



**STANDARD OPERATING
PROCEDURES FOR DEPARTMENT OWNED SHOOTING
RANGES**

**LOUISIANA DEPARTMENT OF
WILDLIFE & FISHERIES**

September 4, 2025

Introduction and Purpose

The Louisiana Department of Wildlife and Fisheries' (LDWF) Shooting Sports and Ranges Program has developed this Standard Operating Procedure (SOP) for application to the LDWF shooting ranges located at Bodcau Wildlife Management Area (WMA), Woodworth Outdoor Education Center, Sherburne WMA, and Waddill Wildlife Refuge. The range located at the Pearl River WMA is operated under a Memorandum of Understanding (MOU) between LDWF and a third party entity and is subject to the procedures outlined in that MOU.

Shooting ranges operated by LDWF are maintained and operated to provide the general public with a safe, enjoyable environment for recreational shooting, archery, firearms training, and other educational programs. Safe and responsible range operations are essential to protect the public and build support for recreational shooting and shooting sports. This Standard Operating Procedure (SOP) outlines guidance regarding range rules, procedures, and expectations to LDWF staff, volunteers, and the general public. It covers the fundamental elements of range operation. Each facility may have additional rules specific to that location which are included in the appendix of this document.

Volunteer Range Safety Officer (RSO) Certification Requirements

Volunteer RSOs are recruited from the ranks of those who have a sincere interest in working with LDWF and the public to ensure safe operations of LDWF public shooting ranges. Interested persons age twenty-one (21) or older will be given the opportunity to apply regardless of their race, sex, or national origin.

Potential volunteer RSOs will be required to attend a nine-hour RSO training, successfully complete a written test with a score of eighty percent (80%) or higher, and conduct a range practical. RSO training is taught by LDWF staff or designated volunteer trainers only. Training includes the basic course material, firearm safety and rules, general range safety rules, range standard operating procedures (SOP), RSO techniques, and other criteria necessary to become a skilled RSO.

LDWF will conduct a thorough background investigation on new RSOs and periodically review arrest/citation records, including wildlife violations and character references. The LDWF management staff will either endorse or not endorse (for cause) the applicant on a case-by-case basis. Volunteer instructors serve at the discretion of the LDWF. LDWF reserves the right to deny or dismiss volunteer RSOs at its sole discretion for any reason deemed necessary to protect the safety, integrity, and professionalism of the program.

Once an applicant has fulfilled the requirements above, they will be awarded LDWF RSO credentials and become certified to work the range. New RSOs may be required to assist an experienced RSO to gain knowledge and develop their skills.

RSOs are encouraged to attend special in-service training to enhance their skills and proficiency. In-service trainings will be taught by LDWF staff and other experts in related fields.

To maintain their active status, RSOs must work the range at least 40 hours in one year. All volunteer hours worked must be recorded and certified by the volunteer as required by LDWF. RSOs that fail to meet these requirements will be classified as inactive.

Reinstatement of inactive RSOs will require re-attending instructor training including successful passing of a written test and range practical.

A certified RSO in another state can become certified as an LDWF RSO in Louisiana by:

1. Submit a letter of recommendation from their previous State Coordinator.
2. Complete a Louisiana volunteer RSO application and pass a criminal background check.
3. Receive official training on the LDWF Range Policy and Procedures.

Upon certification, volunteer RSOs become direct representatives of LDWF and the Shooting Sports and Ranges program. Department policies and programs must be respected, and are not to be ridiculed in classes, on the range, on social media, nor in writing or verbally to the public. RSOs' personal opinions contrary to Department policy will be addressed to the LDWF Range Supervisor for resolution and not to the public. Noncompliance with this policy is grounds for RSO dismissal.

Range Safety Officer Roles and Responsibilities

When a Range Safety Officer is present, he or she supervises and controls all aspects of range operation. The RSOs primary responsibility is to ensure the range is operated in a safe manner and that shooters abide by basic firearm safety and range rules. RSOs must be aware that range safety extends beyond the users of the range. For this reason, RSOs should monitor target placement and muzzle control on the firing line.

The RSO is authorized to close the range or temporarily cease activity at any time should safety concerns warrant this action. The RSO is also authorized to require shooters to leave the range if they violate range rules or otherwise pose a threat to other shooters or the safe operation of the range.

