

# ROGUE VALLEY SHOOTING SPORTS ASSOCIATION

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## STANDARD OPERATING PROCEDURES

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## Overview

### Purpose of Standard Operating Procedures

The purpose of the Standard Operating Procedures (SOP) is to assist the Rogue Valley Shooting Sports Association (RVSSA) Range Staff and Range Safety Officers in the safe and organized management of the public and restricted shooting facilities, which are under the management responsibility of the RVSSA.

### Management of Standard Operating Procedures

SOP will be revised and updated as needed when approved by the RVSSA board of directors. When revised or updated, this section will show the date and effected section.

<u>Revision Date</u>	Revised Section
9/10/2008	<u>Initial Revision</u>
10/13/2012	<u>General Revision Review</u>
12/6/2012	<u>Jackson County Approval and Adoption</u>
10/7/2014	<u>Range Staff &amp; Range Safety Officer Duties, Policies &amp; Procedure Revision</u>
2/14/2017	Range Staff & Range Safety Officer Duties, Policies & Procedure Revision
3/12/2019	General; removal of all references to "Day Pass", OHA, Range Staff & Range Safety Officer Duties, Policies & Procedure Revision
7/17/2021	Removal of restrictions banning the use of frangible ammunition.

## Definitions

**Membership:** As the Jackson County Sports Park shooting facility is not a club the term membership as used in this document can refer to being a member of a specific organization (i.e. 4H, MRPC, Active Duty Military, etc.) or more generically- a current RVSSA family annual pass, a current RVSSA individual annual pass, or a RVSSA Purple Heart annual pass.

**Firing line:** Firing line on the public ranges (3 – 9) is defined as: The forward (target) side of the shooting benches.

**Ricochet avoidance:** For ricochet avoidance purposes, ALL targets should be placed a minimum of three feet above ground level and 21 feet beyond the firing line.

# Section 1

## Range Staff and Safety Officers

### Part 1: Range Staff & Range Safety Officer Requirements & Duties

#### Range Staff Requirements

##### Mandatory Requirements

1. Minimum 21 years of age
2. Completion of RVSSA Basic Range Staff Course  
Executive Vice President is responsible for teaching course and course content.  
Course should primarily teach code of conduct for all range staff and general range orientation.
3. Under no legal restrictions that prohibit the use or possession of firearms.
4. Ability to pass a background check.

##### Desired Requirements:

1. Completion of an NRA Basic Firearms course.
2. Current member of the NRA.
3. CPR and First Aid with current certification.

#### Range Staff Duties

1. Follow range directives and procedures as provided by the RVSSA President, Executive Vice President and Range Safety Officers.
2. Upon entry to the ranges, sign in and perform an initial inspection of the ranges.
3. Correct unsafe shooting or other activities when observed.
4. Enforce all RVSSA Range Safety and Range Use rules.
5. Correct and/or report unsafe range conditions to the Executive Vice President and/or RVSSA President.
6. Restrict or close unsafe ranges or facilities as needed.
7. When performing attendant duties at the shooting range entry gate;
  - a. Check shooters for season passes or access permitted identification cards (i.e. Active Military),
  - b. When necessary collect funds for day use and annual pass fees.
8. Council and/or evict shooters who violate basic shooting or RVSSA Range Safety and Range Use Rules (see Section 2 of this SOP).
9. Contact law enforcement authorities when criminal offenses are observed.  
Example: Failure to pay a day use fee, littering, malicious mischief to range property, public intoxication or failure of a shooter to leave the range when ordered to do so by a range officer.
10. Assist in range maintenance and projects when available.
11. Upon exit sign out.

## Range Safety Officer Requirements

### Mission Statement

The purpose of the Range Safety Officer (RSO) is to help provide, through volunteer service, the well maintained and safe shooting ranges for the general public who utilize the Jackson County Sports Park shooting facilities (range/ranges).

Note: Range Safety Officers (RSO) are volunteers and are not paid employees of RVSSA. RSOs volunteer their time at the range facilities. RSOs volunteer work days and work hours executing Range Safety Officer Duties, as required. The RVSSA President and the Executive Vice President select RSOs based upon their firearms training and experience. All RSOs are required to maintain their NRA certification.

### Mandatory Requirements

1. Minimum of 21 years of age.
2. NRA Range Safety Officer with current certification or able to successfully complete the NRA Range Safety Officer Course.

A qualified NRA Chief Range Safety Officer will be responsible for teaching the course. In addition to the basic NRA Range Safety Officer Course the course content will teach the RVSSA code of conduct for all range officers and general RVSSA range orientation as stated in this SOP.

