

**RESOLUTION NO. 2024-186**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR USE OF THE OCEAN COUNTY SHERIFF'S LAW ENFORCEMENT TRAINING FACILITY FOR FIREARMS TRAINING AND QUALIFICATION BY POLICE DEPARTMENT EMPLOYEES OF THE TOWNSHIP OF LITTLE EGG HARBOR**

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1 et seq., local units may enter into agreements for shared services with other local units to provide or receive any service that the local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

**WHEREAS**, each local unit authorized to enter into an agreement under the Shared Services and Consolidation Act may do so by the adoption of a resolution; and

**WHEREAS**, the County of Ocean, through its Department of Law and Public Safety Department (also known as the "Sheriff's Department") operates a Law Enforcement Training Facility, which it uses for firearms training and qualification by various law enforcement agencies within the County; and

**WHEREAS**, the Township of Little Egg Harbor desires to utilize said training and qualification facility; and

**WHEREAS**, the Township of Little Egg Harbor desires to enter into a formal Memorandum of Understanding with the County of Ocean to set forth the terms and conditions for use of said facility.

**r|m|sh|c**

Rothstein, Mandell, Strohm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

98 East Water Street  
Toms River, NJ 08753

o: 732.363.0777  
f: 732.905.6555

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the governing body does hereby authorize the execution of a Shared Services Agreement with the County of Ocean, attached hereto as Schedule A, in a form acceptable to the Township Attorney, for the purpose of setting the terms and conditions regarding the use of the Ocean County Sheriff's Law Enforcement Training Facility for firearms training and qualification for police.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the Shared Services Agreement, and any other documents necessary to effectuate the terms of this resolution.

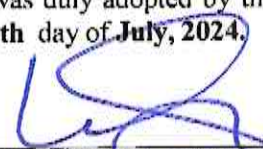
3. That the term of the agreement shall be for one (1) year, commencing retroactively on June 1, 2024 and terminating on May 31, 2025.

4. That a copy of the agreement referenced herein shall be kept on file and made available for public inspection at the Township Clerk's Office during normal business hours.

5. That a certified copy of this resolution, together with a copy of the partially-executed agreement, shall be forwarded to the County of Ocean, Little Egg Harbor Chief of Police James Hawkins, and Little Egg Harbor Township Administrator Rodney Haines.

**CERTIFICATION**

I, **KELLY LETTERA, CMC, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the **11th** day of **July, 2024**.

  
\_\_\_\_\_  
**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

**r|m|sh|c**

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Halm & Cipriani, P.A.  
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**MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF OCEAN AND  
Little Egg Harbor Twp FOR UTILIZATION OF THE OCEAN COUNTY SHERIFF'S  
LAW ENFORCEMENT TRAINING FACILITY FOR FIREARMS TRAINING AND  
QUALIFICATION BY POLICE DEPARTMENT EMPLOYEES OF  
Little Egg Harbor Township**

WHEREAS, the County of Ocean ("Ocean County") through its Department of Law and Public Safety (Sheriff's Department) operates a Law Enforcement Training Facility, which is utilized for firearms training and qualification by various law enforcement agencies within Ocean County; and

WHEREAS, the facility operates under a fee schedule and under Rules and Regulations approved by the Ocean County Board of Commissioners; and

WHEREAS, the Little Egg Harbor Police Department is currently in need of a training and qualification facility; and

WHEREAS, Ocean County is willing to extend use privileges of its Firearms Training Facility to Little Egg Harbor Twp (Municipality) for its Police Department active personnel only; and

WHEREAS, Ocean County and Little Egg Harbor Township wish to enter into a formal Memorandum of Understanding to set forth the terms and conditions for the use of the Firearms Training Facility.

