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- a. They are records dealing with security and safety procedures that are exempt pursuant to Government Code Section 6254(f). (Northern California Police Practices Project v. Craig (1979) 90 Cal.App.3d 116, 121-122.);
- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

Where exempt material can be reasonably segregated from nonexempt material in these records, the exempt material has been redacted and the nonexempt material is shown. Where it is not reasonably possible to segregate out the exempt material, the Department is withholding the entire document from disclosure.

## Shooting Policy

### 304.1 PURPOSE AND SCOPE

The purpose of the shooting policy is to establish procedures for the use and reporting of incidents involving the discharge of firearms. This policy is for internal use only and does not increase the Department's and/or an officer's civil or criminal liability in any way. Violations of this policy can only form the basis for departmental administrative actions.

#### 304.1.1 POLICY

It is the policy of this department to resort to the use of a firearm, when it reasonably appears to be necessary, and generally:

- (a) An officer may use deadly force to protect himself/herself or others from what he/she reasonably believe would be an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to effect the arrest or prevent the escape of a suspected felon when the officer has probable cause to believe that the suspect has committed or intends to commit a felony involving the inflicting or threatened inflicting of serious bodily injury or death and the officer reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to others if the suspect is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force where feasible.
- (c) To stop a dangerous animal.
  - 1. In circumstances where officers encounter an unexpected dangerous animal or are surprised by an animal which reasonably appears to pose an imminent threat to the safety of officers or others, officers are authorized to use deadly force to neutralize such a threat.
  - 2. In circumstances in which officers have sufficient advanced notice that a potentially dangerous domestic animal (e.g. dog) may be encountered, such as in the serving of a search warrant, officers should develop reasonable contingency plans for dealing with the animal without the use of deadly force (e.g. fire extinguisher, Taser, OC Spray, animal control officer). Nothing in this policy shall prohibit any officer from resorting to deadly force to control a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.
- (d) With the approval of a supervisor, an officer may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical (Penal Code § 597.1(e)). Injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made (Penal Code § 597.1(b)). Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed.
- (e) For target practice at an approved range.

Where feasible, a warning should be given before an officer resorts to deadly force as outlined (a) and (b) above. A specific warning that deadly force will be used is not required by this policy; only that a warning be given if feasible.

# San Rafael Police Department

## Policy Manual

### *Shooting Policy*

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#### **304.1.2 WARNING SHOTS**

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the officer reasonably believes that they appear necessary, effective and reasonably safe.

#### **304.1.3 MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective and are generally discouraged.

- (a) Unless it reasonably appears that it would endanger officers or the public, officers are expected to move out of the path of any approaching vehicle.
- (b) This is not intended to restrict an officer's right to use deadly force directed at the operator of a vehicle when it is reasonably perceived that the vehicle is being used as a weapon against the officer or others.
- (c) Officers may use deadly force to stop a fleeing suspect when the officer has probable cause to believe that the suspect has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death and the officer reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to others if the suspect is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force when feasible.

#### **304.1.4 REPORT OF WEAPON DISCHARGE**

Except during training or recreational use, any member who discharges a weapon accidentally or intentionally, on or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If on-duty at the time of the incident the member shall file a written report with his/her Division Captain prior to the end of shift and if off-duty, as directed by the supervisor but no later than the end of the next regularly scheduled shift.

# **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 INSPECTION PROCEDURE**

## **FOR THE OYLIMPIC ARMS AR-15 RIFLE**

As with the shotgun, the rifle should be removed from it's 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.



# **PATROL READY INSPECTION PROCEDURE**

## **FOR THE REMINGTON 870 SHOTGUN**

- 1) Clear the rounds from the shotgun by moving the slide back approximately  $\frac{3}{4}$  of the way until the spoon can be moved up and 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 or green follower is visible.
- 2) Physically and visually check the chamber to confirm it is empty.
- 3) Start the inspection by looking down the barrel to confirm there are no obstructions.
- 4) Check the front sight.
- 5) Hand tighten the barrel nut.
- 6) Visually check the barrel, fore-end, action bar, ejection port, trigger, safety, butt stock, check for two rounds in each side of the stock, check the sling and sling anchor points.
- 7) Close the action and confirm it locks into battery and then press the release and open the slide.
- 8) Close the action, turn on safety, point muzzle into the air and pull the trigger. Safety off and pull trigger releasing the hammer. Safety back on.
- 9) Load the magazine to full capacity and place shotgun back into the car.

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

SA RAFAEL POLICE DEPARTMENT  
HANDGUN QUALIFICATION COURSE

**START:**

**25 YARD LINE / ( 4 ROUNDS )**      ON COMMAND **"THREAT"**      20 Sec.

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

**15 YARD LINE / ( 4 ROUNDS )**      ON COMMAND **"THREAT"**      20 Sec.

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

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

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

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

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

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

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

**\*FAILURE 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,** #3 POSITION, 2 ROUNDS, SCAN-HOLSTER.      5 sec.

**\*SIDE STEP LEFT,** #3 POSITION, 2 ROUNDS, SCAN-HOLSTER.      5 sec.

**\*TRACKING DRILL,** 4 ROUNDS, SCAN-HOLSTER.      5 sec.

**TOTAL ROUNDS FIRED: 30**

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

11/30/06

SA RAFAEL POLICE DEPARTMENT  
RIFLE QUALIFICATION COURSE

START:

50 YARD LINE / ( 12 ROUNDS, 2 Head shots from any position)

60 Sec.

\*PRONE,

6 ROUNDS

\*SITTING or KNEELING,

6 ROUNDS.

25 YARD LINE / (10 ROUNDS )

\*STANDING

5 ROUNDS 10 Sec.

\*KNEELING

5 ROUNDS 10 Sec.

15 YARD LINE / (6 ROUNDS )

\*STANDING, DRUG/ARMOR DRILL,

3 ROUNDS 10 Sec.

\*KNEELING, DRUG/ARMOR DRILL,

3 ROUNDS 10 Sec.

10 YARD LINE / (4 ROUNDS )

\*SIDE STEP RIGHT,

2 ROUNDS 5 Sec.

\*SIDE STEP LEFT,

2 ROUNDS 5 Sec.

7 YARD LINE / ( 4 ROUNDS )

\*SIDE STEP RIGHT,

2 ROUNDS 5 Sec.

\*SIDE STEP LEFT,

2 ROUNDS 5 Sec.

3 YARD LINE / ( 4 ROUNDS )

\*CQB-TRACKING DRILL,

4 ROUNDS 5 Sec.

TOTAL ROUNDS FIRED: 40

PASSING SCORE 80%- 32 HITS out of 40.

08/25/08

# 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