
 <b>SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS POLICY &amp; PROCEDURES MANUAL</b>	<b>Chapter:</b> Operations	<b>Policy No:</b> 8.810
	<b>Subject:</b> Use of Force and Restraints	<b>Date:</b> 5/06/2000
		<b>Pages:</b> 7
<b>Program:</b>	<b>Juvenile Intake &amp; Assessment Center</b>	 <b>Deputy Director for Corrections Programs</b>
<b>References:</b>	KDOCJS JIAS-01-111; KDOCJS JIAS-04-107; Juvenile Justice and Delinquency Prevention Manual	
<b>Revision Dates:</b> 5/6/00 7/9/03 5/1/10 2/4/11 3/18/14 10/29/14 5/12/15 X/XX/16		
<b>Review Dates:</b> 6/15/16		

## **POLICY:**

The Sedgwick County Department of Corrections, Juvenile Services, Juvenile Intake and Assessment Center (JIAC) staff shall use force only when all other less restrictive methods of behavior control have been attempted and failed, to protect the youth from injury, to prevent injury to others or to prevent escape.

## **APPLICATION:**

All Department of Corrections Juvenile Intake and Assessment Center staff

## **PURPOSE:**

To protect the safety of all youth, staff and others in the facility and to prevent escape.

## **PROCEDURE:**

### **I. Definitions**

- A. **Critical Incident:** Any event in which a program staff physically touches a youth for the purpose of controlling the youth's behavior. Each staff involved in a critical incident shall complete a critical incident form before the end of their shift.
- B. **Holding Room:** A room used to separate a youth from the general population
- C. **Mechanical Restraint:** Includes handcuffs, shackles and belly chains used to limit movement of the youth's body
- D. **Physical Handling:** Appropriate use of body positioning or passive restraint to limit a youth's movement
- E. **Use of Force:** Any event that involves physical handling, mechanical restraints or a locked holding room (when used as a means of force). Any such event shall require each participating staff to complete a critical incident form before the end of their shift and notify the youth's authorized family member.

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 2 of 7

## II. Authorization to Allow Use of Force/Restraints

- A. The designated lead staff, intake specialist, intake coordinator, or program manager may authorize the use of force or restraints.
- B. The type and amount of force or restraint used shall only be to the extent reasonable and necessary to control a situation.
- C. The use of force or restraints may be used only as a temporary control measure for the following reasons:
  - 1. To protect staff or others – justifiable self-defense,
  - 2. To prevent the youth from self-injury,
  - 3. To prevent escape from the facility,
  - 4. As a precaution against escape during transfers,
  - 5. To move youth who fail to comply with lawful orders, and
  - 6. To prevent escalation of a dangerous situation after less restrictive methods have been attempted and failed.
- D. Force and/or restraints SHALL NEVER be used under any circumstances for the purposes of punishment or discipline.
- E. JIAC staff shall never use chemical agents, stun guns, electric current weapons including Tasers, batons or other devices not specifically approved in this policy to control behavior.
- F. Staff shall be required to justify the use of force and/or restraints following each incident according to the reporting guidelines in section VII.

## III. Levels of Physical Force and Their Use

- A. Physical handling is a level of force that involves body positioning and passive restraint.
- B. Use of mechanical restraints is a level of force that involves use of handcuffs, shackles and belly chains. They may be used for the same reasons as physical handling, but must be authorized by the designated lead staff, intake specialist, intake coordinator, or program manager, except during emergencies.
  - 1. Mechanical restraints shall not be used any longer than 30 minutes unless approved by the program manager, or designee.

