

To: All Training Supervisors, Department Instructors and the NCLETC Manager

From: Chief Swoboda - Fort Collins Police Services
Chief Ticer - Loveland Police Department

Date: February 1, 2021

Subject: Northern Colorado Law Enforcement Training Center Standard Operating Procedures.

1. **Situation:** The Northern Colorado Law Enforcement Training Center (NCLETC) is publishing information, instructions, and procedures governing the use of the training center's campus to include classrooms, indoor firing range, driving skills areas and administrative or support areas.
2. **Mission:** To ensure all facility staff and training participants utilizing the training center and any of its facilities adhere to these regulations.
3. **Execution:**
 - a. **NCLETC Concept of Operation**
 - i. **Concept of Operations:** This order will be distributed as directed and all facility staff and training providers and participants shall review and incorporate these procedures.
 - ii. **Frequent review of this SOP for the training center will ensure participants operate in a safe manner, preserving life, equipment, and natural resources.**
 - iii. **Final result desired is personnel operating within any facet of the training center shall follow this SOP and notify the Training Center Manager of any conflict or question of interpretation.**
 - b. **Subordinate Element Missions.** The Loveland Police Department and Ft. Collins Police Services (Owner Agencies) shall staff a "Technical Advisory Committee" and in collaboration with the NCLETC Manager, will conduct an annual review of this order and the training center SOP.
4. **Administration and Logistics:** Safety directives issued by the NCLETC are published and distributed to all facility staff, training providers and participants prior to facility use. A paper version of safety directives will be maintained by the Training Center Manager.
5. **Command and Signal:**
 - a. **Command:** This order is applicable to all facility staff, training supervisors and instructors, and their training participants to operate the training center in the safest manner possible, while creating realistic training environments and safeguarding the equipment and capability of the facilities on the training campus.
 - b. **Signal:** This order is effective on the date signed.

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Chapter 1 General Operations

1000. TRAINING CENTER SUMMARY & PURPOSE:

1. Summary. The Northern Colorado Law Enforcement Training Center (NCLETC) serves as a regional training center that strives to provide the highest level of realistic, integrated and safe training environments possible. The Northern Colorado Law Enforcement Training Center does not operate a basic training academy for law enforcement but does support the training needs of various law enforcement academy sponsors in the region. The training center serves the needs of law enforcement professionals, by facilitating training environments that support their skill development from the beginning of their careers and which reinforce, integrate and enhance those skills throughout their years of service.

2. Purpose. The Northern Colorado Law Enforcement Training Center provides state-of-the-art facilities that support the initial and continuing education and skill development environments required to forge exceptional law enforcement professionals.

1001. OPERATION:

The NCLETC is equally owned and operated by the Cities of Loveland and Fort Collins. The management and policy-making authority is vested equally in both cities. "Policy Issues" which require approval of each city's City Council include, but are not limited to, participation in federal and state grant agreements, construction of capital projects, and approval of the annual contributions to the training center's dedicated funds. Management of the training center is vested in each city's Chief of Police or their designee. The Chiefs of Police are responsible for the governance of the training center related to any issue that is not considered a "Policy issue". This would include approval of operating procedures, approval of all third-party use contracts, and authorization to change safety protocols for example. Control and decision-making authority for the facility will be handled in a manner consistent with a 50/50 collaborative partnership. The most current version of Inter-Governmental Agreements (IGAs) for the use of the airport property which houses the NCLETC and for the operation and maintenance of the NCLETC will dictate all support and control functions for the training center.

Each owner agency's Chief of Police and their designee may rely on input and guidance from the Technical Advisory Committee (TAC) for any matter they deem appropriate. It is fully anticipated that this Standard Operating Procedure will be a living document that may require amending throughout a calendar year and shall at a minimum be subject to an annual review each April.

The NCLETC is available to outside law enforcement agencies and private sector organizations for a rental fee when not in use by the owner agencies, with the approval of the Chiefs of Police.

1002. DEFINITIONS:

1. **Training Center Manager:** Management-level employee who has overall supervisory and management authority over all facility operations and supervises the Facility Staff.

2. **Training Center Volunteer/Intern:** Civilian non-employee (volunteer), or civilian non-sworn employee (Intern) who has responsibilities as directed by the Training Center Manager or Safety Officer and is part of the Facility Staff.

3. **Facility or Training Center Staff:** Any owner agency employee or volunteer / intern assigned to the training center as their primary responsibility, and all certified training instructors utilizing any aspect of the training center in the roles defined below (SO, LEFI, LEDI, LI).
4. **Safety Officer (SO):** Any certified law enforcement instructor or otherwise assigned facility staff who has been trained on and has responsibility for adherence to all policy and procedure requirements, safety requirements and emergency response operations, and is part of the Facility Staff. May provide informal coaching services to training participants.
5. **Law Enforcement Firearms Instructor (LEFI):** Certified law enforcement officer with firearms instructor certification, serving in an on-duty or overtime assignment capacity.
6. **Law Enforcement Driving Instructor (LEDI):** Certified law enforcement officer with driving instructor certification, serving in an on-duty or overtime assignment capacity.
7. **Lead Instructor (LI):** Any certified Law Enforcement Instructor who has primary authority over and responsibility for live-fire operations on a hot or cold firing range, driving track, skills pad or other training center facility.
8. **Communications Liaison:** Any Facility Staff member responsible for communications and notification needs to summon the appropriate response from law enforcement, fire, medical, or HAZMAT resources in an emergency, as part of the emergency response plan.
9. **Training Participant:** Any individual who occupies and utilizes the training center facilities. This would include on-duty sworn and civilian law enforcement professionals, guests, or any other person participating in training.
10. **Visitors:** Any individuals or groups who are not employees of the City of Fort Collins or the City of Loveland (owner agencies).
11. **Informal Coaching:** Instruction provided to training participants that takes a minimal amount of time so as not to detract from the primary attention to training safety and adherence to policy and procedure.
12. **Formal Coaching:** Instruction provided to training participants that takes a significant amount of time and attention which negatively impacts the ability to address training safety and adherence to policy and procedure.
13. **Hot Range / Track:** Operational condition of a live-fire range where “fire-at-will” conditions can exist, or where active vehicle operations occur on the track or skills pad, respecting all safety and personal protective equipment requirements.
14. **Cold Range / Track:** Operational condition of no live-fire or weapons handling of any kind, or no vehicle operations occur. In a cold range condition, all weapons are secured for non-firing operations such as target changes and policing of brass or gear on the floor.
15. **Emergency Response:** Any situation which requires the notification and response of emergency services to include police, fire, emergency medical technicians, or hazardous materials experts.
16. **Classroom Instruction:** Formal classroom training offered by certified law enforcement or guest instructors which supports education and training offerings at the NCLETC. Classroom Instruction requires a Lead Instructor who briefs the students on the safety plan.
17. **Owner Agencies:** The municipalities of Fort Collins and Loveland.

1003. TECHNICAL ADVISORY COMMITTEE:

The purpose of the Technical Advisory Committee (TAC) is to provide insight and perspective to the Training Center Manager and the Chiefs of Police for the cities of Fort Collins and Loveland (owner agencies) regarding operations of the training center. This committee is comprised of training supervisors and driving, firearms and arrest control instructors from each owner agency. This committee will consist of up to nine members:

1. Fort Collins Police Personnel and Training supervisor
2. Loveland Police Personnel and Training supervisor
3. Fort Collins and Loveland Police firearms training supervisor or lead
4. Fort Collins and Loveland Police drivers training supervisor or lead
5. Fort Collins and Loveland Police arrest control training supervisor or lead
6. NCLETC Training Center Manager

The committee is chaired by the Training Center Manager. It is not intended that any single member of the TAC has “final decision authority.” It will be essential to gain a consensus among the TAC to address outstanding issues and concerns. When facing deadlock, it is suggested that the conversation circle back to the purpose of the NCLETC to provide a state-of-the-art training facility for the benefit of the owner agencies and any other law enforcement or private sector organizations who may rent the facility for their training needs.

Other TAC considerations include;

- Meetings will be primarily held quarterly but may be held on an as needed basis.
- Other sources of expertise may be brought in as needed (i.e. a representative from Public Works or Finance). Representatives from key outside agencies may be invited on an ad-hoc basis.
- This committee will utilize a consensus decision-making model for all recommendations, with final operational recommendations being approved by the Police Chief for the cities of Loveland and Fort Collins, or their designee.
- Examples of the issues reviewed by the TAC include safety concerns, budget, scheduling issues, proposed capital improvements, maintenance, facility purchases, and review of complaints.
- Issues that are not resolved through consensus at the TAC level will be elevated to the Chiefs of Police for the cities of Fort Collins and Loveland for resolution.

1004. ANNUAL PLANNING MEETING:

The Chiefs of Police and other appropriate staff (TAC Members) shall meet a minimum of once per year in April to discuss any amendments to the Standard Operating Procedures, budgetary requirements, scheduled facility usage and review of rental fees or other pertinent matters as may be required for the continued operation and maintenance of the training center.

