

## **PHASE III**

### **TRANSITIONAL TRAINING PHASE**

Phase III of the field training program will consist of 4 weeks. The trainee will be assigned to Dispatch for one-half day and with Data Management for one-half day during this phase. The trainee will learn the various responsibilities of dispatch related functions such as answering 911 calls, obtaining necessary information to relay to patrol officers, running warrants and vehicle checks, how calls for service are prioritized, etc. The trainee will also learn the legal obligations and ramifications of using confidential computerized information. Upon completion of the one-half day with Data Management, and one-half day with Dispatch, the trainee will then spend three and one-half weeks with an FTO in Patrol.

The main emphasis is placed on evaluating the trainee's performance as the trainee performs **all** field and enforcement functions. The FTO is **primarily** an assisting officer who monitors, evaluates, and provides advice to the trainee.

The primary objective of this phase is as follows:

Allow for a transition to occur wherein the trainee assumes primary responsibility for handling field incidents, calls for service, and initiating field observations.

#### **Evidence Gathering and Disposition**

- This will cover basic procedures for packaging, preservation and disposition of routine evidence, narcotics, loaded firearms, and evidence being held for prints.

#### **Advanced Information Gathering and Report Writing**

- The Basic elements of report writing will be reviewed and then applied to some complex field situation. Information necessary for a drunk driving report, a misdemeanor citation, a robbery, rape, and warrant arrest reports will be covered.

#### **Non-Criminal Investigation**

- Familiarization with the location and placement criteria for persons who are mentally ill, and officer authorities. Non-criminal related deaths, missing persons, and other non-criminal situations, i.e.; City property damage incidents will also be covered.

#### **Tactical Communications/Management Resolution**

- Tactical communications, handling disputes and civil disputes

## **Collision Investigation and Traffic Control**

- Procedures essential for investigation and control of a collision scene requiring flares, impounds, fire department, report forms and directing traffic.

## **Juvenile Procedures**

- This will cover basic Department procedures for juvenile contacts and arrests, the release policy, conditions for placement in Juvenile Hall, enforcement of the curfew ordinance and the handling of truants (Study Guides 6, 11, 12).

## **Disturbance Calls**

- Covers safety procedures involved in disturbance calls and will teach how to distinguish between civil and criminal matters. Included will be domestic violence and racially motivated incidents.

## **Warrant Arrests**

- The radio codes pertaining to warrant/wanted persons will be reviewed. The correct procedure for obtaining and signing warrants and filling out the appropriate reports will be covered.

## **Searches and Seizure**

- This will cover searches of vehicle, premises and open areas and will review “persons” searches from the prior phase. Search Warrants will also be reviewed.

## **Use of Force**

- This will cover EMPD Policy and Procedure on use of force. Legal and moral ramifications will also be reviewed.

## **Control of Persons / Prisoners / Mentally Ill**

- Covers officer’s responsibilities as it pertains to handling suspect(s), prisoner(s), and mentally ill. Review of EMPD policies pursuant to bookings, injured/sick prisoners, and juvenile secure/non-secured detentions

## **Enforcement Policy**

- Policies on citations, arrests, and citizen contacts

## EVIDENCE GATHERING

Collecting, marking, preserving, packaging, use of evidence tags, and booking (Training Guide 9)

### Evidence

- a. Routing evidence
- b. Evidence held for fingerprinting
- c. Evidence for crime lab; i.e., rape kit, blood, urine, etc.
- d. Firearms
- e. Money

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### Found property

- a. Type of report
- b. Property held for safe keeping

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### Evidence processing and retention in shoplifting cases

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**EVIDENCE GATHERING**

Narcotics: gathering, packaging, and booking

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Special Storage material: flammable, explosives, delicate combustibles

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## ADVANCED INFORMATION GATHERING AND REPORT WRITING

Drunk driving reports: include cause for stop, placement of drunk driver behind the wheel, field coordination test, choice of test and disposition of tests, CVC 13355 Form if necessary. Use of video tape machine for FST's.

