



The primary role of the Range Safety Officer (RSO) is to ensure a safe and enjoyable shooting experience for members and guests at Pueblo Municipal Shooters, Inc. (PMS) range. The following are the requirements for becoming and maintaining status as a Range Safety Officer. For rules to manage the range, please refer to the Firing Range SOP.

1. Safety is not an option; it is a requirement!
2. Always be polite and helpful!
3. An RSO must either complete the PMS RSO course or present a copy of a current certification as an NRA Certified RSO.
4. Annually, RSOs must read and sign indicating they have reviewed and understand the current PMS SOPs and RSO guidelines.
5. Ongoing information shall be exchanged via email and online RSO resources when available.
6. The CRSO and/or Board of Directors may call a meeting at any time if immediate, in person, attention is necessary. RSOs shall make their best effort to attend.
7. RSOs must wear a hunter orange vest or similar garment clearly marked "RSO" when working as an RSO at the PMS range. All RSOs are encouraged to have and wear their own vest or garment.
8. To remain an active member of the PMS RSO team an RSO must volunteer to be an RSO on Public Night at least once a year unless other arrangements are made with the CRSO.
9. RSOs working as an RSO accrue credit towards a reduction of membership renewal dues at a faster rate than other forms of volunteerism. See the Volunteer Recognition Program SOP for details.
10. RSOs shall use the sign-up calendar to volunteer for Public Night or other functions needing an RSO. When available, the use of an online calendar will supersede the paper calendar in the building.
11. RSOs needing to cancel a scheduled shift shall notify the CRSO as early as possible. When available, shift cancellation must be done using the online calendar and will trigger a team notification.

Skill and Qualifications

1. RSOs must be a member in good standing with PMS.
2. Firearms safety experience is required. RSOs must have successfully completed the PMS Range Safety Officer course.
3. RSOs must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing for extended periods of time, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
4. RSOs must be able to perform light work exerting up to 35 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.
5. RSOs must be naturally friendly and positive; possess exceptional customer service skills; enjoy interacting with and building relationships with the public and members; have a good attitude and be able to communicate professionally and respectfully with the public and members.
6. Upon acceptance, new RSOs must volunteer on two separate Public Nights with the CRSO or delegate for PMS specific procedures training.

7. The CRSO and/or Board of Directors reserve the right to deny prospective new RSOs or discontinue the use of any current RSO for any reason they deem is in the best interest of the club.

Guidelines for the Range Safety Officer on Public Night

1. There shall be a minimum of two (2) RSOs working on Public Night.
2. RSOs must report for Public Night service by 6:30 p.m. to inspect the range, bathrooms, and prepare the classroom set-up by completing the range checklist in the white book verifying all equipment is accounted for and all areas of the range have been checked.
3. The RSOs will prepare the range for Public Night by putting on a pair of protective booties so any contaminants from down range will not be tracked back into the shooting area. An exception would be moving between the north and south ranges using lanes 5 and 6, otherwise the booties must be removed once back in the shooting area and disposed of correctly. Down range, RSOs must open and close the emergency exit door at the end of Lane 1, check that all range lights work, and check rubber mats for any repair and target carriers for ease of movement up and down each lane. RSOs should be alert for any needed range maintenance and/or safety violations anytime they are at the range. If there are problem/issues, please contact the CRSO or the Maintenance Lead individual by text or phone along with leaving a note in the logbook.
4. Only RSOs are allowed at the front table area. Only RSOs will handle the money box and/or count the money.
5. The RSO cabinet is to be accessed by PMS RSOs and Board of Director members **only**. It is the duty of authorized users to safeguard the entry combination.
6. RSOs are responsible for the overall firearm safety at PMS. RSOs must also understand PMS established emergency and first aid procedures, and the proper use of the trauma kit, including the tourniquets. The RSO Team is also responsible to provide first aid and trauma to support emergency conditions that could occur at the range. The RSO team is responsible for inspection of the first aid kit and two (2) trauma kits to ensure they are ready to meet an emergency; this includes a visual examination of the two trauma kits during their public night inspections to ensure the seals are in place. The first aid kits should also be visually inspected, so supplies are adequate for minor first aid use. More detailed inspections and inventories are to be completed quarterly by the CRSO to ensure items are stocked and are within the manufacturer's expressed expiration dates.
7. The RSO shall deny range access to anyone in violation of range safety rules. If the person(s) challenges the RSO, the RSO may call 911 as needed. If an individual is asked to leave the range, the CRSO and Incident Review chairperson shall be notified via text or email. An entry in the RSO binder or electronic form, when available, shall be made identifying the individual and the nature of the issue causing their dismissal.
8. If problems occur, handle them promptly. If they cannot be immediately managed on site, the RSO should call:

Terry Curtis, CRSO, PMS President 719-406-8627
Nick Mangini, CRSO 303-601-6635
9. RSOs shall try to keep the shooting area, as well as all areas of the range clean. This includes stray debris in the hallways, restrooms, classroom space and immediate area outside the entry door.
10. All firearms shall enter and leave the range in a case or holster. If the party does not have a case or holster, they may borrow one. Handgun and rifle cases are available in the RSO cabinet. The individual's ID shall be retained until the case is returned.

