

EXHIBIT A

Lake County Sheriff's Firearms Training Facility Standard Operating Procedures

The objective of the Lake County Sheriff's Firearms Training Facility ("Facility") is to develop law enforcement officers into safe and competent gun handlers. It is the officer's responsibility to conduct themselves in a mature manner and use common sense in the safe handling procedures with all duty related weapons and or equipment. The following facility and range rules and firearms safety standards will be adhered to by everyone engaged in training while at the facility; an item not clearly understood should be brought to the attention of a Sheriff's employee/Certified Range Officer for further explanation. Infractions of, or disregard for, firearms safety will be dealt with promptly.

I. SAFETY RULES AND REGULATIONS

1. Each time a weapon is picked up for any purpose, point the weapon in safe direction, open the action and make a VISUAL and PHYSICAL inspection to ensure it is unloaded. Consider every weapon as loaded until you have personally proven otherwise. Never turn in or accept a weapon unless the cylinder or action is open.
2. Do not leave a loaded weapon unattended.
3. When transporting unholstered weapons:
 - a. Semi-Automatic - The magazine removed, slide locked to the rear, muzzle pointed down, and the strong hand holding it by the grip.
 - b. Revolver - The cylinder will be in the open position with the strong hand holding it by the grip.
 - c. Shotgun - The weapon will be carried in a port arms position, muzzle up, with the action open and the safety on.
 - d. Rifle - The magazine will be removed, the bolt locked open with the safety on. The weapon will be carried in a port arms position, muzzle up.
 - e. UZI - The magazine will be removed, the bolt closed and the safety on.
 - f. MP-5 - The magazine will be removed, the bolt locked open with the safety on. The weapon will be carried in a port arms position, muzzle up.
4. Do not place your fingers within the trigger guard until you are pointing the weapon at the target. This is especially important when drawing the weapon from the holster.
5. Do not load a weapon until the command is given.
6. The muzzles of all weapons will be pointed downrange when not holstered, and at no time will point a weapon over the top of the impact berms.
7. Do not handle a weapon on the firing line while there is someone down range. Dry firing is allowed only on the firing line under the supervision of a Certified Range Officer.
8. No conversations are allowed while on the firing line during a course of instruction or firing drill.
9. If you drop a weapon accidentally do not pick it up- let it lay, report it to a Certified Range Officer who will immediately inspect the weapon to ensure that it can function.
10. The action of all weapons will be open when being carried to and from the firing line and while in the training classroom (or the weapon will be holstered/cased).
11. Never bend over to retrieve dropped ammunition/magazines during loading or unloading procedures. You will be permitted to do so after the line has been declared safe. You will then be instructed when to pick up speed loaders, loading strips, magazines or other dropped equipment.
12. Holstered weapons will be secured in the holsters except while in the process of drawing a weapon.
13. Do not smoke, eat, or drink on the firing line.

14. Do not remove any live ammunition from the range. All unfired rounds will be returned to a Certified Range Officer after the day's firing has been completed, except for that ammunition which has been issued for duty use.
15. Anytime you observe an unsafe act which endangers someone, you have the responsibility to call a "CEASE FIRE" and report the incident to a Certified Range Officer.
16. Any injury sustained during firearms training, regardless of how minor it may seem, will be reported to a Certified Range Officer immediately to assure that proper paperwork regarding the injury is documented.
17. For your protection, it is **MANDATORY** that all individuals wear eye protection, ear protection, and body armor while engaged in live fire on the range.
18. When you are instructed to step up to the firing line remain there unless told to do otherwise.
19. Do not turn around on the firing line or look behind you.

II. GENERAL RANGE INFORMATION

WEAPONS

1. Prior to being used on the firing line, or for any exercise, all weapons will be inspected by a designated Certified Range Officer.
2. All weapons are expected to be clean and in proper working condition prior to being used on the firing line or for any exercise.
3. All support equipment will be inspected and will be in proper working condition prior to being used on the firing line or for any exercise.
4. It is the responsibility of everyone to provide their own cleaning equipment for the purposes of cleaning their respective weapons at the completion of the training exercise.
5. It is the responsibility of everyone to provide proper clothing according to weather conditions on the day the training is taking place.

