

## HANDCUFFS, TRANSPORTATION BELTS, SHACKLES, AND FLEX CUFFS

- AUTHORITY:** Administrative Directive  
 California Code of Regulations, Title 15, Section 1357, **1358** and 1358.5  
**California Penal Code 3407**  
 Welfare and Institutions Code, Section 222  
 Welfare and Institutions Code, Section 210.6  
 Tiffany v. the Superior Court of Los Angeles County, No. B193134
- RESCINDS:** Procedure Manual Item 3-1-006, dated **08/18/23**
- FORMS:** Special Incident Report (ICMS)  
 Use of Force Report (ICMS)
- PURPOSE:** To describe the safe and appropriate use of handcuffs, transportation belts, shackles, and flex cuffs **including consideration for less restrictive alternatives.**

### I. General Information

**The use of restraint devices for the movement or transportation within the facility and during transportation outside of the facility shall include the following:**

- A. Identification of acceptable restraint devices, staff approved to utilize restraint devices, and the required training.
- B. The circumstances leading to the application of restraints must be documented.
- C. An individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, considerations of a youth's known medical or mental health conditions, trauma-informed approaches, and a process for documentation and supervisor review and approval.
- D. Consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.
- E. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030 (f) and Welfare and Institution Code Section 222.

### II. Procedure

- A. All staff will receive proper Juvenile Correctional Officer Core Course training. All staff will receive Bi-annual refresher training on the use of restraints. Having knowledge of the use of mechanical restraints is important, as they are potentially dangerous weapons and, further, they may not prevent escape.

1. When using mechanical restraints, remember that they do not completely immobilize youth.
  2. Attaching handcuffs to a transportation belt further restricts the hands, but youth can still kick and run.
  3. Every staff is personally responsible for properly applying mechanical restraints. Staff is not to assume such **device** is secure and properly attached and must perform a physical inspection, especially when supervising youth already secured by such **device**.
  4. **Staff will provide continuous direct visual supervising on any youth who has been placed in restraints until the restraints are removed.**
  5. **Restraints shall be removed as soon as safety and security allows.**
- B. The use of mechanical restraints is limited to:
1. During transportation outside the facility based on the need as determined by the individual assessment completed at intake or reassessment based on behavior or circumstances.
  2. To overcome resistance and control the threat of imminent harm to self or others.
- C. Please refer to PMI **3-6-001 Use of Force – Facilities** for information on the use of mechanical restraints in use-of-force incidents.
- D. WIC 210.6 allows mechanical restraints to be used when transporting a youth outside of the facility with the following requirements:
1. The mechanical restraints are necessary to prevent harm to the youth or another person, or the youth presents a substantial flight risk.
  2. The least restrictive form of restraint shall be used consistent with the legitimate security needs of the youth.
- E. The use of mechanical restraints requires an individual assessment of the youth **for the purposes of movement within the facility and off grounds for appointments.**
1. The initial evaluation is completed at intake, and the recommendation is documented on the Restraints in Court Recommendation form (commonly referred to as a Tiffany A. form). The Restraints in Court Recommendation form is uploaded into ICMS documents. At the youth's arraignment and at every subsequent hearing, the judicial officer makes the determination if the youth is to be restrained in court.
  2. The criteria for restraints being warranted is the same, whether it is for a movement within the facility, transportation outside the facility, or a court appearance. Once the judicial officer makes the determination if restraints are warranted, the decision is noted on the face sheet of the youth's file and reflected on the unit room roster.

3. When new information or behavior warrants a change in the recommendation for restraints, the new recommendation shall be approved by the unit SPCO or Duty Officer, documented in ICMS on the "transport" tab, and all pertinent information for the need for mechanical devices shall also be added to Unit Activities and reflected on the face sheet of the youth's file.
4. **Youth who are transferred to a camp are assessed for Adverse Childhood Experience (ACE) at intake and updated with new information or when behavior/ circumstances warrants.**

F. Restrictions

1. Mechanical restraint devices shall not be used for the purpose of discipline, punishment, or retaliation.
2. The use of restraint devices that attach a youth to a wall, floor, or other fixture, including a restraint chair, or **through** affixing of hands and feet together behind the back (hogtying) is prohibited.

G. Medical Considerations

1. Staff must take into account any known medical conditions that would preclude certain restraint devices or techniques, which restraint devices are appropriate based on known medical conditions, and the signs/symptoms that would indicate a need for immediate medical/mental health referral. Staff shall also be aware of the location of and be trained in the use of Automatic External Defibrillator devices (AED's), as well as be currently certified in first aid and Cardiopulmonary resuscitation (CPR) prior to using any physical, mechanical, or chemical restraints on youth.
2. Youth with medical considerations are generally identifiable by unique [REDACTED].
3. Pregnant youth present special circumstances requiring a higher level of consideration before any physical, mechanical, or chemical restraint.
  - a. A youth known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons (shackles), waist chains (transportation belts), or handcuffs behind the body. The least restrictive means of restraint shall be utilized.
  - b. A youth in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the youth, the staff, or the public.
  - c. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant youth during a medical emergency, labor, delivery, or recovery after delivery determines the removal of restraints is medically necessary.

