DEPARTMENT OF CORRECTIONS

Policy Number:	**301.103**
Title:	**Use of Force Simulator (Training Lab)**
Effective Date:	**8/20/19**

PURPOSE: To provide safety guidelines for the Use of Force Simulator (Training Lab) that must be adhered to by all department of corrections staff.

APPLICABILITY: All facilities and central office.

DEFINITIONS:

Coordinator – designated by the employee development director to oversee and manage training lab operations, including: designated instructors, scheduling, equipment maintenance, operational rules, and policy and procedure.

Instructor – individual designated by the employee development director or the OSI director to conduct, monitor and/or audit training courses conducted in the training lab.

Use of Force Simulator – training lab located at central office, academy suite.

PROCEDURES:

A. A designated instructor must be present for the use of force simulator (training lab) to be open and/or operated.

1. Access to the training lab is restricted to authorized instructors and management staff.

   a) "Authorized instructors" are those who have successfully completed the Train the Trainer course for the training lab as identified by employee development.

   b) Access codes and/or passwords to the training lab (or equipment), storage room, and weapons vault must not be shared with unauthorized staff.

   c) Access codes and passwords must be changed consistent with DOC policy, and/or at any time the authorized access list is amended or changed.

2. All reservations for the training lab are coordinated through employee development.

B. The instructor and/or other authorized designee must oversee the safety of the training lab. The instructor:

1. Must notify appropriate personnel (such as: academy director, employee development, office services) when the training lab is operational.

2. Must not be involved in any training or other use of the training lab during the time the instructor is acting as the instructor;

3. Is the officer in charge (OIC) of the training lab, regardless of the rank of those using the training lab;

4. Retains the right to remove students from the training lab for any unsafe behavior;

5. Must have access to a communication device (such as a landline, cell phone, or radio) available at all times in case of emergency; and

6. Must conduct a safety briefing, before training begins, including such examples as: training lab rules, equipment inspection, scenarios, voice commands, and safe handling of all training weapons.

C. Safety

1. No live weapons or ammunition are allowed in the training lab. This includes: duty-issued firearms, personal firearms, Taser cartridges (active/live), chemical agents, or knives.
   a) All live weapons or ammunition must be secured in the weapons vault located in the storage room adjacent to the training lab.

   b) The weapons vault and storage room must be secured at all times.

   c) Before a student can enter the training lab, the Instructor and/or authorized designee must conduct a pat down of the student to ensure that no real weapons are present.

2. Only designated training weapons are allowed in the training lab. There are no exceptions.
   a) Students are only allowed to train with weapons that they are authorized to use.

   b) Training weapons cannot be removed from the training lab except for storage in the weapons vault. This must be conducted under the direct supervision of the instructor.

3. A maximum of three students can actively participate per-scenario.

4. The code word “Red Light” is used to immediately terminate all training activity.

5. No food or beverage is allowed in the training lab.

6. No observers are allowed in the room unless approved by the employee development director, the OSI director, or the coordinator. Observers are subject to all of the safety rules.

7. A first-aid kit is provided on-site. Automated external defibrillators (AEDs) are strategically located within central office.

8. Dial 9-911 for all emergencies.

D. Staff must immediately report any incidents (damage to the training lab, equipment, etc.) to the instructor and submit an incident report to employee development.

E. Staff must report any accidents according to Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)." Reports are retained by the human resources department and department safety administrator.

F. Staff must leave the training lab clean and orderly.

G. The coordinator must provide the employee development director and the office of special investigations (OSI) director with quarterly reports on operational use, equipment needs, and other

relevant information. Employee development and OSI retain the quarterly reports according to retention schedules.

INTERNAL CONTROLS:

A. Incident reports are retained at the appropriate facility according to the records retention schedule.

B. Accident reports are retained human resources department and department safety director according to Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)."

C. Training records are retained in the electronic training management system.

D. Quarterly reports are retained by employee development and OSI.

ACA STANDARDS: 4-4204, 4-4205, 1-ABC-3A-29, 1-ABC-3A-30

REFERENCES:
Policy 301.106, "Facility Range Operations"
Policy 301.081, "Use of Force and Restraints – Adult"
Policy 300.100, "Weapons Control"
Policy 301.105, "Facility Firearms Qualification"
Policy 107.010, "Weapons – Office of Special Investigations"
Policy 105.125 "A Workplace Accident and Injury Reduction Program (AWAIR)"

REPLACES: Policy 301.103, "Use of Force Simulator (Training Lab)," 4/17/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: Use of Force Simulator (Training Lab) Safety Rules (301.103A)

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services