FACILITIES AND EQUIPMENT

1. All individuals attending training or visiting the Facility shall park their vehicles in the designated parking lot.
2. All individuals must check in with the designated Sheriff's Office employee or Certified Range Officer and sign the daily range log. Individuals present who are not participating in firearms training are only allowed in designated areas on the shooting range and must wear eye protection and ear protection.
3. Any individual wishing to enter the Facility who is not covered by a user agreement shall sign a waiver and release upon entering the Facility.
4. Telephones are provided for official use only.
5. First-Aid kits and AED are available at the range.
6. Restrooms are provided.
7. Smoking, eating and drinking are permitted in designated areas only. Push chairs under table when leaving training classroom. Do not leave paper, trash or personal belongings on the tables when leaving training classroom.
8. Facility and shooting range equipment is not to be abused. Do not step on target turners or target frames. Paper targets should be secured so that the wind will not blow them about the range. Any broken equipment should be reported to a Certified Range Officer immediately.
9. Live ammunition/loaded weapons are not to be taken into the training classroom. Clearing barrels located inside the main gate are to be used to clear all weapons prior to entering the training classroom and reporting to a Certified Range Officer.

10. Only factory loaded ammunition will be allowed during any training exercise for all makes, models and calibers of those weapons that are being utilized. Reloaded, outdated or old ammunition is prohibited.
11. All weapons that are currently being utilized by law enforcement agencies are allowed for use at the Facility. Any exotic type weapons/calibers must be approved by the Senior Training Officer or Director of Training for the Lake County Sheriff's Office, prior to being used on the Facility. All tear gas, O.C. gas, or smoke grenades must also be approved prior to being used at the Facility.
12. All weapons being utilized for any training exercise must be logged by make, model, serial number and caliber on the daily log in sheet.
13. All individuals shooting are responsible for picking up brass after completing the training/firing exercise. Brass buckets will be provided on the range. Range clean up and cleanup of brass should only be done when directed to do so by a Certified Range Officer.
14. No shooting is permitted after 9:00 pm – any day.

III. RULES OF CONDUCT

1. No use or possession of alcohol or drugs is permitted either at the Facility or prior to entry thereto.
2. No unsafe acts or horseplay are permitted at any time.
3. Stay on walkways always unless otherwise directed by the Certified Range Officer.
4. The driving of vehicles on the range will only be allowed at the direction of the Certified Range Officer.
5. No one is permitted on to the firing line without being instructed to do so by the Certified Range Officer. Firing of weapons can occur only after the Certified Range Officer declares the range "open" and "commence firing." The Certified Range Officer must declare the range "closed" before entrance on to the firing line is permitted.

Sheriff reserves the right to deny immediate and future access to any individuals who violate these standard operating procedures or are otherwise a threat to safety and security.

SCHEDULING FACILITY USE AND SHOOTING RANGE DATES

Any agency that has a current user agreement for use of the Facility and wishes to reserve training dates must contact the following: Lake County Sheriff's Firearms Training Facility at (847)395-3042.

1. Agencies wanting to schedule dates and times for training must reserve those dates two weeks in advance of the actual training.
2. Agencies will be billed for their use of the Facility according to the user agreement.

I, NAME, from the

AGENCY

have read and familiarized myself with the Lake County Sheriff's Firearms Training Facilities

Standard Operating Procedures on DATE.

Signature: _____

Lake County Sheriff's Employee Witness: PRINT NAME _____

LAKE COUNTY SHERIFF'S RANGE - SIGN IN SHEET

Date:	Agency:	Range Officer(s):		
	Print Name	Badge #	Weapon Make / Model	Serial #
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