

SECTION **12**

Control of Persons/Prisoners/Mentally III

12.1 – 12.7 COMPETENCY REQUIREMENTS

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|---|--------------------------------|
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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.

LIST OF SUBTOPICS**12.1 CONTROL/SEARCHING OF PERSONS**

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- 12.7.08 Demonstrating Knowledge of Proper Procedure
- 12.7.09 Address Issues Related to Stigma

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

| <i>Reference(s):</i> | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|--|---|
| 12.1.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
| | | |

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

The Field Training Officer will provide instruction and demonstrate how to safely approach, cover and effectively control one or more persons. The trainee will demonstrate how to effectively control one or more persons during detentions, contacts etc.

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

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| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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

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

The Field Training Officer will provide instruction on techniques to use when effectively searching either male or female subjects or prisoners. The Trainee will later demonstrate how to conduct a search of a male or female subject or prisoner.

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| 12.1.03 Searching the Opposite Sex | | | | | | | | |
| The trainee shall review and explain agency policy regarding searching individuals of the opposite sex. | | | | | | | | |
| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|--|------------------------------|
| 12.1.03 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input type="checkbox"/> N/A |
| | Mendocino County Sheriff's Office Policy#322.4 | |

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| 12.1.03 | Part B - Agency Training Details (field will expand automatically) |
| | If practical or available, persons of the opposite sex will be searched by someone of the same sex. |

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| 12.2 HANDCUFFING | | | | | | | | |
| 12.2.01 Purpose of Handcuffing | | | | | | | | |
| 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 # | |
| | 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:

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|----------------|--|------------------------------|
| 12.2.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#306 | <input type="checkbox"/> N/A |
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| 12.2.01 | Part B - Agency Training Details (field will expand automatically) The trainee will read Mendocino County Sheriff's Office Policy#306 and demonstrate how to effectively handcuff persons detained or arrested. |
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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

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| <i>Reference(s):</i> | | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

12.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
 Mendocino County Sheriff's Office Policy#306 and 308

12.2.02 Part B - Agency Training Details (field will expand automatically)
 The trainee shall be familiar with the above policies and explain when and why additional restraint devices can or will be used.

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| 12.2.03 Agency Policy Regarding Handcuffing Prisoners | | | | | | | | |
| 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.2.03 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#306 | <input type="checkbox"/> N/A |
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| 12.2.03 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Field Training Officer will ensure that the above policy is reviewed and discussed. |
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| 12.2.04 Handcuffing and Transporting Single or Multiple Suspects 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.2.04 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#306 | <input type="checkbox"/> N/A |
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| 12.2.04 | Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall effectively handcuff and transport one or more prisoners. |
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| 12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS | | | | | | | | |
| 12.3.01 Protecting Prisoners The trainee shall review and explain the legal responsibilities for protecting prisoners. | | | | | | | | |
| 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 | |
| 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:

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|----------------|---|------------------------------|
| 12.3.01 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#306 | <input type="checkbox"/> N/A |
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| 12.3.01 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Trainee shall have read Mendocino County Sheriff's Office Policy#306 and all attachments. |
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| 12.3.02 Prisoner Provisions | | | | | | | | |
| The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care. | | | | | | | | |
| <i>Reference(s):</i> | | | | | | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| 12.3.02 Part B - Agency Training Details (field will expand automatically) |
| The Field Training Officer will discuss legal responsibilities of ensuring the safety and well being of prisoners. |

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| 12.3.03 Prisoner’s Right to Make Calls | | | | | | | | |
| The trainee shall review and explain prisoners’ rights to telephone calls. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.3.03 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#380.3.2 | <input type="checkbox"/> N/A |
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| 12.3.03 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Field Training Officer will explain the rights of prisoners to make phone calls, specifically California Penal Code Section 851.5(a)(1). The Field Training Officer will also include the right to make phone calls to arrange care for dependent adults or children. |
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| 12.3.04 Property Receipts | | | | | | | | |
| The trainee shall explain the requirements for issuing property receipts. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|--|------------------------------|
| 12.3.04 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#802 | <input type="checkbox"/> N/A |
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| 12.3.04 | Part B - Agency Training Details (field will expand automatically) The trainee shall read Mendocino County Sheriff's Office Policy#802 and be provided with a Mendocino County Sheriff's Office Property receipt. The trainee will complete retain a property receipt upon receiving property. |
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| 12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.3.05 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#904 | <input type="checkbox"/> N/A |
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| 12.3.05 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Field Training officer will explain the rights of prisoners, including those arrested, and later housed in the Mendocino County Corrections Facility. This will include the PREA mandates as outlined in Mendocino County Sheriff's Office Policy #904 |
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| 12.3.06 Willful Inhumanity or Oppression toward Prisoners | | | | | | | | |
| The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.3.06 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#900, 902, and 904 | <input type="checkbox"/> N/A |
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| 12.3.06 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Trainee shall read the Mendocino County Sheriff's Office Polcy's referenced above. |
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12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

