

Standard Operating Procedure

HANDCUFFING PROCEDURE (METAL CUFFS)**SETTING** Security Department**FOR STAFF** All Security Officers**ISSUE** To ensure authorised Security Officers use metal handcuffs consistently, safely and strictly in line with Trust Policy.

See also '**Restraint Using Soft Cuffs Procedure**' as an alternative restraint mechanism.

PROCEDURE

Security Officers will only carry and / or use handcuffs issued by the Local Security Management Specialist (LSMS) / Security Manager. All handcuffs will be stamped with a serial number and personally issued by the LSMS / Security Manager. Security Officers are responsible for the care of their individually issued handcuffs. If they are lost or damaged through negligence, the Trust may charge the Security Officer concerned for the cost of replacement.

Training

Only Security Officers who have been authorised will be permitted to use handcuffs after successfully completing an approved training course. Security Officers will also be expected to attend refresher training every 6 months.

Improper Use

Any Security Officer found to breach regulations or practices taught in the use of handcuffs could face a disciplinary investigation.

Guidelines for Use

Any intentional application of force to the person of another is an assault. The use of handcuffs amounts to such an assault and is unlawful unless it can be justified. Justification is achieved through establishing not only a legal right to use handcuffs, but also good objective grounds for doing so to show that what the Security Officer did was reasonable use of force.

Legal powers to use force are derived from various sources: Section 3 of the Criminal Law Act 1967, Section 117 Police and Criminal Law Act 1984, Common Law (Breach of the Peace) and Common Law (Self Defence).

Security Officers must be familiar and comfortable with the circumstances in which handcuffs may be justifiably used. Moreover, they should be able to justify the usage to the Police, Magistrates Courts, Crown Courts, Coroner's Courts and during potential civil actions. In the same way Security Officers should be prepared to justify the period of time the handcuffs were applied before their eventual removal.

Handcuffing can be justified if an offender is likely to escape or to attempt to escape or is likely to offer violence. In considering what action is reasonable, Security officers should apply the principles of the Conflict Resolution Model, especially the Impact factors.

Factors such as age and gender respective size and apparent strength and fitness may or may not support the justification of using handcuffs taking into account all the accompanying circumstances at the time. (See also 'Restraint Using Soft Cuffs' Standard Operating Procedure.) There must be an objective basis for the decision to apply handcuffs.

Within the hospital environment Security Officers must be particularly aware that the physical condition of an offender is another consideration in deciding whether or not handcuffs should be applied or their application continued e.g. an offender with an arm or wrist injury might be prone to particular risk of further injury or pain if handcuffed: this might make the use of handcuffs unreasonable. This consideration becomes more acute when responding to incidents within Emergency Departments when a patient's conditions may not yet be diagnosed.

When handcuffs are used, the condition of the offender should be monitored to ensure that there is no particular risk of injury or death e.g. if a handcuffed offender became physically distressed it might become unreasonable to continue to use handcuffs. If Security Officers are concerned they **must** seek medical advice.

Guidance Notes

The Security Officer should take into account the seriousness of the offence for which the offender has been arrested as well as the possible punishment the offender may expect to receive.

In establishing an objective basis for believing that an offender should be handcuffed because violence is likely to be used against the Security Officer or other person, the Security Officer need not wait for an actual physical act in this respect from the offender. The Security Officer should take into account the actions of the offender immediately before the arrest. If violence has already been displayed, in a physical context or otherwise, in the circumstances which led to the arrest, regardless of whether or not the arrest was for an offence involving violence this could constitute adequate grounds for handcuffing.

Verbal and non-verbal indications from an offender of a possible likelihood of violence can provide grounds for making an objective decision. When an offender is known or is believed to be likely to use violence, based on previous experiences of such (perhaps particularly at the point of arrest) this would also assist the Security Officer to develop an objective basis for a decision to use handcuffs.

Remember

Metal handcuffs can only be applied with 2 Security Officers present and must be applied with a comfortable but secure fit. The second Security Officer should double check that the metal handcuffs have been applied correctly and safely.

- When handcuffing any person have consideration for their safety
- Ensure you have the justification to do so
- Ensure your actions are within the law, **has an arrestable offence been committed?**
- Be prepared to justify your actions
- **Inform the police as soon as possible**

Basic Principles

- Remain alert at all times
- Give clear, precise instructions
- Secure the subject verbally and physically, keep him / her off balance

- Apply handcuffs between wrist bone and hand
- Keyholes facing up the subject's arms
- Always handcuff a subject with hands behind their back
- Never handcuff a subject's hands to the front
- Never handcuff a subject to any object, i.e. pole / vehicle
- Never handcuff a subject to yourself
- Always double lock the handcuffs if safe to do so

Body Worn Video (BWV)

Security officers **MUST** activate their individual body cams in **ALL** incidents where any type of restraint is deployed - physical or mechanical. Activation **MUST** take place regardless of the reason of the need for restraint being undertaken, clinical or non-clinical. There are **NO EXCEPTIONS** to these instructions.

The purpose for all restraint to be recorded is to fulfil the Trust Safeguarding obligations to our patients and stakeholders. It allows vital evidence to be gathered, including post incident location of objects, instructions given or to record incident details in a fluid event.

Handcuffing Sequence

Security Officers will always adopt the following sequence when handcuffing:

CONTROL - HANDCUFF - SEARCH - TRANSPORT - COMPLETE INCIDENT REPORT- SAFETY!

All incidents where handcuffs have been deployed must be reported as part of the incident submitted on Datix the Trust online reporting system, and also logged in the Security Officer's pocket notebook.

Safety

Security Officers must never leave a handcuffed subject in the prone position unattended or for more than the time it takes to carry out the handcuffing procedure.

RELATED DOCUMENTS

Restraint Using Soft Cuffs Procedure

Body Worn Video Procedure

[Conflict Resolution Policy](#)

Control and Restraint Standard Operating Procedure

AUTHORISING BODY

Health and Safety Estates & Facilities Risk Management Group

QUERIES

Contact Local Security Management Specialist (LSMS) Ext 22995
Safeguarding Team Ext 21696