

# Use of Instruments of Restraint Procedure

## Audience

- Youth Officers
- Unit Supervisors: refers to the person in charge of the unit at the time; including a Unit Manager, Shift Supervisor or Court Supervisor.
- Duty Managers
- Assistant Managers
- Centre Managers
- Logistics Officer
- Team Leader
- Senior Coordinator Court Operations
- Manager Court Logistics, Classification and Placements

## When to use this procedure:

Use this procedure when instruments of restraint are risk assessed as necessary for the safe and effective management of a detainee.

This Procedure **must** be read in combination with the Use of Force Procedure, Use of Protective Equipment Procedure and the Use of Force, Protective Equipment & Instruments of Restraint Policy.

Printed or saved copies of this document may not be up to date.

[Redacted]

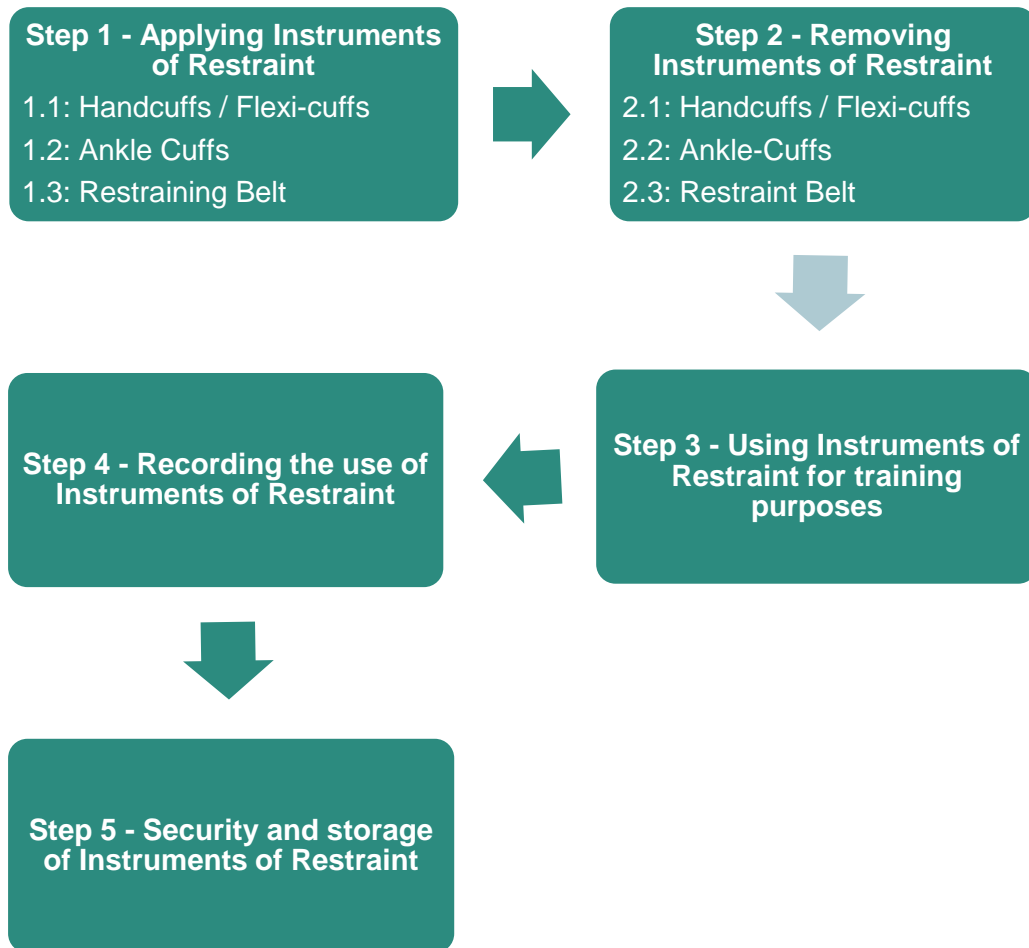
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# 1 Purpose

Use this procedure when the use of instruments of restraint have been risk assessed as necessary for the safe and effective management of a young person.

# 2 Process Map



### 3 Procedural Steps

#### Step 1 – Applying Instruments of Restraint 1.1: Handcuffs / Flexi-cuffs

Responsibility: Supervising Employees

##### Tasks

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Double handcuffing**

[Redacted]

**Handcuffing to the rear (when approved):**

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

**Handcuffing Port**

[Redacted]

**Non-compliant young person**

[Redacted]

**Responsibility: Unit Supervisor, Court Supervisor or Logistics Officer**

**Tasks**

[Redacted]

[Redacted text]

Medical movements and hospitalisation:

[Redacted text]

**Responsibility: Assistant Manager or Senior Coordinator Court Operations and above**

**Tasks**

[Redacted text]

Medical Movements:

[Redacted text]



**Step 1 – Applying Instruments of Restraint 1.2: Ankle-Cuffs**

**Responsibility: Supervising Employees**

**Tasks**

[Redacted text]

[Redacted text block containing several lines of blacked-out content and a bulleted list of approximately 10 items, all obscured by black bars.]