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.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. Search of area where prisoner is to be placed prior to transportation
- G. Search of area where prisoner has been following transportation
- H. Proper positioning of officer(s) and prisoner(s) within the vehicle
- I. Close and constant observation of prisoner(s)

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:

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

Mendocino County Sheriff's Office Policy#324, 900, 902, 903 and 904

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

The Trainee shall read the Mendocino County Sheriff's Office Policy's referenced above.

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| 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle 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 # | |
| | Received Instruction | | Competency Demonstrated | | How Demonstrated? | Remedial Training | | How Remediated? |
| | 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:

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| 12.4.02 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#324, 900, 902, 903 and 904 | <input type="checkbox"/> N/A |
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| 12.4.02 | Part B - Agency Training Details (field will expand automatically) The Trainee shall read the Mendocino County Sheriff's Office Polcy's referenced above. |
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| 12.4.03 Prior to Booking a Prisoner | | | | | | | | |
| 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. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|---|---|
| 12.4.03 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> | <input checked="" type="checkbox"/> N/A |
|----------------|---|---|

| | |
|---|--|
| 12.4.03 | Part B - Agency Training Details <i>(field will expand automatically)</i> |
| The Field Training Officer will demonstrate and explain how to have a prisoner medically cleared for incarceration, which hospitals are the most efficient, and how to provide documentation relevant to the medical clearance to the medical staff and general corrections staff at the Mendocino County Corrections Facility or the Mendocino County Juvenile Hall. | |

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|---|---------------------------------|------|---------------------------------|--|---|---------------------------------|------------|---|
| 12.5 BOOKING PRISONERS | | | | | | | | |
| 12.5.01 Booking Juveniles | | | | | | | | |
| 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 | | | | F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime | | | | |
| B. Right to phone calls | | | | G. Custody alternatives | | | | |
| C. What notifications are required | | | | | | | | |
| D. Secure/non-secure detention of juveniles | | | | | | | | |
| E. Strip search of juveniles | | | | | | | | |
| 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:

| | | |
|----------------|---|------------------------------|
| 12.5.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#324.14 | <input type="checkbox"/> N/A |
|----------------|---|------------------------------|

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| 12.5.01 | Part B - Agency Training Details (field will expand automatically) The Field Training Officer shall demonstrate and explain the process of transporting and booking a juvenile offender in the Mendocino County Juvenile Hall. |
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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| 12.5.02 Jail Facility | | | | | | | | |
| 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|---|---|
| 12.5.02 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> | <input checked="" type="checkbox"/> N/A |
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| 12.5.02 Part B - Agency Training Details <i>(field will expand automatically)</i> |
| The trainee should be provided a tour of the Mendocino County Corrections Facility. |

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| 12.5.03 Securing Weapons Prior to Entering Custody Facility | | | | | | | | |
| 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|--|---|
| 12.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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|--|
| 12.5.03 Part B - Agency Training Details <i>(field will expand automatically)</i> |
| The Field Training Officer will demonstrate and explain how and why weapons are secured prior to entering a corrections facility. This will include the Mendocino County Sheriff's Corrections Facility, Mendocino County Juvenile Hall, CDCR Work Camps, and any Fire Camp staffed by CDCR prisoners. |

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.)

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|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|------|---|
| <i>Reference(s):</i> | | | | | 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 <i>(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)
 The trainee shall complete the pre-booking paperwork and complete the booking process on an arrested person at the Mendocino County Corrections Facility.

