



CARSON RIFLE AND PISTOL CLUB

8 May 2019

VOLUNTEER RANGE SAFETY OFFICER STANDARD OPERATING PROCEDURE

1. PREAMBLE:

- The Carson Rifle and Pistol Club is a Non-Profit Organization
- The Carson Rifle and Pistol Range is a Carson City park under the Carson City Parks and Recreation Department
- The Carson Rifle and Pistol Range operating hours and access procedures are controlled by the Carson City Parks and Recreation Department
- The Carson Rifle and Pistol Club provides volunteer Range Safety Officers (RSO) for the range to facilitate public access through education on the rules of the range and safety education on the use of the range under a cooperative use agreement with the city.

2. TERMS OF REFERENCE:

- Approved Group: a group or company that has submitted required insurance documents and is approved to make reservations. Approved groups are listed on the Club's website under "Approved Groups."
- Blue Line: a line on the floor of the shooting area forward of which firearms are being used. When the range is "cold" no one is allowed forward of the Blue line unless down range servicing targets.
- Carson City Parks and Recreation Department (CCPRD) or "City"
- Carson Rifle and Pistol Club (CRPC) or "Club"
- Cease Fire: an order to immediately stop firing, clear firearms, and move behind a blue line or safety line.
- Clear or "Render Safe" Open the action or cylinder of a firearm, remove magazine if applicable and remove all ammunition.
- Chief Range Safety Officer (CRSO) : NRA certification for training and supervising NRA Range Safety Officers and developing range standard operating procedures to include range specific training.

- Cold Range: a cease fire has been declared and no firearms are being used on the range. If a blue line is present, no individual is forward of the blue line or handling firearms.
- Hot Range: firearms are being used on the range and patrons are forward fo the blue safety line handling firearms.
- Patron(s): Members of the public using the range facilities.
- Range Manager: Designated individual responsible for the operation of the range facility
- Range Officer: a designated individual responsible for the conduct of range activities
- Range Safety Officer (RSO): a National Rifle Association trained and certified individual responsible for safe firearm and range usage.
- Range Specific Training: training provided by an approved CRSO to a RSO to perform RSO roles and responsibilities at a specified range.
- Range: a facility established for the use of firearms

3. Contact Info

Carson Rifle and Pistol Club (CRPC)
 PO Box 113
 Carson City, NV 89702
www.carsonrapc.org
info@carsonrapc.org

Carson City Parks & Recreation Department (CCPRD)
 3303 Butti Way Bldg #9
 Carson City NV 89701
www.carson.org
 775-887-2262

Carson City Sheriff's Office
 911 E Musser St,
 Carson City, NV 89701
 775-887-2677

Range Reservation Scheduling
<http://carsonrapc.org/range-information/reservations/>
info@carsonrapc.org

4. RANGE FACILITY: The range is located at 4000 Flint Rd. Carson City NV 89701

- Rifle: 20 positions covered with benches, and 20 position uncovered with no benches, 100/200/300 yards.
- Pistol: 20 covered positions with benches, 50 yards
- Shooting Bays: 4 bays, 20 to 50 yards
- Vault bathroom with ADA access (storage area in rear)
- No Fulltime Attendant

5. ORGANIZATION:

5.1. The City operates and maintains the range. All management, rules, maintenance, and procedures are approved and implemented by the City.

5.2. The CRPC has a cooperative use agreement with the City for the administration of the range consisting of:

- Range reservation management
- Provision and management of Club volunteer RSOs to facilitate public access to the range.

5.3. The Club will establish a process for verifying the training and scheduling of Club volunteer RSOs.

5.4. The Club will ensure that volunteer RSOs are:

- Club members
- Currently certified by the NRA
- Trained by a Club CRSO for Range Specific Training at least annually.
- Issued picture identification approved by the City
- Provided with a safety vest indicating they are a RSO

5.5. Volunteer RSOs are representatives of the Club; they are not employees of the City. The City may, at its discretion, make recommendations to the Club for modification of RSO procedures. All legal and administrative enforcement actions are the sole responsibility of the City.

5.6. There is no paid staff.

6. RANGE OPERATION:

6.1. The range is open to the general public as published by the City as posted on the city's website site: <https://carson.org/government/departments-g-z/parks-recreation-open-space/parks-and-open-space/shooting-facilities> and on the Club's website at: <http://carsonrapc.org/range-information>.

