



South Metro Public Safety Procedural Manual

FACILITIES USE BY JPA & MEMBER AGENCIES & NON-MEMBER ORGANIZATIONS

This policy is a guide for how the facility shall be accessed by agencies and organizations and sponsors of training. It also establishes staffing responsibilities for events, and how time for such use is recorded.

Definitions

JPA agencies: City of Bloomington (Police and Fire), City of Eden Prairie (Police and Fire), City of Edina (Police and Fire), and the Metropolitan Airport Commission (Police).

Owner agencies personnel: Public safety personnel from the following: Edina Police and Fire Departments; Bloomington Police and Fire Departments; Eden Prairie Police and Fire Departments; and the Metropolitan Airport Commission Police Department.

Member agencies and personnel: Public safety personnel from agencies that pay a membership fee and annual dues to the SMPSTF.

Renting agencies and personnel: Public safety personnel from police and fire agencies that pay a per-use fee for rental of space at SMPSTF.

Owner agency municipal departments: Departments that are governed by one of the JPA municipal agencies (i.e., parks and recreation, public works, etc).

Corporate and public and private groups/organizations (for profit/non-profit): Those that are not police and fire organizations and are not part of the JPA.

Individuals/Residents: Those that are members of the private sector.

Continuing Education Courses

Scheduling and coordination of all courses instructed and/or facilitated by outside speakers/organizations shall be conducted by the South Metro Public Safety Training Facility (SMPSTF). The facilities manager (FM) shall negotiate a fee arrangement that is in the best interest of the SMPSTF and its Joint Powers Agreement (JPA) agencies, aka "owner" agencies. The FM shall coordinate staffing and operational needs with the instructors/presenters of the course. The FM shall process all registration materials for payment, invoice agencies as needed, and issue payment requests from educational vendors to the SMPSTF fiscal agency.

Use by JPA "Owner" Police and Fire Agencies

Training that is sanctioned by, and shall be operated and instructed by, owner agency personnel, are allowed preferential use of the facility. For use of the large firearms range, there will be an annual usage cap designated per owner agency, based on the annual organizational census.

JPA fire departments are allowed use of the firearms ranges under special circumstances (i.e. tactical training arranged via the TC). JPA police departments are allowed use of the fire training tower under special circumstances (i.e. tactical or Simmunitions training arranged via the TC). *Note: see special requirements for tactical use of the training tower by police agencies (in section)*.

Each year, beginning in October, TC's from each of the JPA agencies shall meet with the FM to plan the following year's training schedule, which may be subject to change as the need arises. The TC from each JPA agency shall



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have access to the automated calendar system for scheduling training. Alterations to the schedule shall be processed by the FM.

On those occasions, when the facility is in use by a JPA agency, the TC from that agency is responsible for assigning a "key-holder" who shall open and close the building as needed, take responsibility for clean up and turn in all necessary paperwork.

Use by Member Police and Fire Agencies

Training that is sanctioned by, and shall be operated and instructed by, member agency personnel, are allowed use of the facility based on availability, with the exception of the large firearms range, for which an annual cap will be designated per agency, based on the annual organizational census.

Member fire departments are allowed use of the firearms ranges under special circumstances (i.e. tactical training arranged via the TC). Member police departments are allowed use of the fire training tower under special circumstances (i.e. tactical or Simmunitions training arranged via the TC). *Note: see special requirements for tactical use of the training tower by police agencies (in section)*.

Each year, beginning in November, training coordinators (TC) from each of the member agencies shall meet with the FM to plan the following year's training schedule, which may be subject to change as the need arises. The TC from each member agency shall have access to the automated calendar system for scheduling additional training. Alterations to the schedule shall be processed by the FM.

On those occasions, when the facility is in use by a member agency, the TC is responsible for assigning a "key-holder" who shall open and close the building as needed, take responsibility for clean up and turn in all necessary paperwork.

Use by Renting Police and Fire Agencies

Training that is sanctioned by, and shall be operated and instructed by, renter agency personnel, are allowed to schedule use of the facility based on availability, via the FM. The renting agency shall be charged at the posted rate for the use of the facilities.

Each year beginning in December, the FM shall accept requests from renter agencies on a first-come, first-serve basis.

On those occasions, when the facility is in use by a rental agency, a SMPSTF staff member shall be responsible for opening and closing the building as needed, shall assist with cleanup as needed, and shall ensure that necessary paperwork is submitted to the FM.

Use by Owner Agency Municipal Departments:

Training that is sanctioned by, and shall be operated and instructed by JPA agency municipal department personnel (or representatives of same) are allowed to schedule use of the facility based on availability, via the FM. The cost of such use will be billed at 50% off the posted rental rates in order to cover the costs associated with building use, staffing and clean-up.

The use of the firearms range and fire training tower are not available for use by municipal departments other than police and fire.

On those occasions, when the facility is in use by a JPA agency municipal department, a SMPSTF staff member shall be responsible for opening and closing the building as needed, shall oversee cleanup, and shall ensure that necessary paperwork is submitted to the FM.



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Use by Other Public and Private Organizations

Public and private organizations are allowed to schedule use of the facility for training purposes based on availability, via the FM, and at the posted rental rates. The use of the firearms ranges, firearms training simulator and fire training tower are not available for use by public and private organizations except when hosted by an owner agency.

On those occasions, when the facility is in use by a public or private organization, a SMPSTF staff member shall be responsible for opening and closing the building as needed, shall oversee cleanup, and shall ensure that necessary paperwork is submitted to the FM.

Use by Individuals

Ranges: Individuals are allowed use of the 4-point firearms range on Saturday mornings, during public access (PA) hours, and only when SMPSTF Range Safety Officers are present. PA hours are subject to change based on the season and staffing considerations. Individuals shall be charged at the posted rates. JPA agency personnel shall be charged at a rate that is 50% off the posted rate for PA., which applies only to the employee. In these instances, presenting a valid employee I.D. shall be required in order to obtain discount.

The firearms ranges and fire training tower are not available for private use by individuals.

Individuals are allowed to rent classroom space provided the reason for use is approved and sanctioned by the JPA board of directors (BOD) prior to its use. In these instances, the citizen's use of space shall be subject to the posted rental fees.

Requests for an exception to the above shall be submitted to the FM in writing and shall be presented to the JPA BOD for consideration on a case-by-case basis. The JPA BOD meets quarterly.