

CARE AND USE FOR DEPARTMENT OWNED SIMULATOR

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-4-127, dated 11/14/22 (Recertified)

FORMS: [Special Incident Report](#)

PURPOSE: To assure the proper use and care of Department-owned Simulator located at the Saint Andrew Campus (SAC).

I. GENERAL INFORMATION

- A. The Department's Simulator, VirTra V-300, is a training system that utilizes five screens, multiple projectors, various training weapons, and an interactive computer system. The Simulator's 300-degree immersive training environment provides decision-making simulation and tactical firearms training.
- B. The Probation Department's Rangemaster and Range staff are responsible for operating and maintaining the Simulator in accordance with required training and qualification.
- C. Only staff authorized to attend Simulator training, Range staff, and/or those designated by the Division Director (DD) of the Professional Standards Division (PSD) are allowed inside the Simulator room.
- D. No observers will be permitted inside the Simulator room without cause or the approval of the Range staff or the DD of PSD.
- E. The use of the Simulator and its equipment for personal reasons is strictly prohibited.

II. PROCEDURE

- A. Use of the Simulator:
 - 1. The Rangemaster and/or Range staff shall facilitate and arrange for use of the Simulator in conjunction with the firearms training program.
 - 2. Range staff shall maintain records of Simulator training of all staff, and shall notify the staff's immediate supervisor when any such person is not in compliance with the Department's training requirements.
 - 3. If required, Range staff will initiate appropriate action to bring a trainee into compliance with training requirements.
 - 4. Under no circumstances may a firearm, ammunition, taser, OC spray, baton, and/or other items deemed dangerous by Range staff be brought in to the Simulator room.

5. Body armor shall be worn while training in the Simulator.
6. Prior to and at the conclusion of training in a Simulator course, Range staff will visually and physically inspect Simulator training firearms and render them safe.
7. While using the training firearm for use in the simulator, trainees will continue to observe all range rules and safety regulations on proper firearms handling. They are to treat all firearms as if they are loaded – with the muzzle pointed in a safe direction and their finger off the trigger until they are ready to fire the weapon.
8. If a trainee observes or is aware of an unsafe practice during the use of the Simulator, they are to immediately notify Range staff.
9. Probation personnel who have been authorized by the Department to train in the Simulator are prohibited from doing so if they have consumed alcoholic beverages or substances where their motor skills, reflexes, vision, or judgment could be adversely affected. Further, personnel who are injured or in a physical condition that prevents or limits the proper use of a firearm are prohibited from participating in training in the Simulator.

B. Maintenance of the Simulator:

1. Range staff shall maintain the Simulator and associated equipment. They will be responsible for all cleaning and maintenance associated with the equipment and training supplies of the Simulator.
2. Any damages to the equipment shall be reported on a Special Incident Report (SIR) and forwarded up the chain of command according to procedure.
3. Range staff shall obtain permission from the PSD DD or Assistant Division Director (ADD) before sending any equipment or supplies from the premises for repair or any other purpose.
4. At the completion of the use of the Simulator, Range staff shall be responsible for securing the equipment and locking the room before leaving.

REFERENCES:

Procedures:	1-4-107	Authorization to Carry Firearms
	1-4-111	Protective Body Armor
	3-1-303	Special Incident Reports
Policy:	C-16	Employee Conduct – On Duty
	D-8	Firearms
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff

Distribution and Use of County Services, Supplies, and Equipment

APPROVED BY: