

HONOLULU POLICE DEPARTMENT
POLICY
LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIPS

June 12, 2019

Policy Number 1.11

KOKO HEAD RANGE

POLICY

This policy provides an overview of the responsibilities and use of the Koko Head range as it pertains to departmental personnel. The use of the range by departmental personnel shall be in accordance with this directive.

PROCEDURE

I. AREAS OF RESPONSIBILITY

- A. The Koko Head range is comprised of seven live fire range areas and an archery range where no firearms are allowed. The areas closest to the Koko Head slope have been designated as the public pistol, public rifle, and silhouette ranges. The areas closest to the Hanauma Bay slope have been designated as the trap, skeet, big pistol, and combat ranges.
- B. The Honolulu Police Department's (HPD) Firearms Training staff, Training Division, shall be responsible for the following ranges:
 - 1. The trap, skeet, big pistol, and combat ranges from Monday through Friday, except on holidays; and
 - 2. The public pistol and rifle ranges on Monday and Tuesday only, since the Department of Parks and Recreation (DPR) staff are off duty on those days.
- C. The Department of Public Safety is responsible for the silhouette range.

- D. The DPR shall be responsible for all ranges, except the silhouette range, on weekends and holidays. The DPR range officer will maintain the target frames and backings and provide targets for public use. General maintenance of the ranges and the cutting of grass are the responsibility of the DPR.

II. GENERAL GUIDELINES ON THE USE OF THE KOKO HEAD RANGE

- A. The ranges, under the HPD's control, may be open to federal, state, and county law enforcement agencies, if available.
- B. Due to the sensitive nature of HPD firearms training at the Koko Head Range, only authorized HPD personnel, authorized outside agency law enforcement personnel, and authorized support staff are allowed on the premises during scheduled HPD training.
- C. Individual HPD officers on full-duty status, reserve officers, and retired HPD officers in good standing with the HPD are allowed to utilize the Koko Head Range for training purposes when there is no scheduled training.
- D. All personnel must check in with the range staff at the Koko Head Range office before entering the range.
- E. No one should participate in extreme rapid or automatic fire unless it is part of their approved training curriculum.
- F. Police firearms training will be generally conducted during daylight hours; however, special night firing sessions may also be conducted. A certified instructor approved by the Firearms Training sergeant or designee shall be present for such occasions.
- G. In case of an emergency or injury, the Koko Head Range staff shall be notified as soon as possible.
- H. When not in use by law enforcement agencies, the facilities may be made available to the public.
- I. All firearm laws shall apply at the range.

III. FIREARMS TRAINING STAFF AND CERTIFIED INSTRUCTORS

- A. The Firearms Training sergeant or designee will be in charge of all scheduling for the ranges while under the HPD purview.
- B. The HPD shall provide a Firearms Training officer on weekdays from 0630 to 1515 hours, except on holidays. Live fire begins at 0800 hours and ends at 1445 hours.
- C. A certified instructor is responsible for the following duties:
 - 1. Enforcing and observing all safety rules;
 - 2. Confirming that the appropriately scheduled agency or division is utilizing the proper range;
 - 3. Ensuring that personnel are properly equipped with eye and ear protection during live fire;
 - 4. Maintaining target frames, backings, and providing targets (centers) as may be required; and
 - 5. Maintaining general cleanliness and security of the surrounding range areas.

IV. RESERVING THE KOKO HEAD RANGE FOR HPD USE

All HPD elements that would like to reserve range time for unit firearms training must complete the following procedures:

- A. Contact the Firearms Training sergeant or designee to schedule an acceptable date and time to conduct training;
- B. Fill out the Request to Schedule Training, HPD-391 form;
- C. Submit the HPD-391 form, with a range lesson plan and ammunition count, to the Training Division;

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- D. Upon approval, contact the Firearms Training sergeant or designee to finalize the date and time and receive further instructions; and
- E. Upon completion of the training, submit the After-Action Report for Completed Training, HPD-400 form, to the Training Division.

A handwritten signature in black ink, reading "Susan Ballard". The signature is written in a cursive, flowing style.

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002