

SECTION **12**  
**Control of Persons/Prisoners/Mentally III**

**12.1 – 12.7**      **COMPETENCY REQUIREMENTS**

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12.6 People with Disabilities	

**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

- 1) The POST FTP Approval Checklist ([Form 2-230](#))
- 2) Your department's *Policy & Procedure Manual*
- 3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

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**SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL**

CHECK ONE ONLY:  PHASE 1  PHASE 2  PHASE 3  PHASE 4  PHASE 5

Trainee

FTO

**12.1 CONTROL/SEARCHING OF PERSONS**

**12.1.01 Safety Tactics**  
 The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

A. Approach	D. What to watch out for
B. Cover position with vehicle(s) and person(s)	E. Communications with cover officer/danger signals
C. Position of advantage	

Reference(s):  Case # (if applicable)  Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments *(field will expand automatically)*

**Additional Information:**

**12.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

**12.1.01 Part B - Agency Training Details** *(field will expand automatically)*

**Approach:** The Officer(s) should approach in a manner that gives the officer(s) the best vantage point of the surrounding area. The officer should always be mindful of cover and concealment. The officer needs to approach with an exit plan in mind, if the situation turns bad. The officer should be aware of any object that the suspect could use a weapon.

**Cover and Concealment:** Officers must be aware of surrounding objects or areas that may be used as protection and concealment for the subject as well as themselves. Cover offers protection, while concealment only offers a place to hide. Be aware of the location of cover. An officer must be ready to use, and/or move to cover when necessary. The use of available cover continues to be a basic tactical consideration whether using the Officer's patrol vehicle or surrounding objects.

**Position of Advantage:** The Officer should always approach and sustain a conversation from a position of advantage. Officers should not be in between a suspect and a barrier, such as a wall or fence. The Officer(s) needs to be mindful of always having the advantage when speaking to a suspect.

**What to watch out for:** When approaching and speaking to a suspect, Officers should be mindful that the suspect will always be on the offensive as the Officer will almost always be on the defensive. Officers should always be mindful of weapons that a suspect might have as well as any friends or associates that might be around the suspect.

**Communications with cover Officer:** Good officer communication is key to a successful interaction with any suspect. Allowing the incoming officers the opportunity to assist you with advantage points, whether they need to expedite their response or if they need to just stay in the background while you are speaking are all key points of having a good working relationship with your partners.

**12.1.02 Search Techniques**  
 The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view  
 B. Maintaining control and position of advantage  
 C. Standing, kneeling, and prone position searches  
 D. Safeguarding of weapons

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments *(field will expand automatically)*

**Additional Information:**

**12.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #321 (Search and Seizure)

**12.1.02 Part B - Agency Training Details (field will expand automatically)**

Recognize and understand that while searching any subject, control is the key factor to keep the officer in a safer position. By maintaining control of the subject, through various holds and techniques, learned through Defensive Tactics instruction, and conducting a complete and systematic search of the subject for all weapons and/or contraband, the search will be considered successful.

Officers should always remain alert and cognizant of their surroundings. Officers should remain in control by using Department authorized control techniques if needed prior, during and after searching the subject. The officer should have a consistent search pattern that is thorough regardless of whether the subject is standing, kneeling or in the prone position. If weapons are found during the search of a subject, they should be deemed safe, and stored properly. There should be only slight differences in technique when searching a female or male subject in order to maintain the dignity of both sexes.

<b>12.1.03 Searching the Opposite Sex</b>								
The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>12.1.03 Part A - Reference Agency Policies/Procedures, if applicable</b> (600 characters maximum)	<input type="checkbox"/> N/A
WPD Policy #321 (Search and Seizure)	

<b>12.1.03 Part B - Agency Training Details</b> (field will expand automatically)
<p>When the person to be searched, is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:</p> <ul style="list-style-type: none"> <li>• Another officer or a supervisor should witness the search.</li> <li>• The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon or contraband.</li> </ul>

<b>12.2 HANDCUFFING</b>								
<b>12.2.01 Purpose of Handcuffing</b>								
The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:								
A. Attack				C. Destruction or concealment of evidence or contraband				
B. Escape								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
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Trainee:								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>12.2.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policy #305 (Handcuffing and Restraints)	<input type="checkbox"/> N/A
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<b>12.2.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**12.2.02 Handcuffing/Restraint Device Principles**  
 The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect’s hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

