SAN DIEGO POLICE DEPARTMENT

FIREARMS TRAINING UNIT
(POLICE PISTOL RANGE)

OPERATIONS MANUAL

Revised April 2026

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MISSION STATEMENT

THE FIREARMS TRAINING UNIT SUPPORTS THE SAN DIEGO POLICE DEPARTMENT'S EFFORT TO PROVIDE PROFESSIONAL, CONTEMPORARY AND COMPREHENSIVE TRAINING IN POLICE TACTICAL FIREARMS THEORY AND METHOD.

TO FULFILL THIS MISSION, THE UNIT WILL ENSURE THAT PERSONNEL RECEIVE TACTICAL FIREARMS TRAINING, WHICH WILL ENABLE THEM TO PERFORM THEIR DUTIES IN A SAFE AND EFFICIENT MANNER. WE WILL IDENTIFY TRAINING DEFICIENCIES AND ADDRESS THESE DEFICIENCIES WITH APPROPRIATE TRAINING PROGRAMS. WE WILL REMAIN ABREAST OF ALL NEW TRAINING CONCEPTS AND CURRENT ISSUES.

WE WILL PROVIDE THE HIGHEST QUALITY TECHNICAL AND HUMAN RELATIONS TRAINING TO ALL DEPARTMENT PERSONNEL. ALL TRAINING WILL REFLECT THE CORE VALUES OF PROFESSIONAL LAW ENFORCEMENT AND WILL BE GROUNDED IN A FUNDAMENTAL RESPECT FOR THE DIGNITY OF ALL PERSONS.

OBJECTIVES

I. Ensure that all Department personnel are in compliance with mandated State and Department training.

II. Provide the highest level of training possible for deadly force encounters through proper gun handling, marksmanship and modern tactics with small arms weapons (primarily the pistol, shotgun including the bean bag shotgun, and short to long range rifles) to all San Diego Police personnel.

III. Maintain a well-organized range facility to maximize training responsibilities for Recruit, In-service and Reserve personnel. The Firearms Training Unit will provide scheduling and administration of range activities to insure full utilization of range facilities.

STAFFING
AND
RESPONSIBILITIES

STAFFING AND RESPONSIBILITIES

One (1) Sergeant/Rangemaster and eight (8) Police Officer II / Firearms Instructors currently staff the Firearms Training Unit. Below are the following duties for each position noted.

RANGEMASTER (SERGEANT) RESPONSIBILITIES

1. Plan, direct and control the daily operations of the San Diego Police Range.

2. Report to the Lieutenant in charge of the San Diego Police Department Training Division on range use, training, fiscal matters, and maintenance.

3. Assume Core Firearms Instructor responsibilities if applicable.

4. Maintain records of all in-service firearms and qualification training conducted by the San Diego Police Training Division.

5. Review all firearms training offered to San Diego Police Officers and Reserves for approval or disapproval.

6. Advise the San Diego Police Department Shooting Review Board regarding technical aspects of firearms and firearms tactical training.

7. Assist in the formulation of Department policy in the use, maintenance of firearms and use of force.

8. Firearms advisor or coordinator where applicable for the Regional Academy and the entire Department's firearms training. Revise academy lesson plans for firearms and ensure consistency within the firearms program and the team of instructors.

9. Evaluate for approval and recommendation for qualified firearms instructors for Academy and In-service training firearms programs.

10. Instruct and monitor classes taught by firearms instructors.

11. Maintain records of all in-service firearms training.

12. Maintain personal contact with outside law enforcement agencies and civilian shooting organizations to keep abreast of the latest in weaponry and firearms training.

13. Attend Rangemaster and Ordnance conferences as needed.

14. Maintain and repair Department firearms as needed to assist identified Department armorers.

15. Test, evaluate and recommend approval or disapproval of firearms, firearms accessories (weapon-mounted lights, optics, etc.), holsters and ammunition for Department use including personal, primary, and back-up / off-duty weapons.

16. Maintain contact with various ordnance supply organizations throughout the country for evaluation and budgeting purposes.

17. Keep Fiscal Management and City Purchasing advised of ordnance needs and supplies.

18. Daily inventory of ammunition, firearms and supplies from the Police property room for conversion to Department use or disposal.

