



# Policy 1119

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*By Order of the Police Commissioner*

## POLICY

1. **Safety.** It is the policy of the Baltimore Police Department (BPD) to conduct training exercises in a safe and controlled environment. This commitment involves dedicating resources to force-on-force training, and clearly enumerating staffing positions and responsibilities to conduct such training. The intent and spirit of the force-on-force training policy is to manage risk, prevent accidents, and decrease injuries while keeping within the established best-practices of force-on-force training.
2. **Not Brand Exclusive.** It should be noted that force-on-force training is not exclusive to any particular commercial brand, and can include such commercially-identifiable brands as "Simunitions," "Airsoft," "Paintball," and numerous other commercial brands.

## REQUIRED ACTION

### **Member Participating In Training (Student)**

When reporting to any location to participate in training utilizing force-on-force weapons:

1. Understand that regardless of rank, the Instructor Supervisor holds supervisory control over the training exercise.
2. Realize the risks involved with force-on-force training, and follow the instructions of the Scenario Coordinator and Safety Officer in order to minimize these risks.
3. Comply with all current policies and procedures regarding safety.
4. Operate under the assumption that "We are all safety officers."
5. Take an active role in safety during both operations and training.
6. Immediately notify any instructor or supervisor of a safety violation.

### **Member(s) Conducting Training**

#### Safety Briefing

1. All participants are given a specific assignment to include: Safety Officer, Scenario Coordinator, Equipment Officer, Role Player, and Student.
2. All participants are briefed on their responsibilities and are identified to each other. (This is the

responsibility of the Scenario Coordinator).

3. There will be an initial safety briefing and an end-of-day briefing.
4. Participants will be instructed of the dangers of inappropriate handling of the force-on-force weapons.
5. A Firearms Instructor or Instructor Supervisor will be present during all loading and unloading of the force-on-force weapons. The loading and unloading of these weapons will mirror current administrative loading and unloading procedures.
6. Handling of force-on-force weapons must be consistent with the handling of any live weapon.
7. Weapons will only be drawn during the actual scenarios when appropriate.

#### Proper Safety Equipment

1. At a minimum, helmet, groin protection, neck protection, and a vest will be worn. Optionally, long sleeve shirts and gloves can be worn. Adjustments to the equipment list can be made solely upon the recommendations of the force-on-force weapon manufacturer, under the guidance of an instructor currently certified with the training equipment in use.
2. During scenarios, safety equipment must be worn by all role players until the scenario has ended.
3. The scenario will not end until the Scenario Coordinator indicates same by the blowing of a whistle, or his or her designated sign. At this time all weapons must be holstered, and only then will role players be allowed to remove their helmets.
4. Weapons must remain holstered between scenarios.

#### Designated Personnel

For any force-on-force training exercise, a permanent-rank Instructor Supervisor, a MPCTC certified Firearms Instructor, and an instructor certified with the training equipment in use for the exercise where applicable must be present. In the event that members listed below hold more than one certification they may, if necessary, fill multiple roles, with the exception of the Safety Officer. The following five roles will be designated, and required, for all force-on-force training exercises:

1. Permanent-rank Instructor Supervisor.
2. MPCTC Certified Firearms Instructor.
3. Safety Officer. (The individual assigned this role may not hold multiple responsibilities during the training exercise)
4. Scenario Coordinator.
5. Equipment Officer.

1. Permanent-rank Instructor Supervisor

- 1.1. Exercise direct supervisory responsibility over all members, regardless of rank, while using force-on-force training equipment.
- 1.2. Provide force-on-force training instruction.
- 1.3. Ensure a safety briefing is conducted before training starts.
- 1.4. Ensure a post-training end of day briefing is conducted.
- 1.5. Ensure proper weapons-handling procedures are in place. This includes the unloading and or the surrendering of live weapons and ammunition, as well as the handling of the force-on-force weapons.
- 1.6. Oversee the distribution and collection of force-on-force weapons, ensuring proper maintenance and equipment accountability.
- 1.7. Conduct a thorough investigation of any accident or injury.
- 1.8. Write an "Employee's Incident Report" when an injury occurs and send a report of the findings of the investigation along with any Administrative Reports to the Director, Professional Development and Training Academy (PDTA).
- 1.9. Ensure the safety of all personnel while attending training.
- 1.10. Report safety violations in writing to the Director, PDTA.
- 1.11. Ensure the maintenance, cleanliness and orderliness of the training facility.

2. MPCTC Certified Firearms Instructor

- 2.1. Exercise direct supervisory responsibility over all members, regardless of rank, while using force-on-force training equipment.
- 2.2. Provide force-on-force training instruction.
- 2.3. Ensure proper weapons-handling procedures are in place. This includes the unloading and or the surrendering of live weapons and ammunition, as well as the handling of the force-on-force weapons.
- 2.4. Ensure the safety of all personnel while attending training.
- 2.5. Immediately stop the training exercise if safety becomes a concern.
- 2.6. Document training and if necessary submit scores, tests and all related paperwork to the Supervisor in charge of the training event.