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> | | | | | | <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 |
| Trainee: | | | | | | | <input type="checkbox"/> Written Test | <input type="checkbox"/> Written Test | <input type="checkbox"/> Verbal Test |
| <i>Comments (field will expand automatically)</i> | | | | | | | | | |

Additional Information:

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

12.5.05 Part B - Agency Training Details (field will expand automatically)
 The trainee shall complete the pre-booking paperwork and complete the booking process on an arrested person at the Mendocino County Corrections Facility.

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 | |

| | | | | | | | | |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|-------------------|---|
| <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:

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

Mendocino County Sheriff's Office Policy#903.1.1

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

The Field Training Officer will explain the booking process for sick or injured prisoners, females (Including Mendocino County Sheriff's Office Policy#903.1.1), and the special circumstances involving gang members, high profile prisoners, former or current peace officers, or any other special needs prisoners.

12.5.07 Inmate Classification
 The trainee shall explain the concept of inmate classification, to include:

| | |
|----------------------------|--------------------------|
| 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> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|--|---|
| 12.5.07 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| 12.5.07 | Part B - Agency Training Details (field will expand automatically) |
| The Field Training Officer will minimally explain how the Mendocino County Corrections Facility classifies inmates and explain how to contact the Classification Deputies. | |

12.5.08 Legalities of Prisoner/Inmate Searches
 The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

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:

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

Mendocino County Sheriff's Office Policy#902

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

The trainee shall review Mendocino County Sheriff's Office Policy# 902 and demonstrate how to conduct safe, legal and efficient searches of prisoners, including searches of prisoners of the opposite sex.

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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| 12.5.09 Prisoner Release | | | | | | | | |
| The trainee will review and explain methods and procedures for releasing a prisoner. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|--|------------------------------|
| 12.5.09 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy #420 | <input type="checkbox"/> N/A |
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| 12.5.09 | Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee shall demonstrate how to release a prisoner with a citation and explain how a prisoner is released from the corrections facility after booking. |
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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 | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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| 12.5.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | <input checked="" type="checkbox"/> N/A |
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| 12.5.10 Part B - Agency Training Details <i>(field will expand automatically)</i> The Field Training Officer will explain how and when field deputies respond to emergencies in the Mendocino County Corrections Facility. |
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| 12.6 PEOPLE WITH DISABILITIES | | | | | | | | |
| 12.6.01 Americans with Disabilities Act (ADA) | | | | | | | | |
| 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 | | | | |
| 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:

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|----------------|--|------------------------------|
| 12.6.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Policy#370 | <input type="checkbox"/> N/A |
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| 12.6.01 | Part B - Agency Training Details (field will expand automatically) The trainee shall review Mendocino County Sheriff's Office Policy#370 |
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| 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. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|---|------------------------------|
| 12.6.02 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#370 | <input type="checkbox"/> N/A |
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|----------------|---|
| 12.6.02 | Part B - Agency Training Details <i>(field will expand automatically)</i> Field Training Officers will explain the dyanmics of communicating with persons who might suffer from mental illness, or have a lower level of cognitvie ability. |
|----------------|---|

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

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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------------------|---|
| 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

Mendocino County Sheriff's Office Policy#370

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

Field Training Officers will explain the dynamics of communicating with persons who might suffer from mental illness, or have a lower level of cognitive ability.

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| 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. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|---|------------------------------|
| 12.6.04 Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> Mendocino County Sheriff's Office Policy#370.5 | <input type="checkbox"/> N/A |
|---|------------------------------|

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|---|
| 12.6.04 Part B - Agency Training Details <i>(field will expand automatically)</i> Field Training Officers will explain the dyanmics of communicating with persons who might suffer from mental illness, or have a lower level of cognitive ability. |
|---|

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)

| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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

Mendocino County Sheriff's Office Policy#465

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

The trainee will read Mendocino County Sheriff's Office Policy#465, and should be trained in Crisis Intervention Training.