1005. VISITORS AND GUEST INSTRUCTORS:

1. General. The Northern Colorado Law Enforcement Training Center welcomes all scheduled visitors. Due to the level of activity at the training center and the potential safety hazards that exist, pre-scheduled visitor appointments are mandatory. All visitors and guest instructors who are not training participants may be provided guest passes for access and identification. Visitors are defined as individuals or groups who are not employees of the City of Fort Collins or the City of Loveland (owner agencies).

2. Restrictions. No minors under the age of 18 are permitted in the training areas (firing range, skills pad, or driving track) unless they are participating in a sanctioned, scheduled event. Visitors of any age must be supervised by owning agency staff while in the classrooms or lobby. Visitors from outside agencies are discouraged but, if necessary, must be pre-arranged with NCLETC staff and always supervised by the outside agency staff. In general, the NCLETC training facilities are for law enforcement-based training only. No after-hours or weekend use of the facilities for personal reasons are allowed.

3. Restrictions. All training center facility assets are considered restricted unless prior arrangements and approvals have been made. This includes employees of the City of Loveland and the City of Fort Collins. Unauthorized visitors to the training center property, and unauthorized use of any training center facility, will not be tolerated. This does not prohibit certified instructor access to the facility in accordance with established safety procedures.

1006. GENERAL RULES OF CONDUCT:

- It is the responsibility of each individual to conduct themselves in a professional manner when within the confines of the training center. Examples of unacceptable behavior include, but are not limited to;
 - Horseplay
 - Being at the training facility while under the influence of intoxicating substances.
 - Using a piece of equipment in an unsafe manner or in a manner for a purpose different from which it was designed or intended.
 - Display or handling of any firearm outside the confines of the firing range, or in compliance with supervised formal training (ex. Simmunitions training on the driving track), for any purpose other than transportation to and from vehicles, cleaning, maintenance, or repair and only while under supervision of an instructor or armorer.
 - Alcoholic beverages are prohibited at the training facility unless specifically utilized for a training course.
- The training facility is a tobacco-free facility (except in any designated area).
- Anyone actively engaged in a training event at the training center will be dressed in appropriate clothing for both safety concerns and professionalism.
 - Inappropriate clothing may include clothing that advertises alcoholic beverages, controlled substances, etc.
- Gambling in any form shall not be allowed anywhere on the training facility premises.
- No changes, alterations, significant repairs, or defacement to the facility, furnishings, or equipment will be permitted. If damage occurs, the responsible person or agency will be held liable for all expenses required to repair or replace damaged property.
- No nails, tacks, tape or other material, which might damage or deface walls or ceilings, may be used.
- All posters, training aids, and other materials must be removed from the facility following each training session.
- Flyers, brochures, posters, etc. may be displayed in the training facility reception area after approval by the Training Center Manager.
- Users are responsible for leaving classrooms, conference rooms, work areas, etc. in a clean and orderly condition. All tables must be set up in the original format upon conclusion of any training session.
- Maximum occupancy signs are posted in each room and the limits must be adhered to.
- Removal of any equipment or materials from the facility is prohibited.

- Moving, altering, or rearranging equipment is prohibited, without approval of the Training Center Manager.
- Only animals trained to assist physically challenged persons, police equines, or police K-9 units are permitted at the training center.
- All visitors and /or training participants will be required to stay in their respective areas during use of the facility.
- Injuries, equipment damage and damage to the facility must be reported to the assigned Safety Officer or the Training Center Manager.
- Training facility staff or a Safety Officer shall have the authority to deny use of any area of the training center to departments or individuals that have not implemented all applicable safety procedures.

1007. RENTAL OF FACILITY BASED ON SPACE AVAILABILITY

1. General. The Training Center Manager is responsible for renting any facility at the training center to non-owner organizations or partner agencies on a space available basis. In general, the training center is intended to be utilized as a law enforcement training space. The Training Center Manager should focus on utilizing the space available for public safety training first.

2. Fee Schedules. Fee schedules related to the rental of facilities at the training center by non-owner law enforcement organizations or partner agencies shall be established in cooperation by the owner agencies. A fee schedule will be maintained and updated on an annual basis and can be accessed through the training center's web site. (see **Chapter 7, Appendix 2**).

3. Training center facilities (excluding the firing range) may be rented to private sector organizations if space is available, and the facility is appropriate for the organizations ability or need (ex. public safety/community education related). Private sector organizations must demonstrate a direct relationship to their mission or purpose, how the facility they intend to rent contributes to that mission or purpose and provide sufficient expertise (instructor certifications) to safely manage the facility within existing rules and regulations. Any non-owner organizations that wish to rent a facility for training or other purposes are required to complete a facility use contract.

- There may be existing IGAs or MOUs in place with partner agencies that may be used in place of or in addition to the facility use contract.

1008. TRAINING CENTER FACILITY INSPECTION AND REPORTING PROCEDURES:

1. General. An inspection of all aspects of the training facilities to be used shall be conducted prior to any training evolution (i.e. classrooms, live-fire range, etc.), and prior to setting that facility up for the intended training. Facility inspections will follow the points detailed within the "Inspection Check List" for each training area (see **Chapter 7, Appendix 8**). Facility inspections should focus on:

- The cleanliness and professional appearance of the facility.
- Entrance and exit routes free of obstructions or trip / fall hazards and restricted areas are secured (gates).

- Operational status of environmental controls and safety systems to include air circulation systems, surveillance cameras, Wi-Fi based systems and fire suppression systems.
- Operational status of all target control systems, computer-based classroom instruction systems or any lighting or public address (PA) systems.

2. Reporting Facility Condition, Damage or Discrepancies. Any inspection of the training facilities which identifies any discrepancies or damage shall report those discrepancies or damage to the Training Center Manager, using the "Inspection Check list".

3. Any damage to the facility due to negligence will be paid for by the agency causing the damage or the last agency to use the facility that failed to report the damage in their initial inspection of that facility.

1009. GENERAL AIRPORT CONSIDERATIONS:

1. General. The Northern Colorado Law Enforcement Training Center is located on property owned by the Cities of Fort Collins and Loveland obtained through a federal land grant that established the Northern Colorado Regional Airport. As such, the training center is located within the boundaries of the airport and is subject to certain safety restrictions required by the airport, the Federal Aviation Administration (FAA) and security regulations from the Transportation Security Administration (TSA). All training or other activities taking place on the training center grounds shall consider and ensure compliance with the standards and requirements imposed by the Northern Colorado Regional Airport.

2. Restrictions.

- a. Drone (UAS) flights for the purposes of training in any outdoor setting within the training center property are restricted to owner agencies only. Any need for an outdoor drone (UAS) flight shall comply with all required application and approval processes required by the Northern Colorado Regional Airport and FAA. Training courses or instruction on the use of drone resources may be hosted by the NCLETC but all associated flight training must be accomplished within the indoor firing range or at an off-site location not in proximity to the airport and must comply with FAA regulations.
- b. Any requirement for supplemental lighting in support of an outdoor training event requires the review and approval of the Training Center Manager. At no time should supplemental lighting be directed at or be allowed to point skyward, especially toward the direction of the airport's runways and approach corridors. All supplemental lighting must have a shroud that restricts that lighting in a downward direction. This will also apply to facility improvements that could create glare that would have impact on the safe operation of aircraft within the vicinity of the airport.
- c. Any breach of the chain link or other security fencing associated with the airport property must be reported immediately to the Training Center Manager and Airport Control Tower.
- d. When advised of a possible or pending aircraft emergency, training taking place at any facility within the training center may be required to shut down and participants may be required to evacuate their training facility.
- e. The airport may support special activities such as VIP transportation support and airshow events that may require the facilities to be limited in use for certain times.

3. Other Safety Issues. Airport staff are licensed and authorized to conduct wildlife mitigation efforts on all airport property. As such they occasionally employ firearms for this purpose. While it is an infrequent occurrence, it is possible that the report of firearms may be heard coming from airport property.

Chapter 2**Standard Operating Procedures Purpose and Scope****2000. PURPOSE AND SCOPE:**

1. General. This order prescribes the rules, regulations and general precautions to be taken in the use of training facilities within the Northern Colorado Law Enforcement Training Center (NCLETC).
2. Purpose. The primary purpose of this order is to ensure a realistic, integrated and safe training environment. Nothing contained in these regulations will be construed as permitting live-fire or other training activities that endanger life or property.
3. Warning. Failure to comply with these rules and regulations may subject the offender to disciplinary action, to include removal from the training center property, banned future use of the facilities or reporting through the chain of command for internal agency discipline.

2001. FACILITY SAFETY:

1. Safety

- a. Safety is the primary responsibility of all facility staff and is a key factor in successful training. Concern for safety, however, is everyone's responsibility and should never be limited to the training environment alone. Safety considerations will always include associated activities such as, any movement to and from training areas, range set-up and break-down, weapons maintenance activities, etc.
- b. Any individual who observes an unsafe condition shall report the issue immediately to a Safety Officer, other facility staff member or the Training Center Manager. If the unsafe condition exists on a firing range while live-fire is authorized (hot range), a "cease fire" or "stop" command will be given and the Lead Instructor will set "cold range" conditions so that the unsafe condition can be addressed. Anyone, including a training participant, has the responsibility to call "cease fire". The greatest danger to life and limb is associated with live fire; therefore, firing range safety rules and regulations will be strictly enforced and adhered to.
- c. All Safety Officers (SO) and Law Enforcement Firearms / Driving Instructors will ensure personal protective equipment such as seat belts, eye protection, double hearing protection, a ballistic vest and brimmed hat are worn when appropriate by all facility staff and training participants.
- d. As a standard of safety, a minimum of two people (one being an instructor) should be present in the firing range or on the track or skills pad anytime training is taking place. Only owning agency certified firearms instructors and certified driving instructors are authorized to utilize the firing range, track and skills pad in a solo status to facilitate inspection, course set-up and other skill or maintenance needs.

