

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

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| <b>GENERAL ORDER<br/>MULTI-BUREAU</b>                             | <b>DATE OF ISSUE<br/>AUGUST 20, 2020</b> | <b>EFFECTIVE DATE<br/>AUGUST 20, 2020</b>  | <b>NO.<br/>005-20</b>      |
| <b>SUBJECT: GENERAL ORDER<br/><br/>Use of Restraining Devices</b> |  | <b>DISTRIBUTION<br/><br/>All Personnel</b> | <b>AMENDS</b>              |
| <b>REFERENCE: NYSLEAP 64.1, JAIL 40; CIVIL 38, 41</b>             |  |  | <b>RESCINDS<br/>005-16</b> |

**Purpose:** Define police and establish procedures governing the use of restraining devices by Sheriff's Office personnel.

**Policy:** Deputies will carry their department issued handcuffs at all times while on-duty. Every deputy issued a set of handcuffs will be personally responsible for the security and maintenance of this equipment. Handcuffs will be kept clean and in operating condition. Other issued restraints (flexible handcuffs, shackles/CCS, soft restraints, restraint chairs, hobbles/"Quick Straints", lanyards and spit socks) will be maintained either in a patrol vehicle or as outlined below.

**I. Use of Handcuffs**

A. Handcuffs will be used to:

1. Prevent escapes.
2. Restrain subjects.
3. Prevent subjects from injuring themselves or others.
4. Restrain jail inmates who are a threat to staff, civilians, or other inmates.
5. Transport inmates outside of jail security.

B. Post-arrest procedures: All persons will be handcuffed as soon as possible after they have been placed under arrest. Weapons which are clearly visible will be confiscated prior to handcuffing. A thorough search of the prisoner will be made after handcuffing. Any weapons discovered during a search of a person will be confiscated by the deputy in accordance with current directives.

C. During prisoner transports: Prisoners will be handcuffed at all times whenever they are being transported outside of jail security (reference **MBGO-022 Prisoner Custody, Transport, and Treatment** and **JBGO-013 Prisoner Transport Treatment**).

D. Holding cells: Arrested persons who are detained in a substation or airport temporary detention holding cell will be secured in accordance with current directives (reference **PBGO-051 Temporary Detention**).

E. Possible exceptions to policy:

1. If the person to be handcuffed is:
  - a. Injured, elderly, or of a large stature and cannot be handcuffed behind their back.
  - b. A pregnant female or eight weeks post-delivery (reference **JBGO-013 Prisoner Transport Treatment**).

- c. Appearing before a magistrate or judge, unless otherwise ordered by magistrate or judge.
  - d. Confined within the jail's security section.
  - e. Is at a hospital, for treatment or admission, in which case soft restraints will be used.
2. Upon request from a doctor or hospital medical staff (i.e., surgery). The deputy must inform the doctor or hospital staff the patient is a prisoner and is in the custody of the Sheriff.
  3. In any case of extreme emergency when life or limb is endangered.
- F. If handcuffs are not used, the deputy must take the necessary measures to ensure the prisoner will not have an opportunity to escape. The deputy will be held fully responsible for the prisoner's security.

## II. Procedures for Using Handcuffs

- A. Whenever practical, prisoners will be handcuffed with hands behind the back and palms facing away from each other. However, when a waist chain is used, the handcuffs will be placed through the ring on the chain and secured with hands in front of the prisoner.
- B. The handcuffs will be secured upon the wrists and adjusted so as to prevent the prisoner from slipping out, but not so tight as to cause discomfort or injury.
- C. When handcuffing a prisoner, the double locking device must be used. To double lock the handcuffs, insert the cuff key stem into the double lock hole at the top of the handcuffs. This procedure will prevent the need for further adjustments once the handcuffs are properly set.
- D. Lanyards are a tool utilized by Jail Bureau Personnel when staff believes that the removal of handcuffs may present a risk of injury to the inmate or staff or may result in a use of force.
- E. The lanyard can be an effective tool on a person who may not comply (maybe person). Staff should use discretion prior to utilizing a lanyard on a non-compliant person depending on the circumstances. If the use of a lanyard becomes ineffective, discontinue its use and notify a supervisor. If a lanyard cannot be safely applied, do not use.