6.2. The range is a first come-first serve facility unless reserved by an approved group.

6.3. Patrons are expected to follow safe firearms handling procedures and the City established Range Rules <http://carsonrapc.org/range-information/range-rules> and shoot only from range firing lines or within the shooting bays.

6.4. Patrons are responsible for range orders including calling the range "hot," "cold," and cease fires. RSOs may provide assistance to patrons who demonstrate unfamiliarity with safe range operations.

6.5. Targets

6.5.1. Targets must be placed so that bullets passing through or missing the target will impact the backstop.

6.5.2 Must be "industry standard" and may be paper or steel.

6.5.3. RSOs may authorize patrons to shoot at paper targets placed against the backstop. Patrons are responsible for removing all target material when leaving the range.

6.5.4. Unauthorized targets include, but are not limited to: cans, bottles, appliances, bowling pins, fruits/vegetables, and "ground targets" including golf balls, and bouncing targets.

6.6. Use of the shooting bays.

6.6.1. Shooting Bays #1 and #2 may be reserved by approved groups. RSOs should check the reservation calendar for reservations prior to the start of their shift. <http://carsonrapc.org/range-information/reservations/>

6.6.2. Patrons using the bays must be within the bay, forward of bollards. Target must be placed so bullets impact the backstop. Patrons should move into the bay sufficiently to shoot at their preferred distance to the target while ensuring bullets impact the back stop.

6.6.3. Only approved user groups are allowed to use vehicles forward of the bollards.

6.7. Patrons are responsible for removing their targets and spent shells prior to leaving the range. Should a patron leave targets or other debris (not including brass) the RSO should record the license plate numbers and report trash either via email or in their RSO report for action by CPRD.

6.8. Club provided range clean up equipment is located in the storage closet. Brooms and pans should be placed at the rifle and pistol ranges at the start of the range day and secured in the closet at the end of the day. Missing equipment should be reported to Club management.

7. RSO ROLES AND RESPONSIBILITIES

7.1. The role of the CRPC RSO is to educate the public on Range Safety Rules and ensure activities on the range are consistent with these rules and the safe operation of firearms.

7.2. CRPC RSOs provide trained safety education for public activities at the range. This education includes but is not limited to:

7.2.1. Safe transport of firearms from vehicles to the firing line(s).

7.2.2. Safe firearms handling at the firing line(s), not limited to:

7.2.2.1. muzzles pointed in a safe direction

7.2.2.2. no handling of firearms and actions open when the range is cold

7.2.2.3. no individuals forward of the blue safety line when the range is cold unless downrange servicing targets.

7.2.2.4. no individuals forward of the firing line(s) or downrange when the range is hot

7.2.2.5. use of appropriate targets to ensure projectiles impact the range backstop

7.2.2.6. Target in the shooting bays must be placed so that bullets impact the backstop. Patrons should be instructed to move further into the bays to correct improper target placement.

7.3 RSOs observing unsafe behavior shall:

7.3.1. Call an immediate cease fire if there is risk to others

7.3.2. Advise patrons of the safe handling and use of firearms

7.3.3. Advise patrons of the City provided rules for using the range

7.3.4. At their discretion, assist patrons with safely using their firearm.

7.4 Non-compliance with rules or instructions:

7.4.1 Initial: Patrons unsafely handling firearms, using improper targets, non-compliance with posted park rules, or non-compliance with reasonable instructions by the RSO will be instructed to render their firearms safe and to leave the firing line. The RSO should provide additional instruction to resolve the unsafe or non-compliant behavior and the patron should be allowed to return to the firing line.

7.4.2. Subsequent: Patrons who demonstrate repeated inability to safely handle firearms, comply with reasonable instructions, or comply with posted park rules should be instructed to leave the facility.

7.4.3. Patrons who refuse to leave the facility when instructed should be informed that the Carson City Sheriff's Office (775-887-2011) will be contacted.

7.4.4. Any RSO observing unsafe firearms handling that would reasonably endanger the safety of others shall immediately call a CEASE FIRE and correct the behavior or contact law enforcement as appropriate.

7.4.5. In any situation where the RSO cannot reasonably allow operation of the range until a situation has been resolved, the RSO shall declare a CEASE FIRE until such time as law enforcement or City representatives have resolved the situation.

7.5. EMERGENCY RESPONSE:

7.5.1. Treatment of minor injuries (splinters, slide-bite, etc) is the patron's responsibility. RSOs may, at their sole discretion, provide minor first-aid supplies to the patron but are under no obligation to do so.

7.5.2. In cases of non-life threatening ambulatory injuries not related to a gunshot, the patron should be advised to seek medical attention. RSOs should record the information required in Enclosure 2.

7.5.3. In all cases of significant or life threatening medical situation or any injury by gunshot, the RSO shall establish control of the situation and do the following:

7.5.3.1. Immediately declare a CEASE FIRE and confirm that all muzzles are pointed down range and firearms are unloaded with actions clear.

7.5.3.2. Contact Emergency Services (911)

7.5.3.2 Request assistance from other patrons or render aid at your discretion. *"Except as provided in NRS 41.505, any person in this state, who renders emergency care or assistance in an emergency, gratuitously and in good faith, is not liable for any civil damages as a result of any act or omission, not amounting to gross negligence, by him/her in rendering the emergency care or assistance, or as a result of any act or failure to act, not amounting to gross negligence, to provide or arrange for further medical treatment for the injured person."* (NRS 41.500; <https://www.leg.state.nv.us/nrs/nrs-041.html#NRS041Sec500>)

7.5.3.3. Clear the immediate vicinity of the incident to allow access by emergency responders. Designate an individual to guide vehicle traffic and emergency responders.

7.5.3.4. Once life threatening injuries are addressed, begin collection of information for a City Liability and Property Loss Report incident report (Enclosure 2) to be submitted to CCPRD.

7.5.3.5 Notify at least one of the Club's CRSO or a member of the Club Board of Directors. info@carsonrapc.org

7.5.3.6. Complete a City Liability and Property Loss Report (Enclosure 2)

7.6. Other Responsibilities:

7.6.1. The Club is a steward of the range. RSOs should make a reasonable effort to protect the facility from intentional or environmental damage by contacting law enforcement, Club leadership, or City representatives when necessary.

7.6.2. Educate patrons of the need to pick up after themselves, including targets, brass, waste, etc.

7.6.3. When safe, allow brass collectors to clean firing lines of accumulated brass.

7.6.4 Include damage or potential issues in the Club RSO Report to ensure observations are forwarded to City representatives.

7.7. Proscribed Conduct:

7.7.1. RSOs are representatives of the Club. As such they are prohibited from soliciting on behalf of themselves or any business establishment while performing RSO duties.

7.7.2. RSOs will not consume or be under the influence of alcohol, cannabis, or illegal drugs while performing RSO duties.

7.7.3. RSOs will not represent themselves as an employee of the City or law enforcement while performing RSO duties.

7.7.4. RSOs are not authorized to bind the city or the club to any contracts or obligations.

9. RSO EQUIPMENT:

9.1. Each Club volunteer RSO will be issued:

9.1.1. a copy of this SOP with enclosures. Additional copies of the SOP and forms may be downloaded from the Club's website.

9.2.2. a laminated photo identification card indentifying the RSO by name. Identification is to be displayed on the upper torso at all times when performing RSO duties on behalf of the club.

9.2.2. a safety vest signifying "RANGE SAFETY OFFICER." RSOs are free to wear their own vest or hat in lieu of a Club provided vest provided that the vest or hat clearly identifies them as a "RANGE SAFETY OFFICER"

9.2. All issued equipment will be returned to the Club within 30 days of resignation, expiration, or removal from RSO duties.

10. RSO MANAGEMENT:

10.1. The Club will manage the training and scheduling of volunteer RSOs.

10.1.1. On site, range specific training will be conducted by one of the Club's certified CRSO. This training will be scheduled as required but no less than once per quarter calendar year. the CRSO will report the names of those trained to the Club's Board of Directors or a designated individual.

10.1.2. Candidate RSOs will "shadow" a current RSO for no less than two hours. This will ensure the candidate RSO understands his/her role and responsibilities. The current RSO will report the successful completion of

"shadow" training to the Club's Board of Directors or a designated individual.

10.1.3. The Board or it's representative will authorize the issuance of a Club RSO identification from High Sierra Business Systems 2814 N Carson St., Carson City, NV 89706 by providing a passport photograph, name, and NRA number to High Sierra.

10.2 Club management will ensure that the roster of current RSOs is updated at least monthly with new and active volunteers. When updated, the form is saved in PDF format, updated to the website, and a copy forwarded to CCPRD.