3. Current member of the NRA.
4. Under no legal restrictions that prohibit the use or possession of firearms.
5. Ability to pass a background check.

### Desired Requirements:

1. NRA Firearms Instructor with current certification.
2. CPR and First Aid with current certification.

### Range Safety Officer Duties

1. Follow Range Directives and Procedures as provided by the RVSSA President and Executive Vice President.
2. Upon entry to the ranges, sign in and perform an initial inspection of the ranges.
3. Control firing lines and shooting activities as needed.
4. Instruct shooters on the safe handling of firearms.
5. Correct unsafe shooting or other activities when observed.
6. Enforce all RVSSA Range Safety and Range Use Rules (see Section 2 of this SOP).
7. Correct and/or report unsafe range conditions to the Executive Vice President and/or RVSSA President in an Incident Report.
8. Restrict or close unsafe ranges or facilities as needed.
9. When performing attendant duties at the shooting range entry gate;
  - a. Check shooters for season passes or access permitted identification cards (i.e. Active Military),
  - b. When necessary collect funds for day use and annual pass fees.
10. Council and/or evict shooters who violate basic shooting or RVSSA Range Safety and Range Use Rules.
11. Contact law enforcement authorities when criminal offenses are observed.  
Example: Failure to pay day use fees, littering, malicious mischief to range property, public intoxication or failure of a shooter to leave the range when ordered to do so by a range officer.
12. Assist in range maintenance and projects.
13. Upon exit sign out.

## Range Safety Officer Policies & Procedures

### Dress Code

While performing RSO duties, the RSO is a representative of the Jackson County Parks Department and RVSSA.

1. While performing RSO duties, the RSO is a representative of the Jackson County Parks Department and RVSSA. Each RSO is expected to dress in the proper attire that reflects a positive and professional image to the general public.
2. RVSSA will provide each RSO with a vest and hat for safety and identification. While performing range duties, RSOs are required to wear either vests or the RSO baseball caps that are provided by RVSSA to identify the RSO to the general public and for general range safety.
3. When working in front of a firing line or when working down range RSOs are required to wear this vest or hat.

### Code of Conduct for Range Safety Officers

While performing RSO duties, the RSO is a representative of the Jackson County Parks Department and RVSSA.

1. RSOs will obey all RVSSA Range Safety and Range Use Rules.
2. RSOs will conduct activities in a polite and professional manner when dealing with the general public. Rude or unprofessional conduct may be grounds for dismissal as a volunteer RSO.
3. RSO shall not touch persons or property not belonging to them without prior approval unless unsafe conduct is in progress.

### Range Safety Officer Primary Duties

1. The RSOs primary function as a volunteer for RVSSA is to enforce range regulations and Range Safety Rules (see Section 2 of this SOP) to the best of their ability.
  - a. Range Safety and Range Use Rules will be enforced and applied equally to all shooters who use the range facilities.
  - b. Range Safety and Range Use Rules will be enforced through education or direct intervention.
  - c. The RSO has the authority to eject any person who presents a danger to themselves or other shooters. Some minor safety violations may only require the RSO to educate the shooter about the Range Use Rules, Range Safety Rules or the safe handling of firearms. More extreme violations may require the RSO to eject the person from the range facilities.
  - d. If conflict occurs during the ejection process call 911. Back off until the Sherriff arrives. Fill out an incident report located in the range shack. Contact the Executive Vice President and/or the President of RVSSA immediately.

### Public Range User Passes

1. Upon entry to the ranges RSOs should check shooters who are using the facilities for valid range passes.
  - a. A valid range pass is limited to any of the following:
    - a. A current RVSSA family pass
    - b. A current RVSSA individual pass.
    - c. A current RVSSA Purple Heart pass.
    - d. Active duty military and dependents enter for free.
  - b. Youth educational programs participating in scheduled training events at the range shall be exempt from range pass requirements. ie: 4H, ODFW, Scouts, etc.

2. Shooters should place their range pass or access permitted identification card on the dashboard of their vehicle. If not visible, an RSO may ask the shooter to provide a valid range pass or valid access permitted identification card.
3. In the event that an RSO discovers a shooter who does not have a valid range pass or a valid membership card, the RSO may use their discretion to do any of the following.
  - a. If a day use fee has not been paid, the RSO may direct the shooter to immediately pay a day use fee to the RSO or to immediately leave the range facilities.
    - i. If the shooter refuses to pay a day use fee or to leave the range facilities, the RSO will attempt to call the RVSSA President and/or Executive Vice President and the Jackson County Sheriff's Department for assistance in having the shooter removed from the range facilities.
    - ii. The RSO will make every effort to reason with the shooter.
    - iii. The RSO will make every effort to avoid becoming involved in a physical altercation with the shooter. If the situation appears like it may become physical, the RSO will break contact immediately and call 911 for assistance.
    - iv. If the Sherriff's Department is called to the shooting facilities for assistance, the RSO will remain on the range and meet with the assigned Deputy Sherriff.
    - v. The RSO will fully cooperate with the Sherriff's Deputy in providing him or her with the necessary information concerning the incident at hand.
    - vi. If an incident requires that the Jackson County Sherriff's Department is called and requested to respond to the range facility, the RSO will notify the RVSSA President and the Executive Vice President as soon as possible.
    - vii. The RSO will make a written report of the incident to the RVSSA President and/or Executive Vice President. The report must include the following:
      - The date and time of the incident.
      - The nature of the incident (the problems and issues)
      - The name and vehicle license of the involved shooter (if known)
      - Disposition of the incident: what happened- was the shooter removed from the range or arrested etc.
      - The name of the Sherriff's Deputy who responded.
      - The Sherriff's Department case or report number.
  - b. If the shooter claims to have forgotten his or her membership card, or produces an expired card, the RSO will politely advise the shooter that he or she needs to carry their membership card while using the range facilities.
    - i. The RSO will suggest the shooter pay a day use fee or purchase a range pass.
    - ii. The RSO will take the name of the shooter, the description of their vehicle, their license number and (if any) the organization to which they claim to belong. The RSO may allow the shooter to continue to shoot with the understanding that the RSO will be checking on their membership status.
    - iii. The RSO will advise the shooter that if he or she is found shooting on the range facilities again without a valid membership card they will be asked to leave the range. Also, if it is discovered that they do not have a valid membership card, they may be referred by RVSSA to the Jackson County Sheriffs Department for Illegal Trespass prosecution.
    - iv. If a shooter who does not possess a valid membership card becomes verbally or physically abusive towards the RSO, the RSO may have that person ejected from the range facilities. Refer to Section 3a above for further procedures.

## Range Closures

1. **The RSO** has the authority to close any and all ranges as well as to require all shooters and/or guests to leave the closed areas. Circumstances under which ranges may be closed include but are not limited to:
  - a. Severe weather (flooding, fog, mud etc.)
  - b. Necessary range facility maintenance.
  - c. Fire
  - d. A serious crime committed on any range facility.
  - e. Any accident where a shooter has been seriously injured.
  - f. Any safety hazard that may affect the health or well-being of any shooter.
  - g. Upon the direction of the Jackson County Sherriff's Department or the Jackson County Parks Department.
  - h. Upon the direction of the RVSSA President or the Executive Vice President.
  - i. The Youth Range (Range # 7) will be closed to the public during any reserved training function.
  
2. If the RSO finds it necessary to close the entire range facility, he will immediately call the RVSSA's President or Executive Vice President as well as the Jackson County Parks Director.

## Injuries or Illness on Range Facilities

1. If a person is injured or becomes ill while on the range facilities, the RSO may only administer first aid to the level of their training.
2. The RSO will call 911 for emergency medical help if a person is seriously injured or becomes seriously ill. The RSO will not transport any injured or ill person in his or her own vehicle to a Medical facility.
3. In the event a person is injured or becomes seriously ill on the range facilities, the RSO will notify the RVSSA President or Executive Vice President as soon as possible.
  - a. The RSO will write a report of the incident. The report will include:
    - The date and time of the incident.
    - The type of injury or illness
    - The name of the person
    - Which emergency agencies responded to the incident
    - The outcome of the incident (was the person taken to a hospital by an ambulance or friend etc.)

## Section 2

### Public Shooting Ranges

#### Part 1: Public Range Safety Rules

1. Each shooter must possess a season pass, access permitted identification card, active duty military ID card or pay a Day Use Fee
2. Unless reserved for training or otherwise stated all general shooting on Public Ranges will practiced from sitting or standing positions – NO prone, squatting, or kneeling shooting.
3. Follow cease-fire procedures. No handling of firearms when anyone is down-range.
4. Stay behind the designated firing line when anyone is shooting.
5. Hearing and eye protection are strongly recommended.
6. No alcohol or illegal drugs may be used or in possession on range property.
7. Prohibited targets include metal targets (other than RVSSA provided), glass items, pressurized containers, explosives, fruits, vegetables, other food items and non-decomposing items.
8. All targets must be inside of the range area and off of the walk-ways.
9. All vehicles must be in the parking area only.
10. Avoid ricochets. Targets should be placed in such a manner as to reduce hazardous ricochets.
11. Only shooters may collect their own spent cartridges (brass, steel, nickel, etc.) Spent cartridges forward of the Firing-Line may only be collected during cease-fire (clear firing-line) events. To minimize safety liability all uncollected brass will be the property of RVSSA.
12. Put used targets and trash in garbage cans. Pick up what you shoot. To minimize safety liability all uncollected targets, contents of garbage cans and dumpsters are the property of RVSSA.
13. Report vandalism and safety violations.
14. Children must be supervised at all times.
15. Unlawful possession or use of firearms will be reported to law enforcement.
16. Violation of range rules may result in eviction and/or criminal prosecution.