RSOs are granted considerable discretion and it is expected they use this authority in a careful and responsible manner. RSOs should treat all shooters in a courteous and respectful manner, but should be firm in giving direction or correcting violations of safe firearm handling practices or range rules. RSOs are representatives of the department and as such must refrain from comments directed at a person's sex, race, or appearance. RSOs should avoid derogatory comments regarding any person's firearms or shooting ability unless they pose a safety risk, and then such comments should be made in a respectful manner.

In the event that a person violates basic tenets of firearm safety or range rules and is asked to leave the range, or in the event of an accident or injury, the following should occur:

1. The RSO should complete a Range Incident Form (Appendix II) immediately following the incident when he/she can safely do so. The detailed description should include a description of the safety violation(s), the response of the violator(s) – what they said and/or did, what the RSO said/did, and the name/phone numbers of any witnesses.
2. The RSO should contact his supervisor by phone on the day of the incident and provide a verbal description of the event.
3. The RSO should provide the completed Range Incident Form to their supervisor the next business day. The supervisor will forward that report to the Shooting Sports and Ranges Program Manager upon receipt.
4. If an individual refuses to leave the range as instructed by the RSO or otherwise creates a disturbance, the RSO should cease fire on the range and contact LDWF Enforcement or local law enforcement for assistance.
 - a. WMA Rules and Regulations state: *Any person entering or utilizing a LDWF designated shooting range must comply with posted range rules and Range Safety Officer (if present) commands.*

General Guidelines for All Range Safety Officers

Upon certification, the RSO is expected to:

1. Maintain a professional attitude, be friendly, warm, and courteous to the public, other RSOs and all LDWF Staff.
2. Be available to assist the range manager on the range facility for a minimum of 40 hours in a 1 year period.
3. Dress appropriately and maintain a neat appearance.
4. Be punctual, dependable, and carry out duties promptly and reliably.
5. Follow all range rules set forth by the Louisiana Department of Wildlife and Fisheries.
6. Maintain a log of volunteer time as required by LDWF.

Range Safety Officer Termination

LDWF reserves the right to deny or dismiss volunteer RSOs at its sole discretion including but not limited to the following reasons.

1. Conviction of a violation of any game and fish statutes or regulations.
2. Conviction of a felony or misdemeanor crime involving domestic violence.
3. Possession of a controlled substance.
4. Found under the influence of drugs or alcohol while at the range.
5. Misuse of firearms or demonstration of unsafe conduct with firearms.
6. Charging money or material gain for range use or instruction when acting in official RSO capacity.
7. Documented public complaint of misconduct or the failure to conduct themselves in a professional, ethical and/or non-harassing manner. Each complaint will be investigated by LDWF staff to determine if the situation should result in termination.
8. Verbally and/or physically abusive to the public, RSOs, and/or LDWF staff.
9. Refusal to follow the RSO Standard Operating Procedures set forth by LDWF.
10. Refusal to cooperate and communicate professionally with the range manager and/or his/her chain of command.
11. Other applicable reason that would be viewed as unprofessional or unbecoming a RSO representing LDWF.

Range Rules

Persons using LDWF operated ranges are required to follow all range rules, directions of the RSO, and conduct themselves in a safe and responsible manner. The following rules are applicable to all **LDWF operated ranges** and should be posted at each range. Exemptions to some rules may be granted for special trainings authorized by LDWF. Failure to conduct themselves appropriately or abide by the following rules may result in expulsion from the range.

Firearm Ranges

1. All users must abide by Range Safety Officer directions and posted range rules.
2. Valid WMA Access Permit required.
3. Eye and ear protection required.
4. Firearms must be uncased, unloaded, magazines removed, and actions open when entering the range.
5. Keep all muzzles pointed in a safe direction at all times.
6. No handling firearms when anyone is down range.
7. One firearm per shooter on the firing line at a time.
8. Firearms must be unloaded with actions open unless on the firing line and the range is cleared for live fire
9. During a cease fire, properly rack all firearms, unloaded with actions open; Ensure the range is cold before going down range.
10. No rapid fire (more than 1 round/second) or fully automatic fire; All shots must be controlled and stay within the range.
11. No drawing and firing from holsters.
12. Use only provided targets and frames unless otherwise specified; no exploding or ground-level targets.
13. No tracer or armor piercing rounds.
14. Use provided launchers for clay targets unless otherwise specified.
15. No alcohol, drugs, or any impairment allowed; violators will be expelled.
16. No profane or derogatory language; violators may be expelled.
17. Children under the age of 16 must be under immediate and direct supervision by an adult at all times.
18. No pets.
19. Pick up all shell hulls, casings, and trash and dispose of it properly.

