

STANDARD OPERATING PROCEDURES

Provo Shooting Sports Park Squaw Peak Road, Provo, Utah

Revision Date: March 22, 2017



STANDARD OPERATING PROCEDURES

Provo Shooting Sports Park

Squaw Peak Road – Provo, Utah, USA

Contents

| | |
|---|-----------|
| Chapter 1 History, Mission and Purpose | 2 |
| Chapter 2 Organizational Information | 3 |
| Section A – Organization Chart | 3 |
| Section B - Range Safety Officer Program | 3 |
| Section C - Provo Gun Club | 3 |
| Chapter 3 Safety Plan and Range Rules | 4 |
| SECTION A – Gun Handling Rules | 4 |
| SECTION B- General Range Safety Rules..... | 4 |
| SECTION C – Specific Range Rules..... | 6 |
| SECTION D – Administrative Rules and Regulations | 6 |
| SECTION E – Basic Range Commands | 8 |
| Chapter 4 Range Operations | 10 |
| Section A – Authorized Personnel | 10 |
| SECTION B – Hours of Operation, Scheduling and Fees | 11 |
| SECTION C– Designated Facilities and Maintenance | 11 |
| Section D – Emergency Action Plan..... | 12 |
| Chapter 5 Range Safety Officer Program | 14 |
| Conflict Resolution | 15 |
| Cash Handling Procedures | 15 |
| Dismissal..... | 16 |
| Safety Briefing | 16 |
| Appendix 117 | |
| Provo City Shooting Sports Park | 18 |
| Appendix 219 | |
| Provo Shooting Sports Park | 20 |
| Appendix 322 | |
| Range Safety Officer Training Form | 23 |
| Appendix 424 | |
| Range Reservation Request Form..... | 25 |

Chapter 1 History, Mission and Purpose

History

The site at Squaw Peak Road was acquired by Provo City in 1924 and graded and leveled in the early 1980's to provide a level platform.

In 1982, Provo City partnered with the Provo Gun Club (PGC) to provide shotgun sports programming and facilities on City property at the site. Since that time trap houses, skeet towers, a five stand field, a club house and other fixtures have been installed at the site.

In the early 1990's, Provo City enhanced the rifle and handgun ranges and developed some additional parking areas. The covered firing lines on these ranges were added in 2007. Today, the Provo Shooting Sports Park (PSSP) is a versatile shooting facility that draws participants from throughout the intermountain west and beyond.

Mission and Purpose

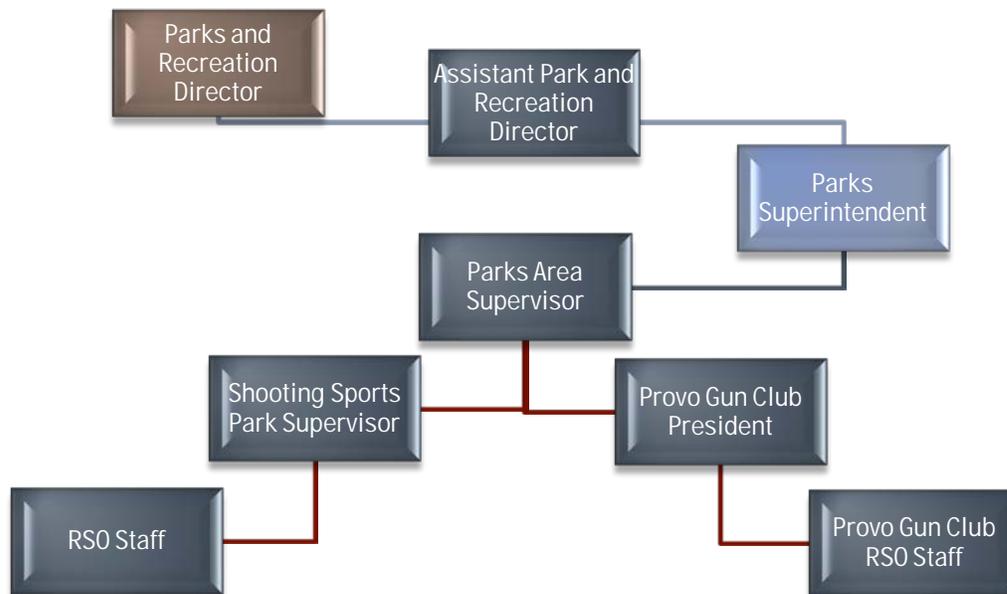
The mission and purpose of the Provo Shooting Sports Park is to develop and operate an inclusive firearms education and training facility that provides range and classroom facilities to meet the needs of Provo City and its residents.

This facility meets the objectives of Goal 3.1 of the Provo City Vision 2030, Master Visioning Document by, "establishing a system of parks and recreational facilities that will provide a complete range of activities for residents of all age groups, including sports parks."

Programs currently involve law enforcement training, shooting clubs, hunter education, firearms training, along with recreational and competitive shooting opportunities in a controlled environment.

