SAFETY OPERATING PROCEDURES

City of Rupert Outdoor Shooting Complex Operated by Rupert Range Inc

(Registered 501(c)3 non-profit corporation)

Rev. 03/2024

PREAMBLE

The City of Rupert Outdoor Shooting Complex (The Range) is a public facility operated by Rupert Range Inc, a registered 501(c)3 non-profit corporation chartered by the State of Idaho, on January 7, 2021. Rupert Range Inc was formed to continue the efforts of Loren Jackson (to this stated purpose): With a cadre of volunteers to operate a safe environment for area citizens to participate in the shooting sports. Rupert Range Inc. was granted operational management of the range by the City of Rupert, on January 7, 2021. Duties of the Rupert Range Inc., as outlined in the following pages, include providing volunteer Range Safety Officers (RSO’s), the pertinent information facilitating range operational safety. These Safety Operating Procedures (SOP’s) are established to assure safety thru clear and concise rules for recreational and competitive shooting, as well as consistent range operations.

# CHAPTER 1

## CURRENT RSO MINIMUM REQUIREMENTS

RSO’s are the backbone of Rupert Range Inc. RSO’s are ambassadors to the shooting public of Rupert Range Inc., to the City of Rupert, and as such shall adhere to these (SOP’s):

Qualified Range Safety Officers:

1. To ensure the RSO possess basic firearms handling and operating skills, each RSO must maintain a current State of Idaho EnhancedConcealed Weapons License or be an active public law enforcement officer. The license expiration date is to be provide to the Secretary or badge number. Current Concealed Weapons Licenses will be honored. Upon expiration of a basic Concealed Weapons License, it will need to be upgraded to an Enhanced Concealed Weapons License within 90 days of expiration.
2. Qualified RSO’s will maintain CPR, AED, and First Aid Training. This can be accomplished at the annual RSO training (free of charge) or by providing a current certification card.
3. RSO’s are encouraged to attend the annual live RSO training. If unable to attend the live annual training, they will be accompanied, on their first shift, by a RR Inc. Board Member. At that time, they will be required to read the current SOP’s and sign acknowledgment thereof.
4. RSO’s must be knowledgeable of and be guided by these SOP’s when performing their duties.

1. RSO’s are encouraged to seek out firearms training from recognized organizations such as the National Rifle Association, National Shooting Sports Assn., USCCA, and other sport and competition organizations.

1. RSO’s will attend training sessions as required by the Rupert Range Inc Board of Directors.

1. One RSO will be assigned to supervise the range any time it is open to the public.

1. RSO’s will; serve three hours per assigned day; at all times must be identifiable by wearing an orange vest and/or an orange hat, and use required eye and hearing protection.

1. The assigned RSO oversees the range during their shift. Any unassigned RSO may volunteer to assist the on-duty RSO, but in doing so, must wear a RSO hat and / or vest to be identifiable to the public and use required eye and hearing protection.

Qualified Range Safety Officers to be in Good Standing:

1. Meet all above minimum requirements and;
2. QualifiedRSO’s must serve a minimum of 12 hours per calendar year1.
3. This minimum includes all shifts, training, workdays, and special events.
4. Board meetings are not included in the yearly total hours.
5. Good standing conveys RSO voting rights and uninterrupted, non- public access to the range.
6. Prior season Qualified RSO’s in Good Standing, and have met the current year qualifications, will receive the right to the range code at the beginning of the season.

1 Qualified RSO’s may lapse in good standing for 2 years. After the 2nd year of lapse, the individual will be required to apply as a new RSO.

NEW RSO REQUIREMENTS

1. Complete a written application. Applications can be found on the RR Inc. web page and are available from any RR Inc. Board Member.
2. Return the completed application to shoot@rupertrange.com or any RR Inc. Board Member.
3. Complete the interview process. New RSO candidate interviews will be conducted by a minimum of 3 Board Members.
4. New RSO candidates will be required to mentor with a Board Member. This mentorship will consist of: a minimum of four, 3 hour shifts, with a minimum of two each of an opening of the range and a closing of the range. These requirements will total a minimum of 12, (with at least 2 different Board Member), supervised hours.
5. The new RSO candidate will download and print the range SOP’s and Emergency Action Plan from the Rupert Range Inc. webpage. The candidates will be required to bring these documents to their mentorship shifts. The mentoring RSO will go over the documents with the candidate. The RSO candidate will sign the SOP’s during their mentorship.
6. RSO candidates will not become a fully qualified Rupert Range Inc. RSO until all the above requirements have been achieved and the Rupert Range Inc. Board of Directors confirm the qualification.

