



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 SOPs.

1. Safety is not an option! Safety is a requirement!
2. Be polite and helpful at all times!
3. RSOs must carry a current certification as a NRA Certified RSO and provide the RSO Coordinator with updated certifications when obtained.
4. Pueblo Municipal Shooters (PMS) range must maintain a current copy on file of the current RSO's certification.
5. RSOs must read and sign indicating they have reviewed and understand the current PMS SOPs and RSO guidelines.
6. RSOs must understand established PMS emergency and first aid procedures and have a valid CPR/first aid card. PMS will pay for initial certification and renewals as needed for active RSOs.
7. RSOs will be provided a copy of the RSO Handbook and the Definitions document to refer to as needed. A copy of the handbook and definitions will be kept in the RSO cabinet.
8. RSOs must wear a hunter orange vest or similar garment clearly marked "RSO" when working as a RSO at the PMS range. All RSOs are encouraged to have and wear their own vest or garment.
9. To remain an active member of the PMS RSO team a RSO must:
 - a. Volunteer to be a RSO on Public Night at PMS at least once every six months. After not volunteering for RSO duty for over one year – the RSO will be taken off the roster and the RSO number will be removed.
 - b. Attend at least one RSO meeting a year, making sure to sign the roster of attendance.
10. 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.
11. If problems occur, handle them promptly. If they cannot be immediately handled on site, the RSO should call:
Rick Quinn, Chief RSO, RSO Coordinator..... 671-7906
Terry Curtis, RSO, PMS President 406-8627
12. RSOs shall make an effort to keep the shooting area, as well as all areas of the range clean.
13. 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. It is suggested to retain an ID until the case is returned by the individual(s).
14. The following procedures will be used if any problem is reported by a RSO about a member or guest:
If a member/guest on Public Night has been notified by a RSO his actions are unsafe and said person continues to use unsafe gun handling habits, a report shall be completed and sent to the Incident Review Committee (IRC) and a Range Contact Card shall be issued to the non-member guest (this shall be designated on the guest I.D. form). Upon 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.
15. A RSO who violates policies, guidelines or range rules shall be counseled by the RSO Coordinator for the first offense. Further training may be required depending upon the severity of the violation.
16. The RSO will enter their public night volunteer time in the white 'volunteer' binder. The information entered includes the date, time, RSO name and RSO box checked indicating the type of volunteer work being done.
17. The RSOs will follow the described procedures in the RSO guidelines for preparing the range for public night. (RSOs should be alert for any needed range maintenance and/or safety violations anytime they are at the range.)

Non-Member Guest & Member Check-in Procedures for Public Night

1. There shall be a minimum of two (2) RSOs working on public night.
2. The RSOs are responsible for assuring range fees are collected.
3. Fees for the non-members are the same as guest fees.
4. Fees for members remain the same.
5. Fees for active duty military and their immediately family will be the same as member fees.

6. Individuals with a physical handicap who can only fire 5 or 10 rounds before they have to quit firing before they become fatigued and unsafe or it is too painful to continue will be refunded their fees. Example: A person is in a wheelchair, has severe arthritis or other noticeable handicap.
7. Other than handicap fees, a RSO does NOT have the option to change the fees for anyone who comes in to shoot.
8. The RSO shall ensure all members complete the blue registration book, show their badge, and pays the appropriate fees by placing the fees directly into the red collection box. Public night RSOs will no longer collect or track member's shooting fees. A member's guest(s) will follow the non-member check in procedure outlined below.
9. The RSO directs the non-member guest to fill out the guest registration sheet and return it to the front table with I.D. and payment.
10. The RSO checks the form against the I.D. 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).
11. The RSO puts the forms in the binder under the booth number tab and leaves it there until checkout time.
12. If the guest has not viewed the range safety video prior or has not viewed it in several months the RSO will play that video for the guest to watch.
13. Because the RSO's attention should be on the people shooting and the surroundings, a RSO on duty should only be performing RSO duties. The RSO is discouraged from reading magazines, texting or engaging in other activities that would prevent them from focusing on safety and the RSO functions while on duty.
14. At least one RSO will be stationed in the shooting area at all times 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 the RSO can be in attendance.
15. At the end of the evening, 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.
16. The RSO accumulates all the forms and completes the paperwork, puts the paperwork and the forms in an envelope, and places under the office door or in the box on the office door.
17. The RSO ensures the required lock-up procedures are followed before leaving to include the RSO cabinet is locked, the main entry is locked, the classroom lights are off and the heat has been turned down to about 60 degrees.