

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**USE OF TRAINING FACILITY**  
**SUBJECT**

**DATE:** January 17, 2006

**NO:** A-13

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX :** **USE OF TRAINING FACILITY**  
**RANGE, POLICE TRAINING FACILITY**  
**USE OF POLICE RANGE**  
**OUTSIDE AGENCIES, USE OF RANGE**

**I. POLICY**

- A. It is the intent of the Stockton Police Department to ensure the safety of all persons while at the Stockton Police Department Training Facility/Police Range, 3040 Navy Drive.
- B. Normal business hours are 7a.m. to 4p.m. Monday through Friday.
- C. The Training Facility is for the specific use of Stockton Police Department personnel and other agencies, who have received prior permission for its use.
- D. Personnel are not authorized to bring any guest, including minor children to the Training Facility without first obtaining permission from the Range Master.
- E. Retired Officers must obtain permission from the Range Master prior to using the Training Facility.
- F. The Stockton Police Department Range Master is responsible for and has the authority to ensure all training at the Training Facility is conducted in a safe manner. Upon notification from the Range Master that a training activity is unsafe, those persons involved in or responsible for that training activity will immediately cease the exercise.

**II. PROCEDURE**

- A. Stockton Police Department personnel shall obtain permission to use the Training Facility from the Range Master or Lieutenant of the Personnel and Training Section.
- B. Stockton Police Department sworn personnel may use the Training Facility during normal business hours for quarterly qualifications and firearms training, after obtaining permission from the Range Master.
- C. All personnel with permission to use the Training Facility after hours will sign out the key from the Watch Commander. When the Training Facility is secured, the key will be returned to the Watch Commander.
- D. Outside agencies requesting use of the Training Facility will make an advance written request to the lieutenant of the Personnel and Training Section. The request will include the following:
  - 1. The specific training event detailed in a syllabus or course outline.
  - 2. The name of the lead instructor and assistant instructor.
  - 3. The name and telephone number of the instructor's supervisor.
  - 4. The approximate number of students being trained.
- E. Outside agencies with permission to use the Training Facility after normal business hours must obtain the key from the Watch Commander. The sign-out sheet will be signed by the lead

instructor, and the Watch Commander will be advised of the specific type of training to be conducted. The Watch Commander will be advised when the training has concluded, and the key will be returned to the Watch Commander, when the Training Facility is secured. Obtaining the key from the Watch Commander is mandatory, including instances where a full-time or part-time Stockton Police Department employee is acting in the capacity of a San Joaquin Delta College instructor.

1. In the event of a significant incident/accident or injury occurring at the Training Facility, the lead instructor will immediately notify the Watch Commander.
  2. Any restrictions imposed by the Stockton Police Department will be strictly adhered to.
- F. Personnel using the Training Facility are responsible for assuring that they pick up all of their expended cartridge cases and return portable targets to their designated location.
- G. Any damage made to the Training Facility or Training Facility equipment must be reported to the Range Master. If after hours, report any damage to the on duty Watch Commander.