

HANDCUFFS ASSIGNMENT

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-5-402, dated 08/30/2011
- FORMS:** [Annual Audit Checklist](#)
[Probation Department Equipment Request](#)
[Special Incident Report](#)
- PURPOSE:** To outline a uniform procedure for the issuance of handcuffs and their keys.

I. GENERAL INFORMATION

- A. This procedure **pertains to deputy probation officers (DPOs) only**. Handcuff control procedures for each **facility** are found in Procedure Manual Item (PMI), Book III – **Inter-Institutional Section**.
- B. A set of handcuffs and keys are issued to DPOs as required by their assignment.
1. Handcuffs are issued to the **DPO and are to be kept with them for the duration of their career**.
 2. Each unit supervising probation officer (SPO) is responsible for **keeping an updated Annual Audit Form for each DPO, indicating the serial number of the handcuffs**.
- C. **If it is requested by the DPO, Unit SPOs may approve one (1) additional set of handcuffs through the Quartermaster using the Probation Department Equipment Request form.**
- D. Each DPO who receives handcuffs and keys is responsible for the proper care for issued property. Staff may be held financially responsible for the replacement of handcuffs that have been damaged, lost, or stolen due to negligence. In addition, losses of this type may be reflected in performance evaluations.

II. PROCEDURE

- A. The duties of the Unit SPOs shall be to:
1. Maintain a record of the set(s) issued to each DPO **via the Annual Audit Checklist**.
- B. When handcuffs and/or keys are damaged, lost, or stolen:
1. The DPO will promptly prepare a Special Incident Report relating the circumstance of the loss, **damages, or stolen handcuffs/keys**.

2. The report will be forwarded via the chain of command to their **division director**, who will **affect** the replacement of the handcuffs and/or key.
- C. Handcuffs and keys should not be placed in the intra- or inter-departmental mail system.

REFERENCE:

Procedure:	D-4 G-7	Handcuffs Distribution and Use of County Services, Supplies, and Equipment
Policy:	3-1-006	Handcuffs, Transportation Belts, Shackles, and Flex Cuffs

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APPROVED BY: