A. **POLICY**

To assure the safety of all personnel’s while in the use of the firearm training simulator.

B. **PROCEDURE**

1. All Department personnel will follow the below listed guidelines for the use of the firearms training simulator. *Any deviation of these guidelines will result in dismissal from the training room and possible disciplinary action.*

   a. **OFFICER’S WEAPON WILL BE CLEARED AT THE CLEARING BARRELL, SLIDE LOCKED BACK AND LOCKED IN THE LOCK BOX IN THE BREIFING ROOM BEFORE ENTERING THE TRAINING ROOM.**

   b. It is the responsibility of the firearms instructor to insure that the above actions have taken place.

   c. Firearms Instructors will be the only ones operating the simulator.

**OFFICERS WILL NOT BE ALLOWED TO PARTICIPATE IN TRAINING WITH ANY LOADED WEAPON!**

*Except for the training weapon that the instructor will explain and issue to the officer at the beginning of the training.*

   d. The firearms instructor will go over all safety rules with the officer to insure **SAFETY FIRST.**
e. Firearms instructors will have complete control over the training room while the simulator is in use. Doors to the training room **WILL** be locked so no one enters the room while training is being conducted.

2. Firearms instructors must adhere at all times to these strict guidelines to insure the safety of the officers, employees and general public that is within the building.

3. Any firearms instructor that misuses the firearms simulator for fun or game playing and not for the purpose of helping the officers shooting fundamentals may have disciplinary actions and or their privileges to the simulator revoked.

4. At no time should the laptop computer be used on the MUSC Network or any storage devices (Flash Drives, Floppy Disk or CD’s) are used on the system. The system is designed for the firearms simulator only and nothing else.