- d. Upon confirmation of a youth's pregnancy, she shall be advised, orally or in writing, of the facility's policies governing pregnant youth.
- e. DPCOs shall seek supervisory approval prior to using physical, mechanical, or chemical restraints on a pregnant youth, except in exigent circumstances where undue delay would jeopardize the safety and security of staff, youth, or others.

#### H. Documentation

- 1. In cases where mechanical restraints are used to overcome resistance or to control the threat of imminent harm to self or others, staff shall complete a Use of Force Report **which will be submitted for supervisor review and approval**. The time a youth is placed into restraints and the time they are taken out of restraints shall be clearly noted on the Use of Force Report form. **Staff must document that the youth has no known medical, mental health, or trauma indicators that would preclude the use of mechanical restraints, within their SIR's.** Documentation will include medical and mental health services completed for the youth **and consideration of less restrictive alternatives, consideration of a youth's known medical or mental health condition, and trauma informed approaches.**
- 2. Each facility will keep a master inventory of handcuffs/transportation belts/shackles at their assigned location; notification of location changes will be made by the Assistant Director or designee and reported to the supervisors.

### III. Applications

#### A. Handcuff Application

- 1. When applying handcuffs, have the youth place their arms behind their back, palms turned out, then apply the handcuffs.
- 2. The handcuff keyholes should face down and away from the youth's back to allow easy access when the handcuffs are removed.
- 3. Perform a handcuff fit check. This check is conducted by placing the tip of your little finger in between the youth's wrist and the handcuffs. Your little finger is to be placed along either the ulna bone or radial bone. Ensure you can fit the tip of your little finger underneath the handcuff and the youth's wrist. This action is only performed on compliant youth. If the youth is noncompliant, wait until compliance is gained before performing check. To prevent over tightening after application, always use the double lock safety by inserting the key prong into the double lock opening on the handcuffs.
- 4. To prevent youth from using a partially removed handcuff as a weapon, firmly grasp the removed handcuff until both are completely removed.

#### B. Transportation Belt Application

1. When using a transportation belt, place the belt through the youth's pant loop (if they have pant loops) with the ring on the belt in front of the youth.
2. Fasten the belt securely so the youth cannot slide it from side-to-side.
3. Once the belt is on, place the handcuffs through the ring on the belt. Be certain that the youth's palms are turned inward for the handcuff application.

C. Shackles Application

1. To apply shackles, have the youth kneel down, with both legs behind him/her, to prevent from being kicked during application.
2. Use the same procedures as handcuffs in regard to keyholes and safety locks.
3. To prevent youth from using a partially removed shackle as a weapon, firmly grasp the removed shackle until both are completely removed.

D. Flex Cuffs Application

1. To apply flex cuffs, have the youth place their hands behind their back, with the back of their palms together.
2. Form two loops with the flex cuff ends. Slide each end into the locking device a few inches to form two openings. Slide each opening onto each wrist of the youth, and cinch down until both wrists are secure. Do not over tighten.
3. Flex cuffs can only be removed by cutting them off. Diagonal pliers are available for doing so and should be present when applying flex cuffs. Do not use a knife or similar sharp device.

E. Keep all handcuffs and shackles connected to one another. Do not handcuff a youth to yourself. Youth may be handcuffed to one another to form a "chain" of youth.

F. Always take a handcuff key when transporting a youth in handcuffs or shackles.

G. During transportation and supervision, check the handcuffs and shackles periodically to ensure they have not become too loose or tight.

H. If the youth complains of pain when handcuffs and/or shackles are removed, have the youth checked by the medical staff, and document the medical evaluation and any action in a Special Incident Report (SIR).

I. Except in emergencies, male and female youth are not to be handcuffed together.

J. Return handcuffs, transportation belts, shackles, and keys to the assigned location within the facility.

**REFERENCES:**

Procedures:	1-5-402	Handcuffs - Assignment
	2-1-002	Transportation Security
	3-10-003	Deterrence of Unacceptable Behavior
	3-6-001	Use of Force - Facilities
	3-6-003	Oleoresin Capsicum (OC) Spray - Facilities
	3-3-005	Assistance Calls
	3-6-005	Tubes and Martin Chains-Juvenile Hall
Policies:	D-2	Use of Physical Restraint/Corporal Punishment
	D-4	Handcuffs
	D-6	Transportation of Probationers and Custody
		Transportation

K.Carvo

**APPROVED BY:**