Note: The lanyard is not a pulling instrument and should not be used as such. Never attach/wrap the lanyard around your body or personal equipment such as a duty belt.

## III. Use of Hobble Restraints / "QuickStraints"

- A. Hobble restraints will be used to inhibit unruly subjects from injuring staff, themselves, or others and to prevent the subject from causing damage to property.
- B. Procedures for using hobble restraints:

Note: Handcuffs will be utilized in conjunction with hobble restraints, making sure to check for proper safety. Handcuffs will be double locked.

1. Place the looped end of hobble over the subject's feet, then around their ankles, and pull the strap until secure.
2. The hobble will be wrapped between the ankles and feet, with the feet side by side.
3. Wrap any excess strap around the ankles and clip to the strap.
4. If a subject is allowed to walk with the hobble in place, slightly loosen it and move it to their knee level and re-secure.

5. Position the subject into the seated position or onto their side.
6. Once the subject has been secured, handcuffed, and the hobble is in place, the subject will not be placed face down.
7. The subject's hands and feet will not be attached. This is not acceptable and is not allowed.
8. Subjects will be monitored to ensure the safety and security of the subject.
9. To remove the hobble, loosen it and allow the hobble to lie on the ground. Then allow the subject to step out of and over the hobble.

C. Storage:

1. The Police Bureau will maintain a hobble in each patrol vehicle.
2. The Jail Bureau will maintain a hobble in each transport vehicle.
3. The Court Bureau will maintain a hobble in each riot control bag.
4. The Civil Bureau will maintain a hobble in each vehicle.

- \* D. The Wrap (for Jail Bureau use): Provides a quick method of safely controlling, immobilizing, and transporting a violent and/or potential violent subject, in the up-right position. The wrap is a safe restraint system designed to protect subjects, officers, and other staff by reducing the possibility of injury. The Wrap is stored in the Quick Entry Team (QET) ready room, within Central Booking.

- \* Note: When dealing with pregnant female inmates, refer to **JBGO-013 Prisoner Transport Treatment**.

**IV. Use of Spit Socks**

- A. Spit socks will be used to prevent fluid from the subject's mouth and/or nose from coming into contact with staff or with others.

B. Procedures for using spit socks:

1. The subject must be handcuffed prior to utilizing a spit sock.
2. Approach the subject from the safest position possible.
3. Remain cautious when applying the spit sock as to avoid being bitten.
4. When possible, apply the spit sock from behind and over the crown of the subjects head.
5. Monitor the subject while the spit sock is utilized.

C. Storage:

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  1. The Police Bureau will maintain spit socks in each patrol vehicle.
  2. The Jail Bureau will maintain spit socks in each transport vehicle and in each housing unit, to include Central Booking and Reception.
  3. The Court Bureau will maintain spit socks in each riot control bag.
  4. The Civil Bureau will maintain spit socks in each vehicle.

**V. Use of Flexible Handcuffs**

A. Flexible handcuffs will be used:

1. During large scale disturbances where handcuffs are not practical.
2. When enough handcuffs are not available.

B. Procedures for using flexible handcuffs:

1. Subjects will be restrained with their hands behind their back.
2. After placing flexible handcuffs on the subject, check for proper security.
3. Once checked for security, the arresting deputy will write their IBM# and the date and time of the application of the flexible handcuff.
4. The on-scene supervisor or designee will check the condition of the subject at fifteen (15) minute intervals, designating such check first with their IBM# and subsequently with a slash mark written on the flexible handcuff.
5. Flexible handcuffs will remain on the subject for only as long as it is necessary.
6. In the event of very large subjects, two flexible handcuffs may be attached.
7. To remove flexible handcuffs, use the safety cutter provided (safety shears are in the Jail). Open the safety cutter, slide the flexible handcuff into the opening and depress the cutter to cut the flexible handcuff.

\* Note: When dealing with pregnant female inmates, refer to **JBGO-013 Prisoner Transport Treatment**.

C. Storage:

1. The Police Bureau supervisors will maintain a supply of flexible handcuffs, safety cutters, and markers.
2. The Jail Bureau Sergeants will maintain a supply of flexible handcuffs, safety cutters, and markers.
3. The Court Bureau Sergeants will maintain flexible handcuffs, safety cutters, and markers in the riot control bags.
4. The Civil Bureau members will maintain a flexible handcuffs, safety cutters, and markers in the trunk of each vehicle.

