

## HANDCUFFS-ASSIGNMENT

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-5-402, dated 07/27/04
- FORMS:** Special Incident Report (F0502-9162)  
(Field Services)
- PURPOSE:** To outline a uniform procedure for the issuance of handcuffs and their keys.

### I. GENERAL INFORMATION

- A. This procedure is primarily for non-institutional staff. Handcuff control procedures for each institution are **found in Procedure Manual Item (PMI) Book III.**
- B. A set of handcuffs and keys are issued to Deputy Probation Officers (DPOs) as required by their assignment.
1. Handcuffs are issued to the position within the unit, not the individual.
  2. Each Unit Supervising Probation Officer (SPO) is responsible for maintaining proper control of the handcuffs.
- C. Unit SPOs will request additional handcuffs and keys, when necessary, from the Storekeeper at the Manchester Office Building (MOB).
- 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. Handcuffs and keys may be checked out as needed by DPOs from their Unit SPO.
- B. The duties of the Unit SPOs shall be to:
1. Control and issue sets of handcuffs and keys as needed.
  2. Maintain a record of the sets issued to each DPO.

The record will include:

- a. The name of the officer;
- b. The handcuff serial number;
- c. The date of issue; **and**
- d. Date of the handcuff return.