QUALIFIED RSO RULES/SOP VIOLATIONS

RSO’s

Failure to follow and enforce safety rules and procedures on the range will result in the following corrective actions and/or immediate termination:

1. All safety violations will be reported to the Rupert Range Inc. Board of Directors.
2. All Qualified RSO’s have the authority to issue safety rule violation warnings and state trespass of any member of the public or patrons on notice of the safety violation.
3. First safety violation will result in a verbal warning.
4. Second safety violation will result in a written warning. The written warning will come from the Board of Directors after notification of 2 verbal warnings.
5. A written warning may result in a possible mentorship for the offender to correct the issue.
6. Third safety violation warning will result in a written warning and/or termination, and the loss of range privileges, to include, but not limited to: personal access to the range, loss of RSO drawing hours, loss of voting privileges, loss of RSO qualification.
7. Violators may re-gain qualified RSO status, at the discretion of the Board of Directors, by a mentorship program. Mentorship requirement will be decided by the Board of Directors.

Patrons/Public

1. All safety violations will be reported to the Rupert Range Inc. Board of Directors.
2. All Qualified RSO’s have the authority to issue safety rule violation warnings and/or trespass upon a safety violation upon any member of the public or patrons.
3. The First safety violation will result in a verbal warning. The RSO issuing the warning will document the violation and post it in the RSO room at the Range and report it to the Board of Directors.
4. A Second safety violation (within the year), they will be asked to leave the range. That offense will be documented and reported. The Board of Directors can then decide to issue a range use ban to the individual.

# CHAPTER 2

## RANGE OPERATION / RSO DUTIES / SCHEDULED DAYS

The following operating procedure provides instructions for normal spring to fall, weekend, standard hour public use. These instructions will be used to prepare for general range use and secure the facility.

1. Seasonal Opening and Closing Dates of the Range will be determined by the Rupert Range, Inc. Board of Directors. The decision shall be determined by weather, entrance road conditions, and/or range conditions. The RR Inc. web page will be updated when the Board determines the dates.

**2. Range Opening**:

1. Upon arrival at Meridian and 500 N, raise south side OPEN sign.
2. Retrieve flag from ammo box attached to post and close box.
3. Hoist red flag.
4. Call Minidoka County Dispatch at 208-434-2320 and inform range is open.
5. Open and secure both entrance gates.
6. Open the range room on south end of Training Center (Freedom Hall).
7. Hang keys on hook by checklist.
8. A walk-through safety inspection of the range will be completed prior to patron use.

Any unsafe condition shall be reported to a Rupert Range Board Member (208-831-1255).

Any area deemed hazardous by the RSO shall be cordoned off until such hazard is cleared.

1. Hoist American Flag.
2. Hoist Red Flag.
3. Complete RSO check list.
4. Damaged items in need of repair, or replacement supplies are to be annotated on Range Maintenance clipboard hanging over RSO checklist.

3. **Range Closure:**

1. Remove all targets from target stands. Gently laydown movable stands.
2. Police the area for trash, empty trash cans into dumpster. When Dumpsters become full, contact a Rupert Range Board Member (208 831-1255).
3. Secure range equipment, staplers, spotting scopes, tools, etc.
4. Lower red and American flags, properly fold and secure.
5. Secure the range room.
6. Close and lock gates.
7. Call Minidoka Dispatch and inform range is closed.
8. Take down the red flag and place it in ammo box.
9. Lower the OPEN sign.

## RANGE OPERATION / RSO DUTIES / SPECIAL USE

The range may be opened during non-standard hours by special use request for range patrons or for an outside (family, church, educational, etc.) group of **1 to 6**persons. RSO’s will be called upon to open the range. The range may also be opened by an RSO for their own use. The following procedures apply in those circumstances:

1. Range Special Use Qualifications:
	1. Required to be a Qualified RSO in good standing.
	2. Qualified RSO’s my take immediate family to the range without submitting the required Range Use Form. RSO must log into the RSO Book and family participants sign in on the public sign in sheet.
	3. A Range Use Form will be filled out for any group that is not immediate family. All group members must be listed on the Range Use Form. RSO must log into the RSO Book.
	4. RSO’s must maintain a 1:6 (RSO to participant) ratio during any special use.
2. **Range Special Use:**
3. After opening the range gates, raise the red gate flag. The gate flag’s purpose is to give notice to Rupert city personnel (working on and around the ponds behind the range).
4. Minidoka Dispatch will be notified before opening and closing the range.
5. If the pond gate is open, the RSO will contact Rupert city personnel at (208) 431-8031 and notify that the range is going hot.
6. The range may be opened for a group (1 to 6persons) by one RSO. Such requests do not need board approval; however, an RSO is required to open the range, provide safety supervision, and close the range. The RSO standby group will be used to open the range, if more than 6 persons, for assistance contact QM.

