



**Garry E. Lucas**  
*Sheriff*

Sgt. Larry Baird  
Portland Police Bureau - Training Division  
1111 SW 2nd Avenue Room 1100  
Portland, OR 97204

April 7, 2003

Dear Sgt. Baird:

It is with regret that the Clark County Sheriff's Office announces an increase in user fees for the range.

The range fees will no longer be based on the size of the agency. Rather charges will be greater for the larger side with the larger classroom and less for the smaller side with the smaller classroom. Effective July 1, 2003 the range fees will be:

A Side (smaller, west side)	Small classroom, static targets
0 - 4 hours	\$70
4 - 8 hours	\$125
8 - 14 hours	\$200

B Side (larger, east side)	Large classroom, turning targets
0 - 4 hours	\$100
4 - 8 hours	\$200
8 - 14 hours	\$300

Reservations may be e-mailed to [steve.shea@clark.wa.gov](mailto:steve.shea@clark.wa.gov) or feel free to call me at (360) 397-2276. As in years past, information regarding range availability may be found at <http://www.clark.wa.gov/SHERIFF/INTER/training/range/rangequery.asp>. Please remember that information on this website regarding range availability is only a guideline. Official range reservations are kept in a logbook in the Clark County Sheriff's Office Training Unit.

Beginning July 1, 2003, the Clark County Sheriff's Office will change the practice of canceling range reservations. If a range reservation is canceled less than three business days prior to the reservation, the reserving organization will be billed for the range time. The billing may be waived if another organization rents the range during the same time.

We are also updating records for the users of the shooting range and providing information for future use of the range. I appreciate your assistance in these matters and will be available to assist you with range issues.

Enclosed you will find a number of documents.

- The Range Orientation and Safety Handbook is designed to advise users about safety precautions and to familiarize users who have not been to the range or who may not be aware of updates. Please feel free to copy the document. The manual may also be downloaded at:  
<http://www.clark.wa.gov/SHERIFF/INTER/training/range/Range%20Handbook%202002.pdf>
- The Range Orientation and Safety Acknowledgement needs to be read, signed, and returned to the Clark County Sheriff's Office. The purpose of the acknowledgement is to document that each user has been advised of safety rules and other information.
- The Range User Data Sheet needs to be reviewed, completed, and returned to the Clark County Sheriff's Office. This document is to update our records for all range users.
- The Indemnification and Hold Harmless Agreement must be reviewed and signed. The document must be returned to the Clark County Sheriff's Office.

Please note that the Range Orientation and Safety Handbook Acknowledgement, Range User Data Sheet, and Indemnification and Hold Harmless Agreement must be completed and returned to the Clark County Sheriff's Office by June 30, 2003. As of July 1, 2003 reservations for any agency that has not returned the document will be canceled and future reservations will not be accepted until the documents are completed and returned. Please mail the documents to:

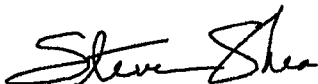
Clark County Sheriff's Office  
ATTN: Training Unit  
PO Box 410  
Vancouver, WA 98666-0410

If you have any questions, please feel free to contact Steve Shea at (360) 397-2276 or e-mail [steve.shea@clark.wa.gov](mailto:steve.shea@clark.wa.gov) or Jack Huff at (360) 397-2026 or e-mail [jack.huff@clark.wa.gov](mailto:jack.huff@clark.wa.gov).

Thank you for your assistance in updating our files and understanding regarding the increased costs of operating the range.

Sincerely,

**GARRY E. LUCAS, SHERIFF**



Sgt. Steven Shea  
Clark County Sheriff's Office  
Training Unit



Garry E. Lucas  
Sheriff

### RANGE USER DATA SHEET

AGENCY/COMPANY NAME: Portland Police Bureau

AGENCY CONTACT FOR RANGE ISSUES: Gerry Nyberg: TRAINING DIVISION

CONTACT PHONE NUMBER: 503-823-0769

E-MAIL ADDRESS FOR RANGE CONTACT: gnyberg@police.cl.portland.or.us

EMERGENCY AGENCY PHONE (NOT 911): TRAINING DIVISION: 503-823-0600

BILLING ADDRESS: TRNG DIV: 10101 SE CLACKAMAS RD, BLDG 6510 CLACKAMAS 97015

DRUGS & VICE (DVD): 1111 SW 2nd Ave, Rm 1430 PCLD, 97204

SERT: 449 NE EMERSON ST, PCLD 97211

ADDRESS FOR OTHER MATERIALS: 1000 SWORN OFFICERS

NUMBER OF PERSONNEL\*: \_\_\_\_\_

PERSONS AUTHORIZED TO MAKE RESERVATIONS FOR THIS AGENCY (You may indicate all agency personnel and/or continue on another page.):

SERGEANT DAVID VIRTUE P.P.B. DRUGS & VICE  
SERGEANT MEL TELLINGHUSEN P.P.B. SERT  
SERGEANT KRIS WAGNER: TRAINING DIVISION  
GERRY NYBERG: TRAINING DIVISION

\*Number of Personnel should include the total number of shooters.



