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RANGE SAFETY GUIDELINES

RANGE DEFINITIONS AND TERMINOLOGY

- 1) 180-Degree Rule: The muzzle of a firearm shall never cross back over the shooting line.
- 2) Master Grip: Trigger finger is kept outside of the trigger guard and off of the trigger at all times until the shooter is ready to fire.
- 3) Laser Rule: Imagine a laser coming out of the barrel of your gun and anything it crosses will be destroyed.
- 4) Firing Line: The locations where the shooters stand and face the target.
- 5) Depressed Muzzle: The firearm is pointed down range at the target, the muzzle is slightly depressed and pointing below your target. The shooter is looking over the sights and maintaining a master grip.
- 6) Ready Gun Position: The firearm is shouldered or pointed down range and the muzzle is below the target. The shooter is looking at the target and the shooter is maintaining a master grip.

RANGE RULES

- 1) Treat all guns as if they are loaded
- 2) No loaded guns in the classroom
- 3) No ammunition in the classroom
- 4) Firearms are to be kept in their holsters or a gun box/sock while in the classroom
- 5) Eye protection must be worn on the range at all times
- 6) Ear protection must be worn on the range at all times
- 7) Handgun muzzles must be pointed down range at all times (180 rule)
- 8) Fingers off the trigger until ready to fire (master grip)
- 9) The muzzle never covers a person (laser rule)
- 10) Be sure of your target, its backstop, and beyond
- 11) During a reload always maintain a master grip, look at the firearm, and do not rush
- 12) If your firearm fails try to fix it and continue but if you cannot safely do so then you should depress the muzzle, point it down range and raise a hand for assistance by a range officer.
- 13) Never step in front of the firing line until cleared by a range officer
- 14) Never pick up gear on the ground until the command is given
- 11) Obey all of the range officer's commands

RANGE COMMANDS

- 1) The line is hot or live
- 2) Load and make ready or charge your weapons.
- 3) Ready on the line? The line is ready or shooters will be told to standby.
- 4) Command to fire will be: Threat, fire, gun or knife.
- 5) Command to stop: Cease fire or a sound of a whistle.

- 6) Make your weapons safe: Pistols will be holstered with the safety on or the pistol will be decocked. Rifles will have the safety on, magazine out and they will be slung.
- 7) The command for picking up equipment will be: It is clear to police up your gear.
- 8) When the line is safe the shooters will be told: The line is cold.

RANGE SAFETY EQUIPMENT

Range officers will have the following equipment at the range at all times. The equipment will be either used or located where it is visible and there is quick and immediate access to it.

- 1) Ballistic vest
- 2) Range officer uniform
- 3) Range officer whistle
- 4) Range officer Nextel
- 5) First aid kit
- 6) Extra ballistic vest

MEDICAL EMERGENCY PROTOCOL

In the event of an emergency requiring medical attention, the range officers or students will use their Nextels to directly contact dispatch. The San Rafael Fire Department will be dispatched and the police department's watch commander will be notified.

Basic First Aid will be given to the injured officer until medical assistance is on scene.

EMERGENCY PHONE NUMBERS

Richmond Rod and Gun Club Range: Richmond Fire Department #510-307-8031

Bullseye Indoor Shooting Range: San Rafael Fire Department #415-485-3304

San Rafael Police Dispatch #415-485-3098

USE NEXTEL TO CONTACT DISPATCH

PATROL READY PROCEDURE

REMINGTON 870 SHOTGUN

- 1) Clear the rounds from the shotgun by moving the slide back approximately $\frac{3}{4}$ and the round in the chamber is removable.
- 2) Push the spoon so the shell catch can be manually released allowing the round to exit the magazine tube. Repeat the process until all the shells are removed and the orange follower is visible.
- 3) Physically and visually check the chamber to confirm it is empty.

KEEP BOLT OPEN AT ALL TIMES

NOTE: You must maintain muzzle integrity (laser rule) while unloading the shotgun. You must also maintain master grip at all times.

PATROL READY INSPECTION PROCEDURE

FOR THE OYLYMPIC ARMS AR-15 RIFLE

As with the shotgun, the rifle should be removed from its locked mount and inspected outside of the patrol vehicle. The rifle should be pointed at a 45-degree angle into the sky.