Chapter 2 Organizational Information

Section A – Organization Chart



Section B - Range Safety Officer Program

A Range Safety Officer (RSO) program is established to provide range supervision during open public hours and for group reservations at the rifle and handgun ranges. In exchange for this service, RSO's are offered limited free use of the ranges for themselves and small groups that they may wish to invite to participate with them. All RSO use of the facility must be scheduled through the Parks and Recreation Department.

Candidates for this program must meet the following requirements to apply:

- ❖ 21 years of age or older.
- ❖ Legally able to possess and operate a firearm.
- ❖ Possess the knowledge, skill, and attitude for supervising safe range operations.

All program candidates will be interviewed and background checks will be performed.

More detailed information regarding the Range Safety Officer program is found in Chapter 5.

Section C - Provo Gun Club

Provo City has a lease agreement with the Provo Gun Club to operate a shotgun sports program and facilities. The City coordinates activities of the Club through regular meetings with Provo Gun Club leadership. Reports are required of the Club each quarter and annually.

The Provo Gun Club is responsible to provide Range Safety Officers to supervise all activities at the shotgun fields and other areas leased to the Club.

Chapter 3 Safety Plan and Range Rules

The Safety Plan is established to ensure the health and safety of those individuals who use or visit the Provo Shooting Sports Park and for the safety of those outside of the facility. This plan is to be updated and improved as conditions necessitate.

Safety is no accident! Preventing incidents from occurring requires the coordination of the range users (shooters), the RSO's and the range management. Shooters must be educated, supervised and range rules must be enforced consistently and firmly. Range Rules will be posted near each of the firing lines at the facility.

SECTION A – Gun Handling Rules

The following NRA Gun Handling Rules are adopted as the basic firearm handling rules of the Provo Shooting Sports Park.

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the action open and firearm unloaded until ready to use.
4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection.
9. Never use alcohol or drugs before or while shooting.
10. Store guns so they are not accessible to unauthorized persons.

SECTION B- General Range Safety Rules

Every shooter at the rifle and handgun ranges has the personal responsibility to make sure that each bullet fired impacts safely in a backstop or bullet trap. Every participant has a DUTY to report rules violations and unsafe acts and to prevent any discharge that would allow the escape of a projectile to an outer area.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Fired cartridge casings may be retrieved by the shooter. Casings left or discarded on the range become the property of Provo City and will be disposed of accordingly.
4. Shoot only at authorized targets.
5. Ground level targets are not authorized.
6. No shooting at rocks, bricks, concrete, clay targets, water jugs, electronics, appliances, bowling pins, bowling balls or any other hard surface that may cause ricochets.
7. Range Safety Officer must be present and all shooters must check in with the Range Safety Officer prior to shooting.
8. Always keep the muzzle of any firearm pointed at the backstop. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.
9. All persons in the range area are required to wear hearing protection and eye protection.

10. Smoking is not allowed at the Provo Shooting Sports Park.
11. Always keep the action open and gun unloaded until ready to use. "Ready to use" means the gun should be loaded only at the firing line and only when authorized to load.
12. No food or drinks are allowed on shooting benches.
13. There shall be no use of intoxicants of any kind at the facility before, during or after shooting.
14. It is unlawful for an individual under 18 years of age to possess a dangerous weapon unless he is accompanied by a parent or guardian or has their permission to have the weapon. A minor under 14 years of age must be accompanied by a parent.
15. It is unlawful for an individual under 18 to possess a handgun unless the individual:
 - a. Is a patron of a lawfully operated target concession at an amusement center and the firearms used are chained or affixed to the counters;
 - b. Is in attendance at a hunter safety course;
 - c. Is engaged in practice at a range or other area where discharge of a firearm is not prohibited by law;
 - d. Is engaged in organized competition;
 - e. Is on real property with the permission of the owner, licensee, or lessee of the property and has permission of a parent or guardian or the owner to possess a firearm;
 - f. Is hunting lawfully;
 - g. Is traveling to or from any activity listed above.
16. Approaching the range:
 - a. Transport firearms in a case, unloaded and with the action open.
 - b. During cease fire periods, firearms should be placed in gun racks or left on the shooting bench and left untouched.
 - c. During active shooting, wait until authorized by the RSO before approaching a shooting bench.
 - d. Keep firearms pointed down range, action open and an empty chamber indicator (ECI) in place.
17. Use of armor piercing ammunition is prohibited.
18. Exploding or incendiary targets are not permitted anywhere at the Provo Shooting Sports Park.
19. It is unlawful to fire any tracer or incendiary ammunition in the State of Utah except within the confines of an established military reservation.
20. Dogs and other pets are not allowed at the park, except service dogs according to applicable state law.
21. All personal belongings, including firearms, must be kept secure by the owner as neither the City its representatives or its employees are responsible for lost, stolen, or damaged personal property.
22. Failure to obey a Range Safety Officer's order to leave the premises will result in prosecution.
23. No handling of firearms or standing at the firing line while others are down range.
24. Stop shooting immediately upon the command "Cease Fire."
25. When personnel are down range, an RSO must remain at the firing line to ensure that participants stand behind the yellow line and no one handles firearms.
26. If a malfunction occurs along the firing line, a Range Safety Officer should assess the situation before resuming firing. If the malfunction cannot be resolved, the firearm must be properly removed from the firing line under direction of the RSO.
27. No shooting after dark on the rifle and handgun ranges.
28. No alcoholic beverages are permitted at the Provo Shooting Sports Park.
29. Clean up all brass after shooting and place unwanted brass in designated brass barrel.
30. It is the duty of shooters to clean their firing points of litter, targets and other debris.

31. Reservoir tanks for either compressed air or CO2 for air rifles or pistols is prohibited on the firing line or in adjacent spectator areas.
32. Maintain the proper target height to ensure that the fired projectile, after passing through the target, hits the desired portion of the backstop. This will reduce the possibility of ricochets and projectiles escaping the property.
33. Person(s) refusing to comply with the Range Safety Rules or who have an unsafe firearm or who by their conduct demonstrates their presence to be a safety hazard, will be told to leave the premises.

SECTION C – Specific Range Rules

Upper Range and Lower Range can be used for rifles or hands guns

Shotgun Ranges

All specific rules for the use of the shotgun ranges/fields are administered and enforced by the Provo Gun Club. No unauthorized use of these facilities is permitted.

Muzzle Loading Firearms

A loaded muzzle loader may fire even when uncapped by a spark created by the hammer striking the nipple when residue from a cap remains. Also, the flint striking a frizzen of a flintlock even with an empty flash pan may cause the firearm to discharge.

The following rules are specific to muzzle loading firearms used at either the upper or lower range.

1. Obey all rules listed in sections A and B.
2. Use only black powder, Pyrodex or their equivalent in muzzle loading firearms.
3. Put loading materials away prior to discharging muzzle loading firearms.
4. Do not prime or cap any muzzle loading firearm until the shooter is in position on the firing line and until after the command “Commence Firing”.
5. Once a muzzle loading firearm is primed or capped, the muzzle must be pointed at the target area.
6. In the event of a hangfire, keep the muzzle pointed down range for at least one minute and notify a Range Safety Officer.
7. The barrel should be swabbed with a damp patch between shots in an attempt to kill any live sparks that may remain in the bore.
8. When a cease fire is called, all shooters must obey immediately. Upon the command, “All shooters fire into the backstop,” all firearms will be fired. The command, “Snap a cap,” followed by all shooters snapping a cap, is required to demonstrate that all firearms are unloaded.
9. Upon the command, “Cease fire,” all black powder firearms must be benched.
10. Prior to any general cease fire, shooters should be allowed sufficient time to fire all remaining shots or adequately clear the firearm, before anyone goes down range.
11. For all muzzle loaders firing round ball bullets, targets must be placed so that bullets impact in the bottom half of the backstop.

SECTION D – Administrative Rules and Regulations

1. All activities at the Provo Shooting Sports Park are to be authorized by the Provo Parks and Recreation Department and supervised by a qualified Range Safety Officer.

2. Hours of operation will be set by the Provo Parks and Recreation Department and may be adjusted to meet seasonal and operational needs.
3. The Provo Shooting Sports Park is open to members of the general public who are legally authorized to possess firearms. City employees are allowed to participate during public shooting hours, according to City policy.
4. Officers of the Provo Police Department may reserve range facilities for law enforcement training.
5. Other groups may request use of the PSSP on a reservation basis during non-public shooting hours.
6. Range Safety Officers, match directors or activity directors in charge are given the authority to carry out the rules and regulations set forth in the Standard Operating Procedures and to enforce penalties.
7. RSO's and other authorized individuals shall wear a vest, shirt or hat that distinguishes them from other participants and spectators.
8. Targets
 - a. Targets and other materials and supplies are stored in a locked storage container on site.
 - b. Target holders are set on the range by the RSO and monitored and repaired as needed.
 - c. Participants may set paper targets using a staple gun.
9. All building and grounds development or maintenance must be approved in advance by the Provo Parks Director.
10. Parking in front of gates, storage facilities or along Squaw Peak Road is prohibited.
11. Fired cartridge casings may be retrieved by the shooter. Casings left or discarded on the range become the property of Provo City and will be disposed of accordingly.
12. Disorderly Conduct – Disorderly conduct or intoxication is strictly prohibited at the Provo Shooting Sports Park. Anyone suspected of such conduct will be expelled from the range. Expelled users may be banned from future use of the range with no return of user fees.
13. Loud or abusive language will not be permitted.
14. No range user shall cause any range equipment to become damaged through a deliberate act and anyone guilty of same will be expelled without warning from the range with no return of user fees.
15. Refusal to Obey – No person will refuse to obey instructions of the Range Supervisor, Range Safety Officers or a police officer, if instructions are given in the proper conduct of the office.
16. A protest must be initiated immediately upon the occurrence of the protested incident. Failure to comply with the following procedure will automatically void the protest:
 - a. State the complaint orally to the Range Supervisor. If not satisfied with this decision then,
 - b. File a formal protest in writing with the Parks Maintenance Area Supervisor stating all the facts in the case. Such written protest must be filed within 72 hours of the occurrence of the protested incident.
 - c. The Parks Maintenance Area Supervisor will then forward the protest with a complete statement of facts within 48 hours of the receipt thereof to the Provo Parks Division Director.
17. Lost and found items may be held by the Range Supervisor for three weeks, after which items will be disposed of accordingly.

