



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ADULT Operations Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 12-126A

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SECURITY AND CONTROL: Firing Ranges

Original Date Issued: 09-30-21 Replaces IMPP Issued: N/A **CURRENT EFFECTIVE DATE: 09-30-21**

Approved By: , Secretary

Next Scheduled Review: 09/2024

POLICY

All departmental firing ranges are to be designed and constructed in conformance with the standards within this policy to promote weapon safety. When it is necessary to utilize a firing range owned by another entity (public or private), the principal administrator is to ensure that such firing range meets acceptable safety standards. The principal administrator is to work cooperatively with the other entity to bring a range up to acceptable standard prior to authorizing staff to utilize the range as a site for departmental training activity.

Staff entrusted with the supervision of range activities are to receive adequate instruction in range operation, and modules concerning range safety are to be included in the basic and annual correctional officer training curriculum. All use of departmental firing ranges is to be for official training and/or qualification purposes, and personal use of departmental ranges is not to be permitted. Additionally, all weaponry deployed and/or used on departmental firing ranges is to be of official departmental issue, and no personal firearms and/or ammunition are to be permitted upon any departmental firing range.

The Deputy Secretary for Facility Management is to, through review of relevant reference material and consultation with recognized authorities, establish the criteria and standards by which firing ranges are to be constructed, maintained and operated. Such criteria and standards are to be reviewed at least annually by the principal administrator.

DEFINITIONS

Firing Range: A physical location specifically designed to provide adequate space and equipment for the safe practicing of weapons firing, and used by any agency of the Department of Corrections for weapons training and/or qualification.

Principal Administrator: Person directly responsible for the overall administration of a KDOC facility, parole region, or Central Office work unit.

Range Master: Certified weapons instructor selected to lead the firing line.

PROCEDURES

I. Firing Range Design and Construction

- A. The Firing Range Inspection Form (Attachment A, form 12-126-001) is to serve as the current source document for firing range construction and operation standards.
- B. Any requests for deviation from the firing range design and/or construction specifications, as contained within the item descriptions in Attachment A, are to be submitted in writing by the principal administrator to the Deputy Secretary of Facility Management.

1. Such requests are to be reviewed and the determination to approve or disapprove the deviation is to be made on a case-by-case basis.

II. Firing Range Inspection and Maintenance

- A. Firing Ranges used by a facility or parole region, whether owned by the Kansas Department of Corrections or other entity, are to be inspected and maintained in accordance with the criteria set forth within the Kansas Department of Corrections Firing Range Inspection Form (Attachment A, form 12-126-001).
- B. Specific procedures covering the use of the Firing Range Inspection Form are to be the subject of facility general orders or parole field service orders issued by each respective principal administrator.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or offenders, or an independent duty owed by the Department of Corrections to either employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

HISTORY

09-30-21 Original

ATTACHMENTS

Attachments	Title of Attachments	Page Total
A	Firing Range Inspection Form	6 pages

**KANSAS DEPARTMENT OF CORRECTIONS
 FIRING RANGE INSPECTION**

ITEM	COMP	NON-COMP	N/A	COMMENT
RANGE SAFETY				
1. Signs are posted at 100 foot intervals along the range perimeter to alert the public of a firing range area. Signs should contain the wording "SHOOTING RANGE AREA - KEEP OUT".				
2. The signs have letters which are a minimum of 6 inches in height.				
3. The signs are painted blaze orange for high visibility and sharp contrast to the background.				
4. At the entrance of the range and in close proximity to the firing lines, a weather proof bulletin board contains the range safety rules and regulations.				
5. Only range associated material is placed on the bulletin board.				
6. Range rules are covered and explained thoroughly during training classes for staff and outside agency personnel.				
7. Range rules are signed by staff and outside agency personnel.				
8. Facility range rules are rigidly enforced.				
9. Interrogatory and/or declaratory statements are used when giving range commands.				