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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| 12.7 MENTAL ILLNESS CASES | | | | | | | | |
| 12.7.01 State Law and Agency Policy The trainee shall review and explain state law and agency policy regarding mental illness cases. | | | | | | | | |
| 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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|----------------|---|------------------------------|
| 12.7.01 | Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) Mendocino County Sheriff's Office Sheriff's Office Policy#418 | <input type="checkbox"/> N/A |
|----------------|---|------------------------------|

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|----------------|---|
| 12.7.01 | Part B - Agency Training Details (field will expand automatically) The trianee should read Mendocino County Sheriff's Office Policy#418. On a call for service the trianee should evaluate an individual and determine if they meet the criteria for 5150 W&I; complete a 5150 detention, transport and documentation report. |
|----------------|---|

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

| | | | | | | | | |
|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|-------------------|---|
| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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

Mendocino County Sheriff's Office Sheriff's Office Policy#418 and 465

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

The trainee shall read Mendocino County Sheriff's Office Policy #418 and #465. Given an encounter of dealing with one or more persons who are mentally ill/emotionally disturbed, the trainee demonstrate the ability to safely and effectively communicate with a person who is mentally ill or emotionally disturbed.

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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| 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 | | 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:

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|----------------|---|---|
| 12.7.03 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> | <input checked="" type="checkbox"/> N/A |
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|----------------|--|
| 12.7.03 | Part B - Agency Training Details <i>(field will expand automatically)</i> The Field Training Officer will provide instruction on the location of mental health and crisis centers in and throughout the County of Mendocino. |
|----------------|--|

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

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:

12.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A
 Mendocino County Sheriff's Office Policy#418

12.7.04 Part B - Agency Training Details *(field will expand automatically)*
 The trainee shall read Mendocino County Sheriff's Office Policy#418 and subsequently complete a 72 hour hold on an individual pursuant to section 5150 W&I.

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

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| <i>Reference(s):</i> | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

| | | |
|----------------|---|------------------------------|
| 12.7.05 | Part A - Reference Agency Policies/Procedures, if applicable <i>(600 characters maximum)</i> | <input type="checkbox"/> N/A |
| | Mendocino County Sheriff's Office Policy#418 | |

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|----------------|--|
| 12.7.05 | Part B - Agency Training Details <i>(field will expand automatically)</i> |
| | The trainee will safely and effectively complete a 72 hour hold on an individual pursuant to section 5150 W&I and complete the accompanying forms and reports. |

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

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|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|-------------------|---|
| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <i>Comments (field will expand automatically)</i> | | | | | | | | |

Additional Information:

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

Mendocino County Sheriff's Office Policy#418

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

The Field Training Officer and the trainee will discuss alternatives to a 5150 hold, including arrest, medical attention, childrens services, or refferals to other agencies.

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

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|---|---------------------------------|------|---------------------------------|------|---|---------------------------------|-------------------|---|
| <i>Reference(s):</i> | | | | | | 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: | | | | | | | | |
| <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

Mendocino County Sheriff's Office Policy#418

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

The trainee will identify the proper documents needed and safely and effectively complete a 72 hour hold on an individual pursuant to section 5150 W&I and complete the accompanying forms and reports.

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|--|---------------------------------|------|---------------------------------|------|---|---------------------------------|------------|---|
| 12.7.08 Demonstrating Knowledge of Proper Procedure 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 # | |
| | 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 <i>(field will expand automatically)</i> | | | | | | | | |

Additional Information:

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

| |
|--|
| 12.7.08 Part B - Agency Training Details <i>(field will expand automatically)</i> The trainee will safely and effectively complete a 72 hour hold on an individual pursuant to section 5150 W&I and complete the accompanying forms and reports. |
|--|

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> | | | | | | 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 <i>(field will expand automatically)</i> | | | | | | | | |

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

Mendocino County Sheriff's Office Sheriff's Office Policy#370

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

The Field Training Officer will ensure that the trainee has read Mendocino County Sheriff's Office Policy#370. The Field Training Officer will discuss SB 29 with the trainee and discuss topics related to control of mentally ill adults and juveniles. This will minimally include those topics listed in 12.7.09.

See next page for Attestation

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

ATTESTATION FOR SECTION 12

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on “Fill & sign” > Click on “Sign” icon at top of page > Click on “Add signature”
- Click on the “Image” icon > Click “Select image” > Locate your signature file > Click “Apply” to place your signature.
- 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: _____ Print Full Name: _____

Trainee: _____ 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: Click on the signature > Click on the trash icon.

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