

COLUMBIA COUNTY RANGE COMPLEX (CCRC) RANGE MANUAL

Revised January 9, 2026



REVISION HISTORY

Revision Date	Description of Changes	Approved By
January 9, 2026	Editorial revisions to improve clarity, consistency, and organization. Changes refined responsibility language, clarified safety and maintenance expectations, added a revision history section, and updated formatting. No substantive operational or procedural changes were made.	CCSO

INTRODUCTION

The Columbia County Range Complex (CCRC) is owned by Columbia County and was constructed with funds provided by both Columbia County and the Federal Bureau of Investigation (FBI). The objective of the CCRC is to provide a first-class, professional law enforcement firearms training facility for use by multiple agencies. This manual applies to all agencies, Firearm Instructors, and authorized users operating at the Columbia County Range Complex.

This Range Manual provides guidance to Firearms Instructors and other authorized users of the CCRC. The Range Master in charge of the range during a training evolution has **ultimate on-site authority** and is responsible for ensuring that the range is operated safely and in compliance with all applicable requirements.

For purposes of this manual, the Range Master is the Firearms Instructor designated by the host agency to oversee range operations during a scheduled training evolution.

Questions concerning the operation of the CCRC should be directed to:

Lt. Shaun McQuiddy

(503) 366-4637

shaun.mcquiddy@columbiacountyor.gov

RANGE DESCRIPTIONS

Range 1

Range 1 is a 50-yard range. Target stands are required for use on this range. The pneumatic auto-target assembly has been removed, and a sand trap has been installed at the front of the shooting berm to allow for the use of steel pistol targets.

Steel pistol targets may be used on Range 1.



Range 2

Range 2 is a 200-yard range. This range requires the use of target stands.



Range 3

Range 3 is a practical shooting range. A wall with two doors (one swinging inward and one swinging outward) is permanently installed to allow for room-clearing and tactical movement scenarios. These are **NOT ballistic walls**.

Note: The doors in the walls **MAY NOT BE FORCIBLY BREACHED**.

Safety Note: Targets must be placed so that all rounds impact into the ballistic sand.





SAFETY

Firearms training inherently presents a higher level of risk than other forms of law enforcement training. The primary objective of the CCRC is to provide a safe training environment. The Range Master in charge of training on a particular range and training day is responsible for ensuring compliance with all safety requirements and has the authority to halt training at any time for safety reasons.

Personal Protective Equipment (PPE)

All users and spectators **MUST** wear adequate eye protection at all times. This requirement is especially critical due to the extensive use of steel targets at the CCRC. Suitable hearing protection is also required.

All agencies are expected to provide their own PPE to mitigate potential exposure associated with any chemical releases from Columbia River Nitrogen. For additional information, refer to the 2011 Department of Health and Human Services (DHHS) report to the FBI contained in the governing agreement:

https://sheriff.columbiacountyor.gov/media/Support%20Services/Documents/Firing%20Range/DHHS_REPORT.pdf

In the event the Range Master suspects a chemical release or related hazard, the **Columbia River Nitrogen Safety Operations Center shall be contacted immediately at (503) 366-8932.**

Berms and Walls

NO ONE shall climb a berm or concrete block wall while any firearms training is being conducted. Prior to live-fire shooting, berms shall be inspected to identify and remove rocks or debris that could cause ricochets.

Night Firing

When conducting firearms training at night or under low-light conditions, the range in use shall activate the designated flashing warning light for that range.

Steel Targets

The Range Master shall ensure steel targets are positioned to promote near-perpendicular impact angles (for example, approximately 80–100 degrees) and minimize the risk of ricochets. Steel targets may only be used with ammunition rated for that specific target.

Most steel targets are rated for handgun ammunition and shotgun buckshot only and are **NOT** suitable for rifle ammunition or shotgun slug rounds.

Force-on-Force Training

Live weapons **WILL NOT** be used in any force-on-force training in which a weapon is pointed at a human being. Red (inoperable) guns and Simunition® weapons are available and shall be used for this type of training.

MEDICAL

All Firearms Instructors shall report any emergency situations to the Sheriff's Office as soon as practicable after the emergency.

All Firearms Instructors **MUST** carry a cell phone to summon emergency medical assistance, as there are no landline telephones at the CCRC.

INSTRUCTORS

No firearms or other weapons shall be discharged at the CCRC unless under the direct supervision of a qualified Firearms Instructor.

The supervising Firearms Instructor is responsible for ensuring their agency's compliance with all applicable rules and regulations and for overseeing safety practices during training.

A qualified Firearms Instructor is defined as a certified Firearms Instructor from the host agency who has also completed the CCRC Range Safety and Orientation Brief. The Safety and Orientation Brief will be conducted as needed for new instructors or when operational changes warrant.

BILLING FOR RANGE USAGE

Agencies will be billed **\$100.00 per day** for use of the entire range. This fee provides the reserving agency exclusive access to the following facilities for the scheduled day:

1. Range 1
2. Range 2
3. Range 3
4. Range 4
5. Classroom

Billing is calculated by reviewing the Range Calendar to determine the number of days reserved and multiplying that number by \$100.00. Invoices will be sent to the address the Sheriff's Office has on file.

For billing questions, contact Office Manager Christina Chapman at (503) 366-4616 or christina.chapman@columbiacountyor.gov.

SUPPLIES

All agencies shall provide their own wood target stakes and other semi-permanent items. Users are responsible for supplying their own targets, ammunition, staplers, staples, and other expendable supplies.

SCHEDULING

Scheduling of ranges and facilities at the CCRC is managed by the Columbia County Sheriff's Office.

Visit the Columbia County Sheriff's Office website and select the **Columbia County Range Scheduling** link for current availability and reservations.

LIABILITY

All agencies using the CCRC must execute a Liability Release and Hold Harmless Agreement prior to use. A copy of the agreement is available on the Sheriff's Office website.

Required Certificates of Insurance and Additional Insured Endorsements must be received and approved before reservations are confirmed. Refer to the instructions provided on the Sheriff's Office website.

MAINTENANCE

All users shall ensure a range inspection is conducted prior to using any range. Items requiring maintenance shall be identified and reported to **Lt. Shaun McQuiddy** at shaun.mcquiddy@columbiacountyor.gov or **(503) 366-4637**.

If a maintenance issue adversely affects safety, the range shall not be opened until the safety issue is resolved.

At the conclusion of the training session, users shall ensure the ranges are cleaned, including emptying trash receptacles, collecting spent brass, and removing or reporting any items that are no longer serviceable.