<i>Reference(s):</i>						<b>Case # (if applicable)</b>		<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
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<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
<i>Comments (field will expand automatically)</i>									

**Additional Information:**

<b>12.2.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policy #305 (Handcuffing and Restraints)		

<b>12.2.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.2.03 Agency Policy Regarding Handcuffing Prisoners</b>								
The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.								
Reference(s):							Case # (if applicable)	Incident #
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>12.2.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policy #305 (Handcuffing and Restraints)	<input type="checkbox"/> N/A
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<b>12.2.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.2.04 Handcuffing and Transporting Single or Multiple Suspects</b>									
The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.									
Reference(s):							Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
Comments (field will expand automatically)									

**Additional Information:**

<b>12.2.04</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policy #305 (Handcuffing and Restraints), #323 (Temporary Custody of Juveniles), #902 (Custody Searches) and #1022 (Seatbelts)	<input type="checkbox"/> N/A
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<b>12.2.04</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS</b>								
<b>12.3.01 Protecting Prisoners</b> The trainee shall review and explain the legal responsibilities for protecting prisoners.								
<i>Reference(s):</i>							<i>Case # (if applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
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<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policy #904 (Prison Rape Elimination)	

<b>12.3.01 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3.02 Prisoner Provisions</b>								
The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.								
<i>Reference(s):</i>							<b>Case # (If applicable)</b>	<b>Incident #</b>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policies #312 (Temporary Custody of Juveniles), #900 (Temporary Custody of Adults) and #904 Prison Rape Elimination	

<b>12.3.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3.03 Prisoner’s Right to Make Calls</b>								
The trainee shall review and explain prisoners’ rights to telephone calls.								
<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policies #312 (Temporary Custody of Juveniles), #900 (Temporary Custody of Adults) and #904 Prison Rape Elimination	

<b>12.3.03 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3.04 Property Receipts</b>								
The trainee shall explain the requirements for issuing property receipts.								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>12.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>12.3.04 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges</b> The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.									
Reference(s):							Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
Comments (field will expand automatically)									

**Additional Information:**

12.3.05	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policies #312 (Temporary Custody of Juveniles), #900 (Temporary Custody of Adults) and #904 Prison Rape Elimination	<input type="checkbox"/> N/A
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12.3.05	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.3.06 Willful Inhumanity or Oppression toward Prisoners</b>								
The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.								
<i>Reference(s):</i>							<i>Case # (If applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
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<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.3.06</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
	WPD Policies #312 (Temporary Custody of Juveniles), #900 (Temporary Custody of Adults) and #904 Prison Rape Elimination	

<b>12.3.06</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
	The FTO shall discuss with the trainee the importance of CA PC 147, every officer who is guilty of willful inhumanity or oppression toward any prisoner under his care or in his custody, is punishable by fine not exceeding four thousand dollars (\$4,000), and by removal from office.



<b>12.4 TRANSPORTING PRISONERS</b>								
<b>12.4.01 Agency Policy</b>								
The trainee shall review and explain the agency’s policy regarding the transportation of prisoners. This explanation shall minimally include:								
A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)				F. Search of area where prisoner is to be placed prior to transportation				
B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners				G. Search of area where prisoner has been following transportation				
C. Juveniles with/without adults				H. Proper positioning of officer(s) and prisoner(s) within the vehicle				
D. Females				I. Close and constant observation of prisoner(s)				
E. Use of seat belts								
Reference(s):						Case # (If applicable)	Incident #	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
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<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Comments (field will expand automatically)								

**Additional Information:**

<b>12.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policy #305 (Handcuffing and Restraints), #706 (Vehicle Use) and #1022 (Seat Belts)	

<b>12.4.01 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.4.02 Transport of Prisoner(s) in a Patrol Vehicle</b> Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	Signature	Date	Signature	Date		Signature	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments:								