2. Alcoholic Beverages, Drug use and State of Mind

- a. Training participants and facility staff may not consume alcoholic beverages marijuana or drugs (including prescription and over the counter medications which negatively impact mental state) before or during any use of the training center facilities. The Training Center Manager or Safety Officer will deny access to anyone in violation or who is deemed unable to achieve the mental focus and attention required to safely participate in training as required.

2002. TRAINING CENTER MANAGER (TCM):

1. General: Ensures the effective and efficient day-to-day operations of the Northern Colorado Law Enforcement Training Center. Provides management and oversight of all operations for the training center and the facility staff. Establishes short and long-term goals and objectives for the training center, with input from the Technical Advisory Committee. Responsible for all chain of command notifications concerning emergency or other incidents which occur at the training center.

a. Supervision Received: Direct supervision is provided by the Deputy Chief of Police for the Loveland Police Department. Direct reporting responsibility includes the Deputy Chief of Police and the Chief of Police for the City of Loveland and the Chief of Police for the City of Fort Collins (owner agencies).

b. Supervision Exercised: Provides direct supervision of all facility staff who are assigned to the training center or who serve in one of the required facility staff roles (SO, LI, etc.) while facilitating a training environment at the training center.

2003. VOLUNTEERS / INTERNS:

Fair Labor Standards Act: a volunteer is “an individual who performs hours of service for a public work agency for civic, charitable, or human reasons, without promise, expectation or receipt of compensation of service rendered”.

1. General. Volunteers will assist other facility staff as needed. Volunteers are responsible for their actions and if any volunteer is deemed irresponsible they may be dismissed. All volunteers will wear apparel with “VOLUNTEER” markings for identification and distinction between the Safety Officer or Law Enforcement Firearms / Driving Instructors. All volunteers will wear appropriate personal protective equipment while inside a live-fire range or other training area and will not be armed. Any volunteer who possesses a permit for concealed carry of a firearm shall be prohibited from carrying a concealed firearm on training center property.

2. Training. Volunteers are expected to abide by the same rules of conduct, ethical standards, and confidentiality requirements that govern their owner agency staff.

a. All Volunteers will pass a background check before being assigned as a volunteer to the training center.

3. Responsibilities. The volunteer is responsible for the duties assigned by the Training Center Manager or their designee. The volunteer may assist the facility staff in setting up the various training center facilities, ensuring they are policed after use and that the facilities are clean at all times, or any other duties that may be required from the volunteer.

2004. SAFETY OFFICER (SO):

1. General. Follows the guidance set by the Training Center Manager and assists in maintaining surveillance of all training activities and adherence to safety within the training center and assigned facilities. They shall be physically present at the training site, within any occupied firing range and adhere to the minimum staffing requirements detailed under the Standard Range Safety Rules and Standard Driving Circuit and Skills Pad Safety Rules for instructor to training participant ratios (See **Chapter 7, Appendix 3 & 4**).

2. Duties. The Safety Officer is a command authority position which supersedes standard rank with the authority to remove any personnel deemed to be unsafe (after consulting with the lead instructor) and take appropriate actions to ensure safety violations are immediately addressed, reported and documented. The Safety Officer will ensure that violators understand why they are being dismissed, if a dismissal is warranted. The Safety Officer will be the last to leave the training area following completion of training and clean-up, ensuring that the facility is clear of all personnel and equipment. The Safety Officer will ensure that all refuse, (trash, brass casings, etc.) are cleaned up from the facility after completion of training or classroom operations. The Safety Officer will contact the Training Center Manager any time they encounter an issue or concern with the training center or personnel on the training center property.

2005. Lead Instructor (LI):

1. General. Follows the guidance of the Training Center Manager regarding facility use and compliance with safety and standard operating procedures. Is granted full authority over and accepts full responsibility for the training efforts they produce and the training participants they supervise.

2. Duties. The Lead Instructor is the Officer in Charge (OIC) for their assigned training area and holds full command authority over their training objectives. Ensures compliance with all required safety briefings and emergency response planning before initiating any training. The Lead Instructor will contact the Training Center Manager any time they encounter an issue or concern with the training center or personnel on the training center property.

2006. VEHICLES AND EQUIPMENT:

1. General. Vehicles and equipment assigned to the training center will be identified by sign or decal and will be maintained by the agency which owns them, or in compliance with the current IGA. Vehicles and equipment may only park in designated areas.

2. Operations: Vehicles and equipment assigned to the training center will only be operated by facility staff who have been trained and certified on the operation of those vehicles or pieces of equipment and will require the pre-approval of the Training Center Manager. In General, only Loveland Facilities Maintenance personnel or NCLETC staff should be operating equipment assigned to the training center. The keys to all vehicles and equipment assigned to the training center will be maintained by the Training Center Manager.

2. Restrictions. Privately owned vehicles must park in dedicated parking areas. At no time will a privately-owned vehicle be used on the firing range, skills pad or driving track without the approval of the Training Center Manager.

2007. REPORTING ACCIDENTS & INJURIES:

1. General. All vehicle accidents, injuries or property damage requiring the need for law enforcement, fire, emergency medical, or HAZMAT response will be reported by the Safety Officer, Communications Liaison or any facility staff member. Any need for emergency response to the training center will be accomplished by calling 911. Radio communication between the Safety Officer and other facility staff may be required to facilitate this. (See **Chapter 4; Communications for facility staff** for more detail).

2. The appropriate accident / injury form will be filled out by the Safety Officer or facility staff and turned into the Training Center Manager as soon as practical. The Training Center Manager will review and approve the accident

/ Injury form, submit it to Risk Management through the chain of command, and notify non-owner agencies of incidents.

3. The Training Center Manager will maintain a file of all accident / injury forms for annual review by the Technical Advisory Committee. Accident / injury forms must be turned into City of Loveland Risk Management within 48 hours of the occurrence.

2008. FACILITY AND EQUIPMENT MAINTENANCE:

1. General. The City of Loveland will provide facilities and equipment maintenance services for the training center, in accordance with the current Inter-Governmental Agreement. This includes basic services such as custodial, preventive maintenance, and minor repairs. These services may be outsourced at the discretion of City of Loveland staff.

2. The City of Loveland's Facility Maintenance and Public Works staff will be trained in the maintenance of specialized assets such as the indoor firing range ventilation systems and drivers training surfaces. These staff members may also be required to assist in the training of instructors in the use and simple repair of equipment and props used by the training center.

- The City of Loveland is responsible for all facility maintenance from the perimeter fence in. It is the primary point of contact for all maintenance needs.
- The City of Loveland will manage all outside contracts and warranty work for the specialized props and equipment. Both cities shall possess an equal right to enforce any warranties, however.
- Effectively trained and authorized Fort Collins Police and Loveland Police personnel are permitted to perform minor repairs and simple fixes when appropriate.
- General facility computers and other information technology (IT) equipment will be serviced by City of Loveland IT staff.
- The access control and training center security system will be serviced by City of Loveland.

3. Any damage to the facilities on training center property due to negligence will be paid for by the agency causing the damage or by the last agency to use the facility that failed to report the damage in their initial inspection of that facility.

2009. Owner Agency Invitations and Task Force Usage:

1. General. Any invitation extended by the owner agencies, to non-owner agencies for a training event, shall be considered an opportunity to collaborate in a training environment for the purpose of enhancing co-response needs and will not require the payment of rental fees by non-owner agencies. This does not apply to formal classes or sponsored courses of instruction that require the payment of attendance fees.

2. Task Force Considerations. Regional task force units that are staffed by either Loveland or Fort Collins Police employees are considered owner agencies for those specific task force training requirements.

Chapter 3 Environmental Procedures

3000. GENERAL:

1. General. To successfully achieve all training objectives while complying with environmental laws and regulations, it is essential to consider environmental concerns while planning training operations and exercises. Proper planning will preserve all training center facilities for future generations of law enforcement personnel and the local community. Therefore, it is essential that training units adhere to the provisions in this chapter. All users of the training center facilities are responsible for adhering to this chapter.

3001. HYGIENE GUIDELINES:

1. General. Hygiene guidelines are intended to minimize exposure to airborne particulate lead, cleaning product residues and other hazardous materials. All training participants and facility staff exposed to the various facilities within the training center, regardless of their participation in live-fire or not, should follow these guidelines.

- a. Refrain from eating, drinking, applying makeup or otherwise placing hands in proximity to the mouth, eyes or nose while on the firing range or after engaging in any firearms cleaning or maintenance.
- b. Wash your hands and face with cold water after leaving the firing range or after engaging in any firearms cleaning or maintenance and before eating or drinking.
- c. Change and wash clothing after a live-fire session to minimize exposure to airborne particulate lead, propellant or solvent residue.