SECTION E – Basic Range Commands

The purpose of range commands is to provide clear, concise and standard methods of range operation. This provides the shooters or participants with easy to understand guidelines and enhances safety.

All sanctioned and approved competitions have standardized range commands which may supersede the commands contained herein.

The following are the basic commands used at the Provo Shooting Sports Park.

Command: “CEASE FIRE”

Purpose: To stop all shooting routinely, or in the case of an emergency, immediately.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from within the trigger guard, unload and clear the firearm, insert empty chamber indicator (ECI) and await further instructions from the RSO. This order can be given by anyone on the range.

Command: “MISFIRE”

Purpose: To notify the RSO and other participants that the round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist, especially with muzzleloaders.

Action: Called by shooter, to inform others that firearm did not fire and a hazardous condition may exist. In case of a misfire keep the firearm pointed safely downrange for at least 30 seconds.

Command: “LOAD”

Purpose: To notify participants that they can load their firearm.

Action: Participants will load the prescribed number of rounds, remove the ECI and stand ready for the next command.

Command: “IS THE LINE READY?”

Purpose: To determine if all shooters along the line are ready.

Action: All shooters not ready should indicate their status to the Range Safety Officer. Sufficient time will be allowed for the shooter to complete their preparation.

Command: “READY ON THE RIGHT!”

Purpose: To declare that the shooters have indicated that they are ready.

Action: Any shooter not ready at this command may choose either to alert the line officer that participant is not ready or to complete the process of getting ready before the final command has been given.

Command: “READY ON THE LEFT!”

Purpose: To declare that the shooters have indicated that they are ready.

Action: Same as subparagraph above.

Command: “READY ON THE FIRING LINE!”

Purpose: To notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, they should call a range safety officer; otherwise, await the next command.

Action: Participants simply await the next command.

Command: **“COMMENCE FIRING!”**

Purpose: To declare the range formally open for live fire.

Action: The participant may commence the prescribed course of fire. Muzzleloaders may snap caps prior to loading. No muzzleloader may be loaded before the command to fire has been given.

Firing Period: Firing shall continue until a predetermined time period has lapsed or until all participants have completed the prescribed course of fire. During informal shooting events, participants when finished firing should simply open the action, clear the firearm, bench or ground the firearm and step back behind the yellow line and wait until all shooters have completed the event. After this, a mutually agreed upon ceasefire is called.

Command: **“SHOOTERS FIRE YOUR REMAINING ROUNDS.”**

Purpose: To alert all shooter that a general ceasefire is about to be called and to allow the slower shooters to complete the course of fire.

Command: **“CEASE FIRE”**

Purpose: To stop all firing.

Action: All participants shall unload ammunition, open actions, remove magazines, insert ECI and bench or ground all firearms. If activities are complete for the day, step back from the line or clear the area by packing away firearms, ammunition, other gear and cleaning up the area.

Command: **“SNAP CAPS” (Muzzle Loading Only)**

Purpose: To assure that the flash hole is open and the barrel is free of any material (oil) capable of causing a hang fire.

Action: All participants using percussion type muzzleloaders shall step up to the firing line, affix a primer cap, point the firearm down range and snap the cap.

Command: **“RANGE IS CLEAR”**

Purpose: To alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, the removal of brass and trash is approved.

Action: Participants may move down the range as directed or desired to change, remove targets or to clean up. The next relay shall not take up positions on the firing line until told to do so. Participants not going down range are to stand back from the firing line and away from firearms. NO firearm will be handled while others are down range.

Chapter 4 Range Operations

The preeminent and overriding goal of range operations is to assure that all participants, spectators and facility staff act in a safe manner and that each and every round that is fired at the Provo Shooting Sports Park, impacts a designated backstop within the confines of the facility. The following sections govern the safe, consistent and orderly operations of the facility.

Section A – Authorized Personnel

Shooting Sports Park Supervisor – Is responsible to the Parks Maintenance Area Supervisor and has responsibility for the Range Safety Officers and for the efficient and safe operation of the ranges. This position will have full charge of the range and will supervise conduct on the range. He is responsible for range safety and for enforcing all rules.