**Additional Information:**

<b>12.4.02</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policy #305 (Handcuffing and Restraints), #706 (Vehicle Use) and #1022 (Seat Belts)	<input type="checkbox"/> N/A
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<b>12.4.02</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.4.03 Prior to Booking a Prisoner</b>								
The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.								
<i>Reference(s):</i>							<i>Case # (if applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.4.03</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b> WPD Policies #312 (Temporary Custody of Juveniles) and #900 (Temporary Custody of Adults)	<input type="checkbox"/> N/A
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<b>12.4.03</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.5 BOOKING PRISONERS</b>								
<b>12.5.01 Booking Juveniles</b>								
The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:								
A. Miranda advisement		B. Right to phone calls		C. What notifications are required		D. Secure/non-secure detention of juveniles		
E. Strip search of juveniles		F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime		G. Custody alternatives				
<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.5.01 Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
WPD Policy #312 (Temporary Custody of Juveniles)	

<b>12.5.01 Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
The FTO will discuss with the trainee that when a Juvenile is in custody as an arrestee, the juvenile shall have the rights granted to them per CA WI Code sections 206, 207.1, 207.2, 625 and 626.5.

<b>12.5.02 Jail Facility</b> The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments (field will expand automatically)								

**Additional Information:**

<b>12.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>12.5.02 Part B - Agency Training Details (field will expand automatically)</b>
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<b>12.5.03 Securing Weapons Prior to Entering Custody Facility</b>									
The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.									
Reference(s):							Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
Comments (field will expand automatically)									

**Additional Information:**

<b>12.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A
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<b>12.5.03 Part B - Agency Training Details (field will expand automatically)</b>
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**12.5.04 Booking Documents/Procedures**  
 The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

- A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections
- B. Confirm arrestee is adult versus juvenile
- C. Valid court and/or warrant paperwork
- D. Inmate is medically screened and has medical clearance and approval form
- E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

**12.5.04 Part B - Agency Training Details (field will expand automatically)**

**12.5.05 Booking Adult Prisoners**  
 The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics	E. Escape Risks
B. Narcotic/Drug Users	F. Non-conformists
C. Mentally Ill	G. Civil Bookings
D. Sex Offenders	

<i>Reference(s):</i>						<b>Case # (if applicable)</b>		<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
<i>Comments (field will expand automatically)</i>									

**Additional Information:**

<b>12.5.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
WPD Policy #900 (Temporary Custody of Adults)		

<b>12.5.05</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**12.5.06 Other Types of Prisoners**  
 The trainee shall identify other prisoners who may warrant special consideration, including:

A. Injured or sick	E. Current or former peace officers, judges, etc.
B. Females (including pregnant females)	F. High-profile prisoners
C. Elderly	G. Any other prisoner(s) who may need specialized classification/housing needs
D. Gang members or police informants	

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								

Comments *(field will expand automatically)*

**Additional Information:**

**12.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policies #312 (Temporary Custody of Juveniles) and #900 (Temporary Custody of Adults)

**12.5.06 Part B - Agency Training Details (field will expand automatically)**

<p><b>12.5.07 Inmate Classification</b>                  The trainee shall explain the concept of inmate classification, to include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">A. Sex</td> <td style="width: 50%; border: none;">E. Assaultive behavior</td> </tr> <tr> <td style="border: none;">B. Age</td> <td style="border: none;">F. Medical disabilities</td> </tr> <tr> <td style="border: none;">C. Criminal sophistication</td> <td style="border: none;">G. Gang affiliation</td> </tr> <tr> <td style="border: none;">D. Seriousness of offense</td> <td style="border: none;">H. Overt sexual behavior</td> </tr> </table>								A. Sex	E. Assaultive behavior	B. Age	F. Medical disabilities	C. Criminal sophistication	G. Gang affiliation	D. Seriousness of offense	H. Overt sexual behavior
A. Sex	E. Assaultive behavior														
B. Age	F. Medical disabilities														
C. Criminal sophistication	G. Gang affiliation														
D. Seriousness of offense	H. Overt sexual behavior														
<i>Reference(s):</i>						<b>Case # (if applicable)</b>	<b>Incident #</b>								
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>							
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date								
<b>Trainee:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test							
<i>Comments (field will expand automatically)</i>															