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Misdemeanor arrests and/or citations: includes record check, information needed in report or citation arrest.

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Robbery: witness interviews, suspect, weapon and vehicle information, physical evidence.

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Rape: (force or fear, penetration however slight), interview of victim, physical evidence, physician's examination and rape kit.

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**ADVANCED INFO. GATHERING AND RPT. WRITING**

Warrants: how to fill out warrant arrest form.

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## NON-CRIMINAL INVESTIGATION

### Non-Criminal related deaths

1. "Person Dead" Report required
2. Independent and thorough evaluation of officer to eliminate chance of foul play (includes examination of body by officer in all circumstances)
3. Notification of Coroner – release of body to Coroner or mortuary

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### Missing persons

1. Review of EMPD Policy and Procedures, Section 332, page 152-154
2. Determining "At Risk" vs. no "At Risk" circumstances

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### Personal injury

1. Officers observation
2. Scene assessment
3. Evaluation of personal injury or property damage at scene
4. Evaluate contributory extent of City toward the accident
5. Purpose: to reduce or eliminate unfounded or exaggerated claims against the city.

**NON-CRIMINAL INVESTIGATION**

6. Taking of "Persons Injured Report" to document above information/observations
7. Taking of liberal number of photographs

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## TACTICAL COMMUNICATION/MANAGEMENT RESOLUTION

The trainee will explain and demonstrate the importance of tactical communication to include:

1. Benefits of tactical communication
  - a. Enhanced safety (reduces likelihood of physical confrontation and injury)
  - b. Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress)

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The trainee will demonstrate the ability to use deflection techniques in response to verbal abuse. Every work that follows “but” is professional language that is goal directed. Examples might include:

- a. “I appreciate that, but I need to see your driver’s license”
- b. “I understand that, but I need you to sign the citation”

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Generate voluntary compliance using the 5 – step process

1. Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked
2. Set Context (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
3. Present Options (Personal Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
4. ACT – (Take appropriate action)
5. Use of tape recorder to protect officer and city from possible future civil action by suspect’s attorney.

**TACTICAL COMMUNICATION**

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Handling Disputes

The trainee will explain and demonstrate an officer’s basic responsibilities at the scene of a dispute to include:

1. Remaining impartial
2. Preserving the peace
3. Determining whether or not a crime has been committed
4. Conducting an investigation if a crime has been committed
5. Providing safety to individuals and property
6. Suggesting solutions to the problem
7. Offering names of referral agencies
8. Considering arrest as a viable alternative if a crime has been committed

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The trainee will explain the various social organizations which are available within the city or county to render assistance in dispute situations to minimally include:

1. Public health
2. Alcohol problems
3. Family counseling and child guidance
4. Drug problems

**TACTICAL COMMUNICATION**

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The trainee will explain and demonstrate the different techniques to use in given dispute situations

1. Family disputes
2. Neighbor disputes
3. Juvenile disputes
4. Loud parties

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Civil Disputes

The trainee will explain and demonstrate proficiency regarding California civil and criminal law and agency procedures applicable to situations which arise from landlord-tenant disputes to include:

1. Evictions
2. Lockouts
3. Trespasses
4. Confiscation of property

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**TACTICAL COMMUNICATION**

The trainee will explain and demonstrate agency policy and procedure relative to typical policing problems which occur during labor-management disputes

1. Obstruction of ingress or egress
2. Blocking of sidewalks and roadways
3. Outside agitators
4. Violence and vandalism

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The trainee will explain the general rules that pertain to the repossession of items to include:

1. What property is subject to repossession?
2. Who may make a repossession?
3. To what lengths a reposessor may go
4. When repossession is complete

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## COLLISION INVESTIGATION AND TRAFFIC CONTROL

### Traffic accident reports

1. EMPD Policy and Procedures Manual Traffic Collision Reporting – Section 502, page 318-319
2. Short form – PDO (property damage only)
3. Long form
4. State Collision Investigation Manual

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### Private Property traffic collisions

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### Traffic Collision Classifications

1. Determining and listing PCF's (primary collision factor)
2. Primary vs. associated factors
3. PCF's involving Hit and Run or DUI traffic collisions

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**COLLISIONINVEST.**

**Officer Duties**

1. Handling officer
2. Assisting officer(s)
  - a. Collision sketch
  - b. Traffic control
  - c. Vehicle storage/impound (if necessary)

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**Notifications**

1. Ambulance
2. Tow trucks
3. Accident investigator
4. Lab tech
5. Coroner
6. Public Service Division
5. Fire Department

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**Impounds and Storages**

1. Hit and Run Vehicles
2. Major traffic collision scene or fatalities
3. Traffic Hazards
4. CHP 180 report form

**COLLISIONINVEST.**

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**Citations**

1. If accident observed – cite the violator
2. Accident investigator follow-up and case investigation and filing
3. Insurance violations

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**Citizen Information**

1. Obtaining names of all parties involved in collision
2. Interviewing witness(es)- documenting their positions/location
3. Obtaining copies of reports

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**Traffic Control**

1. Officer evaluation of needs
2. Officer positioning
3. Vehicle positioning
4. Traffic routing
5. Flare or cone patterns

**COLLISION INVEST.**

- 6. Hazards (fuel leaks, power lines, etc.)
- 7. Signals
- 9. Traffic signal control box

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**Protection of Major Collision Scene**

- 1. Treat like a scene of a crime

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## JUVENILE POLICY

The trainee will explain and demonstrate the condition of placement in Juvenile Hall (via Intercept) and notification of parents.

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The trainee will explain secure vs. non-secure detentions to include:

1. Level of crime
2. Flight risk
3. Danger to public

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The trainee will explain release procedures, and the juvenile cite-out policy (parent or responsible adult-supervisor approval)

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Truancy enforcement

1. Curfew ordinance: 9.32.020(a) EMMC (day time and night time curfew)
2. School Resource Program (SRO)
3. Juvenile arrest record (JAI)

**JUVENILE POLICY**

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The trainee will be familiar with interagency counseling at the CRO office.

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The trainee shall review and explain state law (including statutory reporting requirements) and EMPD Policy and Procedure for handling missing juveniles to include:

1. Definition of an “at risk” missing or runaway juvenile
2. Search procedures for missing persons
3. Making a thorough search of missing child’s home and nearby

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Given an incident involving a missing person, the trainee shall properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.

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## DISTURBANCE CALLS

### Criminal/Public Disturbances

The trainee shall explain and demonstrate proficiency in handling various disturbance calls to include:

1. Noise complaints
2. Fighting in public
3. Requirements for “private person’s arrest.”

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The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

1. Review EMPD Policy and Procedures Manual: Domestic Violence Policy, Section 320, page 105-115
2. Difference between domestic violence and a domestic dispute
3. Impact of domestic violence on victims, children, and the batterers
4. Essential elements of Penal Code Sections 13700 and 13519
5. Duty to provide maximum protection to the victim from abuse (emergency protective order)
6. Provide safety to other persons and property
7. Verification and enforcement of court orders (restraining orders and stay-away orders)
8. Responsibility and authority with tenancy issues related to domestic violence
9. Determine if a crime has been committed and if arrest is mandatory
10. Making appropriate victim’s assistance information referral’s for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office.
11. The safekeeping of firearms

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**DISTURBANCE CALLS**

The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.

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The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

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Racially Motivated Disturbances

Review EMPD Policy and Procedure Manual: Handling of Hate Crimes, Section 338

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The trainee will explain and demonstrate proficiency in handling landlord/tenant disputes, business disputes, and family/neighbor disputes.