3002. POLICING OF RANGES AND TRAINING AREAS:

1. General. Policing of ranges and other facilities is the responsibility of the using agency. It is the responsibility of the Safety Officer to ensure ranges, training facilities, or any training area used for training purposes are consistent with these procedures. All solid waste brought to ranges, training facilities, and training areas including cardboard, wrapping materials, food waste, expended brass, and ammunition containers shall be removed from those areas and recycled or disposed of in approved containers (e.g., dumpsters or buckets) or established storing areas. The Training Center Manager or Safety Officer will do a walk through prior to training to ensure the given facility is acceptable to use. **An inspection by the Training Center Manager and / or Safety Officer will be required prior to departure from the training center** (See Chapter 1008 for further). This needs to be completed as soon as possible in order to ensure follow on training agencies can accept a clean facility. If another organization needs to use the facility and it has not been inspected by the facility staff, they may choose to train regardless. That unit will accept any damages and clean up as needed, in addition to that caused by their use. The ENDSTATE is we must preserve the facility for long term use, and it will be done by holding the using agencies responsible for clean-up and any negligent damage that may have occurred while using the facility.

2. Brass. All brass will be placed in provided buckets or cans, ensuring that no rubber backstop or other foreign materials are mixed with expended brass. Aluminum and brass casings will be separated as well. The buckets or cans for expended brass and aluminum casings will be placed in front of the storage or recycling receptacles. ONLY facility staff will dump expended brass buckets into the brass recycling receptacles to ensure no live ammunition is present. **No push brooms or similar tools are allowed to be used on the firing range and no water will be used to wash down the firing range.**

3. Dumpsters. Dumpsters are provided and the using organizations need to ensure their personnel use them properly per the labeling (i.e., Trash versus Recycle)

4. Hazardous Material. Hazardous materials (HAZMAT) (e.g., weapons cleaning gear, paint, fuel, etc.) used while training shall be stored in approved, closed, and leak-proof containers. All HAZMAT shall be clearly marked, identifying the contents of the container. All HAZMAT spills shall be reported immediately to the Safety Officer or facility staff, who will notify the Fire Department or other emergency response asset, if needed. Units shall use available resources to mitigate and contain spills, at or near the source of the spill. The City of Loveland Facilities Department will coordinate with an approved cleaning company to remove lead residue and to empty the lead containers within the bullet backstop of the firing range.

5. Training facility set-up and break-down. Set-up and break-down will be accomplished in a safe manner. Safety procedures, proper gear, and teamwork will be used when setting up or tearing down the equipment needs of any training facility in order to prevent an injury.

3003. POLICING OF ADMINISTRATION FACILITIES:

1. General. Any facility staff or training participant utilizing the various facilities and/or training areas shall ensure restrooms, break areas, etc. remain clean during the training evolution. Trash will not be disposed of in any porta-let and all trash cans will be emptied at the end of the training evolution. Safety Officers will ensure an inspection is completed at the end of each training session.

3004. ARMORY USE:

1. General. Access to the armory is restricted to authorized personnel only. At a minimum the Training Center Manager, owner agency Training Supervisors and at least one lead firearms instructor from each owner agency will have access to the armory and weapon storage area. Other access permissions will be granted by the TAC. The Armory may not be converted to office space.

When a firearm is brought into the armory for maintenance or repair, all ammunition shall be cleared from it and left in the range or another area outside of the armory. Armory occupants may remain armed while using the armory so long as they do not take their firearms out of the holster or magazines out of the pouch. If they need to do so, they should go into the range, unload and leave the ammunition in the range or a safe storage area while using the armory.

To prevent unauthorized access, the armory door should remain closed and locked anytime there is not an instructor or armorer in the armory or immediately around it (in the classroom). All doors including the armory, storage, ammunition closet, and firing range doors should be secured and checked before leaving the building.

It is each Instructor's responsibility to maintain the cleanliness of the range and armory. Each person should take care to keep the area free of trash and unnecessary clutter.

3005. AMMUNITION AND OTHER CONSUMABLES:

Consumables include items such as plywood, sheetrock, spray paint, fuel, etc. Owner agencies will be responsible for providing for their own consumable training needs and will be provided storage space for those consumables. Non-owner agencies will be responsible for providing for their own consumable training needs and may rent storage space at the NCLETC for those consumables, if desired.

3006. STORAGE:

Fort Collins personnel and Loveland personnel are responsible for keeping their respective storage areas clean and organized. Storage areas are intended for the storage of training-related tools, materials and supplies only. Expanded use of storage areas or the creation of new storage areas are not permitted without approval of the Training Center Manager and Technical Advisory Committee.

Chapter 4 Communications for Facility Staff

4000. GENERAL:

1. General. Radio communications should be maintained between the facility staff and Safety Officers at all times during training conducted outside the classroom and firing range facilities. When communications are lost, the Lead Instructor or Safety Officer should consider ceasing all training activities until communications are re-established.

a. Plain language will be used for all radio communications between the Safety Officers and other facility staff.

4001. NORMAL OPERATIONS:

1. Radio communications for all day-to-day training center facility use will occur between facility staff on the assigned simplex channel. Hand-held radios will be issued to facility staff for any training event that requires them.

a. The NCLETC will have a bank of hand-held portable radios for use by any instructors conducting training at the training center. Radio communication will be the primary method of contact between remote facilities like the driving track / skills pad, and the facility staff or administrative offices for day-to-day operations. Any request for assistance or re-supply should be made via this radio communications network.

b. Notification of any emergency situation that develops should be made via radio communication to the Training Center Manager, or other facility staff, to facilitate assistance in coordinating emergency services response. However, ALL EMERGENCY RESPONSE NOTIFICATION/ RESPONSE REQUESTS SHALL BE MADE THROUGH TELEPHONE CONTACT VIA 911 to the Loveland Emergency Communications Center (LECC). (see **Chapter 5** for further).

4002. EMERGENCY OPERATIONS:

1. In the event of any emergency occurring within the training center, notification of the emergency situation will follow the guidelines set out in the Emergency Response Plan detailed in **Chapter 5** and **Chapter 7, Appendix 7**.

4003. ADDITIONAL DETAIL:

1. The materials and engineering used in the construction of the NCLETC's indoor firing range and administrative areas may negatively impact the reception capability of both cellular telephones and hand-held radio devices. Land-line telephones are the most reliable form of communication within these structures. Instructors, training participants, visitors and facility staff may have to move to an outside location to facilitate connectivity for cellular and radio communications.

Chapter 5 Emergency Response

5000. GENERAL:

1. General. The Training Center Manager or their designee shall create a response plan for anticipated emergencies within the various training center facilities. The Emergency Response Plan is intended to guide the initial response to and mitigation of emergencies that may develop and supplements the Accident Reporting Procedures detailed in **Section 2007**. The Emergency Response Plan shall be reviewed regularly by all facility staff and updated annually through the Technical Advisory Committee (See **Chapter 7, Appendix 7**). The response plan should include the following topics, roles, and objectives at a minimum.

5001. SAFETY / EMERGENCY RESPONSE BRIEFING:

As part of the initial training center facility set up (firing range, driving track, skills pad, etc.), and in preparation for receiving training participants, all facility staff taking part in the training shall engage in a safety briefing prior to opening for business and prior to conducting any training activities. The safety briefing will include role assignments for the Emergency Response Plan and any additional safety concerns that may be appropriate.

5002. ROLES AND RESPONSIBILITIES:

Any facility staff member may be assigned a specific role within the Emergency Response Plan at the start of each training cycle / day. The required roles and their responsibilities are detailed below.

- a. Lead Instructor: Upon identification of an existing emergency, the Lead Instructor will be responsible for the immediate ceasing of all live-fire (set “cold range” conditions) active driving, or other live training and will ensure training participants are separated from the emergency situation in a safe and orderly manner. Training participants will be removed to an area designated in the Emergency Response Plan and the Lead Instructor will remain with the training participants until relieved by first responder professionals.
- b. Safety Officer: Upon identification of an existing emergency, the Safety Officer will be responsible for any required first aid or medical assessment or treatment, as qualified, if the emergency involves an injured or ill person. If no one has been injured in the emergency, the Safety Officer will ensure safety measures are deployed to prevent injuries until relieved by first responder professionals.
- c. Communications Liaison: Upon identification of an existing emergency, the Communications Liaison will be responsible for all communications and notification needs to summon the appropriate response from law enforcement, fire, medical, or HAZMAT resources. The Communications Liaison will provide pertinent information to responding units and coordinate with the communications center when appropriate to facilitate effective “link-up”.

5003. FACILITY STAFF INJURY:

1. General. Should a member of the facility staff be involved / injured in an emergency, their assigned role in the Emergency Response Plan shall be reassigned as soon as practical. To facilitate this, it is essential that all facility staff understand and be capable of performing any of these essential functions. The Emergency Response Plan



and role responsibilities shall be included in the safety briefing for training participants, should a training participant be required to fill an emergency response role.

