



Carson City Rifle and Pistol Range STANDARD OPERATING PROCEDURES

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Authors: David Navarro, Park Operations Superintendent John Costello, Senior Park Ranger Nick Artam, Range Coordinator	Effective Date: May 7, 2020
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Applies to: Carson City Rifle and Pistol Range staff and participants.	Attachments: 1. Range Safety Checklist 2. Carson City Liability and Property Loss Form

CARSON CITY RIFLE AND PISTOL RANGE

Physical address: 2155 Rifle Range Road, Carson City NV 89706

Mailing address: 3303 Butti Way, Building 9, Carson City, NV 89701

www.carson.org/range

The Carson City Rifle and Pistol Range is owned by Carson City and managed by the City, through its Parks, Recreation, & Open Space Department.

Facility Amenities:

Long Range (Rifle Line)

20 covered positions with benches, 20 uncovered positions without benches, target frame holders at 50, 100, 200, 300 yards, backstop located at 300 yards

Short Range (Pistol Line)

20 covered positions with benches, target frame holders at 7 and 25 yards, backstop located at 50 yards

Shooting Bays

4 open bays approximately 25 yards wide, 50 yards deep, target frame holders at backstop of each bay

ADA accessibility to Long Range, Short Range, and restrooms



The mission of the Carson Rifle and Pistol Range is to provide safe, affordable public shooting opportunities through recreation, training, education, and programs to support hunter education and shooting sports.

Contact Information

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Reservations, FAQ'S, General Range information: www.carson.org/range

Inquiries regarding the Carson City Rifle & Pistol Range: ccrange@carson.org

Carson City Sheriff's Office Non-Emergency Dispatch: 775-887-2677

Emergency: Dial 911

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PURPOSE:

The Standard Operating Procedures (SOP) outline the rules and regulations governing the use of the Carson City Rifle and Pistol Range. These SOPs are intended to guide and provide City employees, volunteers, law enforcement, reservation groups, and general public users of the Range on the administrative, operational, safety, and code of conduct authorized for live fire shooting activities, and firearm handling. The following rules and regulations are to ensure safety for range users, spectators, surrounding properties, wildlife, and to encourage environmental best practices.

The Range is intended to be a safe place where participants have opportunities to become proficient with the safe handling of firearms, while practicing in shooting sports. Individuals using the range shall become familiar with Range safety rules and procedures prior to using the facility. This is intended to guide supervision and allow for enforcement when needed. Users are required to abide by and respect these rules and report violations for further action as appropriate.

DEFINITIONS:

Approved Firing: Deliberate, controlled and aimed fire, which results in every shot impacting the backstop.

Approved Range Safety Officer: An employee, volunteer or designee of the City that is charged with monitoring and enforcing all rules outlined in these SOPs as they pertain to the use and safety of this outdoor shooting range.

Approved User Groups: A commercial or non-profit group that has submitted the required paperwork and has been approved by the department to conduct certain activities at the Rifle and Pistol Range.

Blue Line: During the cease fire “Cold Range”, no one may move forward of the blue line or approach a shooting bench. This line is to act as a safety barrier, to keep people away from firearms while people are downrange.

Cease Fire: ALL shooters stop shooting, when safe to do so, all firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

Chief Range Safety Officer: An employee, volunteer or designee of the City that can train and supervise NRA range safety officers and develop range standard operating procedures.

City: Carson City, as the owner and operator of the Carson City Rifle and Pistol Range.

Cold Range: No loaded firearms on the firing line. All firearms are to be holstered and unhandled or benched with the action open, magazine out, and muzzle pointed down range. Anyone not downrange to service targets must stay behind the blue line.

Department: Carson City Parks, Recreation and Open Space Department

Director: Director of Carson City Parks, Recreation and Open Space

Firing Line: That part of the range where live fire shooting takes place from and towards designated targets. No one is to cross this line when shooting is “live” or actively in progress.

Hot Range: No Cease Fire is in effect; firearms may be handled appropriately and fired in designated areas of the range. Muzzles always pointed in safe direction.

Live Fire Activities: Activity that involves the firing of a firearm. Individuals involved in live fire activity include the shooter, Range Safety Officer, and supporting personnel such as score keepers, timers, volunteers, and other individuals participating in a shooting activity on a hot firing line.

Negligent Discharge: Discharge of a firearm involving culpable carelessness.

NRA: National Rifle Association

POC: Point of contact

Range: Refers to the entire Carson Rifle and Pistol Range.

Range Coordinator: A City employee that is primarily responsible for the operation, management, and maintenance of the Carson City Rifle and Pistol Range. The Range Coordinator assists and educates the public and groups on safety practices, guidelines, and schedules the use of the facility.

Rapid Firing: Firing more than two shots in a one second period.

RSO: Range Safety Officer

SOP: Standard Operating Procedure

Sr. Park Ranger: A City employee that oversees and directs the operation, management, and maintenance of the Carson City Rifle and Pistol Range. The Sr. Park Ranger is a working supervisor that actively patrols city parks, trails, open space and other property under city jurisdiction for the purpose of assisting and educating the public, enforces park rules, and performs park maintenance.

Uncontrolled Firing: Firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed at a designated target or in a designated area or location established and authorized for the usage of that particular firearm type, caliber, and/or classification (as determined by the established SOP).

FACILITY OVERSIGHT AND USE REQUIREMENTS:

The daily use and management of the Range is covered by the SOP. The SOP defines what every person engaged in managing this facility must know prior to being permitted to work as an Approved RSO. The SOP covers multiple topics and should be kept accessible to RSO's while working at this facility. Firing Line Safety Rules cover what every RSO, group, and public participants must know to utilize the Range firing lines or shooting bays. The SOP will be available online at www.carson.org/range. as well as in the information station located on the back side of the restrooms. All RSO's and Approved User Groups will be provided with the SOP.

FACILITY RESTRICTIONS:

All Range users must abide by the following restrictions. Any intentional or repeat violations will result in eviction from premises and possible permanent revocation of use privileges consistent with Carson City Municipal Code.

1. No shooting at wildlife.
2. No shooting cross-range.
3. No alcoholic beverages or drugs allowed on the premises. The Range Safety Officer will deny range access to anyone that is or appears to have a diminished mental capacity that will affect their ability to participate with a maximum state of awareness and in a completely safe manner.
4. FULLY AUTOMATIC FIREARMS AND RAPID FIRING ARE PROHIBITED on the Long Range (rifle line) and Short Range (pistol line).. EXCEPTION: Fully Automatic Firearms can only be used in the shooting bays by legally permitted users.
5. Vehicles and Trailers inside of the shooting bays is prohibited unless authorized by Range staff to load/ unload ONLY.
6. Pop up style tents are allowed at the facility and must be secured behind where any live firing is taking place.
7. 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) than those rounds are PROHIBITED.
8. Any target stands that are not made of PVC, Wood, or Metal are prohibited.
9. City target stands will be distributed to users based on inventory and availability.
10. FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED. Steel core, steel jacket, bi-metal, incendiary, tracer, armor piercing, and Dragon's Breath-type ammunition are not permitted.
11. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not in a designated approved impact area.
12. No repeated misses of the target, or bullet strikes that ricochet causing a danger of bullets leaving the range.
13. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
14. Users should not approach the Range with a loaded firearm. Firearms may be loaded only on the firing line during a Hot Range condition.
 - a. Exceptions to this are for staff, volunteers, employees, and customers who are properly licensed to carry a concealed weapon, and law enforcement personnel.
 - b. The practice of holstering and unholstering of firearms (i.e., drawing a handgun from a holster) is allowed only in the shooting bays.
15. Targets must be placed at the designated target locations. Only approved industry standard targets must be used. AR500 type steel targets must be a minimum of 15 yards away in the bays, 50 yards away on the Pistol Range, and 100 yards away on the Rifle Range (.22 LR are permitted at 50 yards on the long range as long as the projectile is impacting the 300-yard backstop). Aerial targets, exploding targets, "dancing ball" or "Ground bouncer", bowling pins, liquid filled targets, organic targets (i.e., watermelons, pumpkins, cabbage heads, etc.), or anything that contains glass, compressed gas or air, or that would be difficult and time consuming to clean-up are not allowed. This list is not all-inclusive as all possible targets cannot be listed. If a group wishes to use a specific target, contact the Carson City Range Coordinator for approval.
16. Any person under the age of eighteen using this facility must be under the supervision of a parent, guardian, or participating adult.
17. Short Range (Pistol Caliber Only) with exception of .22 LR and Muzzleloaders.
18. Black Powder Rifles are permitted on the Long Range and Short Range.

19. Rifled Barrel Shotguns are permitted on the Long Range (rifle line) as long as the slug is impacting the 300-yard backstop.
20. Shotgun users are prohibited from using the city's target stands.
21. No Animals Allowed, except service animals, specifically trained to aid a person with a disability under the American with Disabilities Act (A.D.A.). Dogs may be allowed for special events or for law enforcement training by approval of the Director.
22. Users are required to clean up any debris, trash, or personal brass.
23. All targets must be at least 3'- 4' off the ground to ensure projectile is impacting backstop.
24. No unauthorized instructors conducting training of any kind on the Range. Instructors must be an Approved User Group (see Reservation Policy).