10.3. Club management will ensure the volunteer RSO calendar is operational and solicit volunteers to perform RSO duties. <http://carsonrapc.org/range-information/range-safety-officers/rso-schedule/>

10.4. Club management will designate individuals to assist with managing a RSO schedule. Volunteer RSOs will assist the manager with designating shifts and populating the RSO schedule. The current agreement with the City requires at least one RSO be on the range on Sundays. RSOs who cannot make their scheduled shift or RSOs who have not been relieved by a RSO at the end of their shift should immediately notify the RSO scheduler or a member of the CRPC Board at info@carsonRAPC.org or 775-720-6423.

10.5. The Club Board of Directors may establish a recognition and reward program for volunteer RSOs.

11. RSO REPORTS

11.1 Each RSO will complete a Range Safety Checklist per shift (Enclosure 1). The completed checklist will be submitted electronically to info@carsonCRPC.org or mailed to the Club (paragraph 3) no later than 24 hours after completion of duty.

11.2. In the event of an incident or damage to City property, RSOs will complete the Carson City Liability and Property Loss Report Form (Enclosure 2) and submit the form to the point of contact (cmeyer@carson.org) and the Club (info@carsonrapc.org) within 24 hours of the event.

11.3. Any adverse interaction with the public should be documented and reported to the Club. RSOs are not required to make these reports; however, documentation will assist any investigation by either the Club or the City regarding complaints from the public.

12. RANGE SAFETY RULES

12.1. Range Safety Rules are promulgated by the City and are posted on the City's website. A current copy is posted on the Club's website. Enclosure 3 provides a current copy of the City approved Range Safety Rules. RSOs will ensure they check for updates prior to performing RSO duties.

Enclosures:

1- Range Safety Checklist

2- Carson City Liability and Property Loss Form

3- Range Rules <http://carsonrapc.org/range-information/range-rules/>



Range Safety Checklist

Carson City Rifle & Pistol Range
4000 Flint Dr. Carson City NV 89701



www.carsonrapc.org

Date: _____ Day of the Week: _____ RSO: _____

Arrival Time: _____ Leaving Time: _____ # of hours _____

Long Range / Rifle Line Inspection:

- | Yes | No | NOTE: |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Range Clean _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash Cans Empty _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs Posted _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | UNAuthorized targets _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | * Signs Damaged _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Covered Area Damaged _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Shooting Benches Damaged _____ |

User count _____

Time of count: _____

Short Range / Pistol Line Inspection:

- | Yes | No | NOTE: |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Range Clean _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash Cans Empty _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs Posted _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | UNAuthorized targets _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | * Signs Damaged _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Covered Area Damaged _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Shooting Benches Damaged _____ |

User count _____

Time of count: _____

Private Shooting Bays Inspection:

- | Yes | No | NOTE: |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Open – if yes to who _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Range Clean _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash Cans Empty _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | * Signs Posted _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | UNAuthorized targets _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs Damaged _____ |

User count _____

Time of count: _____

Restrooms:

- | Yes | No | NOTE: |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Clean _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | T. P. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Closet _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Vault need pumping (notify city) |
| <input type="checkbox"/> | <input type="checkbox"/> | * Any injuries reported |

Notes:

* Complete CARSON CITY LIABILITY & PROPERTY LOSS REPORT FORM – and forward to info@carsonrapc.org and JBudge@carson.org



CARSON CITY LIABILITY & PROPERTY LOSS REPORT FORM
 (This report does not constitute a liability claim)

Instructions for use of this form to report the following types of losses:

1. A personal injury to other than a Carson City employee, or volunteer;
2. Loss or damage to property of others (private property);
3. Loss or damage to Carson City property, except for loss or damage to vehicles

DO NOT USE THIS FORM WHEN A VEHICLE IS INVOLVED IN AN ACCIDENT/INCIDENT. USE THE CARSON CITY VEHICLE ACCIDENT REPORT FORM. PLEASE ATTACH PHOTO(S) OR ADDITIONAL FORMS, INCLUDING WITNESS STATEMENTS AS NECESSARY.

Reporting Party's Name		City Department		Phone	
Location of Incident		Date	Time	Reported by	Date Notified
			<input type="checkbox"/> AM <input type="checkbox"/> PM		
Incident reported to: <input type="checkbox"/> Carson City Sheriff Office City Department <input type="checkbox"/> Risk Management <input type="checkbox"/> Humane Society					
<input type="checkbox"/> Other _____ Case No.					
Was 911 called? <input type="checkbox"/> Yes No If so, by whom?					
Was the incident part of a private event?: <input type="checkbox"/> Yes No					
If Yes, list name of person/organization in charge:					
Description of accident or occurrence (include weather conditions, first aid provided, nature of injury, transport to medical facility, etc.)					

