



Operating Procedure

Effective Date	June 1, 2018	Number	350.3
Amended	6/16/18, 8/1/18	Operating Level	Department
Supersedes	Operating Procedure 350.3 (5/1/15)		
Authority	COV §53.1-10, §53.1-29; §53.1-145 DCJS 6VAC20-30, 6VAC20-70, 6VAC20-100		
Subject	FIREARMS TRAINING		
ACA/PREA Standards	1-CTA-3A-16, 1-CTA-3A-23, 1-CTA-3A-24, 1-CTA-3B-03, 1-CTA-3B-04, 1-CTA-3B-05, 1-CTA-3B-08, 1-CTA-3B-09, 1-CTA-3B-10		
Incarcerated Offender Access	Public Access	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Attachments
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Office of Primary Responsibility	
		Training Director, Academy for Staff Development	

I. PURPOSE

This operating procedure provides guidelines for the safe operation and maintenance of firearms training facilities to conduct weapons training for Department of Corrections employees.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Academy - Any DCJS certified training school operated by the DOC; includes the Academy for Staff Development (ASD), Academy for Staff Development - West (ASD-W), and satellite academies (including institutional training schools)

Department of Criminal Justice Services (DCJS) - The agency with statutory authority to establish compulsory minimum entry-level, in-service, and advanced training standards for Corrections Officers, and time limits for completion of such training; qualifications for certification of criminal justice instructors, and standards for criminal justice training centers

Institutional Training Officer (ITO) - The institutional staff member that serves as the head of a DOC institutional training school (satellite academy)

Lead Range Officer - When more than one certified Range Officer is present, a Lead Range Officer (LRO) must be designated and identified to all persons present as the Range Officer in charge. The Lead Range Officer will ensure that all range rules, policies, and procedures are followed at all times. The Lead Range Officer will initiate any emergency actions that may be required.

Less Lethal Instructor - An individual that has completed a certified manufacturer's instructor level course on the proper utilization and decontamination of all less than lethal chemical agents, impact munitions, and distraction devices

Range Master - The individual assigned to manage, maintain, and coordinate the ASD firearms training and facility operations

Range Officer - A DCJS or Federal Agency certified firearms instructor approved by the Training Director, or designee, to conduct firearms training at a DOC firearms range

IV. PROCEDURE

A. Range Safety and Security

1. All range officers from the Academy for Staff Development (ASD), Institutions, and outside law enforcement will receive and sign for a copy of this operating procedure as well as complete training for facility operation and safety procedures by the Range Master, or designee, prior to being