ITEM	COMP	NON-COMP	N/A	COMMENT
10. Range flags are used to signal persons in the area that the range is in use. Flags are raised prior to any shooting and are placed in a visible location.				
11. Range flags are, at a minimum, 18 inches by 3 feet, red in color and in either a rectangular, triangular or trapezoidal shape.				
12. Hearing and eye protection are furnished and used.				
13. During the course of fire, the range master is constantly observing the shooters for evidence of shots hitting too high on the berm. When/if this occurs, the range master halts firing and corrects the situation.				
14. A telephone or hand held radio is available during range exercises for emergency use.				
15. First aid kits and tourniquets are available at the range.				
16. The ground between the targets and firing line is free of rocks or other ricochet causing material.				
17. Firing positions are hard surfaced, i.e., concrete, gravel, wood or sod.				

ITEM	COMP	NON-COMP	N/A	COMMENT
RANGE BERMS				
18. The impact berm is not less than 20 feet in height.				
19. The angle of the impact berm is not less than 45 degrees.				
20. When newly constructed, the berm is free of rocks and other debris to a minimum depth of 18 inches.				
21. The impact berm fill is softened when it presents a ricochet problem due to its compactness or hardness.				
22. There are no railroad ties, stacked lumber or wood products used at any stage in the construction of the impact berm.				
23. The impact berm has an eye-brow catcher to prevent ricochets from going upward. The catcher should be perpendicular to the slope, extend 4-6 feet from the slope, no less than 2 inches in thickness. The base should be 12-15 feet from the range floor; and extend the entire length of the impact berm.				
24. The impact berm is protected by adjoining side berms.				
25. The side berms are a minimum of 10 feet in height and no less than a 45 degree angle.				

ITEM	COMP	NON-COMP	N/A	COMMENT
26. Side berms are constructed from one or more of the following:				
A. Earth;				
B. Precast panels;				
C. Masonry walls;				
D. Wooden cribs;				
E. Washed gravel;				
F. Crushed rock; or				
G. Poured concrete.				
27. Tires used to retain side slopes are covered with a minimum of 6 inches of clean earth.				
TARGETS/TARGET CARRIERS				
28. All targets used at the range are B-27 or equivalent size.				
29. Targets which use a high shot area are placed on the target carrier in a position that ensures the person shooting is not firing at an upward angle.				
30. When firing is conducted from a raised platform/tower, access to the main firing area is restricted.				
31. Targets are not less than 30 feet from the impact berm.				
32. If movable barricades are used, they are made from material which will not cause ricochets, preferably soft pine.				

ITEM	COMP	NON-COMP	N/A	COMMENT
33. Ground level earthen berms are used to protect target holders and other range items, instead of railroad ties.				
34. Target holders/carriers are made of substances which will not create ricochets. At or below ground level, concrete and steel may be used; above ground level only soft wood or plastic may be used.				
35. Berms and the area immediately surrounding it are inspected quarterly by supervisory staff.				
A. The impact berm is inspected to determine if lead should be mined from the impact area. NOTE: Lead should be mined when there is a noticeable build-up of lead. Build-up is defined as when a collective gathering of lead from the impact area produces a quantity the size of a loaf of bread.				
B. Lead will be disposed of per local regulations, and documentation maintained for two years.				
36. At the end of each use, the berm and surrounding area is inspected by the range master to determine if ricochets are occurring. The inspection should include a				

ITEM	COMP	NON-COMP	N/A	COMMENT
check of trees, fence posts and other stationary objects which could indicate that lead is escaping the confines of the berms.				
OUTSIDE AGENCY USE				
37. All courses of fire for outside agencies are approved by the facility prior to the agency using the range.				
38. Any outside agency using the range has a qualified range master on site while shooting occurs on the range.				
39. A copy of the outside agency range master's qualifications are kept on file.				
40. At the discretion of the principal administrator, a KDOC facility range master is present while an outside agency uses the range.				