

# UNIVERSITY OF TEXAS SYSTEM POLICE ACADEMY RANGE USE FORM

DP-9

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 \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Rangemaster*

\*\* Range Hours (8 am-9 pm) \*\*

**INSTRUCTIONS:** This form must be submitted for approval two weeks prior to use of range. **AN ACADEMY RANGE SAFETY BRIEF MUST BE CONDUCTED AND SIGNED BY ALL PERSONNEL PRIOR TO SHOOTING/TRAINING.** Damaged equipment or property will be repaired out of the shooter's budget per MOU. A copy of MOU, safety brief, and range rules will be provided in the range operations binder to authorized 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 conducting a walk through of the range 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 approximately

email to: [rderohn@utsystem.edu](mailto:rderohn@utsystem.edu) for approval. This form placed in range operations binder after completion of training.

I have read the above instructions and agree to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Initial Range Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Range Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

**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.
- No alcohol allowed on the range. No illegal drugs allowed on the range. Prescription drugs that would impair the ability to respond to audible or visual cues are also prohibited.