RIFLE INSPECTION PROCEDURES:

- 1) Remove rifle from the electro-lock
- 2) Step from the vehicle*
- 3) Remove the magazine.
- 4) Check safety and confirm it is in the "safe" position.
- 5) Open the bolt and lock it in the open position.
- 6) Remove chamber safety device.
- 7) Physically and visually check the chamber to confirm it is empty.
- 8) Start the inspection by looking down the barrel to confirm there are no obstructions.
- 9) Check the front sight, flashlight and fore-end for any defects or malfunctions.
- 10) Hand tighten the Reflex sight and look threw the sight and check for the triangle.
- 11) Visually check the receiver area for an obvious defects.
- 12) Confirm the butt stock locks in both the closed and opened positions.
- 13) Insert the chamber safety device on and close the bolt.

- 14) Push down on the top round of the magazine and confirm it is a right hand feed.
- 15) Visually inspect the magazine.
- 16) Reinsert the magazine firmly, strike it with the heel of your hand and then pull on it to confirm it is seated.

DO NOT CHAMBER A ROUND INTO THE RIFLE

- 18) Place the rifle into the Electro-lock. Make sure it is seated properly and locked into place.

***NOTE:** You must maintain muzzle integrity (laser rule) while removing the rifle from the car, during an inspection and while placing it back into the vehicle.

If you feel the rifle is not functioning properly, place it into the rifle locker. Fill out an equipment repair form and attach it to the rifle. Advise you sergeant of the malfunction.

(REVISED 2/85)

FEBRUARY 15, 1985

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DISCHARGE OF FIREARMS

PURPOSE

- 1. THE PURPOSE OF THIS ORDER IS TO GIVE OFFICERS DIRECTION AND TO STATE THE REPORTING PROCEDURES AND INVESTIGATIVE PROCEDURES GOVERNING THE DISCHARGE OF FIREARMS BY DEPARTMENTAL OFFICERS CONSISTENT WITH STATE STATUTORY AND CASE LAW.
- 2. IN ADDITION:
 - A. THE PROVISIONS STATED HEREIN ARE FOR INTERNAL USE AND GUIDANCE ONLY AND THAT THE VIOLATION OF ITS TERMS OR PROVISIONS IS SOLELY FOR THE BASIS OF ADMINISTRATIVE ACTION OR DISCIPLINE;
 - B. THE GENERAL ORDER IS NOT INTENDED TO ENLARGE THE EMPLOYEE'S CIVIL LIABILITY, OR THAT OF THE EMPLOYER;
 - C. THE GENERAL ORDER IS NOT INTENDED TO CREATE A SPECIAL STANDARD OF CARE, IN THAT IT CONSTITUTES AN EXCESS OF CAUTION; AND
 - D. THE GENERAL ORDER'S PRIMARY PURPOSE IS TO GUIDE AND CONTROL THE EXERCISE OF DISCRETION AT THE OPERATIONAL LEVEL, AND NOT TO ESTABLISH A STANDARD OF CONDUCT, ETCHED IN STONE.

POLICY

- 3. IT IS THE POLICY OF THIS DEPARTMENT TO TRAIN OFFICERS IN THE USE OF FIREARMS AND TO PROVIDE THEM WITH ADVISORY PROCEDURES GOVERNING THE DISCHARGE OF THEIR SERVICE FIREARMS. THE POLICY ALSO TAKES INTO CONSIDERATION THAT LIFE AND DEATH SITUATIONS WILL OCCUR IN A POLICING AGENCY AND THAT DECISIONS OFTEN MUST BE MADE IN A SPLIT SECOND AS TO WHETHER A PERSON'S OR AN OFFICER'S LIFE IS IN JEOPARDY. SUCH CONSIDERATION, THEREFORE, DICTATES THAT THE OFFICERS OF THIS DEPARTMENT SHOULD NOT BE PUT AT A DISADVANTAGE OR A CITIZEN'S LIFE SHOULD NOT BE FURTHER JEOPARDIZED, BY HAVING CONFUSING AND COMPLICATED PROCEDURES WHICH MAY CAUSE AN OFFICER TO HESITATE WHILE EVALUATING THE PROVISIONS OF THESE PROCEDURES. IT IS THE INTENT, THEREFORE, OF THIS POLICY, TO RESTRICT, AS MUCH AS POSSIBLE, THE USE OF DEADLY FORCE, TO THOSE SITUATIONS AND CIRCUMSTANCES AS ARE APPROPRIATE.

