



RCSP Volunteer Range Safety Officer



Thank you for your interest in becoming a Volunteer Range Safety Officer (VRSO) at the Rabbit Creek Shooting Park (RCSP). RCSP provides hunters and recreational shooters of all skill levels with ranges for handgun, rifle, rimfire, archery, and non-toxic shotgun clay target shooting. The top priority is to provide a safe, enjoyable shooting and educational facility for the residents and visitors of Alaska.

RCSP serves more than 30,000 customers per year, 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 RCSP 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, times, and on different ranges throughout RCSP, and are always looking for additional people who would like to serve the community as a VRSO.

The following items are required to become a VRSO:

- 1. Application form**

- 2. Criminal History Background Check**

- A) "Interested Person Report" AND

- B) "Fish and Wildlife Violation Report"

Go to the Alaska State Troopers office and obtain a copy of BOTH of these reports. Please be prepared to present two forms of identification (an Alaska Driver's License or Alaska I.D. card and another form of identification that shows your signature). A \$20.00 fee will be charged by the Alaska State Troopers office for these printouts. Payment for the background check must be either cash or a check written from a local bank. Be sure to get a receipt. Upon meeting all requirements to become a VRSO and satisfactory results of the background check you may submit the receipt for reimbursement of the background check fee.

- 3. Volunteer Service Agreement form**

- 4. Firearm Possession form**

- 5. 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 VRSO**

You will spend 1-2 hours with a veteran VRSO learning about each of the ranges and a VRSO's role.

- 3. NRA RSO Certification (if not completed yet)**

RCSP Volunteer Range Safety Officer Application

Name _____ Date of Birth _____ SS# _____
(Last) (First) (Middle) (mm / dd / yyyy)

Address _____ City _____ State & Zip _____

Telephone _____ Occupation _____
(Home) (Work) (Cell)

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

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

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

If accepted as an RCSP 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 furnish the ADF&G with a copy of my personal history background obtained from the Alaska State Troopers. 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 _____

Please submit all application items to:

dfg.dwc.rcsp@alaska.gov

or

ADF&G-RCSP

333 Raspberry Road

Anchorage, AK 99518

For additional information or questions, contact the Range Manager at (907) 345-7831.

VOLUNTEER AGREEMENT – Alaska Department of Fish & Game

This agreement is entered into between the State of Alaska Department of Fish and Game (State) whose address is
HIT Program, 333 Raspberry Road, Anchorage, AK 99518 _____ and

Volunteer Name	Address	Phone
_____	_____	_____

WHEREAS, the volunteer desires to participate as an unpaid worker alongside, but not displacing, state employees, as follows:

Division: Wildlife Conservation/SWP/HIT Region: Statewide
Location: Teaching locations/facilities Dates: _____ to _____
(for office use only)

Description of Project and Duties:

Teaching Hunter Education, Bowhunter Education, Muzzleloader Education, or assisting the HIT Program as a HIT representative/instructor in public outreach activities (ex: Alaska State Fair, Sportsman's Shows, youth camps, youth programs, women's programs)

Questions marked with *** are considered high risk and must be approved by the Division Director or Designee if 'Yes' is checked.

*** *Is the Volunteer a minor under the age of 18?* Yes No

If 'Yes' is checked above, please state the age of the minor volunteer _____

Parent(s) of the minor volunteer have read/will comply with the department's SOP No. III-524 Yes No

*** *Will activities require use or carrying of firearms and/or ammunition?* Yes No

If 'Yes' is checked above, the volunteer MUST complete the [State of Alaska Volunteer Qualification Inquiry - Firearm Possession](#) form and attach it to this form. In accordance with the Federal Omnibus Consolidated Appropriations Act of 1997 (PL 104-208), anyone convicted of a misdemeanor crime of domestic violence may not perform duties that require the use of or access to firearms and/or ammunition.

Further, if 'Yes' is checked above, the volunteer MUST provide proof of training in firearm safety in the form of a certificate or other documentation reflecting completion of a formal class.

Proof of firearms training is HIT Instructor Certification Number: _____

Will activities require travel in or operation of a state vehicle? Yes No

If 'Yes', indicate below:

Travel in: highway vehicle off-road vehicle small boat large boat aircraft*

*** Operate: highway vehicle* off-road vehicle* small boat*

Describe below the justification for and the limited circumstances under which the volunteer is authorized to operate a state vehicle or travel in a state aircraft:

Volunteer instructors may travel in a state highway vehicle or off-road vehicle in order to conduct a certification course in remote locations. These courses are scheduled throughout the year and travel in state vehicles by the volunteer instructors will be limited. Licensed volunteer instructors may operate a state off-road vehicle in a class setting. If they are traveling to conduct a certification course, licensed volunteer instructors may operate a state highway vehicle while in travel status.