3. Safety Officer

- 3.1. The individual assigned this role may not hold multiple responsibilities during the training exercise.
- 3.2. Pursuant to Policy 2009, *Departmental Safety Program*, perform the duties as listed to ensure the training exercise is conducted in a safe, controlled environment. For any force-on-force training exercise, the Safety Officer must be briefed on the training equipment in use for the exercise, where applicable.
- 3.3. The Safety Officer will ensure the following general safety considerations are followed for every training exercise that uses force, weapons (training or qualification), active scenarios, or places members at risk of physical harm.
- 3.4. Ensure approval is granted by the Director, PDTA, to conduct the training exercise and take the following actions to ensure a safe and successful training exercise:
  - 3.4.1. Planning Meeting – Meet with the lead instructor and ensure that the goals and objectives of the training are understood. Discuss safety history of similar past training exercises, assess the training site, forecast problem areas, and determine what safety equipment will be needed.
  - 3.4.2. Safety Plan – Include specific safety concerns for the training and note areas of potential safety problems or injuries. Include any required personal protective equipment, specific safety rules for the training session, and types of medical equipment that will be available. The lead instructor and Safety Officer must agree on the safety plan.
  - 3.4.3. Site Inspection and Setup – Inspect the site for areas of safety concern. Areas of concern should be mitigated, marked as hazards, or removed. For example: removal of snow, use of yellow warning tape to indicate an “out of bounds,” or repositioning equipment. Protective and medical equipment should be inspected, set up and ready before the exercise begins.
  - 3.4.4. Safety Briefing – Part of the overall training briefing for the exercise. Briefing will include personal protective equipment reminders and requirements, rules of engagement, off-limit areas, and frequent reminders that no “off-script” behavior will be allowed. Any specific safety procedures for this training exercise and emergency medical plans in the event of an injury will be addressed.
  - 3.4.5. Training Session – The Safety Officer will observe the entire training exercise beginning with warm-up exercises and stretching. The Safety Officer will provide overall awareness, watch for compliance with the safety plan, and monitor for “off-script” behavior as well as the pre-identified areas for potential safety issues. The Safety Officer should check-in with instructors and students as appropriate and conduct short safety reminders after breaks. The Safety Officer should pay particular attention late into the training as instructors and students start to become fatigued.
  - 3.4.6. Clean Up, Check In, Document – The Safety Officer should make a final

check-in with the instructors and students to document any injuries or identified issues. The safety officer is responsible for the safety of the clean-up and tear-down of the props and equipment, as well as the cleaning of safety related equipment. Decontamination procedures should be strictly followed to prevent infection or disease. The Safety Officer will prepare an after action report that should be submitted to the Commanding Officer of the exercise and maintained on file for audit purposes.

- 3.5. Identify safety-related hazards within the training exercise.
- 3.6. Develop solutions to eliminate or mitigate identified hazards.
- 3.7. When observing a training exercise, do not participate in the exercise. Maintain focus on the safety of those involved in the exercise.
- 3.8. Immediately stop the training exercise if safety becomes a concern.
- 3.9. Render aid, if necessary.
- 3.10. Notify the supervisor at the scene and command of any noteworthy incidents.

Additionally, the Safety Officer will ensure the following force-on-force specific considerations are practiced:

- 3.11. A person designated by the Safety Officer will be placed at every entrance or access point of a training area.
- 3.12. No weapons (firearms, CEWs, OC Spray, knives, etc.) are allowed within a designated safe scenario area.
- 3.13. Barriers are erected to show a distinction between a scenario safe area and other areas.
- 3.14. Consider designating someone to maintain the safe area perimeter whose responsibility will be to inspect people prior to their admittance into the scenario safe area.
- 3.15. Inspect everyone each and every time, prior to re-entering a scenario safe area.
- 3.16. Require all role players to inspect each other, prior to the beginning of the scenario, to once again ensure no weapons have made it into the scenario safe area.
- 3.17. Ensure participants in the force-on-force training scenario are properly equipped with the appropriate safety equipment in place.

#### 4. Scenario Coordinator

- 4.1. Brief all participants on their roles and responsibilities consistent with the constraints set forth by the safety plan.

- 4.2. The lead instructor must ensure that role players stick to the lesson plan to facilitate proper learning outcomes. The seriousness and professionalism of the training must be maintained, especially in reference to the handling of the force-on-force weapons.
  - 4.3. In conjunction with the Firearms Instructor supervisor and Safety Officer, ensure the scenarios are consistent with the training guidelines set forth by the type of force-on-force weapons being used.
  - 4.4. The scenario should not allow role players to be any closer than the manufacturer's minimum stand-off for the munitions used in the training session when discharging the force-on-force weapons at each other.
5. Equipment Officer
- 5.1. All live weapons should be kept in the armory or a designated, secured location with limited access. The Equipment Officer must ensure that when unloading firearms, the proper administrative loading and unloading procedures are used. This will be done in the presence of the Instructor Supervisor or Firearms Instructor.
  - 5.2. Ensure the storage and safekeeping of live weapons is outside of and away from the designated training exercise area.
  - 5.3. Ensure that in situations where a traditional armory is unavailable, the weapons storage area is staffed, while armed, to ensure the security of the stored live weapons.

#### **Director, Professional Development and Training Academy**

1. Ensure that the firearms training courses contain instructions for the proper and safe handling of firearms.
2. Review and send all reports regarding any accident or injury during training, along with recommendations, through the chain of command.
3. Sign and send the Employee's Incident Report to the Medical Unit, Human Resources Section.

#### **RESCISSION**

Remove and destroy/recycle Policy 1119, *Force-On-Force*, dated 3 March 2015.

#### **COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.