PROCEDURES

- 4. AN OFFICER SHOULD NOT DISCHARGE FIREARMS IN THE PERFORMANCE OF HIS POLICE DUTIES, EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:
 - A. DEFENSE OF SELF OR OTHERS.
WHEN THE OFFICER HAS REASON TO BELIEVE THAT THE USE OF SUCH FORCE IS JUSTIFIED TO PREVENT DEATH OR SERIOUS BODILY INJURY TO HIMSELF OR OTHER PERSONS.
 - B. FLEEING FELONS.
WHEN THE OFFICER HAS REASON TO BELIEVE THE PERSON SOUGHT TO BE ARRESTED HAS COMMITTED, OR IS CHARGED WITH A FELONY, OF THE VIOLENT VARIETY, I.E., A FORCIBLE AND ATROCIOUS ONE WHICH THREATENS DEATH OR SERIOUS BODILY HARM. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
 - C. AT AN APPROVED RANGE.
 - D. WHEN KILLING SERIOUSLY WOUNDED OR DANGEROUS ANIMALS WHERE OTHER DISPOSITION IS IMPRACTICAL.
- 5. FIREARMS SHOULD NOT BE DISCHARGED UNDER THE FOLLOWING CIRCUMSTANCES:
 - A. IN ANY MISDEMEANOR CASE.
 - B. FROM A MOVING VEHICLE OR AT A MOVING OR FLEEING VEHICLE EXCEPT AS FOLLOWS:
 1. WHEN NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
 2. WHEN NECESSARY TO EFFECT THE CAPTURE OF, OR PREVENT THE ESCAPE OF A PERSON WHOM THE OFFICER HAS REASON TO BELIEVE HAS COMMITTED A FELONY AND ONLY IN THOSE AREAS AND UNDER THOSE CONDITIONS AS ENUMERATED IN -4. A. AND -4. B. HOWEVER, FIREARMS SHOULD NOT BE DISCHARGED IF THE OFFICER HAS REASON TO BELIEVE, BASED UPON THE ATTENDANT CIRCUMSTANCES, THAT THE DISCHARGE MAY ENDANGER THE LIVES OF PASSERSBY OR OTHER PERSONS NOT INVOLVED IN THE CRIME FROM WHICH FLIGHT IS BEING MADE OR ATTEMPTED.
 - C. AS A WARNING, EITHER INTO THE AIR OR INTO THE GROUND OR AT OR INTO A STRUCTURE, VEHICLE, TREE OR OTHER THING OF SUBSTANCE UNLESS THE OFFICER CAN ARTICULATE SPECIFIC FACTS WHICH WOULD SUBSTANTIATE THAT THE WARNING DISCHARGE WAS NECESSARY IN THE DEFENSE OF AN OFFICER'S LIFE OR ANOTHER PERSON'S LIFE AND THE TAKING OF THE SUSPECT'S LIFE WAS UNNECESSARY.

-6. REPORTING AND INVESTIGATION OF FIREARM'S DISCHARGING:

- A. WHENEVER AN OFFICER DISCHARGES HIS FIREARM EITHER ACCIDENTALLY OR OFFICIALLY, EXCEPT AT AN APPROVED RANGE, HE SHALL NOTIFY AN ON-DUTY COMMAND OFFICER OF HIS ORGANIZATIONAL UNIT AS SOON AS POSSIBLE. IF A COMMAND OFFICER IS NOT ON-DUTY IN HIS ORGANIZATIONAL UNIT AT THE TIME, THE OFFICER SHALL NOTIFY THE COMMAND OFFICER OF THE PATROL DIVISION.
 1. IN ADDITION TO NOTIFYING A COMMAND OFFICER, THE OFFICER SHALL SUBMIT A DETAILED REPORT OF THE CIRCUMSTANCES THROUGH CHANNELS TO THE CHIEF OF POLICE.
- B. A COMMAND OFFICER SHALL PERSONALLY INVESTIGATE THE REPORT OF THE FIREARM DISCHARGE. HE SHALL SUBMIT A DETAILED WRITTEN REPORT OF THE RESULTS OF THE INVESTIGATION THROUGH CHANNELS TO THE CHIEF OF POLICE. THE REPORT SHALL ALSO CONTAIN HIS OBSERVATIONS AND CONCLUSIONS REGARDING THE INCIDENT.

BOARD OF REVIEW

-7. THE BOARD OF REVIEW WILL CONSIST OF THE FOLLOWING MEMBERS:

- A. THE SENIOR CAPTAIN, WHO IS DESIGNATED CHAIRMAN OF THE BOARD.
- B. THE DIVISION COMMANDER OF THE OFFICER INVOLVED.
 1. IF THE SENIOR CAPTAIN IS THE DIVISION COMMANDER OF THE INVOLVED OFFICER, THE SECOND SENIOR CAPTAIN WILL BE DESIGNATED AS CHAIRMAN OF THE BOARD.
- C. THE WATCH COMMANDER OR SUPERVISING SERGEANT OF THE OFFICER INVOLVED.
- D. TWO MEMBERS TO BE DESIGNATED BY THE CHIEF OF POLICE.

MEETING OF THE BOARD

-8. THE CHAIRMAN SHALL CALL A MEETING OF THE BOARD OF REVIEW WITHIN A REASONABLE TIME AFTER HE RECEIVES A REPORT OF A FIREARMS DISCHARGE.

- A. IN THOSE CASES WHERE THE DISCHARGE WAS FOR THE PURPOSE OF KILLING WOUNDED OR DANGEROUS ANIMALS AND THERE WAS NO PROPERTY DAMAGE OR PERSONAL INJURY, THE CHAIRMAN MAY APPROVE THE REPORT OF THE INVESTIGATING COMMAND OFFICER WITHOUT HOLDING A MEETING OF THE BOARD OF REVIEW.

AUTHORITY OF THE BOARD

-9. THE BOARD OF REVIEW SHALL INQUIRE INTO THE CIRCUMSTANCES ATTENDING EACH DISCHARGE OF FIREARMS BY A DEPARTMENT OFFICER FOR THE PURPOSE OF DETERMINING THE FACTS RESULTING IN THE DISCHARGE. THE INQUIRY SHALL ENCOMPASS CONTRIBUTORY CAUSES TO DETERMINE IF THE OFFICER'S ACTIONS BROUGHT ABOUT THE NEED TO DISCHARGE A WEAPON

- A. AFTER INQUIRING INTO THE CIRCUMSTANCES ATTENDING THE DISCHARGE OF FIREARMS AND DETERMINING THE FACTS, THE BOARD OF REVIEW SHALL DELIBERATE THE FACTS PRESENTED AND ARRIVE AT A FINDING THAT THE DISCHARGE WAS EITHER IN POLICY, OUT OF POLICY OR ACCIDENTAL AS DEFINED HEREIN.
 1. A FINDING OF ACCIDENTAL SHALL BE MADE ONLY WHEN THERE IS NO ELEMENT OF NEGLIGENCE OF THE PART OF THE OFFICER. IF NEGLIGENCE ON THE PART OF THE OFFICER IS AN ELEMENT RESULTING IN THE DISCHARGE, THE FINDING SHALL BE OUT OF POLICY.
- B. THE BOARD SHALL RECOMMEND TO THE CHIEF OF POLICE THAT TRAINING PROGRAMS BE UNDERTAKEN WHEN CIRCUMSTANCES INDICATE SUCH NEED.
- C. WITHIN FIVE DAYS AFTER A BOARD MEETING, THE CHAIRMAN SHALL SUBMIT A DISCHARGE BOARD OF REVIEW REPORT TO THE CHIEF OF POLICE. THE REPORT SHALL CONTAIN A SUMMARY OF THE CIRCUMSTANCES, A SUMMARY OF THE BOARD'S DELIBERATIONS, THE FINDING OF THE BOARD AND ANY RECOMMENDATIONS RELATING TO TRAINING PROGRAMS. THE REPORT SHALL BE SUBMITTED VIA THE OFFICER'S DIVISION COMMANDER WHO SHALL MAKE A RECOMMENDATION AS TO ANY CORRECTIVE ACTION NEEDED OR DISCIPLINE IF SUCH BE THE CASE.