Chapter 6 Rules and Regulations

6000. FACILITY USE RULES:

- All training requires the presence of a designated Safety Officer. The Training Center Manager will ensure that a Safety Officer is in place for non-owner agency training activities. This may be a Loveland or Fort Collins Police Department staff member or other personnel as approved by the Training Center Manager.
- The Training Center Manager is responsible for ensuring that training center facilities and props are ready for training activities.
- All agencies that use a facility within the training center, including the owner agencies, are responsible for clean up after their training activity. They are expected to leave the site in the condition they found it.
- Safety issues or concerns must be reported to the Safety Officer or Training Center Manager immediately.
- Any injury or property damage occurring at a facility within the training center must be reported to the Training Center Manager as soon as practical. Each using organization will follow their reporting guidelines as required by their chain of command or employer.
- The use of “cleared” live weapons for any movement, searching or force-on-force such as Simunition, air soft or similar is prohibited anywhere within the classroom and administration areas. The use of inert “blue” guns in these areas is allowed as long as industry standard safety checks are followed. At a minimum, steps will be taken to ensure none of the participants have a live weapon and all live weapons have been appropriately secured.
- Simunition style force-on-force training may be conducted inside the firing range and on any outdoor area of the training center. Industry standard safety checks which ensure the training site is totally sanitized of ammunition and checked for other people before beginning the exercise shall be required. Additionally, control of all ingress and egress that is accessible by anyone outside the group will be required which means having multiple safety officers. The NCLETC is a multi-agency facility with many individuals having fob access to the facility doors and multiple agencies conduct training at the same time and in nearby areas. Any training of this sort will strictly follow safety protocols to ensure no one participating is armed with a live weapon.
- For non-owner agencies, training that incorporates Simmunitions with another discipline (firearms or driving) must be approved by a member of the TAC with subject-matter background to ensure appropriate safety measures are in place.
- Levels of access will be established by the Technical Advisory Committee (i.e. who is able to access a facility and when).
- Parking inside the training center fence is dependent on training activities, which have first priority.
- Training consumables must be approved by the Technical Advisory Committee before acceptance, placement and storage at the training center.
- Because of warranty and safety issues, no significant maintenance on any aspect of a facility within the training center may be performed without the approval of the Training Center Manager.

6001. FACILITY SCHEDULING RULES:

- The Training Center Manager is responsible for master scheduling. The law enforcement owner agencies will submit their scheduling requests and the Training Center Manager will evaluate those requests and schedule appropriately.
- The law enforcement owner agencies will have first and highest priority for use of the training center. Their approved requests will be placed on the master schedule first.
- Outside public safety organizations (partner agencies) will have second priority for training center use.
- Other departments from the owner agencies (i.e. Public Works, Facilities) have third priority for training center use.
- Law enforcement owner agencies will have 24/7 access to the training center for approved training uses. These operational hours will not generally apply to outside public safety organizations.
- Law enforcement owner agencies will have sole access to the breaching façade training area for their training needs. Any explosive or shotgun based breaching training will follow industry standard safety checks, especially to ensure only breaching specific shotgun ammunition is anywhere within the training area or on the person of any training participants. No lethal forms of shotgun ammunition (00 buck , slug) will be allowed in this training area.
- The operational hours for outside public safety organization use of the training center are dependent on the availability of facility staff or other owner agency personnel who are working on behalf of the Training Center Manager. To ensure adequate security and oversight, at least one qualified individual from either owner agency will be present whenever outside organizations are using the training center. The Training Center Manager may designate an individual to oversee training from an outside organization when that agency has a formal training arrangement in place via an intergovernmental agreement (IGA) or a memorandum of understanding (MOU).
- The master calendar will document all training center activities for twelve months (a calendar year). The calendar will use a “Reserve Capacity” rule which recommends a reservation of 10% of facility capacity for maintenance needs and discretionary use by the owner agencies.
- The Training Center Manager will utilize a software-based tool or web-based application for scheduling to ensure that no conflicting events are scheduled simultaneously. The Training Center Manager will work with user organization representatives to ensure training in adjacent facilities (two training activities being held near each other) does not create an unsafe environment.
- Owner agencies will have ongoing access to the scheduling calendar and will advise the Training Center Manager of all cancelled events as soon as possible.
- Outside organizations will be required to provide a 30-day notice of their need or intent to cancel their scheduled training events. Failure to provide a 30-day notice may result in a forfeit of fees associated with the training reservation.
- Scheduling will be initiated around October 1st of each year, for the following calendar year.



Chapter 7 Appendices

7000. Appendix 1: NCLETC Description

The Northern Colorado Law Enforcement Training Center

5300 N. Boyd Lake Avenue

Loveland, CO 80538

970-962-2130

POC – Ken Koch (Training Center Manager)

Ken.koch@cityofloveland.org

Cell 970-381-9736



Administrative Office, Classroom & Conference Rooms

Administrative office space for the Training Center Manager with a lobby area

Two, 12-person conference rooms, with wireless / HDMI audio / visual equipment

One large classroom capable of being divided into two smaller classrooms (70 or 2 X 28 students)

Classroom tables support electrical outlet and USB connectivity for device charging needs
Wi-Fi, internet access, speakers, large screen monitors and white boards for presentations
Kitchen area with microwave, sink, full-size fridge/freezer and ice maker



12-Person Conference room



Lobby Area



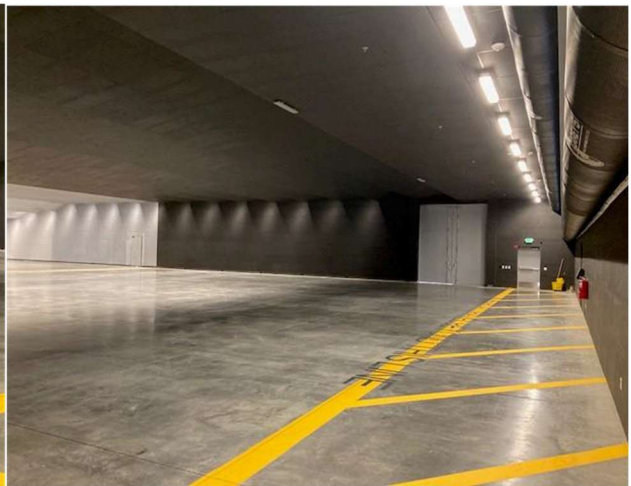
Classrooms

50-Yard, 21-lane Indoor Tactical Firing Range

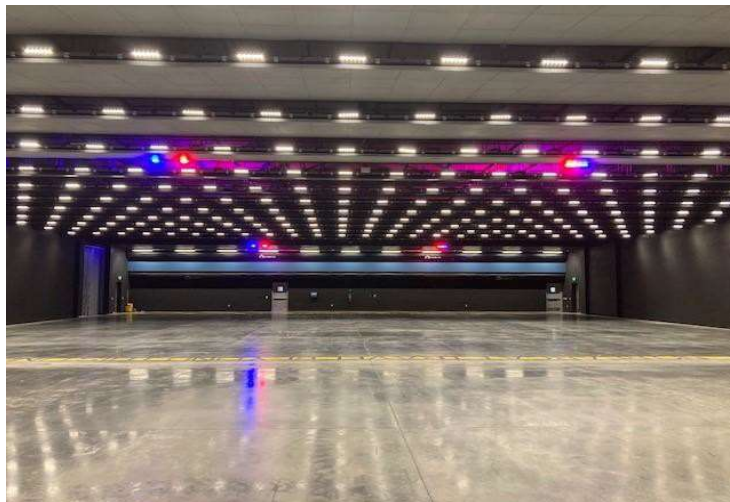
- Open bay design for unlimited training and scenario set-up with rubber particle bullet trap
- Full ventilation controls with multi-stage filtration and climate control (heated and swamp cooled)
- Spire Target targeting system with target turners, and two running man moving target systems
- Full LED lighting with dimming control for full-light, low-light, and no-light training scenarios
- Four red and blue emergency light bars mounted in the ceiling baffles
- Portable cover/concealment, training barriers, cones, barrels to use in scenario set-up
- Accessible by police vehicles for scenarios (large ballistic door access)



View from lane #1 at the 50-yard line



View of the vehicle access ballistic doors



View from 10-yard line, Looking back to the 50-yard line for lighting systems.

Drivers Training Area

5.5 Acre Skills Pad, with integrated access to the driving track

1.4 Mile Driving Track with pavement and concrete surfaces

35' Observation Tower

Support equipment for track sweeping and traffic cone course set up



7001. Appendix 2: Rental Fee Schedules:

NCLETC fee schedule based on reasonable pricing comparison. Effective January 1, 2024.

<i>Training Resource</i>	<i>Description</i>	<i>4 Hours</i>	<i>8 Hours</i>	<i>4 / 8 Hour Private Sector</i>
Classroom	One 40-person classroom	\$100	\$200	\$200 / \$400
Both Classrooms Combined	Two 40-person classrooms	Full Day Only	\$250	\$500
Conference Room	Conference room	\$80	\$160	\$100 / \$200
Firing Range	50-yard, 21 lane indoor tactical range	\$300	\$600	N/A
Skills Pad	600x400 or 5.5-acre concrete skills pad	\$300	\$600	\$400 / \$800
Driving Track	Highway driving track	\$300	\$600	\$400 / \$800
Entire driving complex	Highway driving track & 5.5-acre skills pad	Full Day Only	\$1200	\$1600

*4-hour blocks are defined as 8:00 am to 12:00 pm, 1:00 pm to 5:00 pm and 5:00 pm to 9:00 pm

It is anticipated that gradual, moderate rate increases will be required from year to year to cover increased utility and maintenance costs.