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 3 of 7

2. Mechanical restraints may be used during the transport of youth to prevent the possibility of escape or injury to the youth as authorized in Policy 8.825, Transporting Juveniles. Use of mechanical restraints during a routine transport does not require JIAC staff to fill out the JIAC Use of Force/Critical Incident Form (8.810.2), but should be documented in the intake assessment summary.
  3. The safety lock on the handcuffs and shackles must be engaged to prevent injury to the youth.
  4. The youth may be removed from restraints as soon the designated lead staff, intake specialist, intake coordinator, or program manager determines that the youth can be controlled without the use of restraints.
  5. An assigned JIAC staff member shall continuously monitor any youth who is placed in restraints.
- C. Use of the holding room can be a level of force when used to contain a youth whose behaviors are out of control (even if in mechanical restraints) and must be separated for the safety of others in the facility.
1. The holding room may be used for other reasons and as an option to prevent use of force. It may be used to:
    - a. Facilitate the search and/or booking process,
    - b. Facilitate private conversation with law enforcement,
    - c. Separate a youth who is attempting to escalate tensions in the facility,
    - d. Separate youth, such as co-respondents, who are not allowed to have contact with each other, or to separate the youth from the arresting officer, and
    - e. Allow a youth to settle down and get control of his/her emotions before moving into the booking area.
  2. An assigned JIAC staff member shall continuously monitor any youth who is placed in a holding room and complete the Holding Room Observation Log (8.810.1).
  3. A youth shall not be placed in a locked holding room without the authorization of the designated lead staff, intake specialist, intake coordinator, or program manager, except during emergencies.

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 4 of 7

#### IV. Assistance from Juvenile Detention Facility (JDF) Staff

- A. If a youth's behavior escalates to such a level that the designated lead staff believes additional help is needed to control the situation and restore order and safety, the first call for assistance will be to JDF staff via radio.
  1. Turn to the channel on the handheld radio identified as the JDF channel.
  2. Speaking into the radio, report a "Code Red" at the appropriate location, e.g. "Code Red, JIAC Intake."
  3. JIAC staff shall follow the instructions of the staff leading the JDF team until the situation is resolved.

#### V. Assistance from Law Enforcement

- A. If a disturbance cannot be contained or stopped with staff available within the facility, or if attempting to stop the disturbance would place youth or staff in danger, the designated lead staff shall issue instructions to call law enforcement for outside assistance. The designated lead staff will instruct the control center operator to call 911 and provide the pertinent information concerning the situation.
- B. The designated lead staff shall have the control center contact 911 and request officer assistance at JIAC in the following situations:
  1. An event occurs where three or more youth are assaulting staff, destroying county property, banding together to resist authority (violently refusing to follow directions of staff), or attempting to escape.
  2. Major disturbance (internal or external).
  3. Hostage situations.
- C. The first priorities for protection in a disturbance should be, in order:
  1. Protection of the general public.
  2. Protection of youth not participating in the disturbance.
  3. Protection of staff to prevent loss of life and to prevent injury.
- D. Staff will notify control center staff and provide the pertinent information concerning the situation as soon as possible so they can coordinate access to the area and direct law enforcement personnel. Staff will then also notify the Juvenile Detention Facility on-duty supervisor.
- E. Responding law enforcement officers are not allowed to carry firearms into the building, but may carry other weapons such as batons and pepper spray.

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 5 of 7

- F. The designated lead staff will meet law enforcement at the secure doors to:
  - 1. Brief them on the situation.
  - 2. Inform them of the policies and procedures of the facility.
  - 3. Assist them in gaining access to the area where the disturbance is occurring.
- G. Only law enforcement (Sedgwick County Sheriff's deputies, Wichita Police officers) will determine and authorize the use of force deemed necessary to end the situation.
- H. Once the disturbance has been brought under control, participants in the disturbance shall be separated and secured. The designated lead staff shall determine if anyone is injured and take appropriate steps to access medical treatment.
- I. Notify the program manager of the situation as quickly as possible.
- J. Staff participants/witnesses to the disturbance shall complete written versions of what they observed and their reactions prior to leaving their shift. This report will be given to the intake coordinator and program manager.
- K. All media inquiries will be referred to the director, or designee.

#### VI. Injuries During the Use of Force/Restraints

- A. Any time a youth is injured in an incident involving the use of force, he/she shall receive immediate medical attention.
- B. Any time a staff member is injured in an incident involving the use of force, he/she may receive immediate medical attention. Offer the staff member the On-the-Job Incident Report – Employee form (E-line, Risk Management, Workers Compensation) to complete even if the staff member does not believe he/she needs medical attention.
- C. All injuries shall be reported immediately to the designated lead staff or intake specialist who shall be responsible for contacting the program manager with the information.