**Responsibility: Unit Supervisor, Court Supervisor or Logistics Officer**

**Tasks**

[Redacted text block containing several lines of blacked-out content under the 'Tasks' heading.]

**Responsibility: Assistant Manager or Team Leader Court Operations**

**Tasks**

[Redacted text block containing several lines of blacked-out content under the 'Tasks' heading.]







[Redacted text]

**Responsibility: Unit Supervisor, Court Supervisor**

**Tasks**

[Redacted text]

**Step 2 – Removing Instruments of Restraint 2.2: Removing Ankle-Cuffs**

**Responsibility: Supervising Employees**

**Tasks**

[Redacted text]

- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]

**Responsibility: Unit Manager, Team Leader Court Operations**

**Tasks**

[Redacted text]



**Step 2 – Removing Instruments of Restraint 2.3: Removing a Restraint Belt**

**Responsibility: Supervising Employees**

**Tasks**

[Redacted task list for Supervising Employees]

**Responsibility: Unit Manager, Team Leader Court Operations**

**Tasks**

[Redacted task list for Unit Manager, Team Leader Court Operations]

**Step 3 – Using Instruments of Restraint and Protective equipment for training**

**Responsibility: Training and Development Officer, Training Employees**

**Tasks**

[Redacted task list for Training and Development Officer, Training Employees]



**Step 4 – Recording the use of Instruments of Restraints**

**Responsibility: Supervising Employees**

**Tasks**

[Redacted text block containing multiple lines of blacked-out content under the 'Tasks' heading for Supervising Employees.]

**Responsibility: Unit Supervisor, Unit Manager, Court Supervisor**

**Tasks**

[Redacted text block containing multiple lines of blacked-out content under the 'Tasks' heading for Unit Supervisor, Unit Manager, Court Supervisor.]

**Responsibility: Assistant Manager, Team Leader Court Operations**

**Tasks**

[Redacted text block containing multiple lines of blacked-out content under the 'Tasks' heading for Assistant Manager, Team Leader Court Operations.]

**Responsibility: Centre Manager or Manager Court Logistics, Classification and Placements**

**Tasks**

[Redacted text block containing two lines of blacked-out content under the 'Tasks' heading for Centre Manager or Manager Court Logistics, Classification and Placements.]



**Step 5 – Security and Storage of Instruments of Restraint**

**Responsibility: All employees that have used an instrument of restraint**

**Tasks**

[Redacted task list]

**Responsibility: Unit Manager, Team Leader Court Operations**

**Tasks**

[Redacted task list]

**Responsibility: Assistant Manager, Senior Coordinator Court Operations**

**Tasks**

[Redacted task list]

**Responsibility: Centre Manager or Manager Court Logistics, Classification and Placements**

**Tasks**

[Redacted tasks list]

## 4 Supporting Documents:

### 4.1 Legislation

*Children (Detention Centres) Act 1987*

*Children (Detention Centres) Regulations 2015*

*Work Health and Safety Act 2011*

### 4.2 Policy

*Incident Management, Reporting, Debrief and Review Policy*

*Self-harm and Suicide Prevention Policy*

*Escorted Absences Policy*

*Detainee Behaviour Intervention Framework*

*Use of Force, Instruments of Restraint and Protective Equipment Policy*

### 4.3 Procedure

*Incident Reporting Procedure*

*Self-Harm and Suicide Prevention Procedure (Custody)*

*Movement Out – Court Attendance Procedure*

*Movement Out – Hospitalisation Procedure*

*Movement Out –Funeral or Sick Relative Procedure*

*Movement Out – Police Interview*

*Movement Out –Outing or Camp*

*Movement Out –Transit or Transfer*

*Movement Out –Vehicles and Air Procedure*

*Use of Force Procedure*

*Use of Protective Equipment Procedure*

## 5 Document Information

<b>Title:</b>	Use of Instruments of Restraint Procedure
<b>Business Centre:</b>	Operations Unit
<b>Author:</b>	Project Officer (Custody)
<b>Approver:</b>	Director, Policy & Practice
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<b>Key Words:</b>	Use of force, instruments of restraint, handcuffs, flexi-cuffs, restraint belt

## 6 Document History

Version	Date	Reason for Amendment
0.1	1 <sup>st</sup> September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the employee restructure within Juvenile Justice Centres  The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager
0.2	1 <sup>st</sup> September 2011	Update legislation and regulations and add links to Act and Procedures
0.3	1 <sup>st</sup> May 2014	Updated procedure to reflect changes to Work, Health and Safety legislation
0.4	30 <sup>th</sup> July 2014	Updated procedure to reflect instructions from the EDSWO
0.5	April 2016	Amendments to <i>CDC Reg 2015</i>  Deletion of repeated steps & steps related to UoF procedure
0.6	17 February 2021	Procedure reviewed, updated and transferred into new template in line with the updated Use of Force Policy and Procedure.