

DEPARTMENT OF CONSUMER AFFAIRS
Bureau of Security and Investigative Services



BATON TRAINING MANUAL
ADMINISTRATIVE PROCEDURES

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- Steve Uhrig, Adjunct Professor, California University of Protection and Intelligence Management and Director of Training for Inter-Con Security Systems, Inc.
- Steve Caballero, EdD, President, California Security Training Academy
- Tommie Turner and Kevin Gors, Directors of Training, Seal~Mar Training Facility (Law Enforcement and Security) Hayward, California.
- Rolando Taeza, Associate Governmental Program Analyst, Bureau of Security and Investigative Services

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PREFACE

The baton training course is designed to give baton permit applicants/students the minimum level of proficiency to carry and use a baton while on duty as private security guards. Individuals who are required to obtain a baton permit must be instructed in the format described in Section 7585.9(a) of the Business and Professions Code (BPC). The Bureau's Baton Training Manual provides that format.

OVERVIEW OF ORGANIZATION AND COVERAGE

The Bureau's Baton Training Manual consists of two separate handbooks organized as follows:

HANDBOOK ONE – Administrative Procedures

This handbook provides baton training facilities and baton training instructors with guidance about how to administer the examination, obtain a supply of baton permits, void baton permits, and replace baton permits.

HANDBOOK TWO – Student Guide and Course Outline

CHAPTER ONE – Moral and Legal Aspects of Baton Usage

Discusses the moral and legal aspects of using a baton, guard and employer responsibilities, and criminal, civil and vicarious liability.

CHAPTER TWO – Use of Force

Discusses use of force, avoidance of deadly force, de-escalation of force, and escalation of force.

CHAPTER THREE – Baton Familiarization and its Uses

Defines and describes the side handle, side handle expandable, straight, and straight expandable batons.

CHAPTER FOUR – First-Aid for Baton Injuries

Discusses basic first-aid instruction for baton injuries.

CHAPTER FIVE – Fundamentals of Baton Handling

Discusses stances and grips, and differentiates between the areas of the body that are target strike areas and those that must be avoided. Explains defensive and arrest and control techniques that a student must learn and demonstrate.

BATON TRAINING FACILITIES ARE ASKED TO PROVIDE EACH STUDENT WITH A COPY OF THE STUDENT TEXT (HANDBOOK TWO). FOR THE DURATION OF THE TRAINING COURSE, STUDENTS SHOULD BE ALLOWED EITHER TO KEEP A COPY OF HANDBOOK TWO OR BORROW FROM THE FACILITY A COPY OF THE HANDBOOK. CHARGING THE STUDENT REASONABLE DUPLICATION FEES WILL COVER THE ACTUAL COST OF EITHER OPTION.

INTRODUCTION

To be certified to use and carry a baton while performing the duties of a security guard, students MUST complete a minimum of eight (8) hours of instruction (Business and Professions Code section 7585.13). Students must also pass a written examination.

The Baton Training Manual is intended to outline the minimum training requirements that must be provided to students. All material in the manual must be covered in every baton training course.

Baton training facilities may determine the organization and method of delivery of instruction. However, any change in test criteria or any reduction in the required eight (8) hours of instruction may constitute violation(s) of the Penal Code (PC) or Business and Professions Code (BPC).

The objectives of the manual are to: (1) teach students discretion and restraint in the use of a baton, and (2) provide an outline of techniques of baton handling. Those eligible to take the training course are:

1. Registered security guards (BPC section 7585.14.), and
2. Security guard applicants (BPC section 7585.14.).

Security guards, whether they are employed by a private patrol operator (PPO) or by an in-house employer, must have a valid security guard registration card and a baton permit before they may lawfully carry a baton on-duty.

Baton training facilities may train security guards and issue baton permits. However, prospective guards may not use nor carry batons until a two-year guard registration has been issued to the guard. **Penal Code section 12002 strictly limits the class of trained individuals who may lawfully carry batons.** Baton training facilities may issue baton permits to security guards only.

Baton permits do not expire.

Note: A security guard who has received a baton permit before January 1, 1983, from a training facility that was approved by the Commission on Peace Officer Standards and Training (P.O.S.T.), does not need to obtain a Bureau-issued permit (Penal Code section 12002 (e)).

ADMINISTRATIVE PROCEDURES

Obtaining a Supply of Baton Permits

Baton training facilities may obtain a supply of baton permits by submitting a written request to the Bureau and enclosing a check or money order.

