



REVISED: 09-95

TO: ALL PERSONNEL

General Order 523.02 implements this manual and requires personnel know its contents and follow its guidelines when performing searches and handcuffing suspects. This manual is for departmental use only and does not apply to the standard of care, in an evidentiary sense in criminal or civil proceedings. The instructions, guidelines, and policies contained in this manual are not intended to nor should they be construed as a creation of a legal standard of safety or care higher than the minimum the law requires with respect to third party claims. This policy statement is an expansion of that found in the General Order.

All officers, at one time or another, are subjected to the lawful necessity, and the subsequent dangers, associated with physically controlling an individual without resorting to weapons, and/or searching and handcuffing an individual under lawful arrest. This manual has been produced to assist officers in establishing and maintaining law enforcement professionalism in the use of search, handcuffing, and weaponless control techniques.

The Search and Handcuff Manual, RM 523.02, explains and illustrates department approved methods and techniques. These methods and techniques have been designed to give the officer a margin of safety by giving the officer an advantage over the person. The officer should bear in mind that use of a particular search, handcuff, or weaponless control technique is dependent on the totality of the circumstances.

While this manual can serve as the basic guide and sourcebook when reviewing or teaching department approved methods and/ or courses, officers wishing to develop, maintain, or enhance their skills should also seek competent instruction from department approved instructors.

Additionally, so that this manual shall remain as contemporary, viable, and useful as possible, employees shall report, through the chain of command, to the Chief of Police (COP), any discrepancies they discover between the contents of this manual, the law, and acceptable police procedures. Any procedural changes made to those outlined in this manual shall be at the discretion of the COP.

CHAPTER I

CONCEPTS AND STRATEGIES

A. <u>LAW AND POLICY GUIDELINES</u>

Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent escape, or to overcome resistance.

- 1. Department approved search, handcuff, and weaponless control techniques are a form of reasonable force.
- 2. Individuals shall be handled by officers only as necessary in taking them into custody, to determine that weapons are not being concealed, to maintain control while moving them, and to ensure compliance with lawful commands of officers.
- 3. Prisoners shall be treated with dignity and in a fair/humane manner at all times.
- 4. Each set of circumstances, supported by the officer's knowledge of the laws regarding the use of necessary force will be used to justify his/her use of that degree of force.
- 5. Mandatory documentation procedures for use of force resulting in injury are detailed in General Order 580.02, Section H: Mandatory Reporting Procedure.

B. TACTICAL CONSIDERATIONS

It is impossible to establish absolute rules when determining what search, handcuffing, or weaponless control hold should be used.

- 1. The officer must accept the fundamental premise that arrest is an emotional as well as physical encounter, and that his/her professional demeanor is one of the greatest assets in effecting an arrest.
- 2. Be sure any verbal orders are simple, clear, loud, and distinct.
 - a. Repeat as necessary but don't assume the individual is belligerent because they fail to respond to your command instantly.
 - b. There may be other problems such as a hearing disorder or language barrier.
- 3. Prior to applying a search, handcuff or control hold, approach the individual from a position of advantage, preferably from the rear or side.
- 4. Although verbal commands are important, consider the physical and mental limitations affecting the individual.
 - a. Don't tell the individual to do something they may be unable to do, e.g., if they are medically unable to walk faster and you order them to do so.
 - b. Take into consideration the physical environment, as well as physical impairment caused by age, injury, or the influence of drugs.
 - c. Don't assume everyone knows their right from their left.

C. GENDER CONSIDERATIONS

There is no legal distinction between the field search and handcuffing a man or a woman.

- 1. Arrests and searches may be effected by police officers of either sex.
- 2. Gender should not be a factor in the use of approved law enforcement techniques.
- 3. The use of approved techniques should be tempered by the officer's good judgment.
- 4. The following criteria can be used when searching an individual of the opposite sex:
 - a. Have another officer witness the search, if possible.
 - b. What was the nature of the crime?
 - c. Was a weapon used in the commission of the crime?
 - d. Is the suspect known to carry a weapon?
 - e. Is the suspect wearing clothing that could conceal a dangerous weapon, or are they protecting a part of their body they don't want you to search?
- 5. Female officers should search female suspects when field situations permit. Refer to GO 526.02 on the use of Police Matrons when prisoners are at the Hall of Justice.

D. SEARCH TECHNIQUE GENERAL GUIDELINES

Search techniques have been designed to give the officer a margin of safety and an advantage over the suspect, while searching for weapons or contraband.

