and brass) are returned to the storage area and properly placed.
- 15. The Range will be inspected to ensure that shell cases have been picked up, the backer boards are clean, and the Range is devoid of trash.
- 16. Periodically, the collected shell cases shall be disposed of and proceeds deposited in the OBPD Benevolent Fund
- 17. Trash cans shall be emptied in the designated trash bin.
- 18. When the Range is in proper order, the CONEX shall be locked and all Range Safety personnel shall exit the Range area and ensure the gate securely locked.

## **Range Officer Uniform items, Ear Protection, Pistol, Holster and Magazine Carriers AND Quarterly Qualification;**

1. The Police Department provides two red polo shirts and a red baseball style cap to each RSO.
2. The Police Department also provides a headset for communication and ear protection.
3. All department provided dress items or equipment remain the property of the Orange Beach Police Department and must be returned if the RSO retires, resigns or otherwise leaves the RSO Team.
4. All other required equipment and dress items are provided by the RSO at their expense.
  - a. Khaki pants or shorts are preferred.
  - b. Holsters should be level 2 or 3 retention grade, or have a strap to secure the pistol to the holster.
  - c. Magazine carriers should provide enough magazines to ensure that RSO can complete the qualification course of fire without reloading magazines. For those RSOs using pistols with single stack magazines, accommodations will be made at the discretion of the Senior Chief RSO.
5. RSOs are required to demonstration proficiency with their hand gun. Quarterly qualifications are required using a modified form of the Alabama Peace Officer Standards and Training Commission qualification pistol course of fire. The desired score is 90. Exceptions may be made in the required qualification for age and medical conditions. The course of fire is as follows: Under the supervision of a Chief Range Safety Officer each qualifying RSO will shoot
  - a. 6 rds standing from the 25-yard line and the shooter will return their pistol to “ready gun” and after 10 second pause;
  - b. 6 rds standing from the 25-yard line.
  - c. With holstered pistol, advance to the 15-yard line, draw and fire three rds; and return to the ready gun position. The after a 10 second pause fire an additional 3 rds; repeat twice more for a total of 12 rds from th 15-yard line.
  - d. With holstered pistol, advance to the 7-yard line and fire two rds and return to ready gun; then fire 12 rds.
  - e. Advance to the 5-yard line draw and fire 6 rds strong hand unsupported and 6 rds unsupported weak hand.

That is a total of 50 rds. Each round found on the line or inside of the line of a standard Q target is awarded 2 points.

## **Women’s Firearms Classes:**

The Orange Beach Police Department periodically offers a Firearms Class for women. The approximately five-hour class focuses on firearm safety, handgun familiarity, the basics of firing a handgun, safety in the home and outside the home, Alabama legal principals of defense of one’s

person or defense of another person and finally, live fire experience on the Department's shooting range.

The course is open to women living in or visiting Orange Beach and the general area of Gulf Shores, Foley and other areas of South Baldwin County. Class size is limited to 12 to ensure adequate opportunity for one-on-one instruction during portions of the class. To be eligible a women must be 21 years of age or 18 years of age if accompanied by a participating adult female. Observers are not allowed.

Handgun ownership is not required. If a participant owns or has access to a handgun they are encourage to bring that handgun with them, and a minimum 0f 50 rounds of ammunition. There will be adequate handguns available for those participants without a handgun and the training staff will provide guidance in selecting an appropriate one with which to train. Ammunition will also be available.

In addition, participants are encouraged to being appropriate hearing and eye protection. Limited quantities of hearing and eye protection are available to those not having this protective equipment.

**Registration Procedure:**

1. Call the Department at 251-981-9777 and ask for Karen Keith, Office Manager, OBPD.
  - a. The following information must be supplied.
    - i. Name
    - ii. Phone Number (must be an active number. A member of the instruction team will conduct a follow up call and if the number is inactive, the attempt to register will be terminated)
  - b. During the follow up phone call additional information will be collected.
    - i. Address (local as well as home town in the case of visitors)
    - ii. E-mail address
  - c. Also, during the follow up phone call, the interested person will be given the opportunity to ask any questions desired.
  - d. The applicant will be provided with a link to a web site where some educational material is provided to accelerate the information flow during the actual course. To maximize class room and range time effectiveness, this material should be reviewed prior to arriving at the class.

The class will be conducted in a facility designated by the Police Department; currently that facility is the Training Room of the Orange Beach Public Works Department and located at the intersection of Roscoe Road and Russian Road in Baldwin County.

Classes are held on Saturday morning, beginning at 8:00 a.m. The class room portion of the class generally ends at approximately 10:30 and then transitions to the Shooting Range located approximately 2.0 miles east of the Public Works Facility.

**Prior to Class Day:**

No later than Monday morning prior to a Women's Firearms class, a CRSO will determine the number of participants and ask the Lieutenant assigned to have Certificates of Completion signed for the number of participants plus a couple of additional ones for late registration. The CRSO will arrange to pick up the signed certifications and have them available for the class.

**Class Day:**

**Class Room Instruction:**

**No ammunition is allowed in the training room:**

After the police officer assigned to the class unlocks the door to the Training Room, no one, with the exception of the police officer, may enter the training room with a gun until that gun has been inspected. A table will be set up; a CRSO will assign a member or members of the RSO team to inspect all guns entering the room to ensure that no ammunition is present. All guns, holsters, range bags and cases will be inspected by the personnel assigned. Once in the room all guns shall be exhibited in a "show clear" state except when required to be in another state for instructional purposes.

After the initial guns are inspected, the table will be used as a sign in station for participants. As additional RSOs arrive, any guns with them will be inspected as time permits in the sign in process.

Each participant shall be provided with:

- a. Name Tag
- b. Name Placard
- c. Note Pad
- d. Pen

The class focuses first on the basics of firearm safety; then follows instruction on the fundamentals of handgun shooting; beginning with ensuring that the participant has a handgun to use during the class which fits their hand.

Class segments shall be limited to a maximum of 50 minutes with a break of 10 minutes between segments.

**Class Segments:**

Introductions

(After Introductions – A CRSO will assign each participant a mentor or training buddy from the RSOs present; the RSO assigned will provide instruction during each practical exercise throughout the class room and Range phases of the class.)

Safety

Handgun Familiarity and Handling

Legal

Other



Participants will be provided a website link where they can download the presentation material.

### **The Range for Class Usage:**

A CRSO will assign RSO team members to leave the class early to proceed to the range, unlock the gate and CONEX and prepare the range infrastructure.

Tables will be set up on the firing line with one table per participant if possible. Two targets per table will be placed on the backer boards. Table will be arranged on the firing line to prevent, as far as possible, brass flying and hitting participants and RSOs. An authorized instructor RSO will be assigned to each participant if at all possible.

Once at the Range, participants with limited or no experience firing a handgun will be provided at 22 cal pistol to begin familiarization and shooting. **Note to the RSO staff:** Each participant will start the shooting experience with 1 round only in the magazine or cylinder until such time as the ability to safely handle the handgun has been demonstrated. **RSOs are responsible for ensuring that the participant assigned to them follows all safety rules.**

Once the participant has developed demonstrable skill in shooting the 22-cal pistol, the participant will be provided additional opportunities with larger caliber handguns.

At the completion of the firing range portion of the class, class photographs will be taken and certificates of completion will be awarded.