Range Safety Officers – Each Range Safety Officer (RSO) serves as an assistant Shooting Sports Park Supervisor. RSO's are charged with the responsibility for the safety and discipline of range shooters and spectators in the sector of the range to which they have been assigned. It is the duty of the RSO's to be completely familiar with the standard policies, procedures and safety rules. The RSO is to comply to the best of their ability with all instructions issued by the Shooting Sports Park Supervisor. RSO's must be constantly alert, impartial and courteous though firm.

Enforcement

Safety demands that shooting sports activities have strict rules. Shooters who violate range rules are subject to losing shooting privileges or even suspension from the facility through a process established by the Provo Parks and Recreation Department.

The on duty RSO is directed to prohibit any person from shooting who appears to be physically or mentally impaired and/or who may contribute to an unsafe condition on the range. The Range Supervisor and the range safety officers of the Provo Gun Club are charged with the duty to observe and enforce range rules.

Provo City may terminate the eligibility of any RSO or participant at any time.

An RSO is required to be present for any and all shooting activity. The RSO is responsible to report any and all incidents that may impact the safe operation of the range.

In the event of a problem or a violation, the RSO is responsible to take action immediately. Minor issues are to be resolved by the RSO providing guidance and directions.

For serious problems or rule violations the RSO is instructed to ask the participant, and guest if necessary, to leave the range area.

In the event of a serious problem/violation where the RSO has requested a member/guest to leave and the member/guest does not leave, the RSO is responsible to call the Provo City Police Department to request assistance. Failure to leave may result in criminal prosecution.

SECTION B – Hours of Operation, Scheduling and Fees

Hours of operation: Rifle and Handgun Ranges open public hours.

Spring/Summer Hours: April 1 – October 31

| | |
|-------------------------|-----------------------------------|
| Wednesday | 4 PM – Dusk (½ hour after sunset) |
| Thursday (Sep-Oct Only) | 4 PM – Dusk (½ hour after sunset) |
| Friday | 4 PM – Dusk (½ hour after sunset) |
| Saturday | 10:00 AM – 4:00 PM |

Winter Hours: November 1 – March 31

| | |
|-----------|-----------------------------------|
| Wednesday | 2 PM – Dusk (½ hour after sunset) |
| Friday | 2 PM – Dusk (½ hour after sunset) |
| Saturday | 10:00 AM – 4:00 PM |

These winter hours are weather permitting as snow and access may be limited to the facility. A weather hot-line will be used to notify range closures due to weather.

Range Reservations

Activities at the Provo Shooting Sports Park must be supervised by a qualified Range Safety Officer (RSO). Requests for range reservations will be evaluated to determine if sufficient RSO's are available on the requested day and time. Two weeks advance notice is required for reservation requests.

Fee Schedule

| Rifle and Handgun Ranges | |
|---------------------------------|---|
| Public Hours: Provo Resident | \$3.00 per visit |
| Public Hours: Non-Resident | \$5.00 per visit |
| Punch Pass: Resident Only | 5 visits \$13 |
| Punch Pass: Non-Resident | 5 visits \$22 |
| Group Reservation Resident: | \$25 per 2 hour reservation + \$3 per shooter |
| Group Reservation Non-Resident: | \$35 per 2 hour reservation + \$5 per shooter |

| Supplies | |
|-------------------------|------------------|
| Targets | \$.25 per sheet |
| Eye Protection | \$ 8.00 per set |
| Disposable Ear Plugs | \$.25 per pair |
| Empty Chamber Indicator | \$ 1.00 per unit |

SECTION C – Designated Facilities and Maintenance

Signage

- Welcome signs will be posted at the entrance to the facility.
- Range rules signs will be posted near each of the firing lines at the facility.
- Caution signs will be posted around the perimeter of the facility.
- Range closed signs will be mounted on each firing line access gate.

Prohibited Guns

- No illegal firearms.

- Usage of firearms which require special permits, must be approved by RSO.
- No paintball guns.

Maintenance

- A Range Safety Inspection Checklist will be completed each day of operations by the Range Safety Officer on duty. This inspection form will be kept on file for future reference.
- Trash receptacles will be emptied and dumpsters emptied on schedule.
- Portable restroom facilities will be serviced regularly.
- Snow removal services will be provided when there is a reasonable expectation of opening the facility for use.

Section D – Emergency Action Plan

An emergency can occur at any time that may range from simple personal injuries to earthquakes. This emergency procedure is intended to minimize confusion and save response time. In all emergency responses, the RSO on duty must take charge of the situation.

Personal Injury Procedure

1. Command: *“CEASE FIRE, CEASE FIRE. UNLOAD AND STAY IN PLACE.”*
2. RSO will take charge of the situation.
3. Ensure that all firearms are unloaded and clear.
4. Evaluate the seriousness of the situation.
5. Render aid.
6. Direct person to get appropriate medical attention.
7. Commence firing again as appropriate.
8. Complete accident/incident report and submit to Shooting Sports Park Program Supervisor.

