	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1306
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		Distribution: All
Title: FIREARMS TRAINING SIMULATOR		Section: Training
Issued: 10/08/2019	Effective: 10/16/2019	Revised: 12/27/2023
Rescinds: All Previous		Amends:
CALEA References:		
Review: Annual	Authority: Chief Buck Buchanan	

I. Purpose

The purpose of this General Order is to establish guidelines for the proper use of the Firearms Simulator and development of lesson plans and training scenarios aimed to improve employees understanding of current use of force policies and procedures.

II. Policy


It is the policy of the department for employees to have a strong understanding on use of force policies and procedures in situations that are fast moving and constantly evolving. The use of a simulator allows employees to be safely placed in situations that will test their understanding and ability to respond to situations. The department is committed to developing training scenarios and environment(s) that will provide employees with the best possible training.

III. Definitions

- A. Firearms Simulator:** Equipment used to conduct interactive scenarios which includes but is not limited to a computer, mock weapons, cameras, training software and associated maintenance equipment.
- B. Training Objectives:** Specific and measurable goals that the training is intended to reach. Officers should be able to meet the objectives by showing a desired level of knowledge after training is complete.
- C. Training Scenarios:** Specific interactive fictional narratives and videos which are used to simulate a situation requiring some sort of action to work through.
- D. Mock Weapons:** Interactive training aids which appear to have the same nomenclature of firearms but are designed not to fire real ammunition.

IV. Regulations

- A.** The firearms simulator will not be used for entertainment purposes, and officers shall refrain from horseplay while utilizing firearms simulator [A]
- B.** Firearms simulator will be used in accordance with manufacturer directions [A].
- C.** Only employees who have been trained and designated by the Chief of Police, as Firearms Simulator Operators, will operate and be present anytime the simulator is in use [A].

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- D. All mock weapons will be treated as live weapons during their use. No mock weapon will be pointed at a live person during a scenario or anytime they are in use [B].
- E. No live weapons to include firearms, Tasers, or OC spray will be allowed in the simulator room [A].

V. Procedures

A. Firearms Simulator Operators

1. The Chief of Police shall designate personnel to serve as Firearms Simulator Operators.
2. Personnel who are identified as operators will be trained to manufacturer standards on the use, care and maintenance of all Firearms Simulator Equipment.
3. Operators will be responsible for implementing scenarios during training sessions which will reinforce or instruct officers on proper technique and/or use of force policy interpretation.
4. Operators shall enforce all safety precautions and ensure that personnel are not engaging in horseplay with the equipment.


B. Simulator Equipment

1. Simulator equipment shall not be removed from the simulator room without approval of the Chief of Police or a Division Commander.
2. Equipment shall not be used for anything other than training purposes.
3. Any nonfunctioning or missing equipment shall be immediately reported to Chief of Police or Division Commander.

C. Training Guidelines

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1. All firearms simulator scenarios and lesson plans shall be approved by the department's Special Services Commander and the Chief of Police prior to use.
2. Training sessions will have specific objectives and measurable results to meet a specified training objective.
3. All training objectives will be written to enhance the officer's knowledge on current policies and proper response tactics to perceived dangers.
4. Prior to entering the firearms simulator room, officers shall secure any firearms, Taser and OC spray in their possession in the weapons locker located outside of training room.
5. Prior to the start of a scenario, personnel will be informed by the operators what the objective of the training is and how it will be evaluated.

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6. At the conclusion of the session, the operator is responsible to discuss objectives and what was accomplished from the session.
7. At a minimum, the following questions shall be asked by the operator.
 - a. What did you see?
 - b. How did you interpret the actions?
 - c. What in our current policies pertains to this situation?
 - d. What was your plan to deal with the scenario?
 - e. How would you explain the actions taken during an interview after the incident?
8. Upon completion of the training, it shall be the instructor's responsibility to document the training on an Andover Police Department Training Report (APD Form 59) and submit it to the office of the Chief of Police and to be entered into the department's training database.