DISPOSITIONS OF BOARD OF REVIEW REPORTS

-10. THE CHIEF OF POLICE WILL REVIEW SUCH DISCHARGE BOARD OF REVIEW REPORT FOR THE PURPOSE OF APPROVING OR DISAPPROVING THE FINDING AND ANY RECOMMENDATION MADE.

- A. IF THE CHIEF OF POLICE DISAPPROVES THE FINDING, FURTHER ACTION WILL BE TAKEN AS HE MAY DIRECT, AND THE REPORT WILL THEN BE RESUBMITTED TO HIM FOR APPROVAL.
- B. WHEN A REPORT IS APPROVED BY THE CHIEF OF POLICE, THE ORIGINAL SHALL BE RETURNED TO THE CHAIRMAN OF THE BOARD AND COPIES WILL BE FORWARDED TO THE OFFICER INVOLVED, AND TO EACH OF HIS COMMAND AND SUPERVISORY OFFICERS. IN ADDITION, WHEN A DISCHARGE HAS BEEN FOUND BY THE BOARD TO BE OUT OF POLICY AND SUCH FINDING HAS BEEN APPROVED BY THE CHIEF OF POLICE, A COPY OF THE REPORT WILL BE FORWARDED BY THE CHIEF'S OFFICE TO THE PERSONNEL DIVISION FOR FILING IN THE OFFICER'S PERSONNEL JACKET.
 1. THE CAPTAIN (CHAIRMAN OF THE BOARD) SHALL MAINTAIN, PERMANENTLY, THE ORIGINAL OF EACH BOARD OF REVIEW REPORT TOGETHER WITH ALL WRITTEN MATERIAL THERETO.

C. ONE OR MORE OF THE FOLLOWING CORRECTIVE ACTIONS MAY BE TAKEN BY THE CHIEF OF POLICE WHEN INDICATED, SUBJECT TO THE PROVISIONS OF THE CHARTER OF THE CITY OF SAN RAFAEL, THE RULES OF THE CIVIL SERVICE BOARD, AND WHEN NECESSARY, THE APPROVAL OF THE CITY MANAGER.

1. COUNSELING.
2. TRAINING.
3. ORAL REPRIMAND.
4. WRITTEN REPRIMAND.
5. VOLUNTARY SURRENDER OF TIME OFF IN LIEU OF OTHER ACTION.
6. VOLUNTARY SURRENDER OF ACCUMULATED OVERTIME IN LIEU OF OTHER ACTION.
7. SUSPENSION.
8. FINE.
9. DEMOTION.
10. DISMISSAL FROM THE SERVICE.

D. THE RIGHTS GUARANTEED IN THE PUBLIC SAFETY OFFICER'S PROCEDURAL BILL OF RIGHTS ACT AND THE "PRE-HEARING" RIGHTS OF SKELLY VS STATE PERSONNEL BOARD SHALL BE COMPLIED WITH AT ALL TIMES.


CHIEF OF POLICE

114 8/17

LESS LETHAL QUALIFICATION

A. REVIEW LESS LETHAL STRIKE ZONES

1. Rear and front zones
2. Areas to avoid
 - a. Head, neck, spine, head, groin, upper chest and lower back (kidneys)

B. DEPLOYMENT CONSIDERATIONS

1. Distance
 - a. No deployment minimum
2. MUST CONSIDER CIRCUMSTANCES
 - a. Body area impact/multiple hits
 - b. Body weight/mass
 - c. Clothing
 - d. Wind