NOW, THEREFORE, Ocean County and Little Egg Harbor Township agree as follows:

1. **Term of Agreement.** This agreement shall be effective from June 1, 2024 to May 31, 2025. Ocean County and Little Egg Harbor Twp agree that the terms of this agreement may be renewed automatically for additional one-year term(s).
2. **Usage of Firearms Training Facility.** Little Egg Harbor Township Police Department personnel shall be permitted to use the "Ocean County Sheriff's Law Enforcement Training Facility" for firearms and qualification. Usage shall be in accordance any fee schedule applicable and shall be used during normal business hours; subject to availability.
3. **Compliance with Rules and Regulations.** Users of the facility from Little Egg Harbor Police Department agree to comply fully with the rules and regulation of the Ocean County Firearms Training Facility and agree to furnish a copy of the Rules and Regulations to all of their law enforcement personnel. A copy of the Rules and Regulations are annexed hereto and made a part hereof as **Exhibit A**. Each facility shall sign an individual statement indicating that they have read, are familiar with, and agree to abide by the rules and regulations while utilizing the facility.

4. **Supervision and Direction of Activities.** All firearms training and qualification of Little Egg Harbor Police Department law enforcement personnel shall be undertaken under the supervision of a fully licensed and certified firearms instructor from Little Egg Harbor Police Department. Little Egg Harbor (Municipality) agrees that all firearms training and qualification activities will be undertaken at the behest of and under the supervision of Little Egg Harbor Township. It is agreed that other than providing the facility, Ocean County is not involved with, nor exercises any control over the subject activities which shall be the sole responsibility of the Little Egg Harbor Twp. (Municipality) and its Police Department.

5. **Indemnification and Hold Harmless.** Little Egg Harbor Township (Municipality), its elected officials, appointed officials, and its law enforcement personnel who utilize the facility, agree as a condition for such use, to indemnify, defend and hold harmless the County of Ocean, its officials, agents, servants and employees from any and claims of any type, including but not limited to claims for death, bodily injury and/or property damage which may arise in whole or in part from the activities of Little Egg Harbor Township law enforcement personnel while utilizing the Firearms Training Facility.

6. **Insurance Coverage.** As a condition for utilizing the pistol range facility, Little Egg Harbor Twp (Municipality) shall furnish a Certificate of Insurance naming County of Ocean as an additional insured. The Certificate shall cover all individuals using the Law Enforcement Training Facility with Little Egg Harbor (Municipality) Police Department. The Certificates of Insurance shall verify insurance coverages in the following areas and in the following amounts:

General Liability	\$3,000,000/\$5,000,000
Auto Liability	\$1,000,000 combined single limit
Umbrella/Excess	\$5,000,000
Workers' Comp & Employers Liability	Statutory as to Workers' Comp
Employers' Liability	\$5,000,000

A copy of the Certificate shall be subject to review and approval by Ocean County Counsel and/or the Ocean County Risk Management.

7. **Termination.** Ocean County reserves the right to terminate this agreement upon thirty (30) days written notice to Little Egg Harbor Township (Municipality) in the event of there being any documented violation of the Ocean County Sheriff's Law Enforcement Training Facility's rules and regulations or for other good cause. Failure of the Municipality to provide annual required current Certificate of Insurance naming Ocean County as an additional Insured, shall be considered good cause for termination.



8. **Severability.** Should any portion of this Memorandum of Understanding be declared invalid or unenforceable by a Court of competent jurisdiction, the declaration of invalidity shall not affect the remaining portions of this agreement which will continue in full force and effect.

9. **Modification.** This Memorandum of Understanding constitutes the complete and entire agreement between Ocean County and Little Egg Harbor Township (Municipality) and the provisions herein shall not be added to, deleted from or modified in any way unless the modification or change is in writing and executed by the duly authorized representatives of both parties.

10. **Ratification.** This Memorandum of Understanding is subject to ratification by the Ocean County Board of Commissioners and the Little Egg Harbor Township (Municipality).

