

**CRAVEN COUNTY LAW ENFORCEMENT OFFICERS
ASSOCIATION
RANGE OPERATING PROCEDURES
(Used in Conjunction with CCLEOA By Laws and Range
Safety Rules)**

SECTION 1. INTRODUCTION

Our Training Facility had humble beginnings in 1968. It is now a facility that we, as members, should be proud of. Agencies and members, in a wide variety of shooting and training activities, use it constantly. Members should be proud of all the effort put into this organization as it facilitates the training of law enforcement professionals who protect our communities. We are dedicated to the growth and improvement of this organization and require all members and guests to conduct themselves safely and responsibly at all times. There is no other organization in the state of North Carolina like CCLEOA.

The location and existence of this organization/range requires every member and guest to use safe weapons handling and to maintain strict compliance with all of our procedures and Range Safety Rules. The proximity of houses and private property near our facility, and inherent dangers of a firing range, requires caution in the handling and usage of firearms at all times.

Violation of these procedures and rules may result in immediate removal from the range, termination of membership and if warranted criminal prosecution where property damage or personal injury is involved.

SECTION 2. GENERAL PROCEDURES

Range Hours of Operation:

Monday thru Saturday 0800 until 2200 hours. All authorized firearms may be discharged.

Sunday 1300 until 1800 hours. Special hours for official training by an Agency or educational facility may be scheduled with the proper approval of a majority of the Board.

Range Administration

All members, guests, students, and Agency personnel must sign the logbook in the CCLEOA club house each day prior to using the range. Class leaders and Agency trainers may sign for their group.

NO FOOD, DRINK, CHEWING TOBACCO, SNUFF, SMOKING or VAPING is permitted on the firing lines.

Illegal drugs and alcohol are not permitted on CCLEOA property at any time and persons on CCLEOA property are prohibited from consuming alcohol or illegal drugs. Anyone appearing to be impaired will be prevented from being on any firing line and they will be reported to law enforcement. Members must refrain from using any prescription drugs that impairs their ability to safely handle a firearm.

A minor is defined according to NC General Statutes 48A-2 as a person less than (18) years of age. Minors on range property must be supervised by a parent or guardian at all times, who is competent in handling firearms. Supervision means that the responsible adult is in close proximity to the minor so they can take immediate control of any weapon or situation.

Agency exclusive training areas are restricted from use by the general membership. They are for Agency training only. If an individual member of an agency, who is not also a member of CCLEOA, may train with their service weapon on range A or B if they are not otherwise in use. If the individual's training requirements cannot be met using range A or B, a range reservation must be made through their agency and reserved on the calendar. Agency members are free to join the Association and shoot as our rules permit.

At least one agency RSO from each agency using the range must attend the Range Orientation class every two years. The agency must ensure they have a RSO who is current with this training at all times. This individual is responsible for passing this training to other RSOs in their organization. Agency personnel participating in formal training are not required to sign our disclaimer, however, individual agency members training on their own are required to sign the range disclaimer and retain a copy while on the range (a picture on their phone will fill this requirement).

Waivers may be granted by the Board for Agency specific training (chemical munitions, explosive devices, specialized weapons and tactics etc. under the direct supervision of qualified Agency Training Officers)

Only agencies or Board approved organizations can reserve ranges for their exclusive use. All other range activities may require sharing range resources. Groups requiring classroom facilities may reserve the building classroom for non-social events.

Any member who permits a non-member to use their CCLEOA gate code to gain access to the range will be held responsible for the actions of the person using the member's code and may be subject to disciplinary action including suspension or termination of CCLEOA membership.

Suspension or termination of CCLEOA membership will not result in any CCLEOA dues or fees refunds.

Building and Grounds Responsibility

No one is allowed to climb onto the berms except for the purpose of authorized maintenance.

Shooters must pick up all brass, casings and hulls, and dispose of them properly after they are finished shooting. Containers are available at the range for this purpose.

