

UNIVERSITY OF TEXAS SYSTEM POLICE ACADEMY REQUEST FOR RANGE USE

Request Date: _____ Event Rangemaster: _____

Contact Person: (must be legible if written) _____

Phone#: _____ Email: _____

Agency: _____ Cell#: _____

Type of Training: _____ Types of weapon(s) _____

Range Safety Officer(s) _____

Date(s): _____ Time: _____ Number of Participants _____

**** Night hours (5p-9p) must be pre-approved by the Academy Commander****

INSTRUCTIONS: REQUESTS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE. IF SIMUNITIONS/LESS THAN LETHAL TRAINING IS DONE, AN ACADEMY APPROVED SAFETY PROTOCOL MUST BE ON FILE WITH THE RANGE **PRIOR TO SHOOTING**. DAMAGED EQUIPMENT OR PROPERTY WILL BE REPAIRED OUT OF SHOOTER'S BUDGET AS PER ODOP SOP 6. A COPY OF SOP 6 WILL BE PROVIDED TO PERSONNEL REQUESTING USE OF THE RANGE. RESERVATIONS ARE SUBJECT TO CANCELLATION.

I understand that I am responsible for the safe operation of the range. I acknowledge that I have been given a copy of the UTSP Range Rules and ODOP SOP 6. **I understand that I am responsible for checking-with Academy staff for a walk through of the range with a UTSP Range Officer prior to training and again upon completion of training.**

The following items will be checked during the walkthrough at the conclusion of training:

All casings / hulls collected (hulls as well steel and aluminum casings go in trash)	Any borrowed equipment returned
All trash/debris/targets deposited in dumpsters	Cardboard removed from target frames (unusable cardboard in trash)
Rubber picked up and replaced into trap	No acoustic panel or other damage
Brass buggy emptied into blue bins	Total rounds fired

email request to: gkoen@utsystem.edu

I have read the above instructions and agree to them.

Signature

Date

Initial Range Inspection by: _____

Final Range Inspection by: _____

Safety Rules

- Treat every gun as if it is loaded.
- Keep the muzzle pointed in a safe direction – down range.
- Never point a firearm at anything you do not wish to destroy. Keep your finger off the trigger until you are on target and ready to shoot.
- Be sure of your target and what's in front and beyond it.

Specific Rules

- Under no circumstances will guns be manipulated in the parking lot of the facility. All loading, unloading and cleaning will be accomplished in areas designated by the Range Officers or Firearms Instructors.
- Check your ammunition – is it the right caliber? Inspect for flaws or defects.
- Do not load until instructed to do so by the Range Officer.
- Listen to instructions given by the Range Officers. Do not anticipate instructions.
- Do not step off the firing line until instructed to do so.
- Eye and double ear protection (SOFT/HARD), billed caps, long pants (unless exemption granted), and closed toed shoes are mandatory for all personnel on the range. Sleeveless shirts are prohibited.
- The use of body armor is strongly encouraged for all personnel on or near the firing line when live fire is in progress.
- UN -holstered firearms shall be unloaded with the action open.
- No food or beverage allowed on the range.
- No alcohol allowed on the range. No illegal drugs allowed on the range or prescription drugs that would impair the ability to respond to audible or visual cues.