

MAUI COUNTY POLICE DEPARTMENT  
**GENERAL ORDERS**  
**CHAPTER 304**  
**FACILITIES AND EQUIPMENT**

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**SHOOTING RANGE**  
**G.O. 304.6**

I. PURPOSE

To establish a policy governing the use and operation of the Maui Police Department's shooting range at Ukumehame (Ke Kani O Ka Pu) and the Wailuku Police Headquarters indoor range.

II. POLICY

One of the basic functions of any police department is the protection of life and property. Unfortunately, during the course of law enforcement duties it may become necessary to resort to the use of firearms to accomplish this basic goal. Therefore, it is the policy of the Maui Police Department that all sworn personnel remain highly trained and proficient in the use of firearms. The use of the firing range at Ukumehame and the Wailuku Police Headquarters indoor range shall assist the Maui Police Department in adhering to this stated policy.

III. DEFINITIONS

**COACH:** An individual who stands behind and assists a shooter. Coaches are designated by the Range Officer.

**FIREARMS INSTRUCTOR:** An individual certified as a firearms instructor by either the National Rifle Association or the Federal Bureau of Investigations or the Federal Law Enforcement Training Center.

**RANGE OFFICER:** A firearms instructor in charge of the firing range for a particular shooting session. When two or more range officers are at the range, the senior of the two as a firearms instructor shall be designated as the Range Officer.

IV. ACCESS CONTROL AND USE

A. Designated personnel of the Plans, Training, Research and Development Section shall be responsible for maintaining a calendar of scheduled training sessions and the dates officers may use the range.

B. Keys to the range will be provided to qualified firearms instructors, based upon the availability of the facility.

1. The Plans, Training, Research and Development Section shall maintain a key control ledger for those authorized to use the facility.

2. Keys must be signed for by firearms instructors.

**G.O. 304.6**  
**SHOOTING RANGE**

- C. Officers are encouraged to use the range for off-duty practice, however, they must arrange for an off-duty firearms instructor to be present.
  - 1. At least two officers must be present at all times when the range is in use, one of which must be a firearms instructor.

**V. PROCEDURES**

- A. The range will be used for firearms qualifications, recruit training, Special Response Team training, and any other Department sanctioned event.
- B. The range will be available for use 24 hours a day, provided a qualified firearms instructor is physically present. Firing will be allowed only under the direct supervision of a firearms instructor.
- C. Shooting will be on a first come, first serve basis, except for scheduled periods for particular groups or individuals. Appointments shall be made with the Plans, Training, Research and Development Section for reserved shooting times.
- D. Firearms which are prohibited by the Hawaii Revised Statutes shall not be allowed on the range.
  - 1. Exception: Prohibited firearms to be tested, evaluated, or used for training by police department personnel only.
- E. Except as authorized by the Chief of Police or his designated representative, the use of the range shall be limited to members of the Department.
- F. The Range Officer shall be solely responsible for all range equipment and for the conduct of all persons utilizing the range. For the purpose of carrying out these responsibilities the Range Officer shall be in command of all personnel utilizing the range regardless of rank.

**VI. SAFETY RULES**

The following safety rules shall be adhered to by all personnel utilizing the range.

- A. All weapons shall be unloaded prior to entering the range. All unholstered or uncased weapons will be carried with the action or cylinder open and the chambers empty.
- B. Ear and eye protective equipment shall be worn by all personnel within the area of the firing line.
- C. Officers entering the range facility shall remain in the waiting area only. When reasonable and safe, the officer shall notify the Range Officer of his or her presence. Similarly, officers shall advise the Range Officer when leaving the range.
- D. Waiting shooters shall remain in the waiting area and shall not enter the firing area unless directed by the Range Officer.

G.O. 304.6  
SHOOTING RANGE

- E. Except when assigned as a "coach", persons shall not speak to or otherwise distract anyone on the firing line. Persons not firing or "coaching" shall remain in the waiting area.
- F. Shooters are not allowed on the firing line unless assigned a lane by the Range Officer.
- G. Weapons will be pointed down range when at the firing line.
- H. Shooters shall fire only at their assigned target and lane.
- I. Range commands shall be given by the Range Officer or a qualified assistant. A cease fire may be given by any person when an unsafe condition is observed. Upon hearing the command "cease fire", shooters shall immediately stop shooting, make their own weapon safe and, in the case of a handgun, holster. Shotguns are to have the slide open and held in a safe position.
- J. Activities not directly related to firearms instructions or course firing (including the cleaning of weapons) are prohibited within the area of the firing line. The cleaning of weapons shall be restricted to the designated firearms cleaning area located in the waiting area.
- K. Persons shall not move from their positions on the firing line unless instructed to do so. In addition, when officers have finished a course of fire they shall not leave their designated shooting bay until all firing has ceased and they have been instructed to leave.
- L. Weapons will not be loaded or unloaded until the command to do so is given by the Range Officer.
- M. In case of misfires or malfunctions, weapons shall be pointed down range until the malfunction is cleared by the shooter and await further instructions from the firearms instructor.
- N. Shooters firing courses or selected programs shall remain at their firing station and remain silent until the last shooter has completed the course of fire.
- O. Dry firing is permitted on the firing line only when cleared to do so by a firearms instructor.

VII. GENERAL RANGE OPERATION

- A. The firing range shall be kept clean at all times. The Range Officer shall ensure that rubbish and shell casings are placed in proper receptacles.
- B. The Range Officer is responsible for recovering all equipment, (ear, eye, and cleaning), at the end of the firing session. The equipment shall be returned to its normal storage location.
  - 1. In the event that any equipment, or any portion of the firing range is lost or damaged, the Range Officer shall submit a written report to the Plans,

**G.O. 304.6**  
**SHOOTING RANGE**

**Training, Research and Development Section by the end of the next working day.**

- C. Firearms and ammunition shall not be stored within the facility.**
- D. It is recommended that shooters thoroughly wash their hands as soon after firing as practicable.**

**VIII. AMMUNITION CONTROL**

- A. Shooters bringing their own ammunition shall inform the Range Officer prior to entering the firing area. The Range Officer shall check the ammunition to insure the serviceability of the rounds.**

  
**THOMAS M. PHILLIPS**  
**Chief of Police**