#### VII. Reporting

- A. The designated lead staff or intake specialist shall be notified immediately when any type of force is used with youth.
- B. The intake coordinator or program manager shall be notified whenever there is any question about the appropriate use or amount of force used.
- C. A youth's authorized family member shall be informed of any event which occurs that involves physical handling, mechanical restraints or a locked holding room (when used as a means of force).

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 6 of 7

1. Notification must include descriptive information about the type of force and/or restraint that took place, the circumstances and duration.
  2. For youth who are released, notification shall occur during the family conference and subsequently documented in the conference narrative.
  3. For youth who are detained, notification shall occur during the oral notification process and documented.
- D. The program manager shall be notified immediately whenever there is an injury to a youth or staff when use of force was employed.
- E. The program manager shall be notified immediately whenever officer assistance is needed at JIAC. The program manager shall immediately notify the Deputy Director of Corrections Programs verbally followed by a written report.
- F. Any time that a youth is placed in a locked holding room staff must complete the Holding Room Observation Log (8.810.1) and the JIAC Use of Force/Critical Incident Form (8.810.2) (when the reason is use of force).
1. The Holding Room Observation Log (8.810.1) shall be completed by the end of the shift and given to the designated lead staff/intake specialist to forward to the intake coordinator for review prior to placement in the facility file (maintained by the program manager). The log shall include:
    - a. Name of the youth,
    - b. Date,
    - c. Shift(s),
    - d. Time youth was placed in the holding room,
    - e. Reason the youth was placed in the holding room,
    - f. Name / signature of staff authorizing placement in the holding room,
    - g. Documentation of direct physical observation at least every 15 minutes indicating the time of the check, youth's current behavior and the signature or initials of the person making the check. The staff making the observation shall attempt to interact with the youth, unless the youth is sleeping.
    - h. Date and time of release,
    - i. Youth's behavior at release, and
    - j. Signature or initials of staff making the release.

<b>Chapter:</b>	Operations	<b>Policy No:</b>	8.810
<b>Subject:</b>	Use of Force and Restraints		Page 7 of 7

- G. Anytime that a youth is placed in a locked holding room (as a result of use of force) or physical or mechanical restraints are applied (except when transporting), the staff placing the youth in the holding room / restraints must complete the JIAC Use of Force/Critical Incident Form (8.810.2).
  - 1. The JIAC Use of Force/Critical Incident Form (8.810.2) shall be completed by staff and each witness by the end of the shift and given to the designated lead staff/intake specialist to forward to the intake coordinator prior to submitting the form to the program manager. The report shall include:
    - a. An account of the events leading to the use of force,
    - b. An accurate description of the incident and reasons for employing force,
    - c. A description of the restraints used and length of time employed,
    - d. A description of any injuries suffered, if any, along with the treatment given or received, and
    - e. A list of all participants and witnesses to the incident.
- H. Whenever there is an injury to a youth or staff, a County Incident Report should be completed. Use the Guest Client Incident Report for injury of a youth (E-line, Risk Management, Risk Management Form). The report shall be completed by the end of the shift and forwarded immediately to the program manager. Use the On-the-Job Incident Report – Employee form for injury of a staff member (E-line, Risk Management, Workers Compensation).

#### VIII. Staff Training

- A. All intake/assessment staff shall be trained annually in the intervention and prevention of aggressive behavior including a progression of force starting at verbal de-escalation and progressing to empty hand positive control techniques.
- B. All intake/assessment staff shall be trained in the appropriate use of mechanical restraints.
- C. Intake/assessment staff who have not completed training shall not engage in restraining youth except in instances of self-defense or to assist staff in emergencies.
- D. Upon hire, JIAC intake/assessment staff shall complete initial MAB/SafeClinch training. All JIAC intake/assessment staff shall complete annual MAB/SafeClinch Refresher training through the Sedgwick County Department of Correction training program.
- E. All intake/assessment staff shall review restraint/use of force techniques on a quarterly basis in order to remain proficient and safe in use of the techniques. This will be documented in the Intake Coordinator's quarterly report.