



Sheridan Police Department
Policies and Procedures
26.2 Replaces 304.4 appendix A
Chapter 26 – Facilities & Security
Section 2 – Outdoor Training Facility

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Revised: 05/13/2022

Signature:

The outdoor training facility is available to members of the Sheridan Police Department and other local law enforcement agencies, and authorized personnel for firearm practice, training, qualifications and other approved training exercises.

Definitions

- Authorized Department Personnel - Law enforcement personnel having completed the firearms portion of the Wyoming Law Enforcement Academy authorized retired Sheridan Police Department sworn officers and agency members in training when accompanied by a field training officer or firearms instructor for training purposes.
- Other Authorized People - Individuals other than department personnel, such as family members, when accompanied by a sworn employee qualified to carry a firearm.
- Range Officer - Any firearms instructor or person assigned responsibility for a particular training session.

26.2.1 Facility Information

- A. The Outdoor Training Facility is an area designated for training and for the discharge of firearms located on Soldier Creek Rd.
- B. The facility consists of multiple firing ranges and storage.
- C. The City of Sheridan owns the property and the Sheridan Police Department has primary responsibility for the facility.
- D. General supervision including procedural concerns will be addressed by the Sheridan Police Department patrol operations lieutenant..

26.2.2 Facility Use

- A. The number of individual keys to the range shall be limited by the chief of police.
 - 1. The chief of police may authorize certain individuals to retain individual keys.
 - 2. Keys to the range shall be retained and monitored by the evidence technician.
- B. Individual officers wishing to use the facility shall obtain the gate key from the squad area key box.
 - 1. Any department's training will take precedence over individual use. Sheridan Police Department officers utilizing the range while off duty will take precedence over other individuals using the range off duty.

2. Department employees who take other authorized people with them to the facility are responsible for their safety and behavior.
- C. Outside law enforcement agencies are allowed to use the range if there is not conflict with Sheridan Police Department personnel using the range.
- D. Ear and eye protection will be required whenever firearms are used at the facility. Appropriate safety equipment will be used during any activity at the facility.
- E. Anyone using the facility is to use only those weapons designated for the given range (i.e. - the rifle will only be fired on the rifle range). Shooting shall be only at approved targets, placed in approved positions. Shooting outside of the designated range, or at anything other than approved targets in proper position, to include wild life, is strictly prohibited.
- F. All shooters will follow basic firearms safety as taught by Wyoming Law Enforcement Academy and department instructors. Safety procedures are to be strictly adhered to at all times. Anyone determined to be violating safety rules is subject to immediate removal from the facility. Any safety rules violations should be reported to the range officer or a supervisor.
- G. After using the facility, user(s) are to clean up any trash and dispose of it in the receptacles provided.
- H. Anyone suffering injuries at the outdoor training facility shall report such injuries at the time that the key is surrendered and request that the Sheridan Police Department dispatcher log the incident. Additionally, members of the Sheridan Police Department will follow reporting requirements in section 7.1.2. If first aid supplies are expended from the kit at the range, notification to a facility supervisor is to be done as soon as possible so that the item(s) may be replenished.
- I. All users need to be aware that livestock may travel into the area from the surrounding pasture. If any livestock is on the grounds of the facility, use caution, and slowly move them out of the area, and away from any possible exposure to harm from training activities. Also due to the possible presence of livestock, extreme care should be taken to ensure that the entrance gate is always closed upon leaving the area. Any user who discovers any condition that is of concern should immediately bring that condition to the attention of a facility supervisor.
- J. Members of the Sheridan Police Department and other approved agencies must ensure that they adhere to this policy as well as to the guidelines set forth. Every member of the Sheridan Police Department and other approved agencies must ensure that they assist in the care and maintenance of the facility in order to gain the maximum benefit out of the use of this facility.