ATTEST:

OCEAN COUNTY BOARD OF  
COMMISSIONERS

By: \_\_\_\_\_  
MICHELLE GUNTHER,  
CLERK OF THE BOARD

By: \_\_\_\_\_  
BARBARA JO CREA, DIRECTOR

ATTEST:

Little Egg Harbor Twp.  
\_\_\_\_\_  
(MUNICIPALITY)

By: \_\_\_\_\_  
MUNICIPAL CLERK

By: \_\_\_\_\_  
MAYOR

ACKNOWLEDGED

By: \_\_\_\_\_

By: \_\_\_\_\_  
CHIEF OF POLICE



**OCEAN COUNTY FIREARMS  
TRAINING FACILITY**

**1535 ROUTE 539  
LITTLE EGG HARBOR, NJ 08087**

**STANDARD OPERATING  
PROCEDURES OCEAN COUNTY  
FIREARMS TRAINING FACILITY  
1535 Route 539 Little Egg Harbor, NJ 08087**

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## **Chapter 1 History, Mission and Purpose**

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### **History**

The County of Ocean has struggled over many decades to establish a Firearms Training Facility that sworn personnel could utilize for various mandated training requirements. The Ocean County Board of Commissioners also recognized this increasing demand in training requirements mandated by the New Jersey Attorney General, New Jersey Division of Criminal Justice, Police Training Commission and Law Enforcement Agencies.

In December of 2023, the Board of Commissioners approved the purchase of an already established retail business situated on a little over 23 acres of property. The location offered a 25,000 sq. ft. main building along with two 25-yard indoor ranges, a 150-yard outdoor range and other outer buildings. The facility, allows for the various training activities that Law Enforcement Officers are required to accomplish.

### **Mission and Purpose**

The Mission of the Ocean County Firearms Training Facility is to ensure that all Law Enforcement Agencies, Law Enforcement Officers and Police Recruits have a safe and secure inclusive facility to properly educate and train officers in the use of various firearms including Non- Lethal devices, defensive tactics and other related training classes which better serve the citizens of the State of New Jersey and Ocean County.

The Purpose of the Ocean County Firearms Training Facility is to ensure that all Law Enforcement Agencies, Law Enforcement Officers and Recruits have a safe and secure inclusive facility to properly educate and train them in various disciplines and to ensure that all mandated rules and regulations are followed from the New Jersey Attorney General's Office, New Jersey Division of Criminal Justice, New Jersey Police Training Commission and our Law Enforcement Agencies. Our goal is to support Law Enforcement agencies that utilize the Firearms Training Facility and ensure that they maximize the education and training offered here.



## Chapter 2 Organizational Information

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### A: AUTHORIZED PERSONNEL

**Facility Range Master (FRM):** Is a certified Firearms Instructor, responsible to all personnel who utilize the ranges, and has responsibility for all Supervising Firearms Instructors, Firearms Instructors, trainees, sworn or civilian personnel, and for the efficient and safe operation of the ranges. *This position will have full charge of the facility and will supervise conduct on the facility grounds.* The FRM is responsible for range safety and for enforcing all rules. Is responsible for all items outlined as a SFI and FI.

**Supervising Firearms Instructor (SFI):** Is a certified Firearms Instructor who is designated by their agency to conduct firearms training. Each Law Enforcement Agency (LEA) shall designate a SFI and notify the Facility Range Master who is designated as such for each training day. When multiple agencies are conducting training on the outdoor or indoor ranges the SFI will communicate and coordinate their activities jointly so that all shooters are safe and follow the range rules. Is responsible for all items outlined as a FI.

**Firearms Instructor (FI):** Is a certified Firearms Instructor who has been designated by their agency to conduct firearms training. Each Firearms Instructor (FI) are charged with the responsibility for the safety and discipline of range shooters in the sector of the range to which they have been assigned. It is the duty of the FI's to be completely familiar with the standard policies, procedures and safety rules of this facility. The FI shall comply with all instructions issued by the Facility Range Master and assigned Supervising Firearms Instructor. FI's must be constantly alert, impartial and courteous though firm.