- 1. Based upon the totality of the circumstances and discretionary judgment, the officer should select searches from the following four (4) levels of search control:
 - a.

- b. c. d.
- 2. The following factors can be considered when determining which level of search control will be used:
 - a. The number of individuals involved.
 - b. The size of the individual.
 - c. The physical, mental, and emotional limitations of the individual.
 - d. The location of the arrest or stop.
 - e. The time of the arrest (day or night).
 - f. The individual's arrest record, if known.
 - g. The type of offense(s) involved.
 - h. The individual's degree of cooperation.
 - i. The officer's degree of apprehension based upon knowledge and experience.
- 3. Officers should avoid the "wall search" and any of its variations, such as leaning on a car, since this method does not afford sufficient protection to the searching officer.
 - The main disadvantage is that the officer is lulled into believing that the suspect is off balance.
 - b. In reality, the suspect has four (4) points of balance instead of two (2).
- 4. Officers should not lull into a false sense of security by a cooperative suspect.
 - a. An apparent cooperative suspect attitude is no guarantee that he/she will not attempt to escape when presented with the opportunity.
 - b. The officer must maintain constant awareness and vigilance to the actions of the suspect.
- 5. Search systematically so that all areas of the suspect are thoroughly covered. It is to the officer's advantage to ask individuals if they have sharp objects or weapons on their person.
 - a. Don't assume the suspect is being truthful.
 - b. Continue to search alertly and carefully.
- 6. The waist area should be searched first.
- 7. "Feel", don't pat.
 - a. Your fingertips are very sensitive and help define even very small objects.
 - b. The object is to "feel" for potential weapons or contraband which is hidden by a layer of clothing but is atop the suspect's skin level.
 - c. The initial feel confirms that an object exists and the subsequent feel confirms what the object is.
- 8. Don't confuse the object of the search with the use of the appropriate search technique.
 - a. The object of the search may be weapons, evidence, or contraband.
 - b. The appropriate search technique is that technique which gives the officer optimum protection based upon the totality of circumstances.
- 9. Searching systematically, properly, effectively, and safely is one of the most important steps in the arrest situation.

E. <u>HANDCUFFING TECHNIQUE GENERAL GUIDELINES</u>

Handcuffing is a preventative measure used to protect the officer, citizens, and the arrested individual. The handcuffed individual is the responsibility of the officer unless the responsibility is assumed by another officer or reassigned by a supervisor.

- 1. Handcuffs temporarily restrain the individual. Don't be lulled into a false sense of security because an individual is handcuffed.
 - a. They restrict the individual from doing some things, but they do not immobilize them.
 - b. The officer must maintain constant control over a handcuffed subject to minimize actions which may produce injuries or opportunities for escape.
- 2. When handcuffing it is important to maintain a degree of control over the individual at all times by using an appropriate control hold.
- 3. Control over a handcuffed individual is important in a number of situations which include, but are not limited to:
 - a. When escorting the individual to and from a police vehicle.

- b. When escorting an individual into a facility where weapons or escape routes are available, particularly around officers carrying exposed weapons.
- 4. Any individual under custody/arrest of an officer should be adequately searched and then handcuffed with their hands behind their backs.
- 5. Exceptions to handcuffing exist under certain conditions:
 - a. When the individual has physical limitations which restrict you from doing so.
 - b. When you are cuffing with a waist-chain device.
- 6. The following basic handcuffing techniques should be used:
 - a. Handcuffs should be applied reasonably tight between the protruding ulna bone and the base of the hand.
 - b. The oval shape of the cuff should match the oval shape of the wrist.
 - c. To place the cuff on the wrist, first place it on top of the wrist and then apply steady pressure downward.
 - d. Don't hit or "whack" the cuff down on the wrist.
 - e. Once the handcuffs have been applied, both cuffs shall be <u>double-locked</u> to prevent them from closing tighter. This reduces the possibility that the individual will be injured or be able to slip or pick the locking mechanism. Note in your report that the handcuffs were double-locked.
- 7. Avoid applying the handcuffs over bulky clothing as this can restrict the free movement or pivoting action of the single bar of the handcuffs.
- 8. Once properly applied, handcuffs should not be removed until the prisoner is within the confines of a proper detention facility, except as authorized by a supervisor.
- 9. Officers should not:
 - a. Handcuff prisoners to stationary objects.
 - b. Leave prisoners unattended in police vehicles.
 - c. Lose visual contact with a prisoner.
- 10. When restraining multiple prisoners, a female shall not be handcuffed to a male except in emergency situations.
- 11. In emergency situations, procedures will be based upon the officer's good judgment and discretionary decision making.
- 12. Juveniles shall not be handcuffed to adults.

