

Mercer County Sheriff Office

**FIREARMS SAFETY RULES
&
PROCEDURES**

1. Treat all firearms as if they are loaded.
2. Never point a firearm at any person unless you are prepared to shoot that person. (Unless you are participating in a controlled supervised training program)
3. Immediately upon picking up a firearm, open the cylinder or action and check to make sure that the firearm is unloaded. If not, then unload the firearm, and check it again.
4. Never give a firearm to, or take a firearm from, anyone unless the cylinder or action is open and the firearm is unloaded.
5. **Don't** permit your firearm to be worked on by a person other than a qualified Gunsmith or Armorer.
6. **Don't** engage in horseplay with your firearm. Keep it secured while not actually engaged in range training or being using to defend your life or others as set in department policies.

RANGE SAFETY RULES AND PROCEDURES:

1. Keep your finger on the outside of the trigger guard and off of the trigger until you're ready to fire.
2. Upon arrival at the range make certain that all firearms are unloaded.
3. Make sure that there are no obstructions in the barrel and the firearm is in proper working order. (Firearm Instructor may inspect your weapon at any time)
4. Load only when instructed to and follow the instructor's commands on how and when to load your weapon.
5. **Don't** smoke on the firing line.
6. Keep the firearms pointed down range at all times.
7. When not actually firing the firearm, keep it in the proper state of safety, E.G., handguns holstered, long guns with actions opened, or proper carrying positions.
8. Never draw the handgun from the holster or reholster with the trigger finger inside the trigger guard.
9. Do not play with or handle your firearms behind the shooters on the line.
10. Do not talk to the shooters on the firing line.
11. Never permit the muzzle of your firearm to touch the ground.
12. If the firearm is dropped, check it before firing.
13. Never pull the hammer back to the cocked position unless you intend to fire.
14. When using a revolver never let the hammer down on the live round without first placing the thumb in front of the hammer and releasing the hammer carefully.
15. Never leave your firing point without first making sure your firearms safe as per instructions.
16. Never go in front of the firing line until the firing line has been cleared and the command has been given to go forward.

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17. Never dry fire on the range except under supervision of an instructor.
18. Pay strict attention to the range officer's commands.
19. Never anticipate a command.
20. You should always wear eye and ear protection and department issued body armor at all times unless the instructor advises otherwise.
21. Be familiar with and make sure you understand the range officer's commands before firing. If you are not clear on the instructions, ask for clarification before proceeding.
22. If a malfunction occurs with your firearm attempt to clear it. If you are not unable to correct the problem with immediate action, keep your firearm pointed down range and signal for assistance.
23. Strictest discipline must be maintained. Carelessness cannot and will not be tolerated. The instructors are the primary range safety officers. Each student is tasked with making sure that they and the other students do not violate these safety rules. Each student should immediately notify the instructor if they see a serious violation of these range safety rules.

HOME SAFETY RULES AND PROCEDURES:

1. You are responsible for the safety of others with your firearms
2. Educating your immediate family about your firearms is mandatory.
3. For maximum security you must make sure firearms are inoperative and inaccessible to others.
4. Some suggestions for home security.
 - A. Store you firearms and ammunition separately under lock and key.
 - B. The use of commercial trigger locks.
 - C. The use of handcuffs, padlocks, or flexcuffs.
 - D. **Don't** keep your handgun under your pillow or anywhere in easy reach to you while in bed.
5. However you deal with your firearm and ammunition, be consistent.
6. If you follow the same routine every time you are less likely to forget something important like: reloading your firearm before returning to duty.

Spencer M. Reid
Employee Signature

9/6/2023
Date