Additional rules specific to each range are included in this document (Appendix 1).

Archery Ranges

1. Follow all posted rules.
2. Valid WMA Access Permit required.
3. Only target/field points are allowed. No broad-heads or hunting points of any kind.
4. Children under the age of 16 must be under immediate and direct supervision by an adult at all times.
5. When a "Cease Fire" is called, remove arrows and rack bows.
6. Keep arrows pointed downrange.
7. No handling of equipment when individual(s) are down range.
8. Use only provided targets.
9. No alcohol, drugs, or any impairment allowed; violators will be expelled.
10. No profane or derogatory language; violators may be expelled.
11. No pets.
12. Pick up trash and dispose of it properly.
13. No firearms or hunting allowed.
14. Shooting from marked firing line only.
15. Shoot straight in-lane only.
16. Elevated stand users must use a fall arrest system meeting Treestand Manufacturers Association's (TMA) standards.

Range Closure and Use of Ranges by Other Organizations

LDWF will occasionally close ranges for maintenance or special events. Efforts will be made to notify the public of such closures by posting the closure on websites, social media, and by signage. In the event of a long-term closure, a press release may be issued.

Nonprofit, Shooting Sports, and Government Organizations:

These groups may request to reserve ranges for exclusive use but must do so at least 14 days in advance. Such requests will be considered on a case-by-case basis and scheduling such use should minimize impact to the public use. Factors to be considered in granting the request include, but are not limited to:

1. The role of the organization and event in supporting the department's mission of conservation or promotion of the shooting sports.
2. The time of year – requests during periods of high public demand will be less likely to be granted.
3. The public use impact.

Private Shooting Events on Shotgun Ranges:

In order to promote LDWF range usage and recreational shooting in general, limited use of shotgun range facilities by charities or non-profit organizations for fund-raising shooting competitions is allowed subject to the guidelines below.

1. Fees:
 - a. \$250.00 Facility Fee
 - b. Standard user fee for each individual (this fee may be waived if approved group provides clays)..
 - c. All participants and spectators 18 and older must have required WMA access and self-clearing permits.
2. Guidelines:
 - a. Each range allows only one weekend day per calendar month to be used for this purpose.
 - b. Additional events **may be** allowed when ranges are closed to the general public.
 - c. No funds are allowed to be exchanged on site (this includes food or beverage sales).
 - d. LDWF only facilitates this event usage, we do not host, organize, or otherwise lead the event.
 - e. LDWF Mission related (i.e. conservation/shooting sport organizations) are given higher priority and usage consideration.
3. Notes:
 - a. The above applies to shooting related events only. Recreational use of range facility grounds by non-conservation groups (i.e. parties, reunions, etc.) is prohibited.
 - b. The above does not apply to youth shooting sports teams utilizing the range for practices, competitions, etc.

Public/Private Partnerships:

When and where appropriate, LDWF may partner with private entities to conduct professional firearm skills trainings at LDWF shooting ranges to accomplish the mutual goal of providing quality firearm trainings to the general public. Such use will be governed by requirements and documents found in Appendix IV.

Environmental Stewardship

Environmental Stewardship Plans (ESP) have been developed for each range. The activities described in each plan should be implemented in the manner and on the schedule provided in the plan.

SOP Review and Modification

The shooting range SOPs shall be reviewed at least every five years from adoption and may be modified if deemed necessary by LDWF.

Implementation

These SOPs are considered to be in full effect and implemented upon the date of the Secretary's signature.



Director

9-4-25

Date



Assistant Secretary

9/8/25

Date



Secretary

9/9/25

Date

APPENDIX I

RANGE SPECIFIC RULES

Bodcau Range:

Normal hours of operation are 7:30 am to 4:30 pm, Friday through Sunday.