Major Injury

1. Command: *“CEASE FIRE, CEASE FIRE. UNLOAD AND STAY IN PLACE.”*
2. RSO will take charge of the situation.
3. Ensure that all firearms are unloaded and clear.
4. Evaluate the seriousness of the situation.
5. Render aid.
6. Move an injured person only if life is endangered.
7. Call emergency numbers. Include information such as: location, phone number from where the call is being made, name, what happened, how many people injured, condition of the injured, locations of persons who will direct help to the scene.
8. Task someone to the main gate to direct emergency vehicle to the site if appropriate.
9. Ask those present if they have advanced medical training.
10. Record the time and actions taken during the emergency.
11. Task all witnesses to write down what they saw.
12. Continue to give aid until EMS arrives.
13. Provo Police must be notified in the case of a gun-shot accident. Preserve the scene as it was at the time of the accident.
14. Notify Range Safety Officer and Parks and Recreation Department Management.
15. Never dispense medications unless directed by EMS or the Poison Control Center.

Criminal Acts

1. Call 911 if a criminal act is in progress.

2. Notify Shooting Sports Park Program Supervisor or Parks Maintenance Area Supervisor.
3. Complete accident/incident report and submit to Shooting Sports Park Program Supervisor.

Fire or Major Disaster

1. Cease Fire
2. Call 911 as appropriate.
3. Call Provo Fire Department
4. Complete accident/incident report and gather witness statements.
5. Clear and shut down the range and secure the facility.

| Emergency Contacts | |
|---|---|
| Emergency calls 911 | 911 |
| Police Dispatch (Provo) | 801-852-6210 |
| County Sherriff Dispatch | 801-851-4100 |
| Wildlife Resources Law Enforcement | 801-491-5678 (poaching 1-800-662-3337) |
| Utah Valley Regional Medical Center (UVRMC) | 801-357-7850 |
| Orem Community Hospital | 801-224-4080 |
| Provo City Fire Department | 911 801-852-6321 |
| GPS Coordinates | Main Gate: N40 19.434 W111 38.046 Parking Area: N40 19.317 W111 38.310 |
| Wayne Tanaka, Shooting Sports Supervisor | 801-852-6646 (office) 805-807-3696 (cell) |
| Ron Adams, Parks Maintenance Area Supervisor | 801-852-6695 (office) 801-362-6582 (cell) |
| Larry Shane, Parks and Recreation Parks Superintendent | 801-852-6610 (office) 801-310-3359 (cell) |
| Doug Robins, Assistant Parks and Recreation Director | 801-376-0522 (cell) 801-852-7606 (office) |
| Scott Henderson, Parks and Recreation Department Director | 801-361-7959 (cell) 801-852-6601 (office) |
| Martin Pace, Provo Gun Club President | 801-494-3681 martin@myprovogunclub.com |

Chapter 5 Range Safety Officer Program

All Range Safety Officers, whether paid or volunteers, will be required to complete the training requirements listed on the Range Safety Officer Training Certification Form prior to any work at the range. Training will be provided by the Provo Parks and Recreation Department.

The foundation of RSO training is based in the Basic Range Safety Officer Course, published by the National Rifle Association (NRA). This training will be offered by a qualified NRA Chief Range Safety Officer trainer.

All RSO's will be required to maintain this certification while serving at the Provo Shooting Sports Park. Those returning following past RSO service that are currently certified will be required to attend basic orientation at the beginning of each season, but will not be required to attend the NRA Basic RSO coursework.

The safety of shooters, range personnel and spectators requires continuous attention by all to the careful handling of firearms and caution in moving about the range. Self-discipline is necessary on the part of all. Where such self-discipline is lacking it is the duty of the range personnel to enforce discipline and the duty of participants to assist in such enforcement. Under no circumstances shall firing commence or continue on a range where an unsafe condition exists.

Conduct

The conduct of individual RSO's reflects favorably or negatively on Provo City, the Parks and Recreation Department and the entire operation. There will often be situations where firmness must be exercised. You should be firm when the occasion demands, but in all cases, be courteous.

Requirements and Standards for RSO Service

Volunteers shall conform to the conduct, standards, and policies outlined below. Failure to comply with these standards may lead to immediate dismissal and loss of shooting privileges

1. All RSO's must be 21 years of age or older.
2. Must be NRA Basic Range Safety Officer certified and will be required to maintain certification while serving at the Provo Shooting Sports Park.
3. Completed the Volunteer Application and Authorization for Criminal Background Check Waiver forms.
4. Properly follow the PSSP Standard Operating Procedures.
5. Wear required Personal Protective Equipment (PPE) including eye and hearing protection at all times.
6. Wear the proper uniform including vest at all times.
7. Carry NRA Basic Range Safety Officer certification card.
8. Possess a basic knowledge of firearms, ammunition, laws and be able to answer questions or refer to other sources of information.
9. Demonstrate a customer service attitude when representing Provo City.
10. Maintain a neat and clean appearance.
11. Use appropriate language and avoid any use of foul or vulgar language.