The statutory fee for each baton permit is \$60. There is no limit on the number of permits that may be obtained. The Bureau will issue permits to baton training facilities only after the Bureau receives full payment for the permits (Business and Professions Code section 7585.14 (b)). Permits will be sent by certified mail to the licensed baton training facility only.

Baton training facilities will also receive a form entitled Report of Baton Permits Issued (roster) for use in reporting the names, addresses, registration numbers, dates of birth, and baton permit numbers of each person to whom the facility issues a permit (Business and Professions Code section 7585.14 (c)).

Equipment

Unless applicants are informed before class that they are required to bring equipment (e.g., belts, rings, grommets), baton training facilities should be prepared to supply all necessary equipment.

Student Registration

Applicants requiring baton training must present a valid security guard registration or a copy of their application for security guard registration.

Completing the Report of Baton Permits Issued

Within five working days following the completion of each eight-hour class conducted by a baton training facility, the facility must complete and send to the Bureau a roster of students (see sample on Page 8). **Rosters should be typed.**

Each baton training instructor who provided training during the class must sign and date the roster.

All items on the roster must be completed, as follows (the numbers below correspond to the roster's numbers):

1. Date Permit Issued: Enter the date the baton permit was issued to the applicant.
2. Instructor Name: Enter the names of all instructors teaching the course.
3. Baton Facility Name: Enter name printed on the facility's certificate.
4. Facility Certificate: Enter the number printed on the facility's certificate:
5. Instructor Certificate Number: Enter the number(s) printed on instructor(s) certificate(s).
6. Baton Permit Number: Enter the number that is preprinted on the baton permit - located in the middle of the permit.

7. Name of Trainee: Enter the applicant's name (last name first), as it appears on the applicant's guard registration card or application for registration. Check the applicant's name against a driver's license or other form of reliable photographic identification.
8. Date of Birth: Enter the month, day, and year of applicant's birth.
9. Residence Address: Enter the applicant's current home address.
10. Social Security: Enter the applicant's social security number.
Number
11. Guard Registration: Enter the applicant's current guard registration number. If the
Number: applicant does not have a current guard registration, enter the date the application was signed.

***** IMPORTANT: Rosters must be in permit number sequence. *****

All permits must be accounted for.

REPORT OF BATON PERMITS ISSUED

This report, also referred to as a roster, must be completed and sent to the Bureau within five working days following the issuance of baton permits (Business and Professions Code section 7585.14 (c)). This roster must be typed. This report is also to be used to report voided permits.

1. DATE PERMIT ISSUED		2. INSTRUCTOR NAME			
3. BATON FACILITY NAME		4. FACILITY CERTIFICATE NUMBER		5. INSTRUCTOR CERTIFICATE NUMBER	
6. BATON PERMIT #	7. NAME OF TRAINEE: LAST FIRST M.	8. DATE OF BIRTH	9. RESIDENCE ADDRESS: (Include number and street, city, state, and zip)	10. SOCIAL SECURITY NUMBER	11. SECURITY GUARD REGISTRATION NUMBER

SIGNATURE OF INSTRUCTOR REQUIRED ON REVERSE SIDE

REPORT OF BATON PERMITS ISSUED

1. DATE PERMIT ISSUED		2. INSTRUCTOR NAME			
3. BATON FACILITY NAME		4. FACILITY CERTIFICATE NUMBER		5. INSTRUCTOR CERTIFICATE NUMBER	
6. BATON PERMIT #	7. NAME OF TRAINEE: LAST FIRST M.	8. DATE OF BIRTH	9. RESIDENCE ADDRESS: (Include number and street, city, state, and zip)	10. SOCIAL SECURITY NUMBER	11. SECURITY GUARD REGISTRATION NUMBER

I certify under penalty of perjury, under the laws of the State of California, that the listed permits were issued in accordance with section 7585.14 of the Business and Professions Code and that I was the instructor of said baton training course.

INSTRUCTOR SIGNATURE

DATE

The official responsibility for the maintenance of this information is the Chief of the Bureau of Security and Investigative Services. This information may be transferred to other governmental and/or enforcement agencies. Each individual has the right to review the records pertaining to themselves maintained by the agency unless the records are identified as confidential and exempted by section 1798.3 of the Civil Code.

Voiding Baton Permits

There are no acceptable reasons for a voided permit. Credit will not be extended to anyone attempting to void a permit. Therefore, care should be taken to secure permits against lost, theft, or destruction.

In the event of a typographical error or mutilation, a “void” may be entered onto the roster. However, credit will not be extended.