APPROVED RANGE SAFETY OFFICERS:

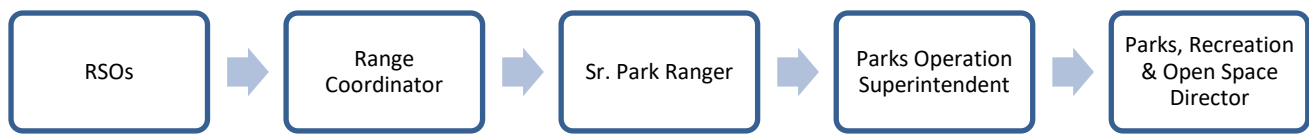
1. All RSOs are required to have completed the following prior to performing RSO duties:
 - 1.1 NRA Range Safety Officer training.
 - 1.2 Required documents (i.e., volunteer waiver, SOP/ Reservation Policy acknowledgment form, etc.)
 - 1.3 Site-specific training conducted by Range Coordinator or Senior Park Ranger.
2. RSOs are required at all times.
3. Approved Chief Range Safety Officers (CRSO) and RSOs will be issued department "Carson City RSO" hats and yellow vests to clearly identify themselves.
4. The RSO on duty is tasked with:
 - 4.1. Ensuring that all participants and spectators adhere to all rules in this document.
 - 4.2. Educating participants and spectators regarding any unsafe behavior.
 - 4.3. Calling a "Cease Fire".
 - 4.4. Removing anyone from the facility if they are deemed a safety risk to themselves or others. Incidents such as these require proper documentation and notification to the Range Coordinator, Sr. Park Ranger, and Director. Documentation may include a Carson City Sheriff's Office report, Carson City Liability and Property Loss Report or noted on the Range Safety Checklist (see Attachment 2) as appropriate. Please be sure to document the Carson City Sheriff's Office Case Number, if one is provided.
 - 4.5. Reporting to Range Coordinator & the City's designated POC any incidents on the Range to include:
 - 4.5.1. Accidental or negligent discharges.
 - 4.5.2. Personal injuries such as slide bites, forehead scope hits, and anything that causes trauma, active bleeding or discharge, or causes the shooter to disrupt the ability to be alert and oriented.
 - 4.5.2.1. On-Duty Range Safety Officers are responsible for contacting 911 or Carson City Non-Emergency Dispatch for any severe injury sustained to any person at the Range, including but not limited to head injuries. It is up to the Range Safety Officer, within the scope of their training, to use best judgment depending on the severity of the injury to contact 911 or Carson City Non-Emergency Dispatch. If the Range Safety Officer believes that the injury is severe and the patient is refusing medical attention, the Range Safety Officer is still required to ask for paramedics to respond. (Refer to the Emergency Action Plan section)
 - 4.5.3. Trespassers - to include wildlife, unauthorized pets, and people.
 - 4.5.4. Report and/or mitigate vandalism, damage, or theft.
 - 4.5.5. Behavior or conduct by participants or spectators that violate the Range rules.

- 4.6. Complete all required forms as per the SOPs and submit them to the correct POC within a timely manner. Required forms are provided in the attachments and as noted in g (iii).
- 4.7. Employee or volunteer injuries. Fill out proper forms for reporting injury. The C1 Form can be found in the information station behind the restroom in the RSO Binder.
5. Participants or spectators that do not follow range procedures and/or commit an unsafe act, may be asked/ordered to leave.

ORGANIZATIONAL CHART & COMMUNICATIONS:

- The Range Coordinator is critical to the function of the Range, and oversees Range operations and maintenance, trains volunteers and new RSO's, educates the public, and reports activities as appropriate.
- A Department CRSO is tasked with training and supervision of a group of volunteer RSOs.
- All RSOs or CRSOs must be Certified by the NRA.
- The RSO's role is to educate the public on Range safety rules.
- The RSOs have the authority to maintain a safe shooting environment as guided by this SOP, including when a safety issue arises, has the authority to demand that any individual and/or entity vacate the premises.

