

2078 MECHANICAL RESTRAINTS	
Chapter: Sununu Youth Services Center	Section: Safety and Security
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: PD 16-13 Effective Date: May 2016 Scheduled Review Date:</p>	<p>Approved:</p>  Lorraine Bartlett, DCYF Director
Related Statute(s): RSA 126-U , RSA 621 , and RSA 621-A Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2072 , FORM 2078 , FORM 2082 , FORM 2084 , FORM 2085 , and FORM 2086 Bridges' Screen(s) and Attachment(s):

The Sununu Youth Services Center (SYSC) is committed to maintaining a safe program for all youth, families, and staff. Within the scope of the work with youth at the Sununu Youth Services Center (SYSC) there are circumstances in which safety concerns warrant the use of mechanical restraints. Staff is aware of the need to only use mechanical restraints only when necessary. SYSC is committed to maintaining the confidentiality and dignity of youth when a mechanical restraint is necessary and works to treat each youth with courtesy and respect at all times.

Purpose

This policy establishes the Sununu Youth Services Center (SYSC) practices in use, maintenance, and storage of mechanical restraints to support the safety of all staff, youth, and visitors.

Definitions

- "DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families..
- "Handcuffs"** means the Division-issued temporary, metal mechanical restraints, connected by a hinge or chain, which are locked around the wrist to help control an individual's movement.
- "Mechanical Restraint"** means the Division-issued, temporary device or devices, used to restrict or control the movement of a youth, or the movement or the normal function of a portion of his or her body. Mechanical restraint is a restrictive intervention that must be reported as a restraint pursuant to RSA 126-U.
- "Restraint"** means a physical, mechanical, or medicinal intervention as defined in RSA 126-U:1, IV.
- "Restrictive Intervention"** means a procedure that falls on the continuum of behavioral management techniques, utilized by trained staff to: hold; restrict; escort; move; transport; physically, mechanically, or medicinally restrain; seclude; isolate; or segregate a youth from free movement or participation in SYSC programs.
- "SYSC,"** or the **"John H. Sununu Youth Services Center,"** or the **"Youth Detention Services Unit"** means the architecturally secure juvenile treatment facility administered by the Division for Children, Youth and Families for committed juveniles and detained youth, and for NH youth involved with the NH court system prior to their adjudication.

Policy

- I. Only staff who have successfully completed mandatory training through the Organizational Learning Team are authorized to use mechanical restraints. This includes the completion of refresher training when scheduled.
- II. Only division-owned and issued mechanical restraints are authorized for use by SYSC staff.
 - A. Each Unit will have division-issued handcuffs and keys secured in the unit office for use by Response Team Members and Unit Managers or their designees in the event of an emergency.
 - B. Central Control will issue leg irons and restraining belts to staff for secure transportation when approved for a youth.
- III. Staff shall use mechanical restraints pursuant to this policy and the training provided by the Organizational Learning Team, including:
 - A. Youth shall not be mechanically restrained other than the safe transport from one location to another or as authorized by Administration. Mechanical Restraints must be documented pursuant to section V below anytime they are used.
 - B. When applying mechanical restraints to the youth:
 1. Verbally command the youth into approved positions: standing, kneeling, or prone;
 2. Apply mechanical restraints, immediately check for proper fit, and double lock mechanical restraints once they are applied.
 3. Assist youth in prone positions to be placed in seated or standing position immediately after the establishment of control according to policy and training.
 - (a) Youth in mechanical restraint **shall not** be left in a prone position beyond the establishment of control due to the potential of "positional asphyxia."
 - (b) "Positional Asphyxia" means when the position of a person's body cuts off or interferes with their breathing that leads to hypoxia, an inadequate amount of oxygen to meet the body's demand. Symptoms include: vomiting, loss of consciousness, labored breathing, going limp, and the inability to answer simple questions.
 - C. Whenever a youth has mechanical restraints applied, staff are responsible for their care and safety.
 1. Youth in mechanical restraints shall not be left alone or affixed to any object including but not limited to railings, furniture, or a motor vehicle;
 2. Staff shall maintain hands-on, physical control anytime a youth is escorted in mechanical restraints; and