Issuing Baton Permits

To avoid the risk of loss in the mail, baton permits should be issued and immediately hand delivered to the applicant/student upon successful completion of the training course.

To Issue a Baton Permit:

- Enter the date the course was completed.
- Enter the instructor’s certificate number.
- Enter the baton permit number.
- Do not enter an expiration date. Baton permits do not expire.
- The instructor must sign the permit.

Replacing Baton Permits

In the event of loss, theft, or destruction of a previously issued permit, the Bureau will directly issue a replacement permit to security guards who have received training after January 1, 1983. Guards requiring a replacement permit must provide the Bureau with the following information:

- Photocopy of Report of Baton Permits Issued (roster) that includes information about the missing permit.

If the roster is no longer available, the following information is required:

- School name and facility license number.
- Instructor’s name and certificate number.
- The original date of course completion.
- Baton permit number issued (if available).

In addition, the following information must be provided:

- Copy of current security guard registration.
- Permit holder’s current mailing address.
- Permit holder’s current phone number.
- Twenty-five dollar (\$25) replacement fee. (see BPC sections 7585.16 and 7588.)

If training was received before January 1, 1983, a replacement may not be issued and the registrant will be required to re-train.

Instructor/Facility Responsibility to Bureau

Instructors and baton training facilities owe certain responsibilities to their students and the Bureau. Disciplinary action may be taken against instructors or facilities that violate the law. For example, an instructor or facility certificate may be cancelled or an administrative fine may be issued for violations, including without limitation, of the following (see Business and Professions Code (BPC) sections 7585.19, 7587.7 and 7587.12):

Violation	BPC section	Amount of Fine
Failure to maintain student records	7585.19 (a) (1)	\$100 - 1 st Violation \$500 - Each violation thereafter
Failure to submit records to the Bureau	7585.19 (a) (2)	\$100 - 1 st violation \$500 - Each violation thereafter
Give inaccurate instruction regarding the law	7585.19 (a) (3)	\$500 - Each violation
Use improper caution so as to endanger students	7585.19 (a)(4)	\$500 - Each violation
Failure to instruct according to the <u>Baton Training Manual</u>	7585.19(5)	\$500 - For each hour shortened
Allow a non-certified instructor to teach any part of the course	7585.19(a)(7)	\$500 Each violation
Falsify any application or certificate	7585.19(a)(9)	\$1,000 - Each violation
Failure to notify the Bureau of any classroom incident involving students who may be a hazard to the public	7585.19(a) (10)	\$500 - Each violation
Failure to notify the Bureau of a change of employment of instructor	7585.19(a) (11)	\$100 - 1 st Violation \$500 - Each violation thereafter
Failure to notify the Bureau of a change of residence or business address within 30 days	7587.14	\$50 - Each violation

INSTRUCTIONS FOR ADMINISTERING THE WRITTEN EXAMINATION

To complete the Baton Training Course successfully, students must obtain an acceptable rating on the written examination. The written examination contains 24 questions, with each question worth one point. To receive a passing score, students must obtain a minimum score of 20 points **AND** correctly identify the vital areas of the body to be avoided.

1. This is not an open book examination. A certified baton training instructor must administer the examination and score the answer sheets. Each student must be supplied with a writing instrument, a copy of the written examination, and a blank answer sheet.
2. Students must also be provided with a quiet environment and allowed as much time as needed to complete the examination.
3. Each student must enter the current date, the student's name and guard registration number (or, if not registered, the date the guard application was signed), in the space provided at the top of the answer sheet. The student must mark the answers on the answer sheet by circling the letters that correspond with the selected answers. Erasures must be clean and complete. If more than one answer is provided to any one question, the student may not receive credit for that question. Students must also correctly identify all vital areas of the body that, when struck, could result in serious or fatal injury.
4. Each student must sign the answer sheet before submitting it for grading.
5. The examination must be carefully graded, using the answer key (*See Page 18*). If a student fails to receive a passing score of 20 points or fails to correctly identify the vital areas of the body, a re-test may be administered at the instructor's discretion. A re-test may be given on the day of the initial testing or at a later date. Should the instructor allow a student to re-test, the failing score must be recorded in the box marked, "Instructor Use Only," on the old answer sheet.
6. Along with recording the student's score, the instructor must also enter the instructor's name; the instructor's certificate number; the facility name; and the facility certificate number in the "Instructor Use Only" box.
7. The instructor must print their name and sign the answer sheet.
8. All answer sheets, regardless of passage or failure, must be retained for at least two years. (Business and Professions Code section 7585.15).