*As a general rule, volunteers are *not* authorized to drive state vehicles, operate small boats, or travel in state aircraft. Under certain circumstances and with pre-approval, limited operation of state equipment or travel in state aircraft when necessary to further the volunteer's project/assignment may be allowable. Such use should be kept to a minimum and is allowable only if specified on this agreement form, approved by the regional supervisor (or equivalent), and only if the volunteer is properly licensed and trained to operate such vehicle/equipment. For additional details, see the following ADF&G Standard Operating Procedures: III-524, Volunteer Workers; III-004 Aircraft-Authorized Passengers; II-091 State-Owned Vehicles, Vessels, and Equipment.

WHEREAS, the State desires to allow the volunteer to participate in said program.

NOW, THEREFORE, the parties agree as follows:

The Volunteer agrees to participate without compensation for his/her activities in the Program under the direct supervision of state employee G. Smith, K. Lingofelt, M. Much, R. Hunter, J. Jemison, T. Halverson, S. Sowell, K. Zonneville (ADF&G Supervisor).

- For the duration of the Volunteer's participation in the program, the State agrees to provide to the volunteer medical coverage and disability compensation, in amounts comparable to that afforded employees under the Alaska Workers' Compensation Act (AWCA), if the volunteer suffers injury, illness or death that arises out of, and occurs while acting within the course and scope of performance of his/her volunteer duties. It is agreed that weekly compensation for disability or death will be based on the minimum rate of compensation under AS 23.30.175. It is agreed that compensation or medical coverage will not be provided when the volunteer may be eligible for coverage by any other health or disability policy, insurance, payment or benefit, (inc. Medicaid, Medicare, Social Security, or pension) or workers' compensation coverage by another employer. Disputes regarding payment of compensation and medical benefits under this agreement are agreed to be decided by the Alaska Workers' Compensation Board without stipulating to the Board's jurisdiction. The State is not subject to AWCA penalty, interest, Second Injury Fund (SIF), or other payment in regard to the volunteer.
- The State agrees to defend, indemnify, and hold harmless the Volunteer in the same manner and to the same extent the State protects its employees from any claim, demand, suit for property damages or personal injury including death allegedly caused by the Volunteer's activities if the Volunteer: a) at the time of the occurrence was acting in good faith within the course and scope of his/her volunteer duties in accordance with the directions of the supervisor; b) the volunteer provides immediate notice to the State of any claim; and c) the volunteer cooperates in the defense and does not stipulate to any judgment or settlement without the State's approval.
- The volunteer understands the State does not insure loss or physical damage to its employee's personal vehicle, equipment, or other personal property used while performing state work; nor will the State provide property insurance coverage for loss or physical damage to any volunteer's personal vehicle, equipment, or other personal property used while performing his/her volunteer duties.
- In consideration of the benefits received from participation in the program and the protection offered by this agreement, the volunteer: 1) accepts the remedy provided by the State, and dispute resolution by the Alaska Workers' Compensation Board, as his/her sole legal remedy from the State if the volunteer suffers injury, illness or death arising out of, and occurring while acting within the course and scope of, his/her volunteer duties; 2) transfers his/her right to recover from others who may be responsible for the injury, illness, or death to the State and/or its assigns upon payment of compensation or medical expenses by the State; and 3) agrees to cooperate and to do everything necessary to enable the State and/or its assigns to enforce the right to recover from others.

The Agreement is effective on the day when signed by the person designated below as the Regional Supervisor and filed with the Division of Risk Management. The Alaska Department of Fish and Game agrees to provide transportation to/from volunteer's home and training locations. The following provisions (lodging, food, camp and sampling supplies, etc.) will be supplied: lodging, air transportation, mileage for POV, per diem, teaching supplies and equipment.

The volunteer acknowledges he/she has read this agreement, understands it, and agrees to be bound by its terms.

Person to be notified in event of serious illness or accident:

Name	Address	Phone	Relationship
_____	_____	_____	_____

SIGNATURES:

Volunteer: _____ Date _____
 (or parent of minor volunteer)
 ADF&G Supervisor: _____ Date _____
 Regional Supervisor: _____ Date _____

Questions marked with *** on page 1 are considered high risk and must be approved by the Division Director or Designee if 'Yes' is checked.

Division Director or Designee: _____ Date _____
 (Designee must be equivalent to Assistant Director or Division Operations Manager)

When complete, send the form to divisional headquarters office for distribution as described below.

Original or email: State of Alaska (SOA) Division of Risk Management by e-mail; Copies: ADF&G divisional headquarters, Volunteer, DAS Director when Division Director approval is needed.

STATE OF ALASKA
VOLUNTEER QUALIFICATION INQUIRY
FIREARM POSSESSION

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 and deliver it to your project supervisor to be attached to your Volunteer Agreement.

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

- a) You are directed to complete this form. Failure to reply fully and truthfully will result in your restriction from the project.
- b) 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 item 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 your project supervisor.

2. If your answer to question number 1 is "Yes," provide the following information with respect to the conviction(s), sign this form, and refrain from any volunteer activities until a determination on your volunteer status is made.

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

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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 my project supervisor. I understand that failure to provide such a report is grounds for removal from the project.

Name (Print or type): _____

Signature: _____ Date: _____
(Or parent of minor volunteer)

Volunteer for ADF&G Division of Wildlife Conservation, Statewide Programs, Hunter Information and Training Program