#### Part 2: Firearm Restrictions

1. ALL shooters are to follow the firearms restrictions (as stated in Part 3 below) of each of the 9 Public Shooting Ranges.
2. All firearms must be in safe working order.
3. Persons who cannot legally possess or use firearms will be reported to law enforcement.
4. Users of full automatic firearms or other restricted firearms must have their BATFE paperwork with them. Illegal firearm use or possession will be reported to law enforcement.
5. NO tracer ammunition is allowed on the public ranges.
6. NO armor piercing ammunition is allowed on the public ranges.
7. NO explosive ammunition is allowed on the public ranges.
8. .50 BMG firearms are prohibited from ALL ranges until such time that a safe and adequate shooting area can be built.



### Part 3: Range Use Rules

#### Public Range Operating Hours:

Access to the Public Shooting Ranges will occur at 8:00 a.m. and continue until approximately 1/2 hour before Sundown.

#### Exceptions:

- Severe weather (flooding, fog, mud etc.)  
Necessary range facility maintenance.  
Fire
- Any safety hazard that may affect the health or well-being of any shooter or guest.  
Upon the direction of the Jackson County Sherriff's Department or the Jackson County Parks Department.  
Upon the direction of the RVSSA President or the Executive Vice President.
- The Youth Range will be closed to the public during any reserved training function.

#### Public Range General Rules

RVSSA's liability insurance policy has a professional liability exclusion.

Any individual or organization (instructor) conducting instruction or training for firearm safety or usage and is charging a fee at any time or place for this service must use the reserved ranges **1-8 ONLY** for training. The public range cannot be used for this purpose. All requirements must be followed for reserve range use insurance and licensing.

#### Range #1 -Archery Range

NO firearms allowed

#### Range #2-Shotgun Range

Aerial and/or ground clay bird targets only  
NO rifles or pistols allowed.

#### Range #3 –200 yard Rifle Range

Center fire rifles only  
NO Rim Fire rifles allowed.  
**NO TARGETS ALLOWED CLOSER THAN 100 YARDS FROM THE FIRING LINE.**  
NO aerial targets allowed.

#### Range #4 –25 yard Pistol Range

Pistol Caliber firearms only.  
NO aerial targets allowed.

#### Range #5 -50 yard Range

Rifles, Pistols and Shotguns.  
NO aerial targets allowed.

#### Range #6-100 yard Range

Rifles, Pistols and Shotguns.  
NO aerial targets allowed.

#### Range #7-Hunter Education and Youth Range

Rim Fire and Airgun Rifles only (.17 and .22's)  
NO Center Fire rifles allowed.

#### Range #8 –100 yard Range

For All Rifles, Pistols, Shotguns and Full Automatic Firearms.  
NO aerial targets allowed.

#### Range #9-100/150/200 yard Range

Rifles and Pistols Only.  
NO aerial targets allowed.

## Reserved Ranges

Note: Public Range RSO's have limited authority on these ranges. The RSOs will not give out the gate combination to individuals or law enforcement officers who want to enter the restricted ranges. Authority, duty and access limitations will be determined by the RVSSA President, Vice President, or Executive Vice President.

MRPC and the individual law enforcement agencies are responsible for issuing the combination numbers to their selected members and personnel.

RVSSA's liability insurance policy has a professional liability exclusion.

Any individual or organization (instructor) conducting instruction or training for firearm safety or usage and is charging a fee at any time or place for this service must use the reserved ranges 1-8 only for training. The public range cannot be used for this purpose. All requirements must be followed for reserve range use insurance and licensing.

The use of the reserved area will better serve professional training needs, and include training practices that would not be allowed on the public ranges. i.e. target distance, shooter position, shooter movement, etc.

This will require proof of current certified firearms instructor credentials.

There are insurance coverage requirements that are imposed by the county (see Shooting Facility License Agreement below).

Upon completion of these requirements, a contract will be executed between instructor and RVSSA.

Current reservation and user fees will apply. For example, reservation fees are \$10 per date. And \$5 per shooter.