- approved to use the ASD range. Institutional Training Officers should enforce similar requirements for other ranges under DOC control.
2. Range officers must possess current Department of Criminal Justice Services (DCJS) or Department certification for Federal Agencies as an instructor to conduct firearms training. (1-CTA-3A-16) An approved range officer must accompany firearms instructor apprentices and approved groups or individuals.
 3. This operating procedure, applicable *Training Checklists* and *Firearms Safety Manuals* provide detailed directions on the conduct and supervision of training involving the use of firearms and chemical agents. (1-CTA-3B-10)
 4. All Range Rules and Safety Rules will be posted at the range. All staff using the facility is expected to read and follow the range and safety rules posted. Training participants must be under the direct supervision of a qualified instructor at all times when handling firearms and less lethal devices.
 5. Firearms training courses cover the use, safety, and care of firearms and the constraints on their use. Courses must include a demonstration of individual student competency. (1-CTA-3A-23)
 6. Chemical agents training courses must cover the use and handling of chemical agents, as well as the treatment of individuals exposed to a chemical agent. Courses must include a demonstration of individual student competency. (1-CTA-3A-24)
 7. All participants will read and sign a copy of the *Firearms Safety Rules* 350_F9. The Lead Range Officer will be responsible for ensuring that each participant has signed a copy of the *Firearms Safety Rules* and has the *Rules* on hand for inspection.
 8. Before any participant is allowed to handle any weapon, they will be provided with a minimum of 45 minutes of hands on safety procedure instruction. This will include a safety and function test in which the participants will demonstrate how to safely check a weapon for functionality, as well as demonstrate proper clearing procedures should the weapon malfunction during operation.
 9. When the range is in use, a red warning flag will be flown at the range to signal its operational status. If chemical agents are to be used, the green flag signifying the use of chemical agents will be flown in conjunction with the red flag.
 10. There will be a minimum of one range officer present for every six participants firing on the handgun range, plus one additional range officer to monitor the range.
 - a. If one range officer must help a participant, the second range officer must step back so they can see the remaining participants still firing.
 - b. If both range officers must help a student, the range officer who is calling the line will call an immediate cease fire. Shooting may resume once the problem has been corrected and the range officer calling the line has authorized participants to resume firing.
 11. Range officers shall document each student's performance on a [Range Qualification - Facilities](#) 350_F26, [Range Qualification - VDOT](#) 350_F27, or [Range Qualification - Probation & Parole](#) 910_F5 as appropriate.
 12. If chemical agents will be utilized, there must be a certified Less Lethal Instructor present to ensure proper clean up and decontamination procedures are followed per the manufacturer's protocols and guidelines.
 13. Individuals handling weapons shall observe all safety regulations. (1-CTA-3B-08)
 - a. Weapons are subject to stringent safety regulations and inspections
 - b. Employees carrying or handling firearms do so only in areas that are inaccessible to offenders.
 - c. Employees supervising students follow this operating procedure and the *Firearm Safety Manuals* for ensuring the safety and security of the weapons.
 14. All firearms and ammunition not being utilized while on the range must be cleared and secured in a locked vehicle. Range officers must visually and physically check each weapon to ensure that all

weapons are cleared and secured prior to any of the following actions:

- a. The weapon being utilized in the classroom for hands on Safety Procedures lectures
 - b. The weapon being utilized on the range for range qualification
 - c. Before cleaning and maintenance of any weapon
 - d. Before being secured for transport
15. This operating procedure and the *Firearm Safety Manuals* provide for the safe unloading and reloading of firearms. (1-CTA-3B-09)
 16. All chemical agents, electrical disablers, and other security devices will be made available to individuals qualified in their use. These devices will be stored in the ASD Armory when not in use. (1-CTA-3B-03)
 17. All weapons being moved on the range or moved to be secured for transport will be unloaded with their action open and the muzzle pointed in a safe direction in accordance with the *Firearms Safety Manual*.
 18. A performance evaluation on weapons retention will be included and signed off by the range officer. This procedure will also include any less lethal weapon systems.
 19. Officers who are issued and carry weapons on duty may be allowed to reload their weapons to duty status, holster, and secure the weapon before leaving the firing range at the end of training.

B. Scheduling ASD Range Use

1. The Academy's firearms range is available for use by all of the Department of Corrections Institutions.
 - a. The range may also be utilized by outside criminal justice agencies and approved external groups or individuals based on availability and approval by the Range Master, Training Supervisor, and Academy Management.
 - b. All groups and persons using the range must follow the procedures and safety rules established by the Academy for Staff Development at all times.
 - c. To gain access to the ASD firearms range facility, agencies that are not issued keys to the range shall coordinate access through the Range Master. Authorized ASD staff may also maintain keys.
2. Institutions will submit their proposed range schedules for the full calendar year to the Range Master no later than December 1. The Range Master is responsible for ensuring ranges are scheduled and time is allowed for range maintenance.
3. Outside agencies, groups or individuals seeking range access shall submit a written request, identifying a designated point-of-contact, by electronic mail to the Range Master, or designee.
 - a. Advance notice will be requested of the agencies, with the understanding that a first-come, first-served policy will be used with outside agencies.
 - b. Department of Corrections training will receive priority over an outside agency request.
4. If request is approved, the Range Master will be responsible for forwarding the [Range Maintenance Guidelines](#) 350_F8 to the designated point-of-contact.
5. [Range Maintenance Guidelines](#) 350_F8 will be completed and forwarded to the Range Master at the close of business or the next working day after range use.
6. The Range Master will be responsible for follow-up.