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## WARRANT ARREST

The trainee shall explain and demonstrate proper radio procedures for running 10-29, 10-28, and officer input requirements

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The trainee shall explain how to obtain warrants, or abstracts and requirements for day/night service, “public place”

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## SEARCHES

The trainee shall demonstrate a working knowledge of the laws that apply to searches incident to an arrest

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The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

1. Protective sweeps
2. Closed containers
3. Inventory searches

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The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:

1. Court filings
2. Prosecution of suspects

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**SEARCH AND SEIZURE**

The trainee shall describe the process for serving search and arrest warrants, including:

1. Hours of service for felony arrest warrants
2. Hours of service for misdemeanor arrest warrants
3. Hours of service for search warrants
4. Knock and notice for search warrants and exceptions to
5. "Signing off" warrants/return

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## USE OF FORCE

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force, including “reasonable force.”

Reference: 835 PC, 835a PC, 843 PC, 198 PC

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The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the department through the use of physical force or deadly force.

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The trainee shall explain and evaluate situations that justify the use of deadly force and those situations that do not justify such use.

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## FORCE OPTIONS

The trainee shall explain what is meant by “force options” and provide examples of each that would fall within legal and moral limits, to minimally include:

1. Non-verbal/police presence
2. Verbal (Tactical communication)
3. Physical (weaponless)
4. Less lethal weapons, including:



**USE OF FORCE**

**CHEMICAL AGENTS**

The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them and the reporting procedures in cases where it is used.

**IMPACT WEAPONS**

1. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
2. The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon “target” areas.
3. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.

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**DEADLY FORCE**

The trainee shall explain considerations to be made when determining whether or not to resort to use of deadly force. These considerations shall minimally include:

1. Type of crime and suspect(s) involved
2. Threat to the lives of innocent persons
3. Law and EMPD policy
4. Officer’s present capabilities
5. Capabilities of officer’s weapon

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## CONTROL OF PERSONS (PRISONERS/MENTALLY ILL)

### CONTROL/SEARCHING OF PERSONS

The trainee shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.

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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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The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

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

HANDCUFFING

The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent:

- A. Attack
- B. Escape
- C. The destruction of evidence or contraband

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The trainee shall discuss various handcuffing principles which 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 mechanism
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles)
- F. Safe and controlled removal of handcuffs and other restraint devices

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The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects from an arrest scene.

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**CONTROL OF PERSONS / SUSPECTS / MENTALLY ILL**

**LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS**

The trainee shall review and explain the legal responsibilities for protecting prisoners.

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The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

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The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

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The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner “under color of authority.”

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

**TRANSPORTATION OF PRISONERS**

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

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The trainee will review and explain the legal constraints, EMPD policy and procedure relative to medical clearance/approval prior to booking.

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**BOOKING PRISONERS**

The trainee shall explain how to properly book a juvenile prisoner in conformance with EMPD policy, legal codes, and minimum jail standards, including:

- A. Miranda advisement
- B. Right to phone calls
- C. What notifications are required
- D. Secure/Non-secured detention of juveniles
- E. Strip search of juveniles
- F. Requirements pertaining to the confinement of a child under 16 years of age with an adult

**CONTRL OF PERSONS / PRISONERS / MENTALLY ILL**

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The trainee shall explain and demonstrate proficiency in booking adult prisoners to include:

- A. Complete and accurate booking form and probable cause declaration.
- B. Confirm arrestee is an adult versus juvenile
- C. Complete and accurate medical screening form
- D. Obtain booking approval from watch commander
- E. Booking procedures if arrestee is to be transported to L.A. County Jail

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The trainee shall review and explain the legalities of prisoner searches, including:

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

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**MENTAL ILLNESS CASES**

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. Those considerations shall minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement

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

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

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The trainee shall identify the appropriate mental health facility to be used for evaluation, treatment, counseling, or referral.

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The trainee shall identify and explain the criteria as set forth in the Welfare and Institution Code by which an individual may be committed for a 72-hour hold:

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

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Trainee								
Comments:								Case/Report No.:

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

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 WIC, including:

- A. The circumstances 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 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.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIATED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIATED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Competent:  
Signature \_\_\_\_\_



## ENFORCEMENT POLICY

Can the trainee show a working knowledge of those Department guidelines on arrests, citations, citizen contacts, and personal behavior?

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIATED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Competent:  
 Signature \_\_\_\_\_