CHAPTER II

SPECIAL CONSIDERATIONS REGARDING HANDCUFFING AND RESTRAINING PRISONERS

A. CONSIDERATIONS FOR RESTRAINING THE MENTALLY ILL

Officers must restrain individuals who, for reasons of mental disorder, are a danger to themselves, to others, or are gravely disabled, and must do so in a manner which reflects concern and safety for all persons involved. Refer to General Order 522.01.

- 1. Officers shall handcuff a mentally ill person taken into custody when the person is not restrained by means of a strait jacket or leather restraining straps.
- 2. When handcuffing a mentally ill person, officers shall use only departmentally approved handcuffs and ensure that handcuffs are double-locked.
- 3. When a mentally ill person's age or physical condition is such that the personal safety of the mentally ill person and the officer clearly will not be jeopardized, the use of handcuffs shall be within the discretion of the officer.
- 4. "Flex cuffs", temporary plastic restraining straps, shall not be used to restrain a mentally ill person, nor shall they be furnished to other personnel or private persons for use in restraining a mentally ill person.

B. THE USE OF FLEX CUFFS

Flex cuffs are plastic restraining straps meant for use under a limited number of situations. For removal they must be cut off.

- 1. Situations which may require the use of flex cuffs include:
 - During mass arrests and a sufficient amount of conventional handcuffs are not available.
 - b. When the suspect's wrists are too large and will not fit conventional handcuffs.
 - c. When used in conjunction with conventional handcuffs to restrain a one-armed suspect or one with a cast on the arm.
- 2. In a situation where flex cuffs must be used, officers must be aware of the flex cuffs limitations.
 - a. For most officers, the proper application of the flex cuff requires the use of two
 (2) hands. A single officer may be unable to both properly control the individual and apply the flex cuffs alone.
 - b. If applied too tightly, flex cuffs can cut off blood circulation. The only way to adjust them is to cut them off.
 - c. Flex cuffs can cause injury such as a skin laceration.
 - d. Flex cuffs can be broken by a strongly resisting or violent individual.
 - e. Officers using flex cuffs must have a cutting tool in their possession in order to remove the cuffs. A wire cutter or diagonal cutter should be used rather than a knife.

C. USE OF LEG HOBBLE/LEG RESTRAINT TECHNIQUES

The purpose of leg hobble/leg restraint is to control the individual who exhibits violent or resistive actions which cannot be managed with lesser levels of conventional restraint. The goal is to prevent injury to all involved parties and prevent property damage. The "hog-tie" technique of leg restraint shall not be used.

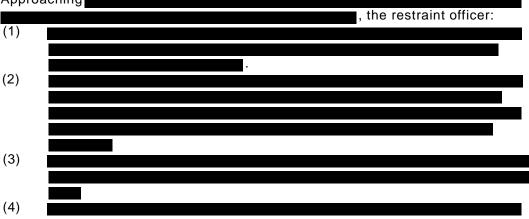
- 1. The leg hobble technique is the only department approved leg restraint method.
- 2. Leg hobbling restricts or restrains the freedom of the suspect's legs.
- 3. This type of leg restraint is meant to control violent actions such as:
 - a. Kicking at officers or other citizens.
 - b. Damaging City property by kicking out police vehicle windows or doors or police holding facility walls and/or doors.
- 4. Only the department issued hobble cord shall be used to apply leg hobble techniques.
- 5. The hobble cord should not be looped or snap linked around the suspect's neck, head, or hands.
- 6. There are two (2) methods of using the leg hobble: the walking hobble, and the vehicular leg restraint hobble.
- 7. In the walking hobble, the suspect can walk but cannot kick the escort officer or any other persons, and cannot run.