**Additional Information:**

<p><b>12.5.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b></p>	<input checked="" type="checkbox"/> N/A
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<p><b>12.5.07 Part B - Agency Training Details (field will expand automatically)</b></p>
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<b>12.5.08 Legalities of Prisoner/Inmate Searches</b> The trainee shall review and explain the legalities of prisoner/inmate searches, including: <ul style="list-style-type: none"> <li>A. Search by same sex</li> <li>B. Clothed search</li> <li>C. Strip or skin search, including documentation</li> </ul>								
Reference(s):						Case # (If applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>12.5.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>  WPD Policy #321 (Search and Seizure)	<input type="checkbox"/> N/A
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<b>12.5.08</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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<b>12.5.09 Prisoner Release</b>								
The trainee will review and explain methods and procedures for releasing a prisoner.								
<i>Reference(s):</i>							<b>Case # (If applicable)</b>	<b>Incident #</b>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.5.09</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input type="checkbox"/> N/A
	WPD Policy #420 (Cite and Release)	

<b>12.5.09</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>
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**12.5.10 Response to Jail Emergencies**  
 The trainee shall discuss his/her agency’s response, if any, to a jail emergency, including:

A. Fire  
 B. Earthquake  
 C. Civil disorder  
 D. Escape

<i>Reference(s):</i>							<i>Case # (if applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.5.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #351 (Mutual Aid and Outside Agency Assistance)

**12.5.10 Part B - Agency Training Details (field will expand automatically)**

<b>12.6 PEOPLE WITH DISABILITIES</b>										
<b>12.6.01 Americans with Disabilities Act (ADA)</b>										
The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:										
A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis					C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained					
B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature					D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised					
<i>Reference(s):</i>								<i>Case # (if applicable)</i>		<i>Incident #</i>
<b>FTO:</b>	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
Trainee:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test		
<i>Comments (field will expand automatically)</i>										

**Additional Information:**

<b>12.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  WPD Policy #369 (Communications with Persons with Disabilities)	<input type="checkbox"/> N/A
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**12.6.01 Part B - Agency Training Details** *(field will expand automatically)*

All persons shall be treated with dignity and respect, regardless of any disability whether the disability can be seen or not. Officers should make reasonable adjustments in dealing with any persons with a disability. Officers should not arrest a person with disabilities that can cause them to behave in a manner that are uncontrollable. WPD prides itself on providing training to all its officers to provide a better understanding of persons with disabilities.

WPD is committed to, but not limited to:

- providing qualified and certified sign language translators to ensure proper communication (e.g., Miranda admonishments, interviews, etc.)
- having TDD availability for phone calls from law enforcement facilities
- transporting individuals with disabilities who require special equipment (e.g., wheelchairs, lifts, ramps, tie downs in vans, ramps, etc.)
- protecting arrested people with disabilities from exploitation by other prisoners
- instituting specific procedures for emergency evacuation
- providing special accommodations (e.g., showers, toilets, etc.)

**12.6.02 Behavior Due to Disabilities**

The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #369 (Communications with Persons with Disabilities)

**12.6.02 Part B - Agency Training Details (field will expand automatically)**

There are several types of disabilities that are not apparent when speaking with affected persons. There are different ways to overcome the communication barrier between the officers and person with the disability. Officers must understand and recognize that not all people can function at level that is deemed normal. Officers must take extra care in speaking with people who have a hard time following orders given, answering questions quickly or understanding the magnitude of a situation due to a disability.

**12.6.03 Dealing with Cognitive Impairment**

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- A. Give one direction or ask one question at a time
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
- D. Repeat questions from a slightly different perspective, if necessary
- E. Avoid questions about time, complex sequences, or reasons for behavior
- F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference(s):					Case # (If applicable)	Incident #		
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
Comments (field will expand automatically)								



**Additional Information:**

**12.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #369 (Communications with Persons with Disabilities)

**12.6.03 Part B - Agency Training Details (field will expand automatically)**

**12.6.04 Non-compliance as a Warning Sign**  
 The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #369 (Communications with Persons with Disabilities)

**12.6.04 Part B - Agency Training Details** *(field will expand automatically)*

## Evaluation of person

- Recognize cues that could identify possible causes for a behavior
  - Is the person exhibiting behaviors characteristic of a physical or developmental disability?
  - Is the person exhibiting behaviors characteristic of a mental illness?
  - Is the person under the apparent influence of alcohol or drugs?
  - If under the apparent influence of drugs, is it the result of illegal abuse or a reaction to prescribed medications?