**Instructor:** Is someone that who meets the certification requirements of a particular instructor led course that is required by the NJOAG, NJDCJ, NJPTC, agency policy and or guidelines with their approval.

**Trainee:** Sworn or civilian personnel registered with an authorized training class at this facility.

## **B: FACILITY AMENITIES**

The Ocean County Firearms Training Facility is located at 1535 Route 539 Little Egg Harbor, NJ 08087. The facility offers several opportunities for a variety of training activities. All Activities at the Firearms Training Facility are coordinated through the Ocean County Sheriff's Office.

- Indoor Ranges
  - 11 Lane, 25 yards
  - 6 Lane, 25 yards
- Outdoor Ranges
  - 15 Lane, 100 Yards
  - 10 Lane, 100 Yards
- Simmunition Shoot House (Non-lethal, paint marking cartridges only)
- MILO Training Simulator
- Training Classrooms

### **Training Opportunities**

- Firearms Training Courses
  - PTC certified courses, Basic, Intermediate and Advanced Training
  - Armorer Training
  - Less Lethal
  - Pistol, Rifle & Shotgun
- Indoor Simmunition Shoot House (Non-lethal, paint marking cartridges only)
  - Active Shooter Training
  - De Escalation Training
  - Patrol Tactics
  - Special Operations Training
- Training Classrooms
  - Seating for 100 + students
  - Video monitors and or screen and projector available.
  - Climate controlled
  - Secured and alarmed premises

## **Chapter 3 Rules and Regulations for Use of Facility**

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The Ocean County Firearms Training Facility has established this safety plan to ensure the safety of those individuals who use or visit the facility and for the safety of those outside of the facility. This plan is to be updated and improved as conditions necessitate.

Preventing incidents from occurring is the top priority for all trainees, instructors, and facility personnel. The County of Ocean requires the complete compliance and coordination of this safety plan, rules and regulations. All personnel must be educated, trained, and supervised on the facility rules, which shall be strictly enforced. The Cardinal Rules of Firearm Safety shall be posted on each range and throughout designated areas of the facility. All Law Enforcement Agencies and others that utilize the Ocean County Firearms Training Facility shall ensure that an Indemnification Form, current Facility Use Agreement/Hold Harmless, and current Certificate of Insurance from the municipality is completed and verified by their lead Instructor before they can utilize the ranges or other assets of the facility.

If the Facility Range Master is not physically at the Ocean County Firearms Training Facility and there are multiple Law Enforcement agencies on the range, the Supervising Firearms Instructor designated on each range by that agency shall coordinate and communicate with the other Supervising Firearms Instructors on the other ranges to ensure safety and coordination of training activities during their use of the facility.

### **A: ADMINISTRATIVE RULES**

1. All activities at the Ocean County Firearms Training Facility are to be authorized by the Ocean County Sheriff or the Sheriff's designee and supervised by an authorized Firearms Instructor.
2. Hours of operation will be set by the Ocean County Sheriff and may be adjusted to meet seasonal and operational needs.
3. The Sheriff or the Sheriff's designee shall coordinate, approve, and reserve all range and classroom requests from Law Enforcement Agencies.
4. Only Active law Enforcement officers shall be allowed on the ranges.
5. All shooters must check in with their Supervising Firearms Instructor prior to shooting.
6. Instructors in charge of a given training session, class or activity are given the authority to carry out the rules and regulations set forth in the Standard Operating Procedures.
7. Person(s) refusing to comply with the Facility Range Master, Supervising Firearm Instructor, or Firearms Instructors, who have an unsafe firearm, or who by their conduct demonstrates their presence to be a safety hazard, shall be told to leave the premises
8. Disorderly Conduct – Disorderly conduct or intoxication is strictly prohibited at the Ocean County Firearms Training Facility. Anyone suspected of such conduct will be expelled from the facility.
9. All building and grounds maintenance must be scheduled in advance by the Sheriff or the Sheriff's designee

## **B: FACILITY RULES**

1. All personal belongings, including firearms, must be kept secure by the owner as the County of Ocean or Ocean County Firearms Training Facility personnel are not responsible for lost, stolen, or damaged property.
2. Smoking/vaping is prohibited at the Ocean County Firearms Training Facility.
3. There shall be no use or possession of marijuana or intoxicants of any kind at the facility before, during or after shooting.
4. Alcoholic beverages or marijuana are not permitted at the Ocean County Firearms Training Facility.
5. Parking shall be only permitted in designated areas outside of the range grounds. Parking on grass areas, or the firing range is prohibited. (authorized vehicles exempt)
6. Dogs and other pets are not allowed on the range, except Law Enforcement K-9 service dogs according to applicable state law.
7. Cleaning of weapons shall only be performed in designated areas and only permissible inside the indoor range. Areas outside of the indoor range are not authorized for cleaning purposes.
8. Any range gates, doors or other entry/ egress closure devices on either indoor or outdoor ranges must remain closed and secured while training, weapon handling or firing is ongoing.

## **C: RANGE SAFETY RULES**

1. **CARDINAL RULES OF FIREARMS SAFETY**
  - Always treat all guns as if they were loaded.
  - Never let your muzzle cover anything you are not willing and able to destroy (Laser Rule).
  - Keep your finger off the trigger and outside the trigger guard until your sights are on target AND you have decided to fire.
  - Be sure of your target, what's around and beyond it.
2. Know and obey all range commands.
3. All persons in the range area are required to wear a ballistic vest, hearing, and eye protection.
4. All weapons shall remain holstered until directed otherwise by a Firearms Instructor.
5. Always keep the muzzle of any firearm pointed in a safe direction. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area. Firearms Instructors must ensure that the target's being used by way of location, height and distance from the impact berm area is always safe and appropriate for such use.
6. Every shooter on the range has the personal responsibility to make sure that each bullet fired impacts safely in the impact range berm. Every Shooter has a DUTY to report rule violations and unsafe acts and to prevent any discharge that would allow the escape of a projectile to an outer area.
7. Unloading/ Loading of weapons shall only be performed in designated locations and under the supervision of a Firearms Instructor.

## **D: ENFORCEMENT**

1. Safety demands that shooting activities have strict rules. Shooters who violate range rules are subject to losing shooting privileges or even suspension from the facility through a process established by the Ocean County Firearms Training Facility.
2. The Facility Range Master (FRM), Supervising Firearms Instructor (SFI), and Firearms Instructors (FI) at the Ocean County Firearms Training Facility are charged with the duty to observe and enforce range rules. The Ocean County Firearms Training Facility may terminate the eligibility of any SFI, FI or participant, trainee under their supervision at any time for any reason.
3. Firearms Instructors shall prohibit any person from shooting who appears to be physically or mentally impaired and/or who may contribute to an unsafe condition on the range.
4. A SFI shall be present for any and all shooting activity. The SFI is responsible to report any and all incidents that may impact the safe operation of the range to the Facility Range Master.
5. In the event of a problem or a violation, the SFI shall take action immediately. Minor issues are to be resolved by the SFI providing guidance and directions.

***No one can be on the range unless supervised by an authorized Firearms Instructor who is on that particular range or training area.***



## Chapter 4 Operations

The preeminent and overriding goal of range operations is to assure that all Law Enforcement Officers and facility staff act in a safe manner and that each and every round that is fired at the Ocean County Firearms Training Facility, impacts a designated range berm within the confines of the facility. The following sections govern the safe, consistent and orderly operations of the facility.

These rules have been developed for the specific ranges located on this site. They are in addition to the Rules and Regulations in Section 3. Not all weapons, ammunition, munitions or chemical agents may be used on every range, refer to Section C of this chapter for restrictions.

### A: HOURS OF OPERATION

Agencies are authorized to utilize the classroom and range training grounds during the below listed times and there shall be no live firing on the range or use of devices that will emit loud noise during the *no live firing times*.

#### FIREARM RANGES

<b>OUTDOOR RANGES</b>	Monday – Friday 0800- 2100 HOURS LIVE FIRE HOURS NO EXCEPTIONS
<b>INDOOR RANGES</b>	Monday – Friday 0800- 1700 HOURS Additional hours will be considered upon availability and request by the LEA.
<b>INDOOR TRAINING FACILITY</b> <ul style="list-style-type: none"> <li>• Training classrooms</li> <li>• Training Simulators</li> <li>• Simmunition Shoot House</li> </ul>	Monday – Friday 0800- 1700 HOURS Additional hours will be considered upon availability and request by the LEA.

Emergency Contacts	Names and Numbers
Facility	
County Communications Dispatch	(732) 929-2044

## **B: FACILITY RESERVATIONS AND SCHEDULING**

1. All Ocean County Firearms Training Facility reservations must be requested and approved by the Sheriff or the Sheriff's designee. *There will be no unauthorized or unscheduled use of the Range.*
2. All Law Enforcement Agencies shall request only the necessary number of dates they need the range to ensure that all agencies will be able to re-qualify and so that other agencies have open dates to re-qualify their sworn personnel. Law Enforcement Agencies must first review the yearly range calendar for all open range dates before submitting their request to the Sheriff or the Sheriff designee
3. All agencies that need to cancel their range date must contact the Facility Range Master within 24 hours prior to their scheduled range date and submit a cancellation notice. Excessive canceling of range dates may result in loss of range time at the Ocean County Firearms Training Facility.

## **C: SECURING RANGE GATES, DOORS AND OFFICES**

1. It shall be the responsibility of the first agencies Supervising Firearms Instructor (SFI) or Firearms Instructor (FI) who is first to be utilizing the range during the weekday to report to the Firearms Training Facility main office and sign-out the range keys. The SFI or FI must formally sign the range key log book to ensure the accountability for the range key at all times. Only the SFI or FI who signs out the key should return the key when they are finished at the range. It will not be their responsibility to secure the range gates if they have completed their training before the range is closed for the evening.
2. It shall be the responsibility of the last agencies Supervising Firearms Instructor (SFI) or Firearms Instructor (FI) utilizing the range to secure and lock the range main gates, range office and maintenance pod for the evening. The range grounds must be closed and secured no later than 10:00pm (2200 hour). The SFI or FI must ensure that all live fire will cease on all range lanes no later than 2100 hours (9 pm) as prescribed in the hours of operation section of this SOP.
3. Range Main Gate Keys shall not be duplicated, and duplication is prohibited unless expressly authorized by the Ocean County Sheriff or the Sheriff's designee.

## **D: RANGE OPERATIONS**

1. All Rules and Regulations of Chapter 3.
2. Supervising Firearms Instructors must be present on the range while their trainees are on the range, regardless of whether or not they are discharging firearms, munitions or less lethal training devices.
3. Firearms Instructors and other authorized Instructors shall wear a ballistic vest, shirt or hat that distinguishes them as instructors.
4. The red range flag must be raised on the flagpole when shooters are on the outdoor range and placed back in the range office at the end of the day by the last designated Supervising Firearms Instructor or their designee on the grounds.
5. Only authorized vehicles may be operated on any range and shall be restricted to slow speeds to reduce range surface damage, vehicle damage or trainee injuries.
6. All materials being utilized for targets on the range must be given pre-approval from the Facility Range Master to ensure all safety precautions are taken.
7. When personnel are down range, a Firearms Instructor must remain at the firing line to ensure that no shooters standing behind the firing line are handling firearms unless otherwise directed by a firearms instructor.
8. It is the responsibility of the designated Supervising Firearms Instructors of a particular agency to report any damage to the facility, range equipment, vehicles or other property damage to the Facility Range Master immediately.
9. All known round impacts into the ceiling baffles, ballistic side walls, ballistic blocks, targets holders, or flooring shall be immediately reported to the Facility Range Master.
10. Any firearm discharges that result in a round exiting the training area, outdoor firing range berm's or impacting, regardless of a complete round or fragmentation, an area of the indoor range that is not intended for rounds to impact (ex., ceiling portion not protected by ballistic shielding) shall be reported immediately to the Facility Range Master.
11. Any shooting table that is moved must be returned to its original stored location.
12. All barricades shall be returned to their proper storage area.
13. It is the duty of all trainees to clean up all spent casings, shotgun hulls, Taser cartridges, Munitions, target debri after shooting and place unwanted casings in designated casing barrel.
14. The range gates shall be secured by the last Supervising Firearms Instructor or their designee on the range and notification of such sent to the Facility Range Master or his designee.

## **E: SPECIFIC RESTRICTIONS**

### **Indoor Range**

1. **Prohibited**
  - a. Rifle or shotgun caliber firearms and or ammunition.
  - b. Any ammunition that exceeds 1500 fps velocity.
  - c. Full Auto, Burst (Navy Group) weapon operation.
  - d. Explosive breaching devices, distraction devices or chemical agents.
  - e. Steel Targets

### **Outdoor Range**

1. **Motor Vehicle Operation**
  - Only authorized vehicles listed below are permitted on the outdoor ranges.
  - (1) One range equipment vehicle (targets, ammunition, etc.)
  - (1) One emergency vehicle used for drills or for transporting injured personnel.
2. **Steel Targets**
  - Are only authorized with approval from the Facility Range Master
  - Target type, engagement location and ammunition rating required
  - Shall be removed at the end of each training session.
  - Steel Engagement distances to be followed.
    - Handgun caliber's- 7 yards
    - Shotgun buckshot/ birdshot- 10 yards
    - Rifle calibers (including 5.7)- 50 yards

### **Prohibited Guns**

1. All training devices being utilized on the range grounds must be given pre-approval from the Facility Range Master to ensure all safety precautions are taken. Agencies shall notify the Facility Range Master of their use during the annual range reservation for their agency.

### **Maintenance**

1. A Range Safety Inspection Checklist will be completed each day of operations by the Range Instructor on duty. Any found infractions or damage shall be placed in the Range Pass-On book.
2. In situations of inclement weather, such as snow storms or flooding, the facility may be closed by the County and/or Ocean County Sheriff.

## **F: Emergency Action Plan**

### **Safety Briefing**

The lead Instructor shall conduct a briefing upon the start of a training day. Safety briefings prepare trainees to safely and efficiently participate in a particular training exercise at a particular location on the facility property. Any questions from participants should be answered in the briefing or at any time an exercise is being conducted. Instructors should also take the opportunity to coordinate their activities with the other Instructors/ Agencies utilizing training areas within their proximity.

### **Standard Range Safety Briefing:**

1. Identify the instructors, exits, emergency equipment location, firearm handling locations and breakdown of training exercises.
2. Identify any physical limitations trainees may have PRIOR to the training event.
3. Range safety rules
4. Firing line commands
5. Emergency procedures

### **Emergency Action Plan**

1. An emergency can occur at any time that may range from simple personal injuries to natural disasters. This emergency procedure is intended to minimize confusion and save response time. In all emergency responses, the lead instructor must take charge of the situation.
2. Each agency that utilizes the Ocean County Firearms Training Facility is responsible to bring a medical triage bag with them and it is also recommended to bring an Automated External Defibrillator (AED).
3. Emergency procedures should be addressed prior to the start of each training session. To include identification of the following:
  - Personnel with advanced medical training
  - Vehicle to be used if necessary to transport an injury victim
  - Medical supplies
  - Roles required during the incident
  - Communications link via radio dispatch and or cell phone



### **Personal Injury Procedure**

1. Command: "*CEASE FIRE, CEASE FIRE. "Holster your Weapon."*
2. Supervising Firearms Instructor will take charge of the situation and shut down all range activity.
3. Ensure that all firearms are holstered.
4. Evaluate the seriousness of the situation.
5. Render aid.
6. Direct person to get appropriate medical attention.
7. Commence firing again only after the incident has been cleared.
8. Complete accident/incident report and submit to the Facility Range Master. The Facility Range Master shall submit the report to the County's Risk Management division.