- a. Ends of the hobble cord are snapped linked around each lower leg/ankle of the suspect.
- b. Do not "tie-off" the ends of the hobble cord around the suspect's lower leg/ankle.
 - (1) This can cut off blood circulation, resulting in permanent injury.
 - (2) Use only the cord's snap links or slip knots to form the loop for each leg.
- c. When moving the suspect, the escort officer must maintain a degree of control at all times by using an appropriate control hold.
- 8. The vehicular leg restraint hobble is used when a suspect is inside of a police vehicle and is kicking, may kick, or attempt to kick out the windows or doors.
 - a. Two (2) officers are needed to apply the vehicular leg restraint hobble technique: a control officer and a restraint officer.
 - b. The control officer:



c. Approaching

(5)



- The free end of the nylon cord shall not be allowed to drag on the ground, or be placed near the rear wheel.
 - (a) If the free end is allowed to drag on the ground, or is near the rear wheel while the patrol car is in motion, it could catch under the rear wheel, injuring the suspect.
 - (b) The free end should be knotted and pulled taut against the exterior rear door bottom edge.
- 9. The "hog-tie" technique is not authorized as a leg restraint method and shall not be used.
 - a. Hog-tying is the method of using cord or strap to tie the suspect's legs and/or feet together.
 - b. The suspect's legs are then flexed and the cord or strap is then attached to the handcuffs, which are affixed behind the suspect's back.
 - c. Because of the severe medical dangers associated with "hog- tying", this method shall not be used by officers.

CHAPTER III

DEPARTMENT APPROVED SEARCH AND HANDCUFFING TECHNIQUES

The following search and handcuff techniques have been designed to give the officer <u>a margin of safety</u> by giving the officer an advantage when searching a suspect for weapons, contraband, or evidence.

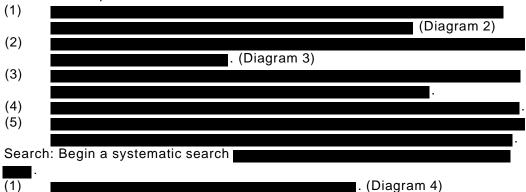
A. **GENERAL GUIDELINES**

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- 1. The officer should bear in mind that selecting the appropriate search and handcuffing technique is dependent upon the totality of the circumstances.
- 2. The search and handcuff techniques follow a logical sequential, transitional sequence, beginning with the initial safe positioning and verbal contact, and ending with the officer escorting the handcuffed prisoner from the area.
- 3. Although exceptions may occur, the following is the general transitional sequence:
 - a. Position of Safety: This is the physical posture that the officer is in when initially contacting the suspect. Depending upon circumstances, the officer may be in the Position of Interview or a position affording greater safety such as a shooting position behind cover.
 - b. Voice Commands: The use of language which is simple, clear, loud, and distinct, and orders the suspect to perform or stop performing certain acts. (i.e. "Stop! You're under arrest! Put your hands in the air!)
 - c. Entering: The officer cautiously <u>enters</u> the suspect's <u>Personal Danger Zone</u> (the area where the suspect can readily attack the officer), and maintains the advantage by obtaining a control hold and/or superior body position.
 - d. Upper Body Search: Performing a systematic search on the suspect's body where weapons would be readily obtainable.
 - e. Control Hold and Handcuffing: Maintaining the advantage over the suspect by and handcuffing the suspect.
 - f. Lower Body Search: With the suspect at complete disadvantage and handcuffed, completing a total body search by searching the suspect's lower body.
 - g. Exit: Maintaining complete control over the handcuffed suspect by escorting the suspect from the arrest site using an appropriate control hold.

