

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-14 SECTION D-3

FIREARMS TRAINING FACILITIES- SAFETY AND ADMINISTRATIVE PROCEDURES

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Responsibilities
- IV. Firearms Instructor
- V. Effective Date

I. DIRECTIVE

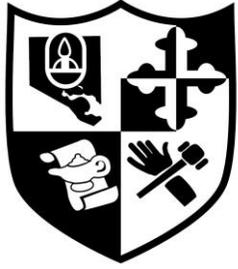
It is the policy of the Baltimore City School Police Force (BCSPF) to provide safe and proper firearms training to its members.

II. PURPOSE

The purpose of this General Order is to ensure the safety of all personnel while at the firing range facility.

III. RESPONSIBILITIES

- A. The BCSPF has use of various firing ranges. When reporting to the range, members shall:
 1. Bring issued service weapon, issued ammunition, and if applicable, approved off-duty weapon.
 2. Unload all weapons and report for roll call for assignment and orientation.
 3. Keep weapons holstered and unloaded until the firearms instructor gives the command to un-holster and load.
 4. Load and fire weapons only on command of the instructor.
 5. Move down range only on the command of a firearms instructor.
 6. When misfire or malfunction occurs:
 - a. Immediately cease fire.
 - b. Continue pointing the weapon downrange.
 - c. Raise your non-firing hand.
 - d. Maintain this position until assisted by the firearms instructor.
 7. If an accident occurs, immediately:
 - a. Cease fire.



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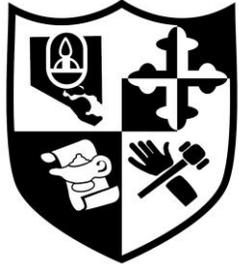
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- b. Unload your weapon.
 - c. Holster your weapon.
 - d. Wait for further commands from the instructor.
8. Do not fire tracer or incendiary ammunition.
9. Dry fire your weapon only on the firing line and under the direct supervision of a firearms instructor.
10. Clear your weapon before leaving the firing line.
11. Complete Form 95 when any accident involving injury or property damage and submit the report to the firearms instructor. This report shall contain:
 - a. Name, rank and assignment of persons involved.
 - b. Time of occurrence.
 - c. Extent of injury and/or damage to property.
 - d. Narrative describing how accident occurred.
 - e. Nature of medical treatment, if any.
12. Do not possess or recently have consumed any alcoholic beverages or medication containing a narcotic or similar substance prior to reporting to the range.
13. Obey all posted speed limits, operate vehicles only on designated roadways and park in areas designated for police use.

IV. FIREARMS INSTRUCTOR SHALL:

1. Exercise direct supervisory responsibility over all members, regardless of rank, using the firearms training facilities.
2. Provide range and firing instruction.
3. Conduct a thorough investigation of any accident or malfunction.
4. Complete an "Employee's Incident Report" when an injury occurs.
5. Forward a report of the findings of the investigation along with any Form 95(s) and Employee's Incident Report(s) to the Chief of School Police via official chain of command.
6. Ensure that prior to using any chemical agent in the range area, weather conditions and other factors are such as to prevent discomfort or inconvenience to the area residents.
7. Ensure that weapons are unloaded prior to reporting to the firing line and remain holstered unless specified otherwise by direct command.
8. Ensure the safety of all personnel while at the range facility.
9. Report safety violations in writing to the director of the facility.
10. Ensure that any night firing sessions are conducted at a time and in a manner which gives due consideration to area residents.



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V. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature_____ Date_____