19. Maintain and coordinate daily scheduling of all Range functions, activities, and requests.

20. Inspect all areas of the range for safety purposes and possible maintenance/repair.

21. Conduct weekly HAZMAT inspections, maintain HAZMAT training records and manifests.

22. Investigate and report all incidents of concern that occur at the Police Range.

23. Supervise all employees assigned to the range in the performance of their duties.

24. Plan, develop and conduct year-round daily training/qualification shoots.

25. Coordinate scheduling of Range personnel to accommodate regular sworn as well as reserve personnel in training/qualification shoots.

26. Selection of instructor cadre.

27. Schedule use of Range facilities by outside agencies and groups.

28. Prepare purchasing requisitions and obtain purchase orders for Range equipment and supplies.

29. Prepare missed shoot notices for each command and enter information into Blue Team program.

POLICE OFFICER II/FIREARMS INSTRUCTORS RESPONSIBILITIES

1. Plan, develop and conduct year-round daily training/qualification shoots.

2. Plan, develop and instruct year-round courses such as, but not limited to:
    i. Pistol Mounted Optic Transition Course
    ii. 1911/Glock Transition Course
    iii. AR15 Rifle Courses
    iv. Tactical Bike Classes
    v. Less Lethal / Kinetic Energy Weapons Course
    vi. Agency Specific Training
    vii. Field Training Qualifications
    viii. HR 218 Qualifications
    ix. Advanced Officer Training Mandated Firearms Training

3. Instruct Department Personnel in the use of firearms in a safe and professional manner.

4. Assign dates/times on Success Factors for each quarterly shoot and training courses

5. Maintain records of Department Personnel participating in the training/qualification shoot using the Range Computer Software Program and Success Factors.

6. Assist in planning, directing and controlling daily Range operations.

7. Assist in operation and maintenance of range grounds, buildings, and equipment.

8. Enforce range safety rules; may supervise or lead unskilled or semi-skilled personnel in target construction and range maintenance functions; assists in scheduling use of range facilities; maintains records and prepares reports.

9. Maintain contact with various ordnance supply organizations throughout the country for evaluation and budgeting purposes.

10. Keep Fiscal Management, City Purchasing, and Rangemaster advised of ordnance needs and supplies.

11. Inventory of ammunition, firearms and supplies from the Police property room for conversion to Department use or disposal.

12. Load and unload heavy boxes of ammunition, and other supplies, as much as 50 pounds each, as well as simple housekeeping such as sweeping, cleaning, and mopping of facilities.

13. Packaging and un-packaging of weapons to be shipped.

14. Test, evaluate and recommend approval or disapproval of firearms, firearms accessories (weapon-mounted lights, optics, etc.), holsters and ammunition for Department use including personal, primary, and back-up / off-duty weapons.

15. Repair and maintenance of Department weapons and/or equipment.

16. Provide letters for purchase of Assault Rifles, 10-day waiting period waivers, and ammunition purchase background waiver letters.

17. Perform various tasks as assigned by the Rangemaster.

UNIT RULES
AND
REGULATIONS

UNIT RULES AND REGULATIONS

Work Hours

Work hours of the Firearms Training Unit will be scheduled as needed to achieve range objectives. Officers of the Unit will normally work 4 days a week, 10 hours a day (4/10) plan). Assignments of the shifts in the Unit are as follows;

The Sergeant/Rangemaster works varied hours for adequate supervision of range staff.

Police Officer II/Firearms Instructors will be assigned to the day shift or the night shift. Each shift change, officers may rotate shifts depending upon Department and Police Academy responsibilities at the discretion of the Rangemaster. Officers working the night shift receive Second Watch pay per the MOU. Below are the shift hours and days worked for the Unit:

Day Watch: Tuesday through Friday, 0700hrs to 1700hrs
Night Watch: Monday through Thursday, 1330hrs to 2330hrs

Notification of Sick and Tardiness

I. Officers shall report to work on time at the San Diego Police Range unless dictated otherwise. Officers who are going to be late shall first notify the Rangemaster as of his/her status.

II. Officers who are sick and will not be reporting to work on a specific workday will notify the Rangemaster or appointed designee.