### **Major Injury Procedure**

1. Command: "*CEASE FIRE, CEASE FIRE. "Holster your Weapon."*
2. Supervising Firearms Instructor will take charge of the situation and shut down range activity.
3. Ensure that all firearms are holstered.
4. Evaluate the seriousness of the situation.
5. Render aid.
6. Move an injured person only if life is endangered.
7. Call emergency numbers. Include information such as: location, phone number from where the call is being made, name, what happened, how many people injured, condition of the injured, locations of persons who will direct help to the scene.
8. Continue to give aid until EMS arrives.
9. Notify the Facility Range Master immediately.
10. Record the time and actions taken during the emergency.
11. Task all witnesses to write down what they saw.
12. Complete accident/incident report and submit to the Facility Range Master. The Facility Range Master shall submit the report to the County's Risk Management division.

### **Criminal Acts**

1. Call 911 if a criminal act is in progress.
2. Notify the Facility Range Master.
3. Complete accident/incident report and submit to Ocean County Firearms Training Facility Range Master. The Facility Range Master shall submit the report to the County's Risk Management division.

### **Fire or Major Disaster**

1. Cease Fire
2. Call 911 as appropriate.
3. Complete accident/incident report and gather witness statements, and contact the County's Risk Management division.
4. Clear and shut down the ranges and secure the facility.

# OCEAN COUNTY FIREARMS TRAINING FACILITY

## RANGE INSPECTION FORM

### Range Safety Inspection Form

INSTRUCTOR (PRINT): \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ TRAINING LOCATION: \_\_\_\_\_

# of TRAINEES \_\_\_\_\_ # of ROUNDS FIRED \_\_\_\_\_

#### TYPE OF WEAPONS DISCHARGED

Handgun  Shotgun  Rifle  Taser  LLM  Chemical Agents

General Inspection Items	Yes	No	Comments
Red Range Flag up during live fire			
Range Impact Area Inspected			
Range free of debris/litter			
Brass picked up and stored			
Shotgun Hulls disposed			
Any less lethal, munitions, chemical agent containers or cartridges disposed			
Range building and grounds in good operating order			
Barricades returned to storage			
Shooting tables returned side berms			
Range flag returned to range office			
Buildings and entry gates secured			
<b>ADDITIONAL COMMENTS PLEASE LIST BELOW:</b>			

**OCEAN COUNTY FIREARMS TRAINING FACILITY**

**ACCIDENT/INCIDENT REPORT FORM**

**Accident/Incident Information:**

Use the back of this form for additional comments.

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location of incident and conditions of the area: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Staff witnessing the accident/incident: \_\_\_\_\_

Exactly where did the injury occur? \_\_\_\_\_

Describe the extent of the injury (specific parts of the body)

Was there a pre-existing condition in the part of the body now injured?  Yes  No  
If yes explain:

Was protective equipment worn? Describe:  
Describe in full detail how the injury occurred (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
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To whom was accident reported? \_\_\_\_\_  
To whom was injured released? \_\_\_\_\_

Was injured party given First Aid?  Yes  No by Whom: \_\_\_\_\_  
Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was 911 called?  Yes  No

Were they transported by professional medical assistance?  Yes  No

Witness (other than staff)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Revision date: May 28, 2024

Person in charge:

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Signature:

Date:

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**Ocean County Firearms Training Facility Agency**

**Agency Firearms Instructor Information Form  
Information Sheet**

Department \_\_\_\_\_

Chief \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Supervising Firearms Instructor  
(SFI) \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

Firearms Instructor \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

Firearms Instructor \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_