12. Disagreements between RSO's, supervisors, or a participant should be settled calmly and in private.
13. Be punctual and begin shift as scheduled.
14. Do not bring children or pets to the facility while on duty.
15. No smoking, chewing tobacco or alcohol use while on duty.
16. Public use and approved reservations take priority to any RSO's free use of the facility.
17. Return all keys, ID cards and other City property upon end of service.

Shift Scheduling

The Shooting Sports Park Program Supervisor sets the RSO duty schedule for all RSO activities at the Provo Shooting Sports Park.

RSOs are to coordinate their shifts with the Shooting Sports Park Supervisor and if they are unable to make it to a scheduled shift, will be expected to contact another volunteer to cover the shift. If no substitute can be found, the Shooting Sports Park Program Supervisor must be called as soon as possible. It is unacceptable for an RSO to fail to meet these requirements.

Benefits of Volunteer RSO Service

| | |
|--|---|
| NRA Basic Range Safety Officer Certification | Study materials and NRA certification fee is provided through the Provo City Parks and Recreation Department |
| Minimum Requirement 4 hours/month | One 5 visit punch card to the PSSP |
| 8 hours of service/month | Two 5 visit punch cards to the PSSP One reservation request to the PSSP (during non-operating hours and all shooting requests must be scheduled before)* |
| For each additional 8 hrs/month | Two 5 visit punch cards One reservation request to the PSSP (during non-operating hours and all shooting requests must be scheduled before)* |
| * All requests to use the range outside of public hours, RSO's must call into the Parks Division. Monday-Thursday between 7:00 am – 6:00 pm. (801) 852-6606 to schedule a time. Not all requests will be granted. Provo City will make efforts to accommodate multiple RSOs use of range at the same time periods. | |

Conflict Resolution

The objective in conflict resolution is to diffuse the situation by remaining calm. Unless acting in legitimate self-defense, use no physical force. Call a law enforcement officer for assistance.

Cash Handling Procedures

1. RSO's are to take cash collected from PSSP immediately following their shift to the Parks Division Office. Cash should never be left in a vehicle or taken home following a shift.
2. If for any reason an RSO is short on their count, they are to report the difference to the program supervisor.
3. RSO's are not to make change from their own funds.
4. RSO's when taking checks must make sure of the following:
 - a. Each check has a legible name, address and phone number.
 - b. Checks are to be written to "Provo City" or "Provo Shooting Sports Park".
 - c. No checks may be written to the Provo Gun Club.
 - d. Memo line on the Check should have "PSSP".

Dismissal

The Shooting Sports Park Program Supervisor will bring forward any complaint or performance issue with a RSO to the Parks Maintenance Area Supervisor. These issues will be dealt with according to Provo City policies and procedures.

All participants and RSO's must adhere to and follow all requirements of these Standard Operating Procedures at all times. It should be understood that any breach of conduct by any RSO may result in immediate termination of service.

Safety Briefing

The RSO uses basic public speaking skills to conduct a range safety briefing. Range safety briefings prepare shooters to safely and efficiently participate in a particular shooting event on a specific range. Any questions from participants should be answered in the briefing.

Standard Range Safety Briefing:

1. Describe the purpose of the shooting event.
2. Range layout and limits
3. Range safety rules
4. Firing line commands
5. Emergency procedures

The briefing is where the RSO will have all participants complete and sign the Provo Shooting Sports Park Daily Log and waiver form.

Appendix 1

Range Safety Inspection Form

Provo City Shooting Sports Park Range Safety Inspection Form

Inspector Name _____ Date _____ Time _____

| General Inspection Items | Yes | No | Comments |
|--|-----|----|----------|
| Main gate secured | | | |
| Perimeter fencing secured | | | |
| Interior gates secured and signed | | | |
| Signs displayed | | | |
| Left and right range limits displayed | | | |
| Backstop/impact area inspected | | | |
| Target frames/mounts in good repair | | | |
| Firing line marked | | | |
| Firing points numbered and clean | | | |
| Sandbags on hand | | | |
| Ready line marked | | | |
| Supplies available | | | |
| RSO control area centralized | | | |
| Emergency communications working | | | |
| First-aid kit filled and accessible | | | |
| PA system/bullhorn functioning | | | |
| Range rules posted | | | |
| Bulletin board posted | | | |
| Gun racks available | | | |
| Trash receptacles available | | | |
| Lockable storage container | | | |
| Range free of debris/litter | | | |
| Surface material raked around target bases | | | |
| Brass and other debris swept | | | |
| Brass and dud buckets present | | | |
| Weeds controlled | | | |
| Empty trash receptacles present | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Use the back of this form for additional comments.

Appendix 2

Accident/Incident Report Form

Was injured party given First Aid? Yes No by Whom: _____

Describe: _____

Was 911 called? Yes No

Were they transported by professional medical assistance? Yes No

Witness (other than staff)

Name: _____ Phone: _____

Address: _____

Signature: _____

Name: _____ Phone: _____

Address: _____

Signature: _____

Person in charge: _____

Signature: _____ Date: _____

Appendix 3

Range Safety Officer Training Form

Range Safety Officer Training Form

| | Date/Initial |
|---|--------------|
| Facility purpose and programs | |
| Brief overview of the facility | |
| Understand safety expectations | |
| Volunteer policies and procedures | |
| Review duties of volunteer Range Safety Officer (RSO) | |
| Read all Standard Operating Procedures (SOP) | |
| Basic first aid | |
| Unlawful discrimination/sexual harassment | |
| Site maintenance and inspection/housekeeping | |
| Communication | |
| Youth and vulnerable adults protection | |
| Emergency plan | |
| Range set-up--safety considerations | |
| Demonstrate range commands | |
| Target distances--weapon/restrictions | |
| Target stands--use and maintenance | |
| Firearm malfunctions | |
| Public relations | |
| Basic firearms knowledge | |
| No gunsmithing —other prohibited activities | |
| RSO coordination and partnering | |
| Conflict resolution | |
| Criminal Background Check Completed | |
| NRA Basic Range Safety Officer Certification | |
| | |

Employee Certification

I, _____ hereby certify that I have received instruction and training as a Range Safety Officer and understand the Standard Operating Procedures which are associated with my position and which I will be expected to follow and enforce in the course of my assigned duties.

Volunteer Signature _____ Date _____

Appendix 4

Range Reservation Request Form

Range Reservation Request Form



PROVO SHOOTING SPORTS PARK RANGE RESERVATION REQUEST

Activities at the Provo Shooting Sports Park must be supervised by a qualified Range Safety Officer (RSO). Requests for range reservations will be evaluated to determine if sufficient RSO's are available on the requested day and time. Two weeks advance notice is required for reservation requests. Please send completed application to:

Provo Parks Division: 1417 South 350 East, Provo, UT 84606 **Fax:** (801) 852-7605 **Email a signed PDF to:** pssp@provo.utah.gov

The contact person listed on this form will be notified whether the request is approved or not. If approved, all participants will be required to sign a waiver form at the site prior to participating in any activities. Please complete this form to request a range reservation during non-public hours.

Name of Group/Event: _____ Requested Date: _____
 Event Contact Person: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Email: _____ NRA RSO Certification #: _____
 Insurance Policy Carrier: _____ Policy #: _____ Date: _____

| Handgun Range | | Rifle Range | |
|---|--|---|--|
| Requested Time: (check time block) | | Requested Time: (check time block) | |
| <input type="checkbox"/> 8:00 am – 10:00 am | <input type="checkbox"/> 10:00 am – 12:00 pm | <input type="checkbox"/> 8:00 am – 10:00 am | <input type="checkbox"/> 10:00 am – 12:00 pm |
| <input type="checkbox"/> 12:00 pm – 2:00 pm | <input type="checkbox"/> 2:00 pm – 4:00 pm | <input type="checkbox"/> 12:00 pm – 2:00 pm | <input type="checkbox"/> 2:00 pm – 4:00 pm |
| <input type="checkbox"/> 4:00 pm – 6:00 pm | <input type="checkbox"/> 6:00 pm – 8:00 pm | <input type="checkbox"/> 4:00 pm – 6:00 pm | <input type="checkbox"/> 6:00 pm – 8:00 pm |
| # of Experienced Shooters: _____ | _____ | # of Experienced Shooters: _____ | _____ |
| # of Novice Shooters: _____ | _____ | # of Novice Shooters: _____ | _____ |
| # of Youth Shooters (< 18 yrs.) _____ | _____ | # of Youth Shooters (< 18 yrs.) _____ | _____ |
| Total Number of Shooters: _____ | _____ | Total Number of Shooters: _____ | _____ |
| # Certified NRA RSO's Participating: _____ | _____ | # Certified NRA RSO's Participating: _____ | _____ |

Range Safety Officers are staffed based on the number of shooters anticipated. Provo City Parks and Recreation must be notified immediately if the number of shooters changes from what is listed on the reservation request. Reservation requests may be rejected or canceled if additional shooters are brought to the shooting park without prior notification

Event Sanctioned by: _____ BSA Tour Permit Number: _____
 Description of Event : _____

RESERVATION FEES: **Handgun Range:** (Provo Resident) \$25/2hr. + \$3 per shooter
 (Non-Resident) \$35/2hr. + \$5 per shooter
Rifle Range: (Provo Resident) \$25/2hr. + \$3 per shooter
 (Non-Resident) \$35/2hr. + \$5 per shooter

ACKNOWLEDGEMENT The undersigned affirms that the information listed above is true and correct and agrees to comply with all rules and policies set by Provo City at the Provo Shooting Sports Park if the event is approved.

Signature of Contact Person _____ Date _____

OFFICE USE ONLY
 Date Request Received: _____ Date Sent to RSO: _____
 Request Approved: _____ Request Denied: _____
 Customer Notified: _____ Reservation Booked: _____
 Fees \$: _____ CC Check Cash