Garry E. Lucas  
Sheriff

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**  
Clark County Sheriff's Office

**Parties**

This is an agreement between the Clark County Sheriff (hereinafter referred to as "Sheriff") and...

Portland Police Bureau 1111 SW Second Ave, Portland, OR

(User Name and Address)

("User"). Both "Owner" and "User" includes their respective elected officials, officers, employees and agents.

**Background**

Clark County, a political subdivision of the State of Washington, is the owner of certain real property known as English Pit upon which the Sheriff maintains a firing range and which is located at 902 N.E. 192 Avenue, Vancouver, Washington. The User wishes to use the Sheriff's English Pit firing range for training purposes, which training will occur under the direction and supervision of the User.

**Agreement**

For and in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. The Sheriff agrees to allow the User to use the property described above for training purposes on the following date(s) of use: \_\_\_\_\_  
Such training may include firearms training and must be supervised by the User through the use of suitably certified instructors and range safety officers.
2. The User agrees to indemnify and promises to defend and hold harmless the Sheriff and Clark County from any and all liability, loss, damages, expenses, actions and claims that may be alleged to accrue to in favor of any person and against the Sheriff, Clark County or the User by reason of any harm or injury to personnel for the User in the course of their use of the Sheriff's English Pit firing range, except as may arise due to negligence or willful misconduct of the Sheriff, his agents, deputies or employees. The User further agrees to indemnify the Sheriff and Clark County for all costs and reasonable attorney fees incurred by the owner in defense of a claim that arises directly or indirectly on account of or out of the User's sole conduct on the property described in this Agreement.
3. The User also agrees to compensate the Sheriff and Clark County for any damage to Owner's above described property proximately caused by the negligence of the User's personnel during the training exercises covered by the Agreement.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

Clark County Sheriff's Office

Portland Police Bureau  
(Agency Name)

Garry E. Lucas  
GARRY LUCAS, SHERIFF

APPROVED AS TO FORM

Jeffrey L. Rogers

AS AMENDED  
(Name and Title)\*

\* If someone other than the chairperson of your governing body intends to sign the agreement, please provide evidence of the authority of your proposed signatory to bind your municipality or company.

AMENDMENT NO. 1 TO INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
BETWEEN CLARK COUNTY SHERIFF (SHERIFF) AND CITY OF PORTLAND, OREGON  
BUREAU OF POLICE (CITY-USER)

This agreement is amended as follows:

Sections 2 and 3. City-User's indemnification, promise to defend, hold harmless of, and agreement to compensate Sheriff and Clark County is subject to the limits of the Oregon Constitution, Article XI, Section 9, and Oregon Tort Claims Act, ORS 30.260 through 30.300.

All other terms and conditions remain in effect.

**Clark County Sheriff's Office**

**City of Portland Bureau of Police – User**

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: Vera Katz

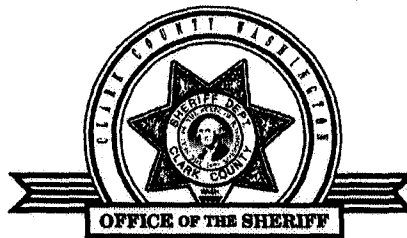
Title: MAYOR

Date: \_\_\_\_\_

APPROVED AS TO FORM

*Jeffrey L. Rogers* *DL*

CITY ATTORNEY



Garry E. Lucas  
Sheriff

Range Orientation and Safety Handbook Acknowledgement  
Clark County Sheriff's Office

I, MICHAEL A CRESS of the Portland Police Training Div. do hereby  
acknowledge that I have received and reviewed the Clark County Sheriff's Office Law Enforcement Firing Range  
Orientation and Safety handbook. I understand that the information in the manual must be provided to all  
persons from my organization prior to their use of the range. I further understand that it is my organization's  
responsibility to see that all persons from my organization follow the range safety rules and use all appropriate  
safety equipment while shooting.

I understand that additional and updated copies of the range orientation and safety handbook may be  
downloaded from the Clark County Sheriff's Office internet website:

<http://www.clark.wa.gov/SHERIFF/INTER/training/range/rangequery.asp>

Dated this 16 Day of SEPT, 20 03

Portland Police

(Agency Name)

MICHAEL A CRESS / CAPTAIN

(Name and Title)\*

*Michael A Cress*

\* If someone other than the chairperson of your governing body intends to sign the agreement, please provide evidence of the  
authority of your proposed signatory to bind your municipality or company.