Vacation/Compensatory Time

Annual Vacation

A. Officers requesting annual vacation shall notify the Rangemaster and the officer's request will be placed in the division's annual vacation list.

B. Officers requesting a day off using vacation and/or compensatory time shall notify the Rangemaster.

Uniform

A. Shirts -- Firearms Instructors shall wear a red short sleeve, or long sleeve, polo shirt bearing the Firearms Training Unit emblem on the left breast. Name on right is optional. There will be exceptions where Unit personnel will be a student in a class and/or on a field trip, or other administrative assignment with outside agencies. During these exceptions, an optional Black polo shirt, or T-shirt, bearing the Unit emblem on the left chest is acceptable. This is to ensure our personnel are not mistaken as an instructor in another location or a class.

B. Pants – Firearms Instructors shall wear the 5.11, or similar style, Tactical Pants or Shorts, "Battle Brown" in color, in either cotton or nylon, or similar, in style.

C. Boots – Firearms Instructors shall wear appropriate shoes in black, tan or neutral color, leather or nylon (cloth) design, (military style) in ¾, or full height.

D. Shoes – Firearms Instructors may wear "all terrain", or hiking style, shoes of a neutral color when wearing approved pants or shorts.

E. Hats – Firearms Instructors are approved to wear the following hats:

1. Red Firearms Training unit hat.
2. Black Regional Training Institute hat
3. Tan / Black / Grey "vendor" baseball style hat
4. Boonie style military hat (rim that covers all the way around) in red, tan, multi-cam or black.

INJURIES

I. All personnel assigned to the Firearms Training Unit shall promptly report injuries and if applicable receive medical treatment.

UNIT OPERATING PROCEDURES

STAFF SELECTION PROCESS

SERGEANT/RANGEMASTER

I. Required Qualifications are:

A. Police Sergeant with a minimum of five years of experience on the San Diego Police Department;
B. Non-probationary;
C. Overall rating of "met standards" or higher on all performance evaluations over the last one-year;
D. Commanding Officer recommendation and approval; and
E. Proficient with and knowledgeable of Department approved weapons and ammunition.

II. Desirable Qualifications are:

A. Strong interpersonal skills;
B. Strong administrative skills;
C. Tactical background;
D. Broad knowledge of firearms;
E. Computer skills;
F. Firearms Instructor Certification – POST approved;
G. Factory or POST Armorer Certification
H. Range Safety Officer certification; and
I. Teaching experience.

NOTE: This is not considered an investigative assignment and does not qualify for investigative pay. The Rangemaster position does receive Training Pay. Duties include firearms policy review, development and delivery of lecture and lab instruction, and coordination of range operations.

POLICE OFFICER II/FIREARMS INSTRUCTOR

I. Specific duties include, but are not limited to:

A. Prepare and conduct firearms' training presentations.
B. Prepare and conduct live-fire handgun/shotgun/rifle training.
C. Work daytime and evening hours.
D. Repair, maintain and inventory the Range facilities as well as handguns, shotguns, rifles, and ammunition.
E. Input information into the Range's computer database and Success Factors
F. Applicants must possess the following qualifications to be considered for this position:

1. Police Officer II for three (3) years and be non-probationary
2. Be self-disciplined, and have strong interpersonal and communication skills;

3. Commanding Officer's recommendation and approval;
4. Have demonstrated the ability to work within a "team" environment;
5. Excellent tactical/officer safety knowledge and skills using a handgun, shotgun and patrol rifle;
6. Basic computer skills; and,
7. Firearms Instructor Certification desirable.
8. Rifle Instructor Certification desirable.
9. Academy Instructor Certification desirable.
10. Factory or POST Armorer Certification desirable.

This position works the 4/10 plan, receives training pay and shift differential pay.

EMERGENCY CALLBACKS

In the event call-out criteria is met, the Firearms Training Unit is available for call out. The Rangemaster shall ensure that an up-to-date callback roster is maintained and disseminated to the proper personnel. At least one 'test callback' will be initiated every six (6) months.

In the event of an actual call-out, the Watch Commander will notify the Training Captain of the need for personnel. The Captain will determine which personnel to call back and notify the Rangemaster.