BATON TRAINING WRITTEN EXAMINATION

In the space provided at the top of your answer sheet, enter the date of examination, your name, and your guard registration number or, if not registered, the date you applied for registration. Mark the answers on your answer sheet by circling the answer of your choice. Erasures must be clean and complete. If you select more than one answer per question, you will not be given credit for that question. After completing the examination, sign your answer sheet and give it to your instructor.

There are 24 possible points; each question is worth one point. In order to pass this examination, you must obtain a minimum score of 20 and correctly identify the vital areas of the body that, when struck, would result in serious or fatal injury. These vital areas should be avoided when using a baton.

1. If you use your baton, you should remember that you might be required to justify your actions:
 - a. in criminal court.
 - b. in civil court.
 - c. to your employer.
 - d. all of the above

2. A baton strike to the head, throat, or spine:
 - a. is usually fatal.
 - b. could be fatal.
 - c. always causes paralysis.
 - d. is always fatal.

3. A guard who carries a baton without a baton permit may be:
 - a. fined \$100 by the Bureau for the first offense.
 - b. fined \$200 by the Bureau for the second and all future offenses.
 - c. charged with a criminal violation of Penal Code Section 12020(a), which is a felony.
 - d. all of the above

4. While your baton permit does not expire and there is no statute requiring further training, the Bureau encourages continuous training so that you may be able to carry the baton with confidence to effectively and legally defend yourself.
 - a. true
 - b. false

5. During a non-life-threatening situation, the baton should not be used to strike above the:
 - a. waist.
 - b. shoulders.
 - c. groin.
 - d. knees.

6. If a private patrol operator allows you to carry a baton before you complete baton training and receive a baton permit, the company may be fined by the Bureau in the amount of:
 - a. \$100.
 - b. \$300.
 - c. \$2,500.
 - d. nothing- the private patrol operator's license is automatically revoked.

7. When you are first confronted with a situation that could escalate, you should first consider:
 - a. arresting the suspect without getting hurt.
 - b. looking for a telephone to call for help.
 - c. remaining calm and attempting to control the situation by talking to the person.
 - d. finding a witness.

8. Suppose a man, somewhat smaller than you, is having an argument with your client. It looks like the conversation is escalating to a serious situation. You should first:
 - a. tell the man he has 10 seconds to leave.
 - b. make your presence known and be prepared to act defensively.
 - c. call the police and tell them you have a suspect under surveillance.
 - d. draw your baton out of the ring and tap it in the palm of your hand.

9. Which factor would you not consider when deciding whether to use your baton?
 - a. size of the subject.
 - b. whether the subject may be under the influence of drugs.
 - c. whether you will have to make a report.
 - d. whether the subject is armed.

10. When you are not on-duty, you may wear your baton as long as you have your baton permit in your possession.
 - a. true
 - b. false

11. You may carry a baton on-duty as long as you have a firearms permit in your possession.
 - a. true
 - b. false

12. Battery is any willful and unlawful use of force or violence upon another person.
 - a. true
 - b. false

13. The baton is an offensive weapon.
- a. true
 - b. false
14. The head, spine, and kidneys are vital areas to be avoided when using a baton, unless there is a deadly attack on you or another person.
- a. true
 - b. false
15. You may carry a baton on-duty without a security guard registration in your possession.
- a. true
 - b. false
16. You are escorting an unruly rock concert patron to the exit. He screams and insults you, using profanity. You would be justified in jabbing him with your baton.
- a. true
 - b. false
17. You should meet physical force with only that amount of force reasonable to defend yourself and control the situation.
- a. true
 - b. false
18. If you use too much force with your baton and the Director of the Department of Consumer Affairs determines that you are a hazard to public safety, your permit may be suspended and your employer will be notified of the suspension.
- a. true
 - b. false
19. Criminal liability means you have to pay damages after being sued.
- a. true
 - b. false
20. If you are arrested after using your baton in a physical altercation, your employer must report the incident to the Bureau within seven days.
- a. true
 - b. false

21. In-house or proprietary guards are required to have both a guard card and baton permit if they carry a baton on-duty.
- a. true
 - b. false
22. If someone trespasses onto property that you are protecting, you would be justified in using deadly force.
- a. true
 - b. false
23. Practicing baton techniques in front of a mirror is a good idea.
- a. true
 - b. false
24. A baton may be carried on your weak or your strong side.
- a. true
 - b. false

Correctly identify the vital areas of the body to be avoided when using the baton:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____

