



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: TRAINING RULES-FIREARMS</b>		<b>NO: M-240</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> October 3, 1995	<b>REVIEWED:</b> 03/09/2018	<b>REVISED:</b> 07/05/2005	<b>UPDATED:</b> 03/09/2018

**POLICY**

The Kern County Sheriff's Office recognizes the importance of handling firearms in a safe and responsible manner. All members of the Sheriff's Office are responsible for following basic firearms safety rules and procedures established by the Sheriff's Office. Additionally, the Rangemaster and firearms instructors are responsible for enforcing safety rules at the range.

**DIRECTIVE A: Firearms Training**

All Sheriff's personnel utilizing the range for firearms training will comply with the following rules:

1. Personnel will not load any firearm until they are on the firing line and have been directed to load by the Rangemaster or other firearms instructor.
2. Upon completion of training, personnel will remain on the range until the Rangemaster or other firearms instructor has personally inspected their firearm and given verbal clearance for them to return from the range to the range house.
3. Unless otherwise approved by the Rangemaster, personnel will clean their firearm in the range house after they qualify and before they leave the range.

**PROCEDURE**

Any person who enters the range house whose firearm has not been inspected by the Rangemaster or other firearms instructor immediately prior to entering, and who is entering for any purpose that requires a firearm to be drawn from a holster or handled in any manner, will first comply with the following procedure:

1. Step into the Weapons Cleaning Room and face one of the Bullet Traps mounted to the floor;
2. Point the weapon into the Bullet Trap, keeping your finger off the trigger and outside the trigger guard;
3. Unload the weapon, using the following steps below:
  - Semi-automatic or automatic weapons;
    - Remove the magazine, work the action several times to clear the chamber, and lock the slide to the rear.
  - Revolvers;
    - Open the cylinder and eject all cartridges.
  - Slide action or semi-automatic shotguns;
    - Remove all cartridges from the magazine, open the action and leave the bolt to the rear.
  - Bolt action rifles;
    - Open the bolt, remove all cartridges from the chamber and magazine, and leave the bolt open.
4. Pistols and revolvers shall then be re-holstered. Pistols will be holstered with the slide locked to the rear.
5. Except during cleaning and maintenance, firearms will not be handled, displayed or examined at the range facility without the approval of the Rangemaster or another firearms instructor.
6. Any person who enters the range house, who has not completed steps 1 through 4, and then decides to draw or handle any firearm for any reason, will first step outside to the designated loading/unloading area and comply with steps 1 through 4.
7. Personnel who need to reload a weapon prior to leaving the range will do so in the Weapons Cleaning Room, with the weapon pointed at one of the Bullet Traps.

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## **DIRECTIVE B: SAFETY RULES**

**All Sheriff's personnel will adhere strictly to all verbal and posted firearms safety rules and will fire weapons only at authorized targets. All Sheriff's personnel will:**

- Treat all firearms as though they are loaded;
- Never point a firearm at anything you are not willing to shoot or destroy;
- Keep your fingers off the weapon's trigger and outside the weapon's trigger guard until you are on target and you have made the decision to fire;
- Be sure of your target and be aware of its surroundings.

**DIRECTIVE C:** Negligent firearms handling that results in a major safety violation, e.g. pointing a weapon at oneself or another person, adjusting eye and ear protection while holding a handgun with a finger on the trigger, etc., will result in immediate expulsion from the range. The offender will be marked as a failure for any training or qualification they are attending at the time.

When any person is expelled from the range due to a major safety violation, the Range officer will:

- Follow the notification procedures for a qualification failure (G-200).
- The Range officer observing the violation will prepare a detailed memo of the incident and send a copy to the offender's supervisor, manager, Training Section Lieutenant and Bureau Chief Deputy.

The supervisor and manager of the offender will:

- Follow established procedures for a range failure (G-200).
- Prior to scheduling the offender to attend any subsequent qualification or training at the range, the supervisor of the offender will contact the Rangemaster to schedule remedial firearms safety training for the offender.

The Bureau Chief Deputy of the offender will:

- Determine the scope of any subsequent investigation, if necessary, and
- Determine the appropriate level of discipline or discipline review.

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**DIRECTIVE D**

Firearms other than those issued or authorized by the Sheriff shall not be used at the range without specific prior approval of the Rangemaster.

No person shall use the range in the absence of the Rangemaster without specific prior approval of the Rangemaster, POST Training Sergeant, or Training Section Lieutenant.

Training staff to student ratio shall generally not exceed 1 to 10.

\* *Nothing in this policy shall preclude special teams (i.e. SWAT, SERT, etc.) from utilizing the range and engaging in specialized practice.*

M-240-4

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