B. THE TECHNIQUE

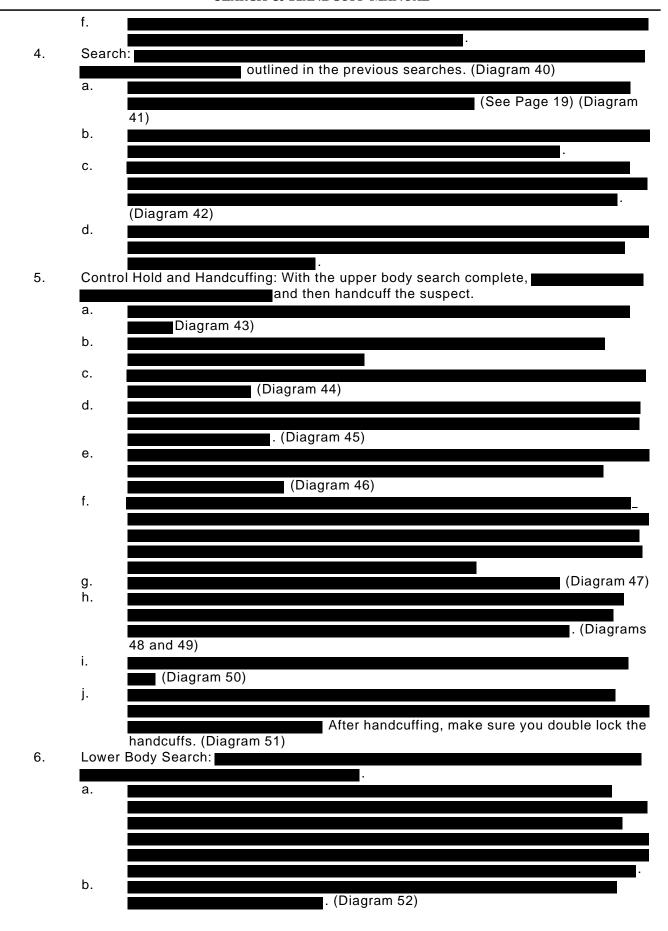
- 1. The is frequently applied in law enforcement. This is the least obtrusive of all the searches, yet is quick and thorough.
 - a. A "pat down" search is used when the officer has a reasonable and articulable belief that the person is armed or dangerous.
 - b. Position of Safety: This search is normally initiated from the Position of Interview. (Diagram 1)
 - c. Voice Commands: Because the officer must be positioned behind the suspect, the officer gives a simple direction, such as, "Step over here.
 - d. Entry: Maintaining alertness and caution, the officer positions himself/herself behind the suspect:



	(2)	
	(3)	
	(4) ntrol Hold and Handcuffing: dy search you will now handdown method:	
a.		
b. c.	(Diagram 5)	. (Diagram 6)
d.	(Diagram 7)	, and (Diagram 8).
		(Diagram S
e.		
f.		
g.		. (Diagram 10)
g. h.		. (Diagram 1
h. i.		
h. i. j.	(Diagram 14)	. (Diagram 1
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h. i. j.	. Make sure the handcuffs	. (Diagram 12) (Diagram 13) (Diagram 15) are placed between the base of the hand and the
h. i. j. k. I. m.	Make sure the handcuffs bone of the suspect's wr	. (Diagram 12) (Diagram 13) (Diagram 15) are placed between the base of the hand and the
h. i. j. k. I. m. Lo	Make sure the handcuffs bone of the suspect's wr	(Diagram 12) (Diagram 13) (Diagram 15) (Diagram 15) (Diagram 15) (Diagram 16) (Diagram 16) (Diagram 16) (Diagram 16) (Diagram 16) (Diagram 16)
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		e.	
	4.	fro 1 th	fter completing a lower body search, obtain a control hold and escort the suspect e arrest site.
		a.	
			. (Diagram 19)
		b.	
C.	THE		TECHNIQUE
Ο.		echnique	is used for controlling and handcuffing most misdemeanor suspects. It has more
	advar	tages that	an the search when the officer feels the need to establish greater control
			t's size, or other circumstances of the situation.
	1. 2.		n of Safety: This search is normally begun from the Position of Interview. Commands:
			Order the suspect to raise his/her hands above their head. This places their hands where you can see them and away from any potential weapons on their
			body. Make a visual search for weapons hidden at the front of their body. Order the suspect to turn around and perform a visual search of their back area for any weapons.
			Order the suspect to interlace their fingers behind their head. Order the suspect to spread their feet. This increases the suspect's disadvantage by lowering their center of gravity and making it more difficult for them to quickly
	2		move.
	3.	Entry: a.	
			(Diagram 20)
			(Diagram 21)
		b.	
			. (Diagram 22)
		C.	
	4.	Saarah	(Diagram 23) : Begin a systematic upper body search
	4.	Search	. Begin a systematic upper body search
		a.	. (Coo page 12)
			. (Diagram 24)
			(Diagram 25)
			(Diagram 26)
		b.	
			. (Diagram 27)
		C.	
	_	0	. (Diagram 28)
	5.	Control a.	Hold and Handcuffing:
		u.	. (Diagram 29)

		b.	(Diagram 30)
		C.	(Diagram 30)
		d.	. (Diagram 31)
		u.	. (Diagram 32)
			. (Diagram 32)
			(Diagram 33)
		e.	(= tag. att = ==)
	6.		Handcuff the suspect as outlined in the Technique. Body Search: Perform the Lower Body Search as outlined in the
D.	previo to use dange when t	earch alus sear when crous and the physists the control pointed close to officer	TECHNIQUE Indicate the suspect in an awkward position. It is a good technique on fronting numerous individuals, or when the situation is dangerous or potentially discalled environment (tall grass, hot asphalt, snow on the ground, crowded room) are of the technique. It is the preferable technique is environment (tall grass, hot asphalt, snow on the ground, crowded room) are of the technique. In of Safety: This search is usually initiated with the officer's gun drawn and dist the suspect. The officer is in a balanced shooting stance. The officer is not to the suspect, will probably be behind cover, and will be covered by another
	3.	a. b. c.	technique, beginning on Page 19. (Diagram 38)
		d.	. (Diagram 39)
		е.	