Carson City Parks, Recreation, & Open Space Department



RANGE OPERATIONS:

1. The Range is open to the general public 6 days a week and operating times will vary throughout the year based on the daylight hours and staffing. Mondays – This is a dedicated maintenance day for staff and is closed to the public. The Range will be closed on the following conditions:
 2. Inclement weather/ unsafe road conditions.
 3. Permitted special events or activities that have authorization from the Department.
 4. Lightening Safety: [Lightning's behavior is random and unpredictable. Preparedness and quick responses are the best defenses towards the lightning hazard.](#) The National Lightning Safety Institute recommends the following safety procedures:
 - 4.1. RSO or designee will serve as the weather safety lookout. That person should keep an eye on the weather. Use a mechanism to obtain good localized advanced weather information.
 - 4.2. When thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its' rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the range should be evacuated. People should be directed to safe shelter nearby.

4.3. Range activities should remain suspended until thirty minutes after the last thunder is heard. Teach this safety slogan: "If you can see it, flee it; if you can hear it, clear it."

RANGE SCHEDULE:

Spring/Summer/Fall Hours: March 1 – October 31

Mondays	CLOSED
Tuesdays-Sundays	7 a.m. – 6 p.m.

Winter Hours: November 1 – February 29

Mondays	CLOSED
Tuesdays-Sundays	8 a.m. – 4:30 p.m.
Winter hours are weather permitting as access may be limited to the facility due to snow. Updates of Range closures or schedule changes will be posted on the Department’s website and other social media platforms.	

Range Reservations

Refer to Carson City Rifle and Pistol Range Reservation Policy.

Please click on the link below to find the Reservation Policy. It is located under #7 of the “FAQ” section at [carson.org/range](https://www.carson.org/range):

<https://www.carson.org/government/departments-g-z/parks-recreation-open-space/rifle-and-pistol-range#ad-image-2>

TRAINING AND REPORTING:

1. The Range Coordinator, as a CRSO, will train RSOs for the Range or designate a CRSO to perform this training.
2. All Range Approved RSOs must be NRA certified and maintain current certifications.
3. Range Coordinator will conduct two annual RSO training sessions.
4. Range Coordinator will report to the Sr. Park Ranger on range activities & facility maintenance needs.

EMERGENCY ACTION PLAN:

1. Take Charge of the situation
 - 1.1. Call Cease Fire and stop all shooting activity (loud voice or utilize megaphone provided)!
 - 1.2. Confirm muzzles down Range, firearms unloaded, magazines out, actions open.
 - 1.3. Assess the situation and start response.
 - 1.4. Delegate authority – assign duties to bystanders – witnesses.
2. Call for help - 911 or Carson City Non-Emergency Dispatch at 775.887.COPS (2677)
3. Render first aid within the scope of your training. (First aid/bleeding control kit, Automated External Defibrillator (AED), fire extinguisher, and shovel are located in the information station located on the back side of the restrooms).
4. Direct medical help to the location.
5. Witnesses are asked to stay to help provide information. Witness forms are available in the information binder on site.
6. Ask for case number from authorities (ex. Carson City Sheriff’s Office or Fire Department).

7. Fill out Carson City Liability and Property Loss Report Form for the public. (this is the City's general incident report form). For employee/ volunteer injury, fill out C1 Form.
8. Notify Range Coordinator (or on-duty Park Ranger) of incident as soon as possible. Submit Carson City Liability and Property Loss Report Form to Range Coordinator. Any report resulting from an emergency will be submitted to Carson City Risk Management within 24 hours of the incident. Reports will be initially reviewed by the Range Coordinator and/or Sr. Park Ranger, to review safety procedures and a copy will be sent to the City.

FIRING LINE SAFETY RULES

You must obey the Carson City Rifle & Pistol Range Safety Officers, or you are subject to eviction. Safety is everyone's responsibility. If you see unsafe conduct, say something

YOU MUST ALWAYS:

- Keep the firearm's muzzle pointed in a safe direction, downrange.
- Keep your finger off the trigger until you are ready to shoot.
- Keep your firearm unloaded with the action open until on the firing line, ready to shoot.
- Keep firearms cased, holstered or unloaded with action open and pointed in a safe direction when transporting from the parking lot to the firing line.
- Use eye and ear protection when on the firing line.
- Use **ONLY** industry standard paper or metal targets.
- **Stand behind the blue cold range line if not downrange during cease fire on the cold range.**

YOU MUST NEVER:

- Handle a firearm for any reason, at any time, whenever someone is downrange.
- Use or possess or be under the influence of drugs or alcohol anywhere on the premises.
- Use any targets other than industry standard targets. This means no glass, cans, appliances, fruits, vegetables or any hazardous item.
- Climb or drive on the berms or backstops.
- Use shotguns anywhere other than in the shooting bays and long range.
- Use incendiary & tracer ammunition or exploding targets.
- Shoot over the berms or backstops. This means targets should be placed in a way that bullets will impact the backstop.

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 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