**VI. Use of Restraint Chairs (Reference JBGO-042 Inmate Movement/Restraint Procedures)**

A. Restraint chairs will be used:

1. For prisoners exhibiting self-harm attempts and/or may be actively performing self-harm (i.e., banging their head against the wall, scratching at wounds, etc.).
2. Whenever extenuating circumstances dictate the use of a restraint chair outside of the confines of the jail.
3. The Court Bureau may use the restraint chair when necessary to provide transport of an unruly subject from a court room to a holding area.

\* Note: If deemed necessary by a supervisor, restraint chairs can be used to relocate prisoners within the confines of the facility.

B. Procedures for using restraint chairs, used in accordance with current directive. Reference **JBGO-042 Inmate Movement/Restraint Procedures**, Section V.

C. Storage:

1. Jail Bureau (MCJ & MSA) – restraint chairs will be stored in the Quick Entry Team (QET) staging rooms.

**VII. Use of Chains, Cuffs, and Shackles (CCS)**

- A. CCS will be used: Jail Bureau staff may use CCS with inmates who are considered high security risks, are assaultive, are escape risks, or are mentally unstable.

Note: When dealing with pregnant female inmates, refer to **JBGO-013 Prisoner Transport Treatment**.

- B. Procedures for using CCS: CCS will be applied as directed in current directives (reference **MBGO-022 Prisoner Custody, Transport and Treatment**, **JBGO-013 Prisoner Transport Treatment**, and **JBGO-042 Inmate Movement/Restraint Procedure**).

- C. Storage: Jail Bureau staff will maintain their CCS in secure storage cabinets and inventoried daily at the start and completion of each shift. Police Bureau storage of CCS equipment is in their respective custody area.

**VIII. Procedures for Using Soft Restraints**

- A. Whenever an inmate is sent to a hospital for treatment or admission, soft restraints will replace mechanical restraints. A hospital bag containing the restraints must be brought and used for every transport (reference **JBGO-057 Hospital Security Procedures**).

- B. Each hospital bag contains, but is not limited to, the following soft restraints: four (4) leather belts, two (2) leather wrist cuffs, two (2) leather ankle cuffs.

- C. In the event an inmate is exhibiting or has exhibited hostile behavior, a supervisor will make notification to the hospital of the arriving inmate. The transporting deputy will not remove mechanical restraints unless directed to do so by a supervisor.

- D. The transporting deputy will affix either one (1) ankle or one (1) wrist to the hospital bed with soft restraints. In certain instances, it may become necessary to place additional soft restraints on an inmate to ensure their safety or the safety of staff. Additionally, hospital staff may place restraints on an individual/inmate prior to MCSO arrival or MCSO staff being able to place MCSO issued restraints on the inmate. In these instances, as long as there is no safety concerns, staff may leave the non-MCSO restraints on the inmate until it is safe to change them to MCSO issued restraints. The leather cuff will fit so as to prevent the inmate from slipping out, but not so tight as to cause injury.

Note: The leather belts lace through the leather cuffs. The other end of the belt must be secured to something firm and sturdy such as the hospital bed frame.

- \* E. Deputies will not use mechanical restraints to secure an inmate to a hospital bed, unless exigent circumstances exist.

\* Note: If exigent circumstances exist, the deputy will notify their supervisor as soon as practical.

- F. Any discrepancies regarding restraints will be immediately reported to the deputy's supervisor.

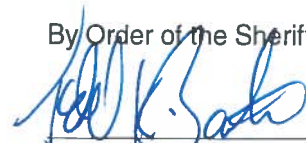
\* Note: When dealing with pregnant female inmates, refer to **JBGO-013 Prisoner Transport Treatment**.

**XI. Special Instructions**

- A. A MB-119 Subject Management/Resistance Report will be completed by the deputy if it becomes necessary to use physical force to apply restraining devices to the prisoner.

- B. All restraints and restraint equipment will be used only for legitimate departmental business and any abuse or improper use will result in disciplinary action.
- C. Use of restraints and restraint equipment will not preclude using normal precautionary measures when dealing with prisoners.

By Order of the Sheriff,



Todd K. Baxter