CHAPTER 3

PROVIDED / LOANED EQUIPMENT

1. Safety Equipment – Eye protection and earmuffs are loaned and required.

Soft plugs are given to shooters and spectators as needed.

1. Shooting Equipment – Spotting scopes, staple guns, and sandbags are loaned to shooters as needed.
2. Gunsmithing tools and brass rods are loaned to shooters as needed.
3. Paper targets are provided for a voluntary donation. Money is to be placed in donation boxes by the shooter.

#  CHAPTER 4

# SAFETY PLAN

Three basic safety rules are followed during all range operations. Always keep any gun pointed in a safe direction. Always keep the gun unloaded until ready to shoot. Always keep your finger off the trigger until you are ready to shoot.

## GENERAL SAFETY RULES

1. Know how the gun operates.
2. Be sure guns and ammunition are compatible.
3. Wear eye and ear protection.
4. Always keep muzzle pointed in a safe direction.
5. Keep the action open and gun unloaded until ready to use.
6. Be sure of the target and what is beyond.
7. Keep your finger off the trigger, and outside the trigger guard.
8. Do not mix alcohol and drugs with shooting activities.
9. Assume that all guns are loaded!

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#  Chapter 5

## RANGE SPECIFIC SAFETY RULES

The Range is a Cold Range. This means no loaded guns are permitted away from firing lines. There is signage throughout the range to this effect. This cold range policy is normal for a supervised gun range. It enhances safety by greatly reducing accidental discharge probability and accidental discharge causing injury. The ONLY persons allowed to carry a loaded weapon off the firing lines are on-duty

RSO’s, off-duty RSO’s wearing identifying clothing, (i.e., hat and/or vest), and Law Enforcement personnel.

1. Each range patron should, whenever possible, be greeted by an RSO and asked to sign the visitors log located at range 2 shelter. If needed any questions can be answered, targets and needed equipment can be issued during this time.

1. Uncased guns in transit from vehicles to shooting ranges are to be unloaded, and out of battery. Visitors not in compliance will be reminded of the rule.

1. Magazines/clips may be charged/loaded behind the firing lines at the various ranges but cannot be inserted into a gun until the shooter is at the firing line.

1. Only paper targets are allowed. The use of exploding targets is not permitted.

1. Shooters may only shoot from the firing line, and only at the target in line with their position.

1. To minimize stray rounds, the following is prohibited; a) Shooting at items placed on the ground.
2. Shooting at targets not posted to frames.
3. Shooting at steel gong frames and moving target supports.

1. Range 1- Steel Range shooters will determine their distance to targets. This distance shall not exceed berm length.
2. Range 2 has 6 different firing lines. They are 3, 5, 7, 15, 25, and 50 yards. At all times, shooters will fire from the same distance. Shooters are encouraged to use the barrel tables for loading.
3. Range 3 and Range 4 have only one firing line each. All shooters will always fire from those line.

1. RSO’s should maintain visual contact with shooters. If needed, contact QM (208) 831-1255 for assistance.

1. COLD RANGE will be declared by RSO and/or shooters to coordinate down range movement for target posting, scoring, and removal.

1. During COLD RANGE,
2. All guns will be unloaded, open, and grounded.
3. No gun handling when any person is down range.
4. No one allowed on the firing line during cold range.

1. When HOT RANGE is declared, safe gun handling may resume.

1. **Under no circumstances are any shooters / bystanders permitted beyond firing lines during declared or accidental hot range.**

**If this occurs, immediately shout - CEASE FIRE / CEASE FIRE – immediately initiate cold range procedures.**

1. Shooters often need to make adjustments to their equipment. RSO’s are encouraged to ensure this is accomplished in a safe manner.

1. Particular attention must be given to muzzle control at this time.

1. RSO’s may not handle a shooter’s gun or property without shooter permission.

1. If asked, RSO’s should first instruct the shooter on how to make an adjustment.

1. Jams and misfires, if possible, must be cleared on the firing line. If unable to clear, the gun is to be safely transported to the clearing area. (Table at entrance to Range 1).