## Assessment of person and situation

- Assess the safety level of the situation for:
  - The responding officers
  - The person being contacted
  - Any nearby bystanders and members of the public
- Do not automatically assume or dismiss criminal activity based on the individual's behavior
- Look for:
  - Subtle behavioral cues of impairments (e.g., slow thought process, difficulty speaking, confusion, not responding to questions, etc.)

**12.6.05 Standard Tactical Assessments and Safeguards**  
 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model
  1. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
  2. Atmosphere (Reduce distractions/Respect personal space)
  3. Communication (Establish contact/Develop rapport)
  4. Time (Slow down/Reassess)

Reference(s): Case # (if applicable) Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								

Comments *(field will expand automatically)*

**Additional Information:**

**12.6.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

**12.6.05 Part B - Agency Training Details** *(field will expand automatically)*

<b>12.7 MENTAL ILLNESS CASES</b>								
<b>12.7.01 State Law and Agency Policy</b> The trainee shall review and explain state law and agency policy regarding mental illness cases.								
<i>Reference(s):</i>							<i>Case # (if applicable)</i>	<i>Incident #</i>
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.7.01</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>  WPD Policy #418 (Mental Illness Commitments)	<input type="checkbox"/> N/A
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<b>12.7.01</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>  The FTO shall discuss with the trainee the Americans with Disabilities Act (ADA) of 1990 (42 US Code 2101 et seq.) and the Rehabilitation Act of 1973, Section 504. These laws/acts were written to provide clear and comprehensive mandates for the elimination of discrimination against individuals with mental and physical impairments.
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**12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons**  
 The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting an ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping

<i>Reference(s):</i>						<i>Case # (If applicable)</i>		<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	
<b>Trainee:</b>									
Comments <i>(field will expand automatically)</i>									

**Additional Information:**

**12.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #418 (Mental Illness Commitments)

**12.7.02 Part B - Agency Training Details** *(field will expand automatically)*

Any Officer responding to or handling a call involving a suspected mentally disabled individual or an involuntary mental illness commitment should consider utilizing the following as time and circumstances reasonably permit:

- Any available information that might assist in determining the cause and nature of the mental illness or developmental disability.
- Conflict resolution and de-escalation techniques.
- Language that is appropriate for interacting with a mentally disabled person.
- If circumstances permit, alternatives to deadly force.
- Any available community resources that can assist in dealing with a mentally disabled individual.

**12.7.03 Mental Health Facility or Regional Center**  
 The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

Reference(s):				Case # (If applicable)	Incident #	
Received Instruction	Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date		When completed, print full name	Date	
FTO:			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:						
Comments <i>(field will expand automatically)</i>						

**Additional Information:**

**12.7.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

WPD Policy #418 (Mental Illness Commitments)

**12.7.03 Part B - Agency Training Details** *(field will expand automatically)*

**12.7.04 72-Hour Hold**  
 The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

A. Danger to himself/herself  
 B. Danger to others  
 C. Gravely disabled

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.7.04 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

WPD Policy #418 (Mental Illness Commitments)

**12.7.04 Part B - Agency Training Details** *(field will expand automatically)*

**12.7.05 Required Procedures for WIC 5150**  
 The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved
- C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person
- D. The person must be informed of the officer's name and agency and the reason the person is being detained
- E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

<i>Reference(s):</i>						<i>Case # (If applicable)</i>	<i>Incident #</i>	
	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
Trainee:								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

<b>12.7.05</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable</b> <i>(600 characters maximum)</i>	<input type="checkbox"/> N/A
WPD Policy #418 (Mental Illness Commitments)		

<b>12.7.05</b>	<b>Part B - Agency Training Details</b> <i>(field will expand automatically)</i>
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**12.7.06 Alternative Methods**  
 The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention  
 B. Arrest  
 C. Referral for mental health services  
 D. Referral to local developmental disabilities agency  
 E. No police action required

<i>Reference(s):</i>					<i>Case # (If applicable)</i>	<i>Incident #</i>		
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

**12.7.06 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*  N/A

**12.7.06 Part B - Agency Training Details** *(field will expand automatically)*

If an Officer determines that a person appears to be affected by a mental illness, but does not meet detention action under Welfare and Institutions Code Section 5150 “as detailed in Chapter 5” there are several actions the Officer can consider taking. The following identifies some of these actions;

**Provide Urgent Medical Attention**

- Once an Officer has taken control of a situation, that Officer must render medical attention or summon medical personnel if required
- After medical care is rendered, disposition of the individual can be determined

