



THE STATE
of **ALASKA**

GOVERNOR MIKE DUNLEAVY

Department of Fish and Game

DIVISION OF WILDLIFE CONSERVATION

Hunter Information & Training Program

Dan Palicka, Range Manager

PO Box 35813

Juneau, Alaska 99803-5813

Main: 907.586.4101

Dear Range Safety Officer Applicant,

Thank you for your interest in becoming a Volunteer Range Safety Officer (VRSO) at the Juneau Hunter Education Shooting Complex (JHESC). JHESC provides hunters and recreational shooters of all skill levels with an indoor shooting range. The top priority is to provide a safe, enjoyable shooting and educational facility for the residents and visitors of Alaska.

JHESC is open to the public five days a week, utilizing both staff and VRSO's to maintain a safe and enjoyable range. VRSOs are people with firearm experience, specialized training, and good people skills. The primary responsibility of a VRSO is to observe customer behavior and ensure safe handling and shooting of firearms, in compliance with JHESC range rules. VRSOs are expected to interact with customers in a calm, reasonable, and professional manner. VRSOs often answer questions regarding basic use of firearms, safety procedures, and general firearms information. Although many VRSOs are also firearms instructors of varying knowledge and experience, this is not a requirement. We have VRSOs who actively help out on various days and times at JHESC and are always looking for additional people who would like to serve the community as a VRSO.

Volunteer Requirements & Time Commitments:

- Must be at least 18 years old.
- Must have your NRA Range Safety Officer certification or complete in conjunction with the training.
- Must pass the Criminal History Background Check.
- Attend the Range Policy and Range Manager Shadow Training.
- Represent and support the mission of ADF&G professionally and responsibly.

Benefits:

- Assist new hunters and shooters in learning to handle firearms safely.
- Perpetuate the idea of being an ethical hunter and make a difference in your community.
- Support and network with other volunteers.
- Get involved with other HIT Program educational opportunities (Hunter education, Becoming an Outdoors Woman, Alaskans Afield, youth shooting leagues, outdoor youth day camps, etc.).

If you have any questions about becoming a VRSO, contact (907) 586-4101. We look forward to meeting you and having you become a part of the JHESC team.

Sincerely,

A handwritten signature in cursive script that reads "Dan Palicka".

Dan Palicka

JHESC Range Manager



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Range Safety Officer
Application Procedure



The following items are required to become a VRSO:

1. **Application form**
2. **Authorization and Consent for Disclosure of Criminal History Background Check form**
3. **Firearm Possession form**
4. **Photocopy of NRA Range Safety Officer (RSO) certification card**

If you haven't completed this training, you will receive certification as part of your volunteer training.

Once we receive copies of the information listed above, we will setup times to complete the following training to become a VRSO:

1. **Range Policy Training**
You will spend 1-2 hours with the Range Manager going through the SOP, expectations of a VRSO, and completing a walk-thru of the range.
2. **Range Time with Range Manager**
You will spend 1-2 hours shadowing the Range Manager during Public Shooting Hours.
3. **NRA RSO Certification** (if not completed yet)

Completed applications can be returned to:

Email:

dfg.dwc.jnu-range@alaska.gov

or

Mail:

**Alaska Department of Fish & Game
Hunter Education Shooting Complex
P.O. Box 35813
Juneau, AK 99803-5813**

Or

In Person:

**JHESC
5670 Montana Creek Road
Juneau, Alaska 99801**

For additional information or questions, contact the Range Manager at (907) 586-4101.



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Range Safety Officer
Application Form



Name: (First) (Middle) (Last) Date of Birth: (mm / dd / yyyy)

Mailing Address: City: Zip:

Home Phone: Cell Phone: Work Phone:

Email: Occupation:

Emergency Contact: Relationship: Cell Phone:

Please list any firearms certifications that you have (ie. NRA RSO, concealed carry, hunter education). Use a separate sheet if necessary.

Three horizontal lines for listing firearms certifications.

Briefly describe any experience you have with firearm safety, teaching, and public speaking. Use a separate sheet if necessary.

Three horizontal lines for describing experience.

List any qualifications, experience, special skills, or club memberships pertinent to being a VRSO.

Three horizontal lines for listing qualifications.

If accepted as a JHESC Volunteer Range Safety Officer, I agree to conduct myself and support the program in accordance with the policies and standards set forth in the SOP. I certify I have not committed a misdemeanor, felony, or crime of moral turpitude. I understand I must successfully pass a Criminal History Background Check. Any misrepresentation, false statements, or acts of perjury will automatically result in my disqualification as an applicant. I also understand it is the decision of ADF&G to accept or reject my application or terminate my certification process at any time. By my signature below I will accept the conditions set forth above.

SIGNATURE DATE



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Qualification Inquiry
Firearm Possession Form



The activities in which you have volunteered to participate require or permit you to possess or use ammunition or a firearm. Therefore, before you may participate in this Fish and Game project, you are required to complete this Qualification Inquiry - Firearm Possession form.

In completing this form, you are advised of the following:

- a) The purpose is to obtain information that will assist in the determination of whether you are eligible to volunteer.
b) You are directed to complete this form. Failure to reply fully and truthfully will result in your restriction from the project.
c) Neither your answers nor any evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9). However, the answers you furnish and any information or evidence resulting therefrom may be used against you in a prosecution for knowingly and willfully providing false statements or information.

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A)?

[] Yes [] No

If your answer to this question is "No," you do not need to provide the information in question number 2. You must, however, sign this form certifying that it is true and that you will report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A), and deliver it to the HIT Program Coordinator.

2. If your answer to question number 1 is "Yes," please provide the following information with respect to the conviction(s) and sign this form.

Court/Jurisdiction _____
Docket/Case Number _____
Statute _____
Charge _____
Date Sentenced _____

I hereby certify that all the information provided by me is true, correct, complete, and made in good faith. I understand that false, misleading, or incomplete information provided herein may be grounds for removal from the project, and is also punishable pursuant to federal law, including 18 U.S.C., Sec. 1001, and under Alaska State law as unsworn falsification (AS 11.56.210). I agree that I will immediately report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33) (A) to the HIT Program Coordinator. I understand that failure to provide such a report is grounds for removal as a volunteer instructor.

Name (Print): _____

Signature: _____ Date: _____

(Or parent of minor volunteer)



Alaska Department of Fish & Game
Hunter Information & Training Program



Authorization and Consent for Disclosure of Criminal History Information

In connection with my application for becoming a volunteer for the HIT Program, I give my consent for the Alaska Department of Fish & Game (ADF&G) to obtain criminal history background check information (state and federal) to determine my suitability to volunteer for a position of trust over children, vulnerable adults, or persons with disabilities. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor, or felony offenses. Any such information will be used solely for volunteer status consideration and not for any other purpose. I understand that I may be denied volunteer status, and before a determination is made, I understand that I will be afforded a reasonable amount of time to challenge the completeness and accuracy of the record.

I authorize, consent, and grant permission to any person or entity to release to ADF&G any and all information regarding my criminal history information. I waive any and all claims I may have with respect to providing such information. I understand that ADF&G is not responsible for the accuracy or completeness of the information contained in such reports. I release ADF&G from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by ADF&G.

I understand that this authorization is not an offer of volunteer status by ADF&G and that any false or misleading information I have provided may result in a refusal to begin or continue volunteer status. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform ADF&G in writing that this authorization is revoked.

Note: ADF&G does not conduct background investigations on minors.

Name (Print): _____
(First) (Middle) (Last)

Signature: _____ Date: _____