The Rangemaster will provide a callback list to the Watch Commander and the Training Captain of all unit personnel assigned to the range at least once a calendar year. When personnel changes occur, an updated copy will be provided at the time of the change.

UNIT DESIGNATIONS

2460S	Sergeant / Rangemaster
2461	Police Officer II / Firearms Instructor
2462	Police Officer II / Firearms Instructor
2463	Police Officer II / Firearms Instructor
2464	Police Officer II / Firearms Instructor
2465	Police Officer II / Firearms Instructor
2466	Police Officer II / Firearms Instructor
2467	Police Officer II / Firearms Instructor
2468	Police Officer II / Firearms Instructor
2469	Police Officer II / Firearms Instructor

CALL OUT CRITERIA

The Department Rangemaster, or his/her designate, shall be called out for the following:

A. Any emergency or natural disaster occurring on or near the Range Facility.

B. Any instance where the Range offices need to be opened for emergency purposes. The Watch Commander's Office does not possess range office keys and the offices are alarmed.

C. Any instance where ammunition or weapons are needed in an emergency situation.

D. Any emergency situation where the range is to be designated as a staging location or a command post.

E. When any injury occurs requiring immediate attention from a doctor or a hospital.

F. When a call is received regarding escaped rounds from either a residence and/or a business including surrounding businesses.

G. When a call for service is received about loud music or loud party or any type of disturbance coming from the conference room in the range or on range grounds.

H. In case of a fire occurring in or close to the range such as brush fires, building fire, adjacent building fires or brush fire close to range grounds. Fire personnel should be advised ammunition is located in the office building located towards the rear, and inside of the **(Redacted – record exempt)**

I. When on-call for Officer Involved Shootings incident response.

TRAINING FILES

The Firearms Training Unit files shall be kept up to date in the Unit's Range Computer Software located on the Department's LAN computer system. Individual training files are kept on each employee (sworn or civilian) currently employed by the San Diego Police Department that are required to carry a gun in the performance of their duty.

The Unit's Range software program is currently maintained by the Department's Data Services Division. This software is available to Unit personnel working the Range and Internal Affairs. The Rangemaster is responsible for assigning the Range software to personnel. Officers' availability of the software may be given administrative, or read only, rights dependent upon assignment.

Problems accessing this software shall be directed to the Data Services Help Desk for assistance.

MONTHLY PRACTICE AMMUNITION

Every Police Department employee who is authorized to carry a firearm in the course of their duty will be allotted 50 rounds of handgun ammunition per day, up to a total of 100 rounds of ammunition per month, to conduct firearms practice at the San Diego Police Range. Personnel authorized to carry AR-15 rifles in the course of their employment, and currently qualified, will be allotted 60 rounds of rifle practice ammunition per month for use at the San Diego Police Range, SWAT personnel may receive SWAT rifle practice ammunition from Range Staff. Ammunition must be signed for by each individual officer. Additional rounds may be allotted at the discretion of the Rangemaster.

VEHICLES

Several staff vehicles are assigned directly to the Range to provide mission support and transportation for members in the performance of their duties. Specific assignments of vehicles are made at the discretion of the Rangemaster.

(Redacted – record exempt)

SCHEDULING

Department shoots, training, classes and qualifications will be scheduled in direct correlation with shift changes throughout the year. At the beginning of each shift change, training schedules will be posted as they fill on the Department's Success Factors training site. Employees may sign up for a specific class using this computer system. Immediate supervisors will monitor the scheduling of their officers and personally track their attendance for Department Shoots or Qualifications.

When dates and times are posted on Success Factors for Department Shoots and Qualifications, the Rangemaster will create a Department Order within Department guidelines and approval detailing the shoot and specific instructions to employees.

SCHEDULING RANGES FOR OUTSIDE UNITS

Ranges are available for other department units such as SWAT and the Crime Lab. Requests for use of available ranges are at the discretion of the Rangemaster. Outside agencies, military, or civilian groups are not to be scheduled on the Department ranges. Range scheduling shall be posted in the main Unit office. The San Diego Police Range reserves the right to re-schedule or cancel any training should a scheduling conflict arise.