		C.	
		d.	(Diagram 53)
			(Diagram 54)
	7.	Exit: Ap control. a.	
		b.	. (Diagram 55)
_		C.	(Diagram 56) While maintaining , walk the suspect from the arrest site under control.
E.	contro knows such	ol over the s or has r a disadva nen hande Position the office Voice C	TECHNIQUE ffords the officer the greatest safety because it allows greater advantage and e suspect than the previous search positions. It should be used when the officer reason to believe that the suspect is dangerous. Because the suspect is placed in antageous position, the officer is given the opportunity to first obtain a control hold cuff, prior to performing a thorough search. In of Safety: Generally, this technique is initiated with the officer behind cover and cer's handgun drawn and pointed at the suspect. Commands: The suspect is commanded to put his/her hands straight up in the air. icer performs a visual search for weapons. (Diagram 57)
		58), 59) a.	(Diagram .
		b. c.	
	3.	Entry:	
		a.	
		b.	
		C.	. (Diagram 60)
		d.	

	e.	•
4.	Control	Hold and Handcuffing
4.	a.	Hold and Handculling
	h .	
	b.	
	(Diagram 63)
	C.	
		. (Diagram 64)
	d.	· (= :ag.:
		(Diagram 65)
	e.	(Diagram 65)
	6	(Diag
		. (Diagram 6
	f.	
		(Diagram 69)
		. (Diagram 70)
5.	Searchir	ng: With the suspect handcuffed, you will perform a full body search.
	a. (Quickly search the suspect's Diagram 71)
	b. [g
		(Diagram 72)
	C.	
		Diagram 73)

	e.	. (Diagram 74)
	0.	
		(Diagram 75)
		(Diagram 76) (Diagram 77)
6.	Exit: W	ith handcuffing and a full body search completed, you can now
	site ur	, and then escort the suspect from the arrest order control.
	a.	
		(Diagram 78)
		. (Diagram 79)
	b.	. (Diagram 73)
		(Diagram 80)
	C.	(Diagram 94)
		. (Diagram 81)

CHAPTER IV

AFTER FORCE CARE

Regardless of a suspect's violent resistance or demeanor, officers should consciously practice professional techniques which reflect concern and reasonable care in preventing unnecessary injury or in obtaining, appropriate medical care.

A. OFFICER AWARENESS

There are two (2) critical areas which the officer must be aware of which affect after force suspect care: the condition of the suspect and the level of force used to control the suspect.

- 1. Many variables can affect the condition of a suspect after lawful force has been used.

 These variables can make it difficult to predict the extent of injury that may occur.
 - a. Variables in anatomy and physiological capabilities.
 - b. Physiological response (drug use, pain tolerance. etc.).
 - c. Mental and emotional states.
 - d. The level of force used by the officer to gain submission and control of the suspect.
- 2. Officers should refer to G.O. 580.02, Section C. This section refers to medical follow up when physical force results in injury.
- 3. Individuals who exhibit drug-induced psychosis or psychotic behavior and have been controlled by use of force may be at higher medical risk.
 - a. These individuals should be continually observed at the arrest site and during transportation for signs of distress including breathing, skin coloration, and functional consciousness (i.e. voluntary movement and/or speech).
 - b. If the officer is in doubt, or if the individual appears under medical distress, begin first aid and request immediate paramedic and professional medical care.
- 4. Officers should treat a suspect's complaint of pain with the same concern, alertness, and follow up as a visible injury.

B. <u>DOCUMENTATION</u>

- Information included on all mandated forms and reports shall be complete, concise, and consistent.
- 2. If force was used inconsistent with department policy or training, the officer is fully responsible for documenting the justification and reasoning for such force.
- 3. Officers should also consider taking photographs of injury or complaints of injury as an additional documentation record.