C. Approved Weapons and Ammunition

1. Only weapons issued by the Virginia Department of Corrections or specifically approved by the Range Master, Security Training Unit Supervisor, and Training and Development Manager will be allowed on the range.
2. Prior to use, all weapons will be inspected and shall be in serviceable condition in accordance with

the corresponding *Firearm Care and Safe Handling* guide (see Operating Procedure 430.1, *Armory Operation and Maintenance*).

- D. ASD Armory (Facility armories are managed in accordance with Operating Procedure 430.1, *Armory Operation and Maintenance*)
1. The ASD Armory provides a secure but readily accessible depository for firearms, chemical agents, and other security related items outside of student and public activity areas. (1-CTA-3B-05)
 2. No firearms may be exchanged, added to, or removed from the ASD Armory inventory other than through the Chief of Field Operations with documentation and approval through DOC e-mail.
 3. On each business day, the designated ASD employee shall conduct an accountability review of all armory security equipment, to include all weapons.
 - a. The accountability review shall be documented in a permanent log and maintained for a period of no less than three years or until the completion of the next audit.
 - b. Discrepancies shall be reported immediately to the Training and Development Manager - Operations who shall in turn report the incident to the Training Director.
 - c. Any unaccounted for weapons shall be immediately brought to the attention of the Director of Security and Correctional Enforcement and the Deputy Director for Administration.
 4. The Academy Armorer or Range Master shall ensure that a quarterly inventory is performed of all firearms, chemical agents, and security equipment to determine their conditions and expiration dates. (1-CTA-3B-04)
 - a. A serial number check will be confirmed on all weapons.
 - b. Any irregularities identified will be reported immediately to the Training and Development Manager - Operations, the Training and Development Manager - Training, and Training Director.
 5. By January 15 each year, the ASD shall submit to the Chief of Field Operations an inventory signed by the Range Master and the Training Director or designee listing all the following items:
 - a. Firearms listed individually by serial number (TMS printout is acceptable)
 - b. Gas Masks, grouped by brand and model
 - c. Protective Vests, grouped by brand, model, and expiration date
 - d. Oleoresin Capsicum (OC) and Orthochlorobenzalmalononitrile (CS), grouped by brand, model, and expiration date
 6. The Academy may be called upon to issue weapons to other units within the DOC; prior to the weapon being issued to the end user, proof of successfully completing Academy based firearms training is required. Under no circumstances will a firearm be issued without proper documentation.
 7. Weapon Repair
 - a. Certified Armorers will be responsible for completing repairs to weapons and the Range Master will be responsible for sending weapons to the appropriate manufacturer for repair. Weapons that cannot be repaired on site will be sent to the appropriate manufacturer to be repaired or replaced.
 - b. If a weapon becomes inoperable while on the range, the instructor will check the firing chamber and cylinder or magazine to ensure the weapon is unloaded and contains no ammunition in it prior to removing it from the firing line.
 - c. All weapons found to be inoperable will be tagged with a repair tag. The tag must state what the instructor has determined to be wrong with the weapon and must be signed by the instructor prior to removing the weapon from service.
 - d. The weapon will be checked a second time by the instructor to ensure that the firing chamber and cylinder or magazine is unloaded. This must be done prior to placing the weapon in a transport box or in the weapon area of a transport vehicle.
 - e. When the weapon is returned to the Armory, the weapon will be physically checked by the Range Master to ensure that the firing chamber, cylinder or magazine is unloaded and contains no

ammunition before an attempt to make repairs.

- f. If the Range Master is not present when returning the weapons to the Armory, a handgun should be placed in the top boxes; rifles and shotguns should be placed in a designated area in the armory. The instructor should recheck the weapons to ensure that the firing chamber and cylinder/magazine are unloaded.
- g. Once a weapon has been returned to the Armory, it will not be taken back to the range until the Armorer has inspected it, repaired if necessary, and has been cleared by the Range Master or Certified Armorer to be placed back in service.

E. Firing Range Supply and Maintenance

1. The Academy for Staff Development will utilize the range storage area for maintaining an inventory of needed supplies for Academy use.
2. All other authorized institutions, agencies and individuals using the range will be responsible for providing their own supplies and equipment.
3. Ammunition and weapons will not be stored at the range site at any time, nor will weapons and ammunition be in the classroom at the same time.
4. Normal maintenance of the machinery and buildings will be the responsibility of the Academy for Staff Development.
5. The Lead Range Officer is responsible for contacting the Range Master, Security Training Unit Supervisor, or designee, for final clearance prior to exiting the range.
6. The Range Master, or designee, will ensure that all groups utilizing the range have properly cleared, cleaned, and decontaminated the range per ASD procedure.
7. Institutional staff of the Central Region will maintain the roads leading to the ASD range and the grounds surrounding the range.
8. The Warden of the Deep Meadow Correctional Center must approve offender work crews. Proper supervision of these offenders is required at all times. Institutional offenders will not be permitted within the Firing Range when firearms are present or training is in progress.
9. Offenders may be used on the Academy range when the State Police are using their designated range, provided they are under direct supervision of a DOC employee at all times and are not allowed to enter the State Police range. The same is true of the State Police range when the Academy range is in use and the offenders are not allowed on/at the Academy range.

F. Lead Abatement

1. Through air monitoring, engineering controls, administrative controls, and other best practices, the ASD has identified and corrected elevated exposure hazards and reduced lead exposures to safe levels. Follow-up air monitoring will be conducted as determined appropriate to verify continued compliance.
2. Spent ammunition casings shall be picked up using protective gloves (disposal non-sterile latex) provided by the Range Master/lead firearms instructor.
 - a. Spent ammunition casings shall not be carried in any clothing that the employee is wearing at the range.
 - b. Protective gloves shall be discarded in proper trash collection containers provided at the range.
3. The Academy has running water at the range, and each participant shall wash their hands thoroughly before exiting the range.
4. Lead contaminants can be transferred when returning home; it is highly recommended that clothes worn during firearms training be separately laundered from family clothing. Shoe apparel should be wiped/cleaned or washed with soap and water solution before entering a residence or lodging area.
5. Firearms instructors shall not use the dry sweep method for range cleaning. When cleaning the range,

participants shall wear the protective gear provided.

G. Reporting Incidents

1. All incidents of property damage, misuse, equipment failure, or violation of range and safety rules are to be reported to the Range Master who will forward them to the Security Training Unit Supervisor and Training and Development Manager. Incidents should be reported by phone as soon as possible and followed up by a written report by close of business.
2. Equipment failure and damage shall be reported to the Range Master. The Range Master will notify the Academy Building and Grounds Superintendent, the Security Training Unit Supervisor, and the Training and Development Manager as soon as possible.
3. No repairs or attempts to restore services shall be performed unless specifically authorized by the Academy Building and Grounds Superintendent. Individuals and groups scheduled to use the range will be notified by the Range Master, or designee, if all or a portion of the range is closed. If possible, they will be advised as to when the range may be rescheduled for their use.

H. Emergencies

1. In the event of an emergency, each department should refer to their emergency procedures.
2. When an emergency occurs, all weapons, ammunition, and chemical agents must be secured to prevent loss.
3. Each range should post the emergency numbers that are to be contacted for all types of emergency.
4. Follow up to the emergency should include a completed incident report, which must be forwarded to the Training Director, the Training and Development Manager, and Security Training Unit Supervisor.

V. REFERENCES

Operating Procedure 430.1, *Armory Operation and Maintenance*

VI. FORM CITATIONS

[Range Maintenance Guidelines](#) 350_F8

[Firearms Safety Rules](#) 350_F9

[Range Qualification - Facilities](#) 350_F26

[Range Qualification - VDOT](#) 350_F27

[Range Qualification - Probation & Parole](#) 910_F5

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

N. H. Scott, Deputy Director for Administration

4/24/18

Date