11. Because the RSO's attention should be on the people shooting and the surroundings, an RSO on duty should only be performing RSO duties and should refrain from reading magazines, using electronic devices or other activities that would prevent them from focusing on safety and the RSO functions while on duty. When not interacting with guests, the RSO in the classroom space should be monitoring the camera system or watching the range at the observation windows.
12. RSOs are not to instruct members or guests during public night even if they have a current instructor certification. Instructing prevents an RSO from maintaining a safe range environment for everyone. The only time an RSO should handle a member or guest's firearm is if it needs to be cleared of a malfunction the shooter is unable to clear, or to correct a safety violation. The RSO may not test fire a member or guest's firearm unless it is needed to maintain the safety of the range.
13. At least one RSO will always be stationed in the shooting area while non-members are shooting. If for any reason there cannot be an RSO in the shooting area, a cease-fire will take place and not be released until an RSO can be in attendance.
14. The following procedures will be used if any problem is reported by an RSO about a member or guest:

If a member on Public Night has been notified by an RSO his/her actions are unsafe and continues to use unsafe gun handling habits, a report shall be completed and sent to the Incident Review Committee (IRC); if it's a guest, it should be noted on the guest ID form, on the RSO daily sheet, and reported to the CRSO. Upon a thorough review, the IRC can recommend the member's/guest's shooting privileges be suspended for a month if necessary. The member/guest may also be requested to attend a Free Gun Safety Class given by qualified instructors at the range. The RSO on duty when the incident happens is not responsible for imposing corrective action on the individuals. The RSO may ask them to leave and then report the incident.
15. An RSO who violates policies, guidelines or range rules shall be counseled by the CRSO for the first offense. Further training may be required depending upon the severity of the violation.

Check-in Procedures for Members, Members' Guest(s), and the General Public on Public Night

1. The RSOs are responsible for assuring range fees are collected. Payment of any bill larger than \$20 will not be accepted unless the bill is being used to pay for an equal number of guests, i.e., a \$50 bill for 5 guests.
2. Fees for the member's guest(s) and the general public individuals are the standard guest fees (\$10 for adults and \$4 for children under the age of 18).
3. Active-duty military and their immediate family fee is \$2 for adults and \$1 for dependent children under 18 years of age.
4. Children under the age of 18 MUST have a parent/guardian IN THE BOOTH when the child is shooting.
5. Individuals with a physical handicap who can only fire 5 or 10 rounds before they become fatigued, or it is too painful and unsafe to continue will be refunded their fees. Example: A person is in a wheelchair has severe arthritis or another noticeable handicap.
6. Other than handicap fees, an RSO does NOT have the option to change the fees for anyone who comes in to shoot.

7. The RSO shall ensure all members complete the blue registration book and show their badge. A member's guest(s) and general public individuals will follow the check-in procedures outlined below.
8. The RSO will direct a member's guest(s) and/or a general public individual to fill out the registration sheet and return it to the front table with ID and payment.
9. The RSO checks the form against the ID to verify information. No ID, no shooting! The RSO accepts the money (there is a separate box for collecting fees on Public Range Night), writes the amount on the bottom of the form, assigns a booth number, and puts his RSO number in the box for verification. RSO numbers are listed in the RSO cabinet.
10. When available, the RSO shall check a list containing the names of individuals who have demonstrated safety or attitude issues and have been either banned from the range or requires additional attention. If the individual is on the banned list, the RSO shall inform them and prohibit them from using the range. The RSO shall point out the list of board members should the individual feel the need to contact someone.
11. The RSO puts the forms in the binder under the booth number tab and leaves it there until checkout time. The RSO shall retain the individual's ID with the form until they have finished shooting and return any borrowed items including eye and ear protection and gun cases.
12. If the guest has not viewed the range safety video previously or has not viewed it in several months, the RSO will play that video for the guest to watch.
13. At the end of the evening, close-down procedures may begin no sooner than 8:30 p.m. If there are no guests using the range by 8:45 p.m., the range may be completely closed and RSOs may leave after all closing tasks shown below are completed.
14. The RSO reconciles the guest fees, target money and brass sales money. All fees collected shall be verified by both RSOs, recorded on the master RSO ledger and the funds shall be deposited in an accounting envelope and dropped in the Red Range Cash Box, near the registration desk. When there are no guests, an envelope with a zero count is required to alert the treasurer all nights have been reported.
16. If Cash Box has two or more \$20 bills, contact the club treasurer or CRSO via text message or telephone call.
17. The RSO completes the paperwork, gathers all the forms, puts the forms in an envelope, and places them under the office door or in the box on the office door.
18. The RSO ensures the required lock-up procedures are followed before leaving which includes the RSO cabinet is locked, the toolbox is locked, the main entry is locked, all open windows are closed, fans turned off, and if used, the heater has been turned back to 60 degrees.
19. After exiting the building, push and then pull on the door to ensure the door has been locked.

**Pueblo Municipal Shooters, Inc.
Standard Operating Procedures
Range Safety Officers - #21**



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<http://puebloshooters.org>

I have read, understand, and agree to comply with the PMS RSO Guidelines and Agreement for calendar year _____. I understand my RSO privileges at PMS may be suspended or revoked for non-compliance.

Printed Name

Date

Signature