

## 5-25/000.00 Utilizing Tray Slots for Handcuffing

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the utilization of the tray slot when placing or removing a hostile or unpredictable inmate from a cell at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

### ORDER:

Inmates may be handcuffed to ensure the safety of custody personnel, inmates, and the overall security of the facility. Custody personnel shall handcuff or waist-chain inmates when:

- Transporting the inmate outside of the facility
- Inmate is actively violent, or has a known propensity to become violent
- Inmate displayed belligerent behavior
- Inmate has been deemed as an escape risk
- Inmate has caused injury to themselves or others
- Inmate has a high security classification that indicates the need to be handcuffed

Mental health inmates may be handcuffed when necessary to ensure the safety of custody staff, medical/mental health personnel, and other inmates. Except where noted otherwise in this unit order, custody personnel shall use their discretion in handcuffing mentally ill inmates.

If an inmate is deemed to be hostile, aggressive, or has proven to be unpredictable, custody personnel shall utilize the tray slot when handcuffing inmates being placed in or removed from a cell.

Note that inmates who are classified as High Observation Housing inmates can be unpredictable and hostile. All inmates classified as High Observation Housing inmates shall be handcuffed, or waist chained during movement in or out of a cell. When handling these types of inmates, it is important to utilize the tray slot and maintain a position of advantage.

When an inmate has proven to be hostile, aggressive, or unpredictable and has been housed in a cell that is not equipped with a tray slot, or a functioning tray slot, the inmate should be directed to do the following:

- Turn around and face away from the cell door
- Kneel on the floor with ankles crossed
- Placed hands behind their back, *or*
- Order inmate to lie on the floor in a prone position, with their feet facing the door
- The floor sergeant shall be notified and present during the handcuffing

If the inmate is complying but is physically unable to do either of the above, supervisors should use their judgement to handcuff the inmate tactically and safely. In the event of an extraction, the procedures as outlined in Custody Division Manual (CDM) Section 7-01/050.05 Inmate Extraction Procedures, shall be followed and adhered to.

For additional information regarding handcuffing inmates, please refer to Custody Division Manual (CDM) Section 7-03/000.00 General Principles of Security Restraints and Handcuffing Inmates. Procedures outlined in the Custody Division Manual Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates, shall be followed and adhered to.

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