INJURED PERSON(S)					
Name(s)	Street Address	City, State Zip	Phone	*D.O.B.	Sex
1.			() -	/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female
2.			() -	/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female
3.			() -	/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female

*If injured person(s) is a minor, provide Parent/Guardian information below

Name(s)	Street Address	City, State Zip	Phone	Relationship
1.			() -	
2.			() -	
3.			() -	

PRIVATE PROPERTY (NOT CITY OWNED)					
Name(s)	Street Address	City, State, Zip	Phone	*Age	Sex
1.			() -		<input type="checkbox"/> Male <input type="checkbox"/> Female
2.			() -		<input type="checkbox"/> Male <input type="checkbox"/> Female
3.			() -		<input type="checkbox"/> Male <input type="checkbox"/> Female
Description of damaged / lost property:					

CITY PROPERTY	
Description of damaged/lost property:	
Department's estimate to repair or replace City Property:	\$

WITNESSES			
Name(s)	Street Address	City, State Zip	Phone
1.			
Comments:			
2.			
Comments:			
3.			
Comments:			

Signatures:

Reporting Party

Supervisor

Department Head

Print Name

Print Name

Print Name

Date

Date

Date

Additional Comments:

Email completed form to Risk Management at cmeyer@carson.org, within 24 hours of the incident.

CARSON CITY RIFLE AND PISTOL RANGE RANGE SAFETY RULES



All users must comply with these rules and instructions given by Carson Rifle & Pistol Club Range Safety Officers (RSO) or be subject to expulsion

(These rules are established by the Carson City Parks and Recreation Division)

Safety is everyone's responsibility if you see an unsafe act, say something!

- ALWAYS keep the firearm's muzzle pointed in a safe direction, down range.
- ALWAYS keep your finger off the trigger until ready to shoot.
- ALWAYS keep your firearm unloaded with the action open until on the firing line and ready to shoot.
- During cease fire (Cold Range) anyone not downrange must stand behind blue cold range line.
- Firearms are not to be handled for any reason, anytime anyone is downrange.
- Drugs and alcohol are prohibited.
- Eye and Ear protection are required on the firing line.
- Industry standard paper or metal targets ONLY. No glass, cans, appliances, fruits/vegetables or hazardous items allowed.
- When transporting guns from the parking lot to the firing line, guns must be cased, holstered, or unloaded with action open and pointed in a safe direction.
- Do not shoot over the berms/backstops, place your targets so that bullets impact the backstop.
- Do not climb or drive on the berms or backstops.
- Shotguns are only allowed in the private bays. Trap/Skeet shooters are encouraged to use the Capitol City Gun Club on Arrowhead Drive.
- Incendiary & tracer ammunition or exploding targets are PROHIBITED.
- Firearms chambered in .50 BMG, 416 Barrett, 408 /375 Chey Tac, .338 Lapua or any round derived from the same or producing kinetic force equal to (or higher) are prohibited. Fully automatic weapons are only allowed in the private bays by authorized users.

WARNING! IT IS A CRIME

- To aim a firearm (loaded or not) toward any human being.
- To discharge any firearm or weapon in a public place or any place where a person might be endangered even if no injury results.
- For any person under the age of eighteen (18) to use this facility except under the supervision of a parent, guardian, or adult with written authorization from parent/guardian.
- To maliciously, wantonly, or negligently discharge any firearm in any place where a person might be endangered, regardless of whether injury results.

NRS 202.280; NRS 202.290; NRS 202.300

WHAT YOU NEED TO USE THE RANGE CARSON CITY RIFLE AND PISTOL RANGE

- Eye protection
- Hearing protection (ear plugs or muffs)
- Appropriate target (your bullets must hit the backstop)
 - Pistols: your target should be approximately chest high
 - Rifles: height dependent on the distance you are shooting
 - Stand (industry type or equivalent)
 - uprights (usually 1"X2" wood)
 - backing (cardboard)
 - paper target
 - staple gun or clips to hold backing to uprights
 - tape or staples to hold targets to backing
- ~ OR ~
- Commercial steel targets or gongs with stand
- Firearm
- Appropriate ammunition for your firearm (no tracer or armor piercing)



THIS !



NOT THIS !