**Arrest of Individual**

- Arrest if a crime has been committed
- Officer discretion should be used regarding arrests for minor issues

**Referral for Mental Health Services**

- Individuals and families who may be in need of treatment can be referred to available mental health services
- Officers should become familiar with the services that are available within the community

**Report to Child Protective Services**

- Officers are required by law to report conditions of child abuse to local child protective agencies

**Cite and Release**

- If it is determined that the individual meets the criteria under Penal Code Section 849(b) and it is safe to release the individual, Officers may consider citing and releasing the individual

**No Further Action**

- If no urgent medical care is necessary, no crime has been committed, and no referral is needed, the Officer may choose to take no further action

**12.7.07 Required Documentation and/or Reports**  
 The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

A. Application for 72-Hour Detention for Evaluation and Treatment ([Form MH 302](#))

B. Verbal admonishment and supplementary written documentation as specified in [WIC 5150](#)

C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

<i>Reference(s):</i>						<i>Case # (if applicable)</i>	<i>Incident #</i>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**Additional Information:**

**12.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

WPD Policy #323 (Report Preparation)

**12.7.07 Part B - Agency Training Details (field will expand automatically)**

<b>12.7.08 Demonstrating Knowledge of Proper Procedure</b> Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.								
Reference(s):						Case # (if applicable)	Incident #	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
Comments <i>(field will expand automatically)</i>								

**Additional Information:**

<b>12.7.08</b>	<b>Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)</b>	<input checked="" type="checkbox"/> N/A

<b>12.7.08</b>	<b>Part B - Agency Training Details (field will expand automatically)</b>

**12.7.09 Address Issues Related to Stigma**

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

<i>Reference(s):</i>						<b>Case # (If applicable)</b>	<b>Incident #</b>	
	<b>Received Instruction</b>		<b>Competency Demonstrated</b>		<b>How Demonstrated?</b>	<b>Remedial Training</b>		<b>How Remediated?</b>
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
<b>FTO:</b>					<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test			<input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
<b>Trainee:</b>								
<i>Comments (field will expand automatically)</i>								

**12.7.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**  N/A

**12.7.09 Part B - Agency Training Details** *(field will expand automatically)*

**See next page for Attestation**

**Part 5 – Section 12: Control of Persons/Prisoners/Mentally III**

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**ATTESTATION FOR SECTION 12**

**TO ENTER YOUR ELECTRONIC SIGNATURE:**

- Click on the 'X' in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on "Select Image" > Locate your signature file > Click "Open" to place your signature (date appears automatically).
- Enter your full name next to your signature.

**YOUR ELECTRONIC SIGNATURES VERIFY** that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
  2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
  3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
  4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.
- 

Primary Field Training Officer:           X           Print Full Name: \_\_\_\_\_

Trainee:                   X                   Print Full Name: \_\_\_\_\_

**IMPORTANT:** After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

**To remove the electronic signature:** Right click on the signature line > Select "Remove" from the menu.

**See the following pages for Instructions to Administrators and FTOs**

## How to Complete Part 5 (Sections 1–18)

### INSTRUCTIONS TO ADMINISTRATORS

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section is provided as a separate file on the POST website (<https://www.post.ca.gov/field-training--police-training.aspx>). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
  - a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
  - b. Below each table:
    - *Part A:* Enter applicable references from your agency’s Policies & Procedure Manual.
    - *Part B:* Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
  - 1) **Your completed FTP Guide**
  - 2) **FTP Approval Checklist ([POST Form 2-230](#))**  
NOTE: Guides submitted without this form will NOT be reviewed.
  - 3) **Your Department’s Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:  
**Commission on POST**  
**860 Stillwater Road, Suite 100**  
**West Sacramento, CA 95605**  
**Attn: Basic Training Bureau (BTB)**
6. You will receive status notification within 90 days from the date received.

**See next page for Instructions to Field Training Officers**



## How to Complete Part 5 (Sections 1–18)

### INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. **Tracking your training sessions:**
  - a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
  - b. Enter any note-worthy comments related to the trainee's performance.
3. **If trainee requires remedial training:**
  - c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
  - d. Enter any additional note-worthy comments related to the trainee's performance.
4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee **MUST** enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

**End Section**