

## **09-01 HANDCUFFING PORT USE AND TACTICAL EMPLOYMENT OF ALL SAFETY EQUIPMENT**

**Number 09-01**

**Effective January 15, 2009**

### **HANDCUFFING PORT USE AND TACTICAL EMPLOYMENT**

### **OF ALL SAFETY EQUIPMENT**

#### **PURPOSE**

This Directive provides Court Services Division personnel with procedures to follow while handcuffing a prisoner while utilizing a handcuffing port.

#### **BACKGROUND**

Although not every situation can be anticipated, this Directive will provide guidance when dealing with difficult and complicated issues. The prioritization and installation of safety equipment such as handcuffing ports, coded weapons lockers, less-lethal weapons, prisoner restraints, and camera systems has been undertaken with the primary goal of providing Court Services Division personnel valuable equipment to make their daily operation safer. It is recognized that many of our duties, specifically prisoner handling, involves risk and that equipment alone cannot eliminate all potential problems. The complexity of our operations and variation in facilities makes it impossible to mandate specifically how or when to employ safety tools and tactics for the greatest benefit.

All personnel are granted reasonable discretion and tasked with personal responsibility to incorporate these and other equipment, within policy, into the performance of their duties in ways that maximize their own safety as well as that of their partners, the

facility, and the prisoners they manage. In every situation, personnel shall regularly evaluate the need for appropriate notification, use of back-up personnel, and the use of available safety equipment when performing their duties. Personnel shall not fail to use appropriate tactics or available tools, or operate with undue risk simply to save time or effort.

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**POLICY**

A lone deputy *shall* use the available safety options to handcuff an inmate housed in a cell prior to opening the door. A lone deputy is defined as any deputy who does not have backup that can immediately intervene to render aide and assistance to prevent or stop an attack. The handcuffing port shall be used as a physical barrier between the employee and the inmate during the handcuffing process. Sally port gates shall be used as designed to create separation and optimize safety. Personnel who fail to use sound tactics or equipment appropriate to the situation risk facility security, their own safety, and that of others, potential civil liability and administrative discipline.

Supervisors shall regularly monitor and remain familiar with the tactics, practices, and methods used by the personnel they supervise. They shall take positive action to improve the efficiency and safety of their tactics whenever appropriate, including the use of administrative discipline when necessary. It is essential that supervisors also perform the role of liaison with court supervisors and staff with the goal of educating them in the necessity and value of sound tactics and equipment, and to develop their positive support whenever possible. All personnel are encouraged to make timely

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recommendations for procedural improvement and requests for the repair or  
improvement of equipment or facilities.

APPROVED: **Original Signed**

RICHARD J. BARRANTES, CHIEF

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