7002. Appendix 3: Facility Inspection Check Lists:

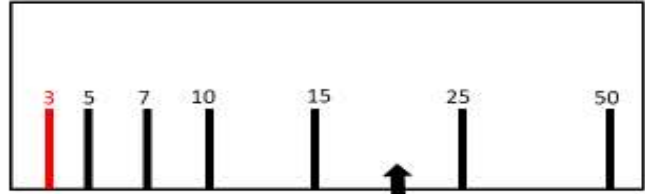


Firing Range Inspection Check-In / Check-Out Sheet

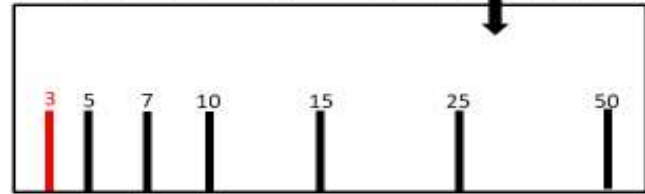
Date: _____ Time In/Out: _____/_____ Agency: _____ Instructor: _____

Check In:

- | | | |
|-------------------------------|-----|----|
| 1. Brass On Range | Yes | No |
| 2. Trash Cans Empty | Yes | No |
| 3. All Target Lanes Working | Yes | No |
| 4. Range Computer Working | Yes | No |
| 5. Range I-Pad Working | Yes | No |
| 6. Ventilation System Working | Yes | No |
| 7. Range Carts Working | Yes | No |
| 8. Range Lights Working | Yes | No |
| 9. First Aid / AED Present | Yes | No |
| 10. Safety Briefing | Yes | |



ANNOTATE DAMAGE TO EITHER THE SOUTH OR NORTH WALL



Check Out:

- | | | |
|---|-----------------------------|---------------------------|
| 1. Brass On Range | Yes | No |
| 2. Trash Cans Empty | Yes | No |
| 3. All Target Lanes Working | Yes | No |
| 4. Range Computer Off | Yes | No |
| 5. Range I-Pad Charging | Yes | No |
| 6. Ventilation System Off | Yes | No |
| 7. Range Carts Put Away | Yes | No |
| 8. Range Lights Off | Yes | No |
| 9. First Aid / AED Stored | Yes | No |
| 10. Live Rounds / Spent Brass Separated | Yes | No |
| 11. Number of rounds expended: | Handgun: _____ Rifle: _____ | (FOR WEAR ON BULLET TRAP) |

Remarks:

Training Center Manager's Phone Number: 970-962-2130



Conference & Classroom Inspection Check-In / Check-Out Sheet

Date: _____ Time In/Out: _____/_____ Agency: _____ Instructor: _____

Conference or Classroom Number: _____

Check In:

- | | | | |
|---------------------------|-----|----|-----|
| 1. Floor Clean | Yes | No | N/A |
| 2. Tables Clean | Yes | No | N/A |
| 3. Dry Erase Boards Clean | Yes | No | N/A |
| 4. Lights Working | Yes | No | N/A |
| 5. AC/Heat Working | Yes | No | N/A |
| 6. Computer Working | Yes | No | N/A |
| 7. TV Monitors Working | Yes | No | N/A |
| 8. Window Screens Working | Yes | No | N/A |
| 9. Trash Cans Empty | Yes | No | N/A |
| 10. Tables Damaged | Yes | No | N/A |
| 11. Chairs Damaged | Yes | No | N/A |
| 12. Safety Briefing | Yes | | |

Check Out:

- | | | | |
|---------------------------|-----|----|-----|
| 1. Floor Clean | Yes | No | N/A |
| 2. Tables Clean | Yes | No | N/A |
| 3. Dry Erase Boards Clean | Yes | No | N/A |
| 4. Lights Off | Yes | No | N/A |
| 5. AC/Heat Working | Yes | No | N/A |
| 6. Computer Off | Yes | No | N/A |
| 7. TV Monitors Off | Yes | No | N/A |
| 8. Window Screens Up | Yes | No | N/A |
| 9. Trash Cans Empty | Yes | No | N/A |
| 10. Tables Damaged | Yes | No | N/A |
| 11. Chairs Damaged | Yes | No | N/A |

Remarks:

Training Center Manager's Phone Number: 970-962-2130



Track & Skills Pad Inspection Check-In / Check-Out Sheet

Date: _____ Time In/Out: _____ / _____ Agency: _____ Instructor: _____

- Track Only
- Skills Pad Only
- Track & Skills Pad

- Mark Location of Damage on Map



Check In:

- | | | | |
|--------------------------------------|-----|----|-----|
| 1. Track / Skills Pad Inspection | Yes | No | N/A |
| 2. Foreign Objects / Debris | Yes | No | N/A |
| 3. Course Paint Markings Visible | Yes | No | N/A |
| 4. Traffic Cones Set (day vs. night) | Yes | No | N/A |
| 5. Observation Tower accessible | Yes | No | N/A |
| 6. First Aid / AED Support Present | Yes | No | N/A |
| 7. Safety Briefing | Yes | | |

Check Out:

- | | | | |
|------------------------------------|-----|----|-----|
| 1. Track / Skills Pad Inspection | Yes | No | N/A |
| 2. Foreign Objects / Debris | Yes | No | N/A |
| 3. Course Paint Marking Visible | Yes | No | N/A |
| 4. Traffic Cones Secured | Yes | No | N/A |
| 5. Observation Tower Secured | Yes | No | N/A |
| 6. First Aid / AED Support Secured | Yes | No | N/A |

Remarks:

Training Center Manager's Phone Number: 970-962-2130

7003. Appendix 4: Standard Range Safety Rules & Regulations:***Standard Range Safety Rules and Regulations***

Revised January 15, 2022

Every person on the firing range shall abide by all range rules at all times. Anyone who violates any of the rules is subject to removal from the range by the facility staff. Law Enforcement Firearms Instructors shall be responsible for:

- Safety procedure on the range - Instructors shall conduct an emergency action “man / woman -down” response plan briefing, in compliance with the standard operating procedures, prior to initiating any training within the facility.
- Ensuring all training participants and staff wear appropriate protective equipment to include body armor, and brimmed hat.
- Enforcing posted rules and taking necessary and appropriate actions for all rule violations.
- Ensuring an appropriate instructor to training participant ratio for safety needs.
- Reliance on a structured lesson plan design and delivery method.
- Providing alternative lighting in the event of a power outage on the range.
- Ensuring appropriate trauma/medical kit is readily available.

Range Rules:**Colorado POST Firearms Safety Rules**

- 1. All weapons must be treated as if they are always loaded.**
 - 2. Never let the muzzle of a weapon point at anything you are not willing to destroy.**
 - 3. Keep your finger off the trigger and out of the trigger guard until the sights are on the target and you are prepared to shoot.**
 - 4. Always be certain of the target and beyond.**
5. Anyone observing an emergency can call for a “stop” or “cease fire” and notify a range staff member of the emergency.
 6. All handguns will remain holstered or in a case when behind the firing line unless otherwise specifically directed by an firearms instructor.
 7. Un-holstered or un-cased weapons will be pointed in a safe direction at all times (e.g. at the backstop, Safety Circle, etc.).
 8. When using long guns (rifle, shotgun), keep the muzzle up and the action open when placing them in provided firearms racks, or pointed in a safe direction whether carried or slung, unless directed to do otherwise by a firearms instructor.
 9. Loading and unloading of a firearm is only permitted at the firing line or in the designated loading / unloading area of the range.
 10. Loading or unloading of a firearm outside the range requires the use of safety bullet traps, with the muzzle fully inserted into the device.
 11. Loading of magazines with ammunition is permitted anywhere within the range and administration building, but not in the parking lot or other facilities.

12. No eating or drinking in the range and no tobacco use is allowed..
13. Sight and hearing protection are required while inside the range. Sight protection should be rated for high velocity impacts. Double hearing protection (i.e., ear plugs and muffs) is recommended by all users while on the range. The only exception to using hearing protection is during a cease fire or cold range condition.
14. Female training participants who may be pregnant are highly discouraged from using the range for concerns surrounding exposure to lead materials and sound concussion from fired handgun.
15. Only authorized duty or practice ammunition may be used unless specifically directed otherwise by a lead instructor.
16. Steel core, steel slug, ceramic tipped, armor piercing, tracer, and any other ammunition that may damage the bullet containment trap are not permitted. Any ammunition that will stick to a magnet on any part of the round is not permitted. The use of black powder or synthetic black powder is not permitted due to air filtration requirements.
17. All calibers greater than .308 may not be used due to limitations of the bullet traps. Other high energy rounds with calibers smaller than .308 may also be excluded from use if deemed hazardous.
18. Shooters may only use the range under the supervision of a NCLETC approved / certified firearms instructor.
19. Only paper or cardboard targets may be used, and paper targets must be affixed to backer board. No explosive targets may be used and no glass or glass-like targets on the range.
20. Use and placement of barricades, simulated walls / windows, vehicles and other training aids are allowed but should never be placed in such a way that creates extreme cross lane or high angle impacts to the intended target or bullet containment trap (three lane rule).
21. Any vehicles used on the firing range must be inspected prior to entry to insure they have a clean undercarriage (no snow or mud) and have measures in place to prevent oil or other fluid stains on the firing range floor.
22. Users shall not move or reach beyond the firing line to pick up any item from the ground unless it is safe to do so, until the range is under a cease fire condition and given specific instructions by a range staff member.
23. Users who experience problems with firearms while on the firing line that cannot be cleared through malfunction clearance drills are required to keep their firearm at the firing line with the muzzle pointed toward the bullet containment trap while they seek assistance from a range staff member.
24. Use of CN, CS gas or any hazardous material munitions are prohibited. Use of less-lethal munitions (40mm, Shotgun based, etc.) will be with training rounds only and will require prior approval of the Training Center Manager. Powder based less-lethal munitions may only be used on the breaching pad outside of the firing range.
25. Firearms with fully automatic capability cannot be used in full auto mode during normal range training operations by non-owner agencies.
26. Any range use, training need or course of fire that requires activities outside these standard range rules will require review and prior written approval of a subject-matter expert member of the TAC with notification to the Training Center Manager.