All trash from inside the club house, and out on the ranges and property must be properly disposed of, either in the dumpster, or taken with you. This includes paper, cardboard, plastics, etc.

Agencies or any group of building users must sweep the floors when done and mop the floors as needed.

Before leaving the building, turn the Heat/AC units to their overnight settings (as indicated by the notes on the wall), turn the hot water heater in the kitchen off and turn off the lights and lock all doors and gates.

Range Safety Officers (RSO)

RSOs and Assistant RSOs are appointed by the Board Members based upon their knowledge and qualifications. In order for a member to be designated an RSO, they must successfully complete the CCLEOA RSO training.

When present, the RSOs have ultimate authority for rules and safety enforcement of the range.

The RSO may ban from the range any person handling a firearm in an unsafe or careless manner, or for any serious violation of range rules until a decision of the Board Members and RSOs is completed.

A member or instructor on the range is responsible for their guests or students' conduct and safety at all times.

Anyone seeing an unsafe condition may call a CEASE FIRE. The CEASE FIRE means STOP Shooting, and make all the weapons safe. Firing can resume when the unsafe condition is resolved.

If an RSO is not present, the safety matter or rules violation shall be referred to an RSO or Board Member as soon as practical.

Repeated violations of Range Rules or By-laws may result in suspension or termination of membership.

CCLEOA Disclaimer:

The CCLEOA individual Disclaimer must be signed by every member, guest, Agency member and student before using the range or before being issued a range access code and membership card.

The Disclaimer must be signed annually by anyone, including members, using the range

Range and Club House General Upkeep

Any member, guest, or student seen firing at lights, barricades, range property or equipment, or defacing or destroying any training facility property shall have their membership terminated and may be reported to the proper authorities for appropriate legal action. Members or instructors sponsoring those violators may lose their memberships as well.

Firing at non-approved targets such as, bottles, cups, cans or other objects are prohibited. Commercial steel targets as described in the range safety rules "permitted targets" section are approved. Anyone using the range will be held responsible and required to pay for any damage you, your guest or student causes.

Use the dumpster for ALL trash except brass.

Empty your trash both inside and outside the building into the dumpster especially if you have eaten inside the building.

Any group or agency using the building/class room, must clean the tables, sweep the floor, take out the trash, and mop if needed.

Turn the Heat/AC units to their overnight settings (as indicated by the notes on the wall), turn the hot water heater in the kitchen off and turn off the lights.

Lock all doors, windows and the gate when leaving.

Agency Training:

Law Enforcement Agency Training will have priority. If there is a conflict of schedules between any event and law enforcement training, law enforcement training has preference except when the Association has a scheduled meeting. If the Association has a meeting scheduled, anyone using the clubhouse must vacate the building at least **two hours** prior to the Association meeting.

All Agency Training must be reserved through the Association web site via email to the Webmaster at least 48 hours ahead of the training.

Agencies are required to abide by all rules and regulations of the Association. Failure to comply with rules may result in adverse action taken against the offender.

BUILDING RESERVATION

The building may be reserved by recognized agencies and educational organizations whose mission is firearms instruction and safety.

Members may reserve the classroom for classes such as concealed carry classes.

The building is not meant for social or private parties.

There is no charge for the use of the building.

SECTION 3. IN CONJUNCTION WITH CCLEOA BY-LAWS ARTICLE III – MEMBERSHIP

Categories of membership Include general or individual and Agency.

General or Individual Memberships are:

General Members
Sworn
Life Membership

Other provisions related to Individual Membership:

All CCLEOA members must complete a CCLEOA waiver and return it with their annual renewal. Failure to return the form will result in the members gate code being suspended.

All CCLEOA members must attend a range orientation class given by a CCLEOA range safety officer at least every other year beginning April 2026.

If the member had a class in 2025, the member is good until 2027

Failure to attend the class will result in the member's gate being suspended until class completed.

Application for General or individual membership:

Individuals who want to join the Association must fill out an application, attach their payment, North Carolina concealed carry permit or criminal background check from their county of residence and submit the completed package to the membership committee. The package will be screened by the Board or the Board's delegate and presented to the general membership for approval at a regular meeting.

The applicant must be present at the meeting that they will be presented for membership and if membership is approved, must attend a general range orientation brief. After attendance at the general range orientation brief, the new member will be given their access code to the range property.

Individual membership dues:

Dues are evaluated every year by the Long-Range Planning committee and presented to the Board and Treasurer before the September regular meeting for consideration.

Current (effective 2025) dues are as follows:

- General members renewing -\$144. Payments received after December 31st add \$25 late fee
- Sworn Applicants -\$75.

- Sworn members renewing - \$50.
- Life members - \$0
- New Members pay \$25 joining fee, plus monthly dues. Monthly dues are prorated for the number of months remaining in the year. (For example, joining in January it is \$144, for each month after subtract \$12 (Feb \$132, Mar \$120 etc.))

General members are credited \$25 off of the following years dues for each authorized workday in which they participate in up to 3 workdays or a maximum of \$75. If, however, they participate in eight (8) workdays their dues for the following year are waived.

Sworn members are credited \$25 off of the following year's dues for an authorized workday. Sworn members will also have the following years dues waived if they participate in three or more workdays.

At least every two years, life members must notify the club treasurer in writing their wish to remain active with the club.

If a Life member fails to notify the club treasurer for two consecutive years, they will be dropped from the roles but may reapply for regular membership.

Termination of Membership:

General or individual membership in the Association may be terminated by the Executive Board in accordance with Article III, section 3, of the CCLEOA Bylaws.

Agency Membership

Individuals within Agencies may apply for general or individual membership and would pay dues and come under the requirements of general or individual membership in accordance with Article III, section 2, of the CCLEOA By-laws.

Agency annual fees:

Agency fees are evaluated every year by the Long-Range Planning committee and presented to the Board and Treasurer for consideration before the September regular meeting.

Current (Effective 2026) Agency fees are as follows:

Large agencies (20 or more sworn positions) will pay \$4700 per year on or before 1 July.

Small agencies (19 or fewer sworn positions) will pay \$75 per year for each person due on or before 1 January.

An educational institution for the purpose of Basic Law Enforcement Training (BLET) will pay \$5400 per year on or before January 31.

Other Agency membership is also available to other groups with an annual fee schedule to be determined in advance by the Board.

SECTION 4: IN CONJUNCTION WITH ARTICLE IV, SECTION 14, OF CCLEOA BY-LAWS: COMMITTEES

Task Focused Committees:

The Association Executive Board will appoint task focused committees as needed to perform and manage certain tasks required for the smooth operation of the CCLEOA range and properties. The Board will appoint a committee leader from the general membership and that leader will be permitted to select any other committee members, based on their willingness to serve and skill, needed to complete the specific task or manage ongoing responsibilities. Committees will operate with the oversight and direction of the Executive Board.

Committees do not have a set term but will serve at the discretion of the Executive Board or until the particular task or project is completed or the ongoing responsibilities are no longer required.

Current Standing Committees

- 1) Equipment and Grounds Maintenance – Responsible as directed by the Board to:
 - Coordinate the regular preventive maintenance and necessary repair of any CCLEOA mechanical or structural equipment.
 - Coordinate the grass cutting on all active ranges. Grass should be cut according to weather conditions which dictates how fast grass and weeds grow.
 - Coordinate the cleaning of the CCLEOA clubhouse interior at least twice monthly.