SAN DIEGO POLICE RANGE OPERATIONS

The San Diego Police Department is responsible for the San Diego Police Pistol Range and has the right to deny any person or group (civilian or sworn) the use of Range facilities.

RANGE RULES FOR OUTSIDE LAW ENFORCEMENT AND MILITARY AGENCIES

The San Diego Police Range is an outdoor firing range used for active duty law enforcement firearms training, and individual SDPD officer firearms practice.

The following rules and regulations pertain to use of the range:

1. The San Diego Police Department Rangemaster is responsible for, and is the final authority in all firearms qualifications, training and class related issues at the Police Range.

2. At least one firearms instructor ON THE FIRING LINE shall be certified in first aid and CPR. This instructor will have in his/her immediate possession a copy of his/her current certification prior to conducting any firearms class.

3. The Rangemaster may request copies of all class outline(s) and plans for courses of fire prior to approval of the class. All class syllabi and schedules listing the assigned instructors may be required and approved in advanced.

4. Each firearms session will have at the firing line, a FIRST AID GUNSHOT TRAUMA KIT designed to treat gunshot wounds. This kit will contain but is not limited to:

CAT tourniquet or equivalent	CPR mask
Assorted band aids	Eye Wash
Abdominal Pads (5"x9")	Alcohol Pads
Trauma Dressing (12"x30")	Antibiotic Anointment
Sterile Dressings (4"x4" & 3"x3")	EMT Shears
Hemostatic agents	Chest Seal
Gauze Rolls (3" & 4")	Co-flex
Waterproof Tape (1/2" & 1")	Sani-dex Hand Wipes
Bee Sting Kit	

5. Under no circumstances will steel plate targets or systems be allowed **without express permission from the Rangemaster or his/her designate.**

6. Firearms class participants shall conform to the range rules and restrictions on ammunition and firearms. The San Diego Police Department Rangemaster sets these restrictions forth. The Rangemaster also reserves the right to restrict the use of, or carrying of, certain types of weapons or holsters. **No handgun pouches, shoulder holsters or cross-draw holsters are allowed.**

7. At least ONE firearms instructor must have in his/her possession a cellular phone capable of calling for medical assistance.

8. Instructors and/or participants are prohibited from parking or using any vehicles on the shooting ranges at any time without express permission from the Rangemaster.

9. Firearm lead instructors are responsible for cleaning the range immediately after the conclusion of the class. Lead instructors shall report any equipment damage, however slight, or discrepancies to the Rangemaster by the end of the day following the class. Brass must be removed from the Range but can be left for disposal in the proper brass containers. The Range can provide brass cans for clean-up upon request

10. Outside law enforcement agencies will not be allowed to use any equipment or supplies belonging to the Police Department. Each Department and/or unit will be responsible for providing their own targets, backings, staplers, tape and other equipment or supplies needed.

11. Any range use authorization is subject to change to accommodate Police or SWAT related training programs.

12. Injuries or negligent weapon discharges shall be reported to the Rangemaster **(Deleted – records of security)** or his/her designate at **(Deleted – records of security)**.

13. The Rangemaster or any member of his/her staff have the duty to inspect any firearm, ammunition, or equipment used by any Department or Officer at the range and reserve the right to ban any firearm, ammunition, or equipment for use at the range.

14. There will be NO consumption of alcoholic beverage(s) and/or drugs by any person directly or indirectly involved in the handling of weapons at any time. Any person under the influence or possession of alcohol/drugs or the consumption of alcoholic beverage/drugs while on any firing line will have their privileges revoked for future Range use. If a person is taking, or has taken, prescription drugs that may affect judgement or the ability to safely manipulate firearms, this must be reported to the lead instructor immediately prior to shooting to determine if it is safe for that person to fire a weapon at the range.

15. Sworn, active-duty members of the San Diego Police Department may bring children onto range property to seek information from the Firearms Training Unit staff, but under no circumstances will children under the age of 18 be placed on, or near the firing line. San Diego Police Cadets, members of School Safety Patrol, and other programs traditionally geared toward school-aged children, may access the range and/or firing line only with PRIOR approval from the Rangemaster.

16. Weapons allowed on the range must meet the following qualifications:

    a. Handgun, shotgun, and rifle calibers allowed
    b. No automatic weapons
    c. No belt fed weapons
    d. Must meet range standards
    e. Must be approved by the Rangemaster
    f. Must be approved by the Department

17. Ammunition used on the range must meet the following qualifications:

    - No armor piercing ammunition
    - No steel core ammunition (Green Tip)
    - No frangible ammunition without express permission from the Rangemaster.
    - No reloaded ammunition in Department-owned weapons.
    - Range personnel reserve the right to bar any ammunition deemed to be unsuitable for use at the range.
    - **No "rifle caliber" weapons, i.e.: .223, .243, .30-30, .308, 5.56, 7.62, are permitted at any time on the Rapid-Fire Ranges.**

18. Range safety rules are as follows:

    - Treat every weapon as if it is loaded.
    - Be conscious of where your muzzle is pointed at all times.
    - Keep your finger off the trigger and outside the trigger guard until you have made the decision to shoot.

- Be aware of your target, backstop and beyond.
- All weapons carried onto the range must be holstered, in a gun case, or unloaded and carried in a safe manner.
- Weapons may be handled, checked, adjusted or fired, only at the designated firing line and must always be pointed down range.
- Weapons CANNOT be cleaned at the range per San Diego County HAZMAT. Cleaning equipment is not provided.
- In case of firing or weapon malfunctions, which cannot be corrected by the shooter or instructor, place the weapon in a safe location with the muzzle down range, and contact range personnel at the office for assistance.

19. No tobacco or vapor products may be used in any training area, shooting range, parking lot or buildings on San Diego Police Range property. Tobacco or vapor products may be used on the sidewalk area, outside of the parking lot and away from any buildings.

20. NO loading/unloading firearms in vehicles or the parking lot area.

21. Eye and ear protection is mandatory for all personnel while shooting is in progress, including spectators inside the immediate shooting area.

22. All brass and trash will be cleared from the range following use.

23. No walking on any of the dirt impact or protective berms, or bullet traps, at any time.

24. Every class will adhere to a proper instructor-to-student ratio. The required student/instructor ratio provides for better shooter monitoring, safety on the line and student interaction. The class size is not an issue and this ratio pertains to students actively standing or firing firearms on the firing line. The ratio is:

    - Beginner shooters – 1 instructor per 5 shooters
    - Advanced shooters – 1 instructor per 7 shooters

25. If the Rangemaster or any member of his/her staff observes any unsafe practices by instructors or participants, the Rangemaster or any member of his/her staff may dismiss the offender(s) from the Range facility.

26. If the Rangemaster or any member of his/her staff observes any serious violations which present a threat to the safety of the instructors or participants, Range personnel or the public, the Rangemaster or any member of his/her staff may cancel the training session immediately.

These range rules have been established for your protection, and the protection of others using the facilities.

(Deleted – records of security) ADDENDUM

The Firearms Training Unit **(Deleted – records of security)**.

Hours of operation are Monday through Thursday, 0800-2300, and Friday 0800-1600.

FTU staff may be reached by telephone at **(Deleted – records of security)**.

1. OPERATIONS
    a. To reduce the likelihood of exposure to hazardous airborne and surface particulate matter, FTU has adopted the following guidelines;

        i. No drinks or food on the range.
        ii. Frequent washing of hands and/or use of "D-Lead" cleaning wipes.
        iii. No sweeping of range.
        iv. No cleaning of range past the shooting bays.
        v. Expended shell casings are retrieved with a brass roller. If necessary to remove brass from crevices and corners, staff will wear protective gloves prior to picking up brass.
        vi. Instructors will provide firing instructions from behind the shooting stalls.
        vii. Time spent in front of the stalls will be minimized as much as possible.
        viii. The minimum number of instructors to safely teach a course of fire will be used.
        ix. Instructors will rotate responsibilities for running courses of fire.
        x. Expended brass shell casings and HAZMAT will be placed in pre-identified containers and disposed of by **(Deleted – records of security)** according to established guidelines.
        xi. Range Staff will undergo six-week interval lead testing, or what is recommended by the attending physician.