Brass Sorting and Pick-up:

The range should be cleared of all spent casings at the end of a shooting session. The instructors are responsible for ensuring that the shooters “police” their brass at the end of the session. Latex gloves will be available to the shooters picking up brass. All brass (handgun and rifle) can be collected together without sorting by caliber; however, instructors MUST ensure there is no foreign material and no non-recyclable casings (aluminum, etc.) in the brass collected.

7004. Appendix 5: Standard Driving Track & Skills Pad Safety Rules & Regulations:***Standard Driving Track and Skills Pad Safety Rules and Regulations***

Revised January 15, 2022

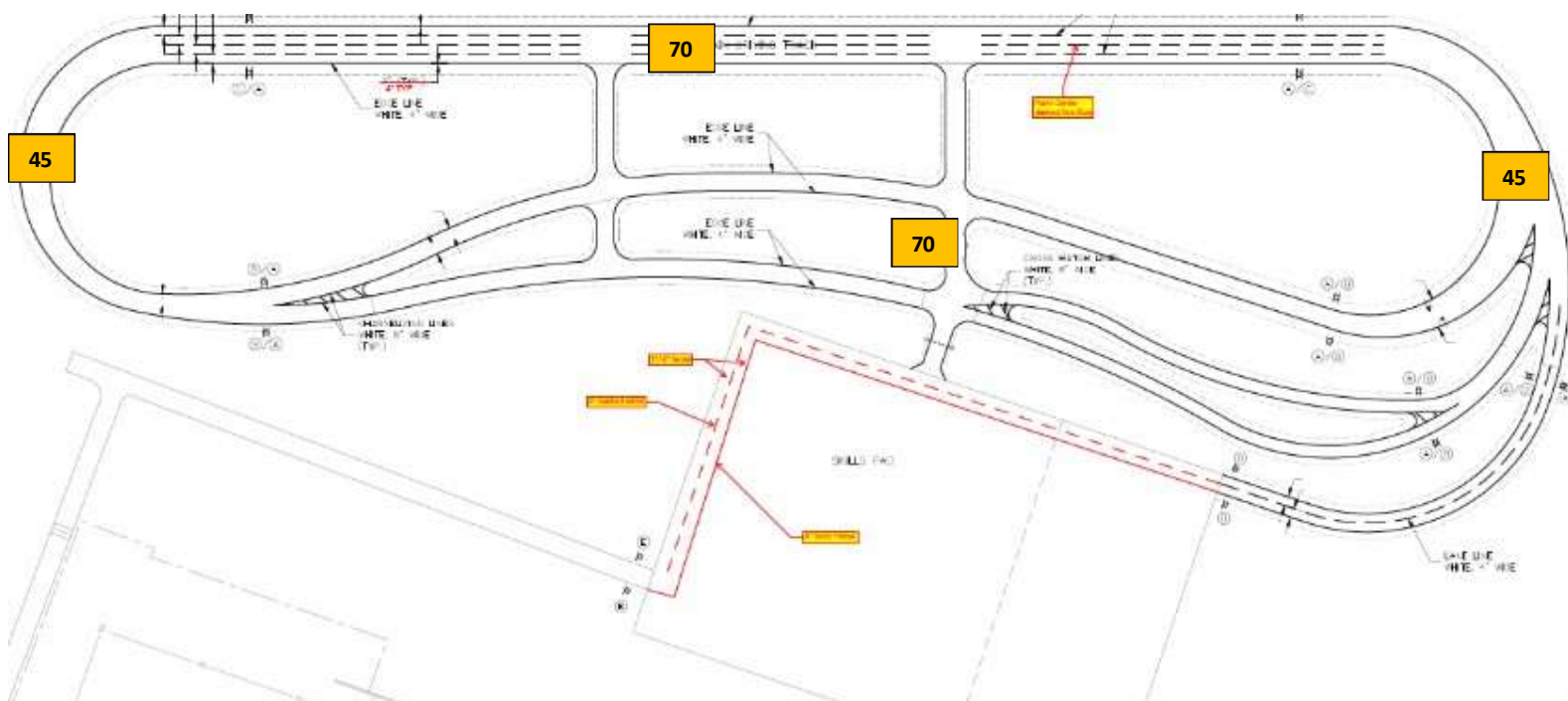
In order to operate a safe and well-maintained law enforcement driving facility the following rules and regulations are required by all who utilize the facility unless granted written permission to operate outside these parameters. Law Enforcement Driving Instructors shall be responsible for:

- Safety procedure on the driving facility – Instructors shall conduct an emergency action “man / woman - down” response plan briefing, in compliance with the standard operating procedures, prior to initiating any training within the facility.
- Ensuring all training participants and staff wear protective equipment.
- Enforcing posted rules and taking necessary and appropriate actions for all rule violations.
- Ensuring an appropriate instructor to training participant ratio for safety needs.
- Reliance on a structured lesson plan design and delivery method.
- Ensuring appropriate trauma/medical kit is readily available.

Driving Facility Rules:

1. No smoking is allowed on the facility and no overnight camping is allowed.
2. No equipment may be used by any individual if they have not been trained and authorized by their agency and the training center staff, in the operation of that equipment.
3. There is no user equipment storage or vehicle storage allowed at the NCLETC without prior authorization of the Training Center Manager.
4. A certified driving instructor, Training Center Manager or other facility staff must be present at all times when the driving complex is being utilized and driving time must be scheduled in advance through the agency liaison or Training Center Manager.
5. Before beginning any training, the Lead Instructor or their designee will be responsible to ensure the driving track and / or skills pad is free of foreign objects or debris, in compliance with the inspection check- list.
6. The driving track and skills pad may not be used for personal use.
7. All occupants of vehicles must wear seatbelts, turn the stereo off, and windows must be all the way up or all the way down.
8. If training participants must travel to the driving track and/or skills pad in a personal vehicle, the Training Center Manager and Lead Instructor must be notified. Under no circumstances may personal vehicles be driven on the track or skills pad in a training or other capacity.
9. Driving must be performed at all times to conform with training needs only. Careless or abusive use of the facility will not be tolerated and may result in agency specific discipline or financial responsibility on the part of the user.
10. Siren use is restricted to Monday through Friday, 8 am to 8 pm. Any use of sirens should be intermittent and reasonable, in accordance with required training needs.

11. If a vehicle drives or is forced off the paved roadway surface and shoulder debris is left on the track, instructors and training participants are responsible for sweeping off the paved surfaces and repairing ruts or damage to the shoulder before the end of the respective training day.
12. Speed limits may not exceed 70 mph on the straight away and asphalt fingers and 45 mph on the corners.
13. Any TVI or PIT training will primarily be conducted on the 4-lane straight away of the driving track and will be restricted to speeds under 50 miles per hour. The inherent risks associated with this specialty training should be respected and any certified driving instructor presenting this training should also be qualified to present the techniques involved, as determined by the TAC. TVI or PIT training may be conducted on the skills pad when circumstances require.
14. Instructors must mark out the exterior edge of the south and north super curves with reflective cones placed no less than 10 feet apart while operating the high-speed circuit at night.
15. Non-owner users may not permanently paint markings on the skills pad or driving track. Chalk, flour or roadway crayon markings are permitted.
16. All equipment and cones will be returned to their proper storage location at the conclusion of the training event.
17. All accidents, damage, or significant incidents must be reported to the Safety Officer and Training Center Manager immediately.
1. Any vehicle with a gross vehicle weight (GVW) greater than 20,000 pounds (Bear Cat) must be approved by the Training Center Manager.



7005. Appendix 6: Facility Orientation / Safety Brief:

Training Date:		Training Time:	
Lead Instructor:			
Safety Officer:		Radio #:	
Comms Liaison:			

Training Location: 5300 N Boyd Lake Ave., Loveland, CO 80538

Land Line – (970) 962-2130

Lat: 40° 26' 54" N / Long: 105° 1' 9" W

Facilities:

Firing Range	Classroom 1 or 2	Conference Room 1 or 2
Skills Pad	Highway Track	Other

First-aid:

- Individuals with advanced medical training:

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- A **trauma first aid kit** is located:

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- A separate first aid kit is available for minor injuries. See an Instructor for treatment of minor injuries.
- A fire extinguisher will be readily available in the range / on the track as well as in the classroom.
- An AED is located in the main hallway outside each of the range entrance doors in the administrative area of the building.