Funding for maintenance committee expenses will be from the maintenance budget and will be handled through a CCLEOA credit card issued to the equipment and grounds maintenance committee leader.
- 2) By-Laws/Range Operating Procedures – Responsible as directed by the Board for the coordinating review, research and developing by-laws, range operating procedures, range safety rules, membership forms etc. for presentation to the Board and/or general membership. This committee will work closely with legal counsel to insure that documents follow the Articles of Incorporation and current laws. Funding for this committee will come from the general fund approved by the Board and the general membership if required.
- 3) Range Safety Officers – Responsible for oversight of all firing activities on all ranges when they are present on CCLEOA property. Responsible as directed by the Board and in close coordination with the By-Laws/Range Operating Committee for developing range safety procedures and presenting safety briefings for all new members as well as periodic range safety updates for all members.
- 4) WEB Site - Responsible as directed by the Board for developing and maintaining the Association WEB site including posting range reservations on the WEB calendar. Will be the coordinator for any outside web development work required to update the site.

- 5) Membership - Responsible as directed by the Board for screening potential members application forms and required support documents. A member of this committee would communicate with a potential member any information required to complete the membership application process and present the applicant to the board for consideration. Maintain the list of active members, their dues and discounts. Coordinate as necessary to add or drop gate access codes.
- 6) Range Development and Long-range planning - Responsible as directed by the Board for developing and revising as necessary a multi-year plan for range development.
- 7) Kitchen - Responsible as directed by the Board for planning, purchasing and preparing meeting and workday meals. Is also responsible for cleanliness of all food preparation and storage areas. Funding for kitchen expenses will be from the kitchen budget and will be handled through a CCLEOA credit card issued to the committee leader.
- 8) Promotions - Responsible as directed by the Board for purchasing and selling any CCLEOA merchandise and accounting for revenue from sales. Funding for promotion expenses will be handled through the treasurer.

SECTION 5: IN CONJUNCTION WITH OF CCLEOA BY-LAWS

ARTICLE VI – MEETINGS

A quorum needed to conduct Association business will be 5% of the total Association general membership.

When a General Membership vote is required, a majority vote of a quorum present at a regular or special meeting is required for Association action.

Annual Meetings of Members - The annual meeting of Members is currently held the second Tuesday of December, unless otherwise scheduled by the Board, and is an evening meeting that has the primary purpose of electing the Directors of the Association for the coming year as well as conducting any end-of-year business. Directors may also be elected at any regular or special meetings of the General Membership if required.

Regular Meetings of Members - Regular meetings are held the second Tuesday of each month at the Association club house, unless otherwise scheduled by the Board. Meetings with meal service begin with food service at 11:30am and the business meeting at 12:00 noon. Quarterly evening meetings are held the third month of the quarter otherwise scheduled by the Board and will begin with food service at 6:00pm and the business meeting at 6:30..

Special Meetings of Members – Are meetings called by The Executive Board to conduct specific business per By-Laws Article VI, Section 4. An attempt to notify all members as to the date, time, place and purpose of the special meeting will be made by notice on the CCLEOA web site and e-mail.

The order of business for all Association meetings

- Call to order.
- Pledge of allegiance to the flag followed by a moment of silence honoring first responders and members of the military branches.
- Reading and approval of the minutes of the previous meeting.

- Reading and approval of the Treasures report.
- Report from the Executive Board.
- Vote on any Executive Board recommendations requiring membership vote.
- Old business.
- New business.
- Presentation of new members and vote.
- Announcements.
- Adjournment

SECTION 6: GUESTS AT ASSOCIATION MEETINGS AND ON THE RANGE:

Members may bring guests to any regular meeting except for the December annual meeting.

Members are responsible at all times for their guests. The sponsoring member must remain in the vicinity of their guest and ensure they comply with all range rules.

In order to be responsible for guests at all times, members should limit the number of guests participating in range activities to 4.

Guests residing within a 75 mile radius of CCLEOA property and participate in Association activities more than five times in one year will be required to join the Association unless a waiver is requested in writing and approved by the board.

Guest conduct and safety are the responsibility of the sponsoring member.