C. FIRST AID

1. Blunt force trauma
 - a. Bruises, broken bones ect.

D. QUALIFICATION/JUDGEMENT CALL SCENARIO

1. TWO OFFICERS
 - a. Less lethal and lethal
2. VERBAL
 - a. Warnings and announcement
3. Officer must score an "A" zone hit at 10 and 20 yards

**SAN RAFAEL POLICE DEPARTMENT
HANDGUN QUALIFICATION COURSE**

START:

25 YARD LINE / (4 ROUNDS) ON COMMAND "THREAT"

***DRAW, 2 ROUNDS STANDING, 2 ROUNDS KNEELING, SCAN-HOLSTER.**

15 YARD LINE / (4 ROUNDS) ON COMMAND "THREAT"

***DRAW, 2 ROUNDS STANDING, 2 ROUNDS KNEELING, SCAN-HOLSTER.**

10 YARD LINE / (4 ROUNDS) ON COMMAND "THREAT"

***DRAW & SIDE STEP RIGHT, DOUBLE TAP, 2 ROUNDS, SCAN-HOLSTER.**

***DRAW & SIDE STEP LEFT, DOUBLE TAP, 2 ROUNDS, SCAN-HOLSTER.**

7 YARD LINE / (10 ROUNDS) ON COMMAND "THREAT"

***DRAW & DOUPLE TAP, 2 ROUNDS, SCAN-HOLSTER**

***REPEAT, 2 ROUNDS, SCAN-HOLSTER.**

***DRUG/ARMOR DRILL, SIDE STEP RIGHT, 3 ROUNDS, SCAN-HOLSTER.**

SIDE STEP LEFT, 3 ROUNDS, SCAN-HOLSTER.

3 YARD LINE / (8 ROUNDS) ON COMMAND "THREAT"

***SIDE STEP RIGHT, CQB, #3 POSITION, 2 ROUNDS, SCAN-HOLSTER.**

***SIDE STEP LEFT, CQB, #3 POSITION, 2 ROUNDS, SCAN-HOLSTER.**

***TRACKING DRILL, 4 ROUNDS, SCAN-HOLSTER.**

TOTAL ROUNDS FIRED: 30

PASSING SCORE 80%- 24 HITS on TARGET out of 30.

04/10/06

**SAN RAFAEL POLICE DEPARTMENT
RIFLE QUALIFICATION COURSE**

START:

50 YARD LINE / (10 ROUNDS)

<u>*PRONE,</u>	5 ROUNDS
<u>*SITTING or KNEELING,</u>	5 ROUNDS.

25 YARD LINE / (12 ROUNDS)

<u>*STANDING, DRUG/ARMOR DRILL,</u>	3 ROUNDS
<u>*REPEAT,</u>	3 ROUNDS
<u>*KNEELING, DRUG/ARMOR DRILL,</u>	3 ROUNDS
<u>*REPEAT,</u>	3 ROUNDS

15 YARD LINE / (12 ROUNDS)

<u>*STANDING, DRUG/ARMOR DRILL,</u>	3 ROUNDS
<u>*REPEAT,</u>	3 ROUNDS
<u>*KNEELING, DRUG/ARMOR DRILL,</u>	3 ROUNDS
<u>*REPEAT,</u>	3 ROUNDS

10 YARD LINE / (9 ROUNDS)

<u>*STANDING, DRUG/ARMOR DRILL,</u>	
<u>*SIDE STEP RIGHT,</u>	3 ROUNDS
<u>*SIDE STEP LEFT,</u>	3 ROUNDS
<u>*KNEELING, DRUG/ARMOR DRILL,</u>	3 ROUNDS

7 YARD LINE / (6 ROUNDS)

<u>*STANDING, DRUG/ARMOR DRILL,</u>	
<u>*SIDE STEP RIGHT,</u>	3 ROUNDS
<u>*SIDE STEP LEFT,</u>	3 ROUNDS

3 YARD LINE / (8 ROUNDS)

<u>*CQB-TRACKING DRILL,</u>	4 ROUNDS
<u>*REPEAT,</u>	4 ROUNDS

TOTAL ROUNDS FIRED: 57
PASSING SCORE 80%- 46 HITS out of 57.

04/10/06