Communications:

- Instructors will have a cellular phone on their person.
- An NCLETC portable radio will be issued to the Safety Officer prior to initiating any training.
- In the event of an emergency the instructor in charge at the range will be:

	OR	
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Procedure

to summons Emergency Medical Services (EMS):

- At all times, there will be a minimum two ways to contact EMS. (1) A cellular phone with confirmed coverage will be available; and (2) a handheld radio capable of contacting the Training Center Manager or other facility staff. If immediate help is needed the desired number to call is **911**. For non-emergency contact Loveland dispatch at 970-667-2151.
- The Lead Instructor or their designee (Communication Liaison) will be responsible for initiating the emergency medical response to the range. In the event the Lead Instructor is incapacitated another instructor will initiate the response. Students will also be briefed on this process in the event a student is responsible for initiating the response.

Transport:

- Emergency transport will be by ambulance by contacting Loveland dispatch center.
- The Lead Instructor has discretionary authority to make other transportation arrangements if deemed in the best interest of the injured person.

Injury Procedures:

- In the event of ANY INJURY, Call CEASE FIRE if necessary and notify an Instructor IMMEDIATELY. The Communications Liaison will dial 911 for an injury that requires advanced emergency care. Instructors will render first aid as needed.
- The Lead Instructor, Safety Officer or their designee will provide direction to students to safely secure any loaded firearms and maintain the integrity of the scene for potential investigation.
- In the event emergency transportation is needed for an injury, an ambulance will be dispatched by Loveland 911 dispatch center.
- The nearest hospital is **Medical Center of the Rockies, 2500 Rocky Mountain Avenue, Loveland**.
- In the case of a minor injury the student will report the injury to an Instructor who will ensure that the injury is treated. The Instructor or Safety Officer will also inform the student the requirement to complete a Workman's Compensation Form for their employer if applicable.
- The Lead Instructor will also evaluate the cause of the injury to see if it was caused by training and adjust the training accordingly.
- In the case of serious injury **all training** will cease. The Lead Instructor will notify the Training Center Manager and their chain of command of the injury. Training may resume after the agency's investigation is complete. In the event the death or gunshot wound occurred during a reserve or full academy, then training can only resume after the POST Board or its designated representative(s) have insured the program is operating in compliance with POST rules.

Prior to conducting any firearms related training review the following:

Colorado POST Firearms Safety Rules

1. All weapons must be treated as if they are always loaded.
2. Never let the muzzle of a weapon point at anything you are not willing to destroy.



3. Keep your finger off the trigger and out of the trigger guard until the sights are on the target and you are prepared to shoot.
4. Always be certain of the target and beyond.



AFTER CALLING 911



IDENTIFY / ATTEMPT TO IDENTIFY THE FOLLOWING INFORMATION:

1) Location: **Northern Colorado Law Enforcement Training Center
5300 N Boyd Lake Ave., Loveland, Co 80538**

Range Coordinates: **LAT: "40 degrees, 26 minutes, 54 seconds north"
LONG: "105 degrees, 01 minute, 10 seconds west"**

ELEVATION: "4980 feet"

- 2) Type of Wound: (e.g., Gunshot, Fracture, Heart Attack, etc.)
- 3) Wound Location: (e.g., Right Hand, Left Foot, etc.)
- 4) Treatment Applied: (e.g., Tourniquet, AED, Quick Clot, etc.)
- 5) Victim Responsiveness: (e.g., Conscious, Alert, Disoriented, etc.)
- 6) Known Medical Issues: (e.g., Allergies, Diabetic, Blood Thinners, etc.)
- 7) Victim's Gender:
- 8) Victim's Age:

Regional Medical Resources

- 1. Loveland Fire Station 6: 4325 McWhinney Blvd., Loveland CO 80538
Primary Response (970) 962-2476 / 2.5 miles South
- 2. UC Health Medical Center of the Rockies: 2500 Rocky Mountain Ave., Loveland, CO 80538
Level II Trauma (970) 624-1600 / 2.5 miles SE
- 3. Banner Health McKee Medical Center: 2000 Boise Avenue, Loveland, CO 80538
Level III Trauma (970) 820--4071 / 3.0 miles SW
- 4. Denver Health: 777 Bannock Street, Denver, CO 80204
Level I Trauma (303) 436-6000 / 49 miles South by air

7007. Appendix 8: Emergency Response Plan:**MAN / WOMAN-DOWN PROCEDURES****Emergency Response Plan**

The intent of this emergency response plan is to provide a framework and guidance to facility staff for response to any emergency occurring within the training center. While firearms injury-based emergencies are the most obvious of potential threats to safety, there are a number of other potential causes of an emergency to consider. This emergency response plan is meant to provide role assignments, areas of responsibilities and desired objectives to achieve in response to and mitigation of any emergency that might be encountered.

1. Lead Instructor:

- a. Upon identification of an existing emergency, the Lead Instructor will be responsible for the immediate ceasing of all live-fire (set “cold range” conditions) or drivers training and ensure training participants are escorted to a secure location in a safe and orderly manner. Training participants will be removed to an area designated in the Emergency Response Plan and the Lead Instructor will remain with the training participants until relieved by first responder professionals.
 - i. Initial Response Considerations:
 1. Ensure any injured persons are identified and attended to immediately.
 2. Notify the Communications Liaison of the location of the incident and nature of any injuries.
 3. Select and communicate the appropriate location for evacuation and holding of non-impacted training participants.
 4. Make additional assignments of available facility staff, as needed.
 5. Manage all non-impacted training participants to ensure their safety and security.
 6. Any incident resulting in injury from a gunshot should be treated as a potential crime scene and managed as such.

2. Safety Officer:

- a. Upon identification of an existing emergency, the safety Officer will be responsible for any required first aid or medical assessment or treatment, as qualified, if the emergency involves an injured or ill person. If no one has been injured in the emergency, the Safety Officer will ensure safety measures are deployed to prevent injuries until relieved by first responder professionals.
 - i. EMT Considerations:
 1. Respond with AED, Trauma Equipment, etc.

2. Conduct a primary and secondary injury assessment and ensure a safe scene for patient treatment.
 3. Provide emergency care as appropriate.
 4. Communicate patient injuries, condition and any treatment applied to the Communications Liaison.
 5. Prepare patient for link up with responding EMS assets.
3. Communications Liaison:
 - a. Upon identification of an existing emergency, the Communications Liaison will be responsible for all communications and notification needs to summon the appropriate response of police, fire, medical, or HAZMAT resources. The Communications Liaison will provide pertinent information to responding units and coordinate with the communications center when appropriate.
 - i. Initial Response Considerations:
 1. Use the “AFTER CALLING 911” guidance sheet for initial incident reporting.
 2. Ensure notification of the incident is made to Training Center Manager.
 3. Keep a running log of incident events and times for the reporting requirements.
 4. Coordinate link up for responding public safety assets.
 5. Refer all external / media inquiries to the City of Loveland’s Public Information Officer.
4. Facility Staff Injury:
 - a. Should a member of the facility staff be involved / injured in an emergency, their assigned role in the emergency response plan shall be reassigned as soon as practical. To facilitate this, it is essential that all facility staff understand and be capable of performing any of these essential functions.
5. Medical Response Considerations:
 - a. Because of the close proximity of Fire / EMS resources and regional hospital services (see “AFTER CALLING 911” guidance sheet), the need for air based medical transportation from the training center will in most cases be inefficient. This decision will be made by EMS professionals once on scene, but in most cases injured persons will be transported to the nearest trauma hospital and any need for air transport to higher level trauma centers will be arranged from that hospital.
6. Evacuation / Shelter Considerations:
 - a. Considerations: The most appropriate evacuation or shelter locations for non-impacted training participants will be determined by the nature of the incident and any threat it poses. For example, a single patient with a significant injury or medical condition within the firing range may only require the evacuation of non-impacted training participants to the rear of the firing range, for safety and holding until released by public safety professionals. A hazardous materials spill within the firing range may require the evacuation of all training participants (including any injured persons) to the classroom area or even completely off-site.

- b. Shelter Locations: See the “Training Facility Description” in Chapter 7 of the Standard Operating Procedures, Appendix 1.
7. Other Considerations:
- a. Interior Threat Assessment: Risk management considerations indicate the highest probability for emergency response needs within the training center’s facilities, center on;
 - i. The use of firearms and the potential for injury that is associated.
 - ii. Vehicle accidents
 - iii. Fall or trip injuries and other medical conditions or ailments, on an individual basis.
 - iv. Fire danger and hazardous materials spills, while unlikely, are still a potential given the materials stored in support of all training center facilities.
 - b. Exterior Threat Assessment: Risk management considerations indicate exterior threats could include;
 - i. Power Failure to the facility: There are no auxiliary power sources for the facility and there are limited back up lighting sources in the firing range.
 - ii. Weather related Threats: Significant and sudden storms could produce situations requiring a “shelter in place” response (high wind, tornado) or immediate closure and evacuation (roof snow loads, flooding).
 - i. Threats associated with the airport.