3. Staff shall remain at arm's length with constant visibility of youth sitting with mechanical restraints applied.
- D. Removal of mechanical restraints shall be in accordance with policy and training.
1. Administrative staff shall authorize the removal of mechanical restraining devices applied under their authority.
 2. For youth with leg irons applied:
 - (a) Direct the youth to kneel on a solid surface to gain access to the leg irons;
 - (b) Physically touch the leg and advise the youth of removal; and
 - (c) Repeat for the second leg.
 3. For youth with waist belt applied:
 - (a) Advise the youth to stand facing away;
 - (b) Remove the waist belt;
 - (c) Remove the handcuffs one at a time; and
 - (d) Step away.
 4. For youth with handcuffs applied:
 - (a) Verbally command the youth to a standing position facing away, to bend slightly at the waist, and to remain stationary;
 - (b) Physically touch the first hand to be released and advise youth that the handcuff will be removed from this hand, at which time the youth is to place the identified hand on his/her head; and
 - (c) Physically touch the remaining hand to be released and advise youth that the handcuff will be removed from the remaining hand, at which time the youth is to place the remaining hand on his/her head and remain still.
- IV. Restriction of the use of mechanical restraints during transport of youth:
- A. SYSC staff shall use mechanical restraints during the transportation of youth only when case-specific circumstances dictate that mechanical restraints are necessary.
 - B. Whenever a youth is transported off the SYSC campus, the Director of Operations-SYSC or designee shall ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort youth in a manner which:
 1. Prevents physical and psychological trauma;
 2. Respects the privacy of the youth; and,

3. Represents the least restrictive means necessary for the safety of the youth.
- C. Staff transporting a youth with mechanical restraints off of the SYSC Campus must arrange transportation in a state-owned vehicle. Staff are prohibited from transporting a youth in mechanical restraints in a private or other non-secure vehicle.
- V. Documenting use of mechanical restraints
- A. Any time a mechanical [restraint](#) is used within SYSC campus, staff must complete an incident report as appropriate (Form 2085 or Form 2086) and Form 2082 RSA 126-U Reportable Seclusion/Restraint Notification Report in CourtStream.
 - B. Whenever a mechanical restraint is used during the transport of the youth off the SYSC campus, the Director of Operations-SYSC or designee shall complete Form 2084 Secure Transportation Report to document the justification for the use of the mechanical restraints.
 1. Form 2084 Secure Transportation Report shall be treated as the notice of restraint under RSA 126-U:7 and no further notice shall be required.
 2. The Director of Operations-SYSC or designee shall retain each Form 2084 Secure Transportation Report prepared under this section for review and reporting to DHHS in accordance with RSA 126-U:9.
- VI. Care And Storage Of Mechanical Restraints:
- A. Handcuffs shall be securely stored in Central Control and in each residential unit.
 - B. Restraining belts and leg irons shall be securely stored in Central Control.
 - C. Designated staff may be authorized to carry mechanical restraints as authorized by the Supervisor On-Duty.
 - D. Staff are responsible to clean and sanitize mechanical restraints as soon as practicable after the use of the mechanical restraint, according to training and instructions.
 - E. All mechanical restraints shall be inventoried and checked for operational functioning daily.
 1. Unit Managers or their designee shall be responsible for checking division-issued handcuffs and documenting on Form 2078 Security and Restraint Equipment Log for submission to Central Control.
 2. Central Control staff shall be responsible for checking leg irons, restraining belts, and any handcuffs maintained at Central Control and documenting any issuance and return of the mechanical restraints on Form 2072 Central Control Mechanical Restraint Check Out.
 3. Any discrepancies in the inventory of mechanical restraints shall be reported to the Supervisor On-Duty.
 4. Staff will immediately remove from use any mechanical restraints in less than optimal functioning for further inspection by the Division Training Officer.

- F. When not deployed to a residential unit, Central Control will maintain division-issued handcuffs in a manner consistent with manufacturer's guidelines that safeguards from moisture, damage, loss, or theft. Care and maintenance guidelines are available under Practice Guidance at the end of this policy.
- G. Damaged, lost or stolen handcuffs shall be documented on form 2078 Unit Restraint Equipment Log.
1. Damaged handcuffs shall be returned to the Division Training Officer who shall determine if the damaged handcuffs must be removed from use pending repair/replacement.
 2. The Division Training Officer shall expedite an order for replacement handcuffs and ensure any warranty that might apply is exercised.
 3. Staff may be liable for the replacement or repair costs of the handcuffs if it is determined that the conduct which resulted in the theft, loss or damage was inconsistent with the provisions of this policy or training.

Practice Guidance

What are the care and maintenance procedures for division-issued handcuffs?

- Staff shall inspect handcuffs for working condition and safety factors pursuant to training by the Organizational Learning Team by:
 - Ensuring both single bars can move freely through the double bars with one finger;
 - Checking double bars for being too loose or too tight;
 - Checking the keyway for debris. Clear lint or other material out of the keyway;
 - Inspecting for any signs of rust or corrosion on the handcuffs, especially near the boss rivet and where the ratchet seats inside the handcuff;
 - Ensuring hinges are free of rust and move freely;
 - Lubricate with graphite lubricant as needed. WD-40 must not be used to lubricate handcuffs; and
 - Checking the handcuff key to ensure there are no cracks in the metal and the flag still fits well into the keyway.