

GENERAL ORDER, OPERATIONS, NUMBER 19
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Training Center/Outdoor Firearms Range

B. PURPOSE:

To establish guidelines, policies and procedures for use, care and maintenance of the Department Training Center, Firearms Range and for responsibility thereof.

C. POLICY:

1. All officers and authorized persons shall comply with the following procedures utilizing the Department Training Center and Firearms Range.

D. PROCEDURES:

1. Responsibilities:
 - a. The Training Unit shall be responsible for all the scheduling, operation and security of the Department Training Center.
 - b. Only professional law enforcement agencies, individual law enforcement officers, organized law enforcement groups or other City Departments may use the Department Training Center.
2. Master Scheduling for Use:
 - a. The Training Unit shall maintain a master schedule of all approved scheduling of the Department Training Center.
 - b. Training sessions or events shall take precedent over any other use of the Department Training Center.
3. Training Sessions:
 - a. The Director of Training, or designee, shall be responsible for scheduling of all schools, classes, seminars or demonstrations for training purposes.

- b. Designated Training Unit officer(s) shall inspect the Department Training Center after completion of each scheduled training session to insure proper building, equipment and grounds maintenance.
 - 1. Any damage to building, equipment or maintenance problems shall be reported as soon as possible to the Property Section.

- 4. Security:
 - a. The Training Unit shall be responsible for control of and issuing keys to the Department Training Center.
 - b. A complete set of keys shall be retained in the Watch Commander's office for emergency use only.
 - c. The authorized person in charge of any scheduled event at the Department Training Center shall, upon completion of the scheduled event, see that the facility is cleaned, the windows and doors secured and locked, the alarm being activated, and the grounds' fence gates locked.

- 5. Maintenance – Repair:
 - a. The Training Unit shall be responsible for all maintenance and repair at the Department Training Center. The reporting person shall make a written request to the Training Unit indicating needed maintenance or repair.
 - 1. Repair of the equipment, buildings and grounds.
 - 2. Maintenance of equipment, buildings and grounds.
 - 3. Replacement of supplies at the facility. (Targets, patches, gun cleaning equipment, etc.)
 - 4. Addition of equipment or supplies at the facility.

- 6. Housekeeping:
 - a. All individuals or groups scheduling the Department Training

Center shall be responsible, upon completion of the event, for all normal housekeeping needed to maintain the facility in a safe, clean and orderly manner.

1. Housekeeping requirements and needs shall be posted at the Department Training Center.
 - b. Repeat violations of housekeeping needs may curtail the use of the violator(s) on future occasions.
7. Alcoholic Beverage/Controlled Substance:
- a. Possession, consumption or storage of alcohol or other controlled substances shall not be permissible on the Department Training Center premises unless for authorized training purposes.
8. Firearms Range Use – Professional Departmental Training
- a. The Firearms Range shall be utilized for the purpose of organized firearms training under the direct supervision of a qualified firearms instructor.
 1. Firearms Instructors holding an Iowa Law Enforcement Academy Firearms Instructor Certificate or Federally Certified Firearms Instructor are considered qualified.
 - b. No agency shall conduct any live firearms training unless the Waterloo Police Department Training Unit has granted authorization.
 - c. Certain caliber weapons, ammunition and targets will be prohibited, as follows:
 1. Trap, skeet, and clay pigeon shooting is prohibited.
 2. The use of fully automatic weapons or high-powered rifles is prohibited except by officers assigned to Tactical Units.
 3. Shotgun slugs may be fired only at paper targets.
 4. Use of tear gas canisters or gas projectiles are prohibited due to the proximity of businesses and dwellings.
 - d. Ammunition, cleaning equipment and firing range clean-up, is the responsibility of the firearms instructor.

- e. Firearms safety procedures and established range protocol shall be adhered to by all shooters and spectators.
9. Firearms Range Use – Off Duty.
- a. Off-duty access to the Firing Range to persons other than Waterloo Police Department Officers or Waterloo Police Reserve Officers is forbidden.
 - b. Only Waterloo Police Officers and Waterloo Police Reserve Officers, having at least one year of tenure, shall be authorized to access the firearms range for off-duty unorganized shooting.
 - c. Use of the firearms range off-duty, must be coordinated through the Waterloo Police Department Training Unit.
 - 1. Off-duty Waterloo Officers and Off-Duty Waterloo Reserve Officers must receive authorization from the Training Unit prior to any unorganized shooting.
 - 2. Any Waterloo Police Officer or Reserve Officer utilizing the range must be accompanied by at least one other responsible adult.
 - 3. Persons other than a Waterloo Officer or Waterloo Reserve Officer, who accompany an officer at the firearms range, must sign an approved Department waiver, located in the Watch Command Office, prior to partaking in any shooting activity.
 - d. Certain caliber weapons, ammunition and targets are forbidden, as follows:
 - 1. Trap, skeet, and clay pigeon is prohibited
 - 2. The use of fully automatic weapons or high-powered rifles is prohibited.
 - 3. Shotgun deer slugs may be fired only at paper targets.
 - e. Providing targets, ammunition and cleaning supplies is the responsibility of the Officer utilizing the facility.
 - f. Firearms safety procedures and established range protocol shall be adhered to by all shooters and spectators.

By order of:

Thomas J. Jennings
Chief of Police