



INDIAN RIVER COUNTY, FLORIDA
AGENDA ITEM
Parks, Recreation & Conservation Department
IRC Public Shooting Range

Date: December 28, 2023
To: The Honorable Board of County Commissioners
Through: John A. Titkanich, Jr., County Administrator
Michael C. Zito, Deputy County Administrator
Beth Powell, Director of Parks, Recreation and Conservation
From: Jerry Seldes, Manager, Indian River County Public Shooting Range
Subject: Indian River County Shooting Range Standard Operating Procedure Guide

BACKGROUND:

Staff is proposing approval of a revised Indian River County Shooting Range Standard Operating Procedure Guide (Guide) which will govern the use of the facility, as well as outline the range rules and procedures for both guests and staff. This Guide will provide Board approved structure and standardization of commonly held business/operational practices. The opportunity for public and Board comment is sought for this approved Guide.

The Guide's operational and business approach includes:

- Updated Range Rules for guests and staff
- Facility use, reservations, staffing, and fees
- New Employee Orientation/Training Program

DESCRIPTION AND CONDITIONS:

The goal of this Board approved Guide is to provide staff with levels of service standards, parameters for the operations and training in the safe and responsible operation of the facility, guest services expectations, guest rules and expectations of proper facility usage, staffing expectations and protocols, and the overall standardization of business practices. The development of policy, procedures and training material is an ongoing process, with the goal of staff to operate a safe, friendly, clean and well-maintained shooting sports facility. Staff is requesting authorization to make minor modifications to the Guide with Board approval for substantive changes. The Guide has been reviewed by the County Attorney's Office, Human Resources Department, and the County's Risk Manager for compliance and consistency within the County's Code of Ordinances and Administrative Policy Manual. Where any errors or omissions are discovered, the County's Code of Ordinances, local, state or Federal laws, or the County's Administrative Policy Manual shall prevail.

FUNDING:

There are no operational or expense funding impacts requested or associated with this item.

STAFF RECOMMENDATION:

Staff respectfully requests that the Board approve the Indian River County Shooting Range Standard Operating Procedure Guide and authorize the Parks, Recreation and Conservation Director to approve any minor modifications to the Guide as needed reflecting appropriate guest services, general updates, and after discovered errors and omissions that do not substantially alter the intent of the Guide.

ATTACHMENT:

Draft Indian River County Shooting Range Standard Operating Procedure Guide dated 12/15/23
Draft Shooting Range Reservation Agreement, dated 12/23/23
Draft Shooting Range License Agreement

DISTRIBUTION:

William R. Cline, FFWCC, Tallahassee, FL

APPROVED AGENDA ITEM FOR January 09, 2024