Once approved, requests for range dates are sent to the RVSSA vice presidents email address.

Instructor will receive updated range schedules at the e-mail address provided.

*SHOOTING FACILITY LICENSE AGREEMENT- Item 6. LICENSEE: Licensee agrees:  
B. That it will control access to the reserved police range and big bore range through a reservation system. The reservation system shall allow use by the general public and by local, state and federal public agencies. Licensee must either provide coverage for the public group as an additional named insured on Licensee's policy or require proof of insurance of at least \$2 million combined single limit coverage.*

Reserved Ranges #1 through #8 (gated area)

Reserved for practical pistol, law enforcement and other groups approved by RVSSA.

Reserved High Power Rifle Range

As described in Section 4 of this SOP.

## Section 3

### Practical Pistol Range Use

#### Practical Pistol Range Use Rules

#### Medford Rifle & Pistol Club

1. Only Medford Rifle & Pistol Club (MRPC) members named on the most current MRPC Competition and Training Range Individual Use Approval List may use the practical ranges for unsupervised or non-scheduled activity.
2. MRPC will maintain the appropriate insurance coverage for this type of shooting activity.
3. MRPC practical pistol shooters must have their membership card in their possession when shooting on the restricted ranges and must present their card to an RSO upon request.
4. When an approved shooter goes behind the gate, he or she will close the gate behind them. The gate should never be left open unless there is a shooting match taking place, for maintenance or if law enforcement is conducting a training session.
5. When an approved shooter goes behind the gate to the restricted practical ranges, he or she must raise the red range safety flag when they go into the range then lower it when they leave. This is to let the RSOs know that the practical pistol ranges are HOT and that someone is behind the gate.
6. The RSOs will not give out the gate combination to individuals or law enforcement officers who want to enter the restricted ranges. MRPC and the individual law enforcement agencies are responsible for issuing the combination numbers to their selected members and personnel.
7. All shooting will be conducted within the shooting bays. Placing targets and shooting on the hillside is prohibited, unless agreed to by RVSSA and reserved for a specific training or competition event type (i.e. 3 Gun).

## Section 4

### High Power Rifle Range

#### High Powered Rifle Range Rules

1. Only groups approved by RVSSA may use the 600 yard High Power Rifle Range.
2. The High Power Rifle Range is a reserved range. There will be NO unsupervised shooting allowed on this range.
3. Any organization using the High Power Range for an organized practice sponsored match or military/law enforcement training will designate one person to be the Range Safety Officer. The RSO will be responsible for the safety operations during their shooting event.
4. All organizations that use the High Power Range will maintain the appropriate insurance coverage for this type of shooting activity.
5. Use of range flags to signal the range is in use is mandatory. One is to be hung at the entrance gate and at least one at the Target Pit area. Use of other flags mid-range is recommended.
6. When working in the target pit area during shooting functions, all individuals will follow the directions of the posted safety signs.
7. Eye protection will be required for ALL individuals in the target pit area during live fire.
8. No less than two individuals may be in the target pit area during live fire.
  - a. Safety Officer (1)
  - b. Target Puller (as required)
9. When live fire is taking place there must be at least two handheld radios or a cell phone present on the range. One will be in the Target Pit area and one on the firing line. This is a communications requirement for safety.
10. Any shooting event that is to take place beyond the 600 yard range must be approved, in advance, by RVSSA and must meet the Jackson County Parks requirements.

## Section 5

### Law Enforcement Range Use

#### Law Enforcement Range Use

1. Only law enforcement agencies RVSSA contracted user groups may use the restricted practical pistol/law enforcement ranges.
2. Member law enforcement agencies will maintain the appropriate insurance coverage for the type of shooting being conducted by their personnel.
3. Law enforcement personnel must have their agency identification card in their possession when shooting on the restricted ranges.
4. When a member law enforcement agency goes behind the gate to the restricted practical ranges, they must raise the red range safety flag when they go into the range then lower it when they leave. This is to let the RSO know that the practical pistol/law enforcement ranges are HOT and that someone is behind the gate.
5. When a member law enforcement agency goes behind the gate, they will close the gate behind them unless it is necessary to keep the gate open for personnel to come and go during a training session.
6. RSOs will not give out the gate combination to law enforcement officers who want to enter the restricted ranges. Each individual law enforcement agency is responsible for issuing the gate combination to their selected personnel.
7. All shooting will be conducted within the shooting bays. Placing targets and shooting on the hillside is prohibited unless prior permission for SWAT-type training has been approved by the RVSSA board.
8. Only personnel who are approved by their agency to use the practical pistol/law enforcement ranges when off-duty are allowed to shoot other than for supervised agency training events.