Pearl River (Honey Island) Shooting Range:

This range is operated by Southeast Louisiana Firearms Safety Inc. (SELFSS) under a Memorandum of Understanding (MOU) agreement with LDWF and does not fall within the scope of this document. For information on location, hours, and range rules, visit the SELFSS website at:

<http://honeyisland.org/>

Sherburne Shooting Range:

1. The Rifle, Pistol, Shotgun Range 1 and Archery Range are open from official sunrise to official sunset, Tuesday through Sunday.
2. The Skeet/Trap Range 2 open by appointment only. Each group is allowed 1.5 hours on the shotgun ranges when people are waiting to use them. No buckshot or slugs on shotgun ranges.
3. Ranges may or may not be manned by a RSO.
4. No pistol shooting at the Rifle Range.
5. Shooters must supply their own eye and ear protection as well as paper targets

Waddill Wildlife Refuge:

Only the archery and air rifle ranges are open to the public. Normal hours of operation for these ranges are from 7:30 am to 5:00 pm, Tuesday through Saturday.

Air Rifle Range:

1. No firearms, muzzleloaders, or paintball markers allowed. Only air rifles, air pistols, and bb guns permitted.
2. No air guns with muzzle velocities over 1,200 feet per second are allowed.
3. Eye protection is required

Woodworth Range:

Normal hours of operation are 8:00 am to 5:00 pm, Thursday through Sunday.

APPENDIX II

FORMS

 LDWF RANGE INCIDENT FORM 		
Name:	Date:	Time:
Address:	Contact Information:	
	Phone #:	
	Cell #:	
Detailed description of Incident (continue on back if needed):		
RSO Actions Taken (continue on back if needed):		
Range Supervisor Contacted:	Date:	Time:
Did an injury occur?	YES	NO
	If yes, LDWF employee must complete Form DA 3000	
Was medical treatment needed?	YES	NO
If yes, please describe (include hospital name if applicable):		
Witness Information:		
Name:	Phone #:	
Address:	Statement Attached? (Circle one)	
	YES	NO
Witness Information:		
Name:	Phone #:	
Address:	Statement Attached? (Circle one)	
	YES	NO

APPENDIX III

PROCEDURES FOR RECEIVING, STORING, AND DEPOSITS OF REVENUES WOODWORTH AND BODCAU RANGES

1. Collecting Revenue:

- a. The customer requests the desired number of rounds from the Head Range Safety Officer in the RSO office and is given a receipt. This receipt is given to the volunteer or staff member assigned to manning the shotgun range. The requested number of skeet are loaded and processed. If the customer requests more rounds, they are issued another receipt and the receipts are totaled at the end of the shoot.
- b. A cash register is available and will be stored in a locked compartment at the range site. Note: When the cash register is not in use, all revenues collected (cash, checks) are kept in a locked safe.
- c. Once the customer has logged in, completed his rounds, and is ready to leave, then collection of money is processed by the Head Range Safety Officer. Using the cash register, the range officer will enter information (number of rounds at \$5.00 per round) and charge accordingly. The cash register will automatically keep a tape for our records and also print a receipt for the customer.
- d. Additionally, a \$100.00 petty cash fund will be maintained in a locked box located in the site manager's office and will be available to the range officer for making change for customers if necessary. Access to cash register and locked box containing petty cash is restricted to the site manager and range officer on duty. The cash register funds and petty cash should not be commingled with each other or any other funds and should not be used for personal use.
- e. In the event range officers change, or the day comes to an end, the register will be closed out (all cash removed from the register) and the register tape, monies, and log sheets will be totaled, placed in a cash deposit bag and placed in the locked secure safe by the out-going shift. If there is any discrepancy in revenue and register tape, this should be noted and brought to the attention of site manager immediately. An explanation shall be provided as the reason for any shortage or overage of revenue. The incoming range officer starts, or a new day begins with a "0" balance in the cash register with the exception of the \$100.00 petty cash for change.

2. Deposits:

- a. The primary designee will be the employee who makes the bank deposits, and shall not be involved in collecting revenue. Prior to making deposits, the primary designee shall reconcile the log sheet, register tape, and revenue collected contained in the cash deposit bag located in the locked safe, prior to filling out the deposit ticket.
- b. On checks, stamp the back with deposit endorsement stamp. On empty space on front of check, but not over account number or routing number, indicate source of revenue (i.e. five stand ranges).
- c. Run calculator tape on checks. Verify that the total of checks agrees with the total on register tape.
- d. Run calculator tape on cash. Verify that the total of cash agrees with the total on register tape. Keep both tapes with deposit ticket.
- e. Complete deposit ticket by filling in the deposit date, total amount of currency, coin, and checks. All checks should be listed separately on deposit ticket.
- f. The deposit bag should have enclosed a completed four part deposit ticket, cash, checks, & calculator tape.

- g. The bank will process the deposit ticket, keep the white copy, and return the three remaining copies.
 - i) Email a copy of the deposit ticket to State Treasury at:
rgurney@treasury.la.gov
jragusa@treasury.la.gov
 - ii) Email second yellow copy of the deposit ticket with appropriate supporting documentation for classification of the revenue to:

La. Dept. of Wildlife & Fisheries
Attn: Revenue Section Accountant Supervisor
jriddle@wlf.la.gov
ewiseman@wlf.la.gov
 - iii) Maintain the pink copy of the deposit ticket with appropriate supporting documentation for your records.
- h. When collections equal or exceed \$50, the primary designee shall make deposit of such funds on their first business day following such collections.
- i. The site manager along with the regional Supervisor should perform a monthly reconciliation which includes the range log, register tape, and deposit tickets. Documentation of this reconciliation should be kept by the regional Supervisor for review purposes. The regional Supervisor should not be involved with collecting revenue or making bank deposits. The petty cash should also be reconciled at the same time.

Resource: LDWF Bonds and Crime Program

Written by: LDWF Education Section

APPENDIX IV

PUBLIC/PRIVATE PARTNERSHIP LDWF RANGE USE

WHEREAS, the Louisiana Department of Wildlife and Fisheries (LDWF) supports and promotes safe, skilled, and responsible firearm ownership and usage through professional firearms trainings to the public;

WHEREAS, numerous private entities with skilled, professional firearms trainers that offer fee-based (for-profit) firearm trainings are present throughout Louisiana;

WHEREAS, range facilities are required to offer such firearm trainings to the public;

NOW THEREFORE, LDWF may allow for-profit entities (hereafter referred to as "Parties") to utilize LDWF range facilities to provide fee-based firearms trainings to the general public subject to the following:

SERVICES:

Parties agree to:

Offer fee-based firearm trainings to members of the general public at LDWF ranges.

Provide volunteer range safety officer (RSO) services at LDWF ranges during days and hours ranges are open to the public. Such services to be provided at a rate of one day of RSO service for each day of private firearms trainings conducted.

Maintain applicable liability insurance and provide documentation of such upon request.

Be responsible for and held liable for any damages to LDWF range, facility, or equipment used during private firearm trainings.

LDWF agrees to furnish:

Use of LDWF shooting range facilities and sufficient target frames for private firearm trainings that allow the general public to register and attend. Such use shall be limited to days and hours said shooting range facilities are closed to the general public.

Use of public classroom facilities associated with said shooting range facilities during days and hours facilities are closed to the public or during public hours, provided established facility scheduling processes are utilized. In the event that schedule conflicts arise that are unable to be reconciled, LDWF, its partner agencies and NGO's, and public or non-profit conservation organizations will be given priority over private firearm trainings.

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LDWF PUBLIC/PRIVATE RANGE USE AUTHORIZATION FORM

Company/Organization Name:	Address:
Authorized Representative (Contractor):	Contact Phone #:
Start Date:	End Date (no more than one year from start date):
LDWF Range Name:	LDWF Range Manager:

ACKNOWLEDGEMENTS: (please initial next to each statement)

_____ I have received a copy of LDWF Standard Operating Procedures for Department Owned Shooting Ranges and agree to comply with these procedures as well as all other applicable LDWF rules and policies.

_____ I understand and agree that my use of LDWF shooting ranges is authorized in order to benefit the Louisiana public. This authorization may be revoked at any time by LDWF for cause or convenience.

_____ I agree that no fee collection of any kind will occur on LDWF properties.

_____ I agree to receive LDWF RSO training and maintain a log of donated volunteer time as required by LDWF.

_____ I understand and agree that my use of LDWF shooting ranges must be scheduled and approved by LDWF.

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Contractor Signature:		Date:	
Range Manager Signature:		Date:	