1. Any person who cannot or will not observe all the safety rules will be corrected, and if necessary, asked to leave the range.

1. Uncooperative persons will be reported to law enforcement (Minidoka Dispatch) immediately.

#  CHAPTER 6

## HYGIENE

The following rules and procedures are implemented to complement general and specific safety rules and enhance health and safety of all range personnel and patrons:

1. Alcoholic beverages are strictly prohibited on the range.

1. The use of any drug which can affect the dexterity of a person is strictly prohibited.

1. Any person who appears to be under the influence of alcohol or drugs will be expelled from the range.

1. Eating, drinking, or any activity requiring hand to mouth contact will not be tolerated on the firing line.

1. Hand sanitizers will be provided for shooter use at each enclosure.

1. At any range activity, match, or meeting, where food is served, a cold-water wash station will be provided.

CHAPTER 7

RANGES

Range 1 – The Steel Range is limited to non-magnum handguns. Firearms with AR, carbines or similar actions are not allowed. Safe firing lines are to be designated by the shooters present.

Range 2 – The 50-yard Square Range is a designated pistol range, with various firing lines from 3 yards to 25 yards. Rim Fire rifles may also be used on this range.

Range 3 – The 65-yard Multi-Purpose Range is available for all rifle and pistol calibers. Target Stands may be set at any distance from 15 to 65 yards.

Range 4 – 100-yards is the standard distance for the Rifle Range. Allowable guns and distances may be altered for organized shoots and competitions.

Range 5 – Shotgun Range – Clay targets

Safety and operational considerations negate the use of outside throwers. If the shotgun range thrower breaks down, provide a refund for unused targets.

Operating the Easy Bird Auto Trap Thrower:

1. Unlock and open the storage shed and move the thrower to operational position.
2. Connect a charged battery to the thrower.
3. Connect spare battery to charger, plug charger into outlet.
4. Load up to 25 clay targets into each column.
5. Unwind foot release switch and place it on one of the shooting stands.
6. The thrower center switch powers the up and down movement of platter.
7. The right switch powers the thrower arm. Pressing down will unload the spring and release the throwing arm. WARNING - do not stand near the front of the thrower.
8. After the thrower is loaded and connected either an RSO or a shooter may operate the thrower by holding down foot switch.
9. Cost of use is $5.00 per 25 clays, or $10 for a box of clays. Do not charge for broken birds. (Don’t stand there and count the clays.)

Range 6 – Youth Range – This range is not open to the public. It will be for organized youth groups shooting small caliber firearms.

# CHAPTER 8

# EXTERNAL ORGANIZATION USE

From time to time, various organizations or groups may desire to reserve the range for training, competition, or recreational shooting. This could be family groups, church groups, shooting clubs, or various persons wishing to use the range for charitable fund raising. As the Rupert Outdoor Shooting Complex is a public range, and Rupert Range Inc is the operating entity, Rupert Range Inc will facilitate such activities.

1. Each Rupert Range Inc board member is empowered to facilitate such activities. Upon initial contact by a requester, the board member will provide a copy of the Range Use Request Form to the requesting organization.
2. Any of the five separate ranges (Range 1 – steel handgun, Range 2 – pistol, Range 3 – 65-yard, Range 4 – 100-yard rifle, or Range 5 – shotgun) may be reserved.
3. If the event occurs during normal operating hours, any non-reserved portion of the range may be used by the public.
4. Upon receipt of the Range Use Contract, scheduling and manning considerations will be addressed. Dates, Times, and Ranges requested will be entered on the calendar.
5. Organizations or groups are encouraged, but not required, to schedule such private activities on weekday mornings, afternoons, or weekend mornings, so as to minimize interference with range use by the general public.
6. A minimum of two experienced RSO’s will be scheduled to assist in coordination / planning of the shooting event, but primarily to assure the safe use of the range. There are often RSO’s in such groups, if not, the board member who received the request will solicit the RSO standby group for volunteers.
7. Normal fees for clay targets and donation policies for paper targets apply for these events.
8. A group may provide their own paper targets. Such targets must comply with established range rules.
9. Freedom Hall may be used by outside groups for meetings, training, etc. a) A $10 utility fee is charged for each use of Freedom Hall.
10. A $100 fee is charged for a full day of commercial use.
11. A $50 fee is charged for a half day of commercial use.
12. No fee is charged for the use of Freedom Hall by non-profit groups, Law Enforcement or Idaho Dept of Fish and Game.