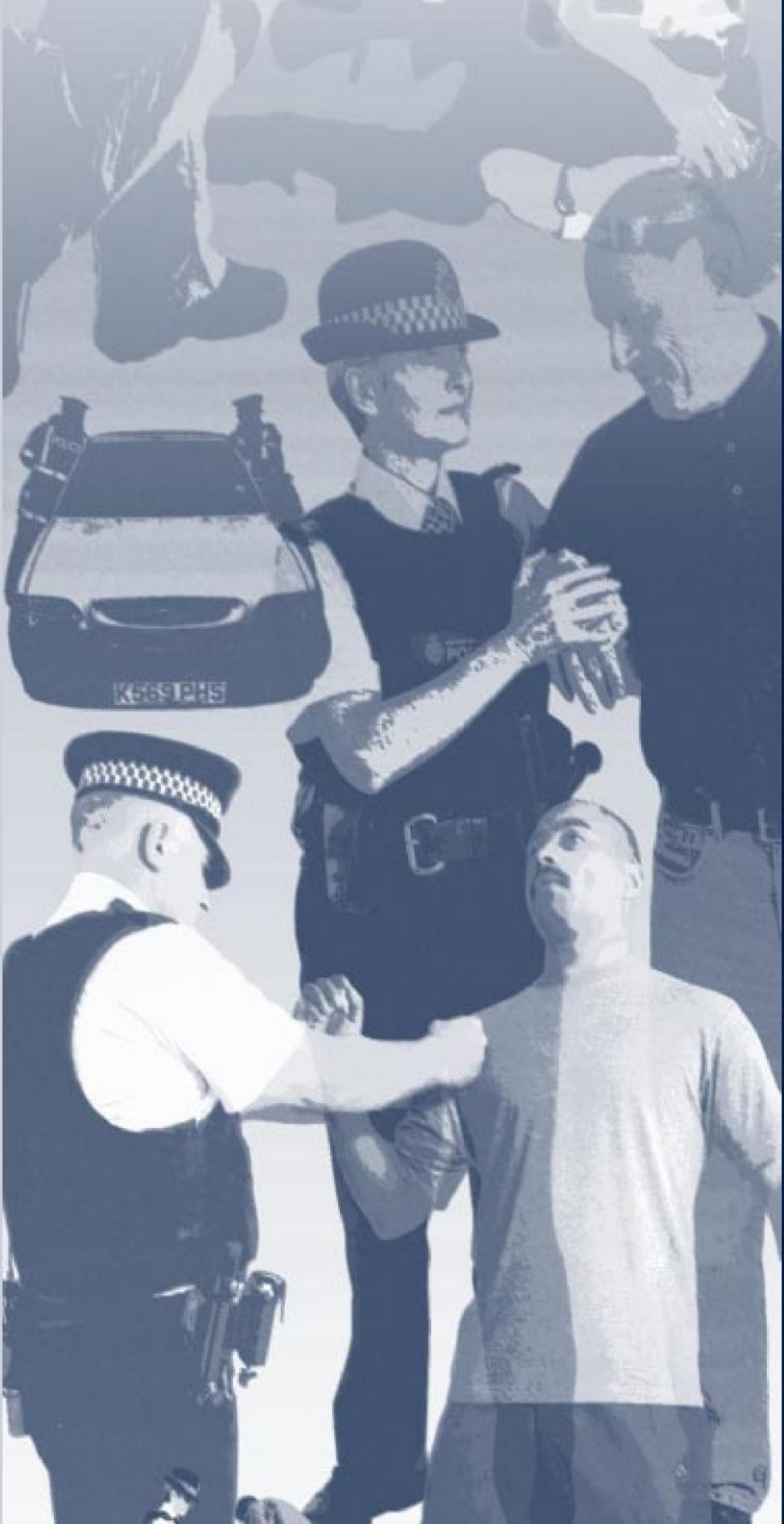


# Custody office skills



**Personal Safety**



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# CUSTODY OFFICE SKILLS

**The aim of this module is, therefore, to:**

- ◆ correctly transport subjects within the environment
- ◆ gather evidence in a controlled manner
- ◆ arrange the environment to enhance the personal safety of officers and subjects
- ◆ link with other modules contained within this manual.

## Introduction

The custody office, its cells, detention and interview rooms, may be considered as closed environments, where a nucleus of officers and subjects may gather and be in close proximity, at any given time.

The potential for injury to officer and subject alike in these surroundings may also be amplified not only by the presence of highly agitated or previously convicted violent subjects, but also by the atmosphere and structure of the location.

## Cell skills

Working within a cell area may not be an exact science; however, many extractions, insertions and relocations can be pre-planned, given the situation. The following elements should be considered.

### Shape of the cell

Within the United Kingdom there are literally thousands of police cells, both old and modern that have different shapes, sizes and designs of furniture within them. Although modern cells tend to be designed for full observation of detained subjects, some older models are not. Prior observation of the subject's location is vital to the safety of extracting officers and success of the process. The sharpness of door and furniture edges and the height of the bunk and toilet can give a potential advantage to the detained subject.

### Cell door

The responsibility for opening and securing the cell door rests with the custody officer/gaoler. This is in order to restrict both officers and subjects from colliding with the door edge and to prevent their fingers from becoming trapped. Again, depending on the age of the cell, the door may open inwards or outwards. This must be taken into account in the planning of subject control, especially if the subject is directly behind the cell door. The entry team should only concern themselves with the control of the subject.

### Cell door inspection hatch

Observation of the subject should be initially done by peering through the door spyhole and then by standing to the side of the inspection hatch when it is opened. This may ensure that no obnoxious materials or potential weapons contact the observing officer.

### Lighting

Internal cell lighting should be maintained at a high level to ensure visibility and safety for officers and subjects. Alternatively, the use of hand-held torches or spotlights may be useful in certain extractions to temporarily blind and disorientate subjects.

## Floor condition

The type and condition of floor covering may vary from cell to cell. However, it is important to consider that if the floor is wet from tea, coffee, water, toilet contents or bodily waste products, then this may be potentially dangerous for both officers and subjects as they may lose their footing. Prior to entry, consideration should be given to using a neutralising agent against the potential hazard, or by simply employing a layer of sand or similar absorbent material. Even a blanket placed on the floor could cause officers and subjects to slip. Also, fastidious cleaning staff should be discouraged from polishing a cell floor to a high shine.

### Cell extraction

Taking into consideration the size of an average cell, an extraction team would normally be made up of a three/four person team, with the additional presence of the custody officer/gaoler responsible for the cell door. From the front to the back of the team the members duties are designated as follows.



#### IMPORTANT.

**It should be noted that while controlling subjects they SHOULD NOT be placed prone for extended periods of time or pressure applied to their backs while in a prone position (see Positional Asphyxia, Excitable Delirium and Sickle Cell Anaemia, Medical Implications Module).**

## Team make-up

### Bag/shield officer

This officer is dedicated to using a soft impact bag to smother the actions of the subject, and provide control of the subject's upper body and head with less injury potential, or is dedicated to using an intermediate shield if information suggests that the subject has a weapon in the cell.

Additionally, due to the bag/shield officer approaching the subject from the 12 or 6 o'clock position, they also take on the added responsibility of communicating instructions to the other officers and subject.

### Unarmed skills officer

This officer positioned behind the shield officer is responsible for unarmed skills only.

### Unarmed skills/handcuffing officer

This officer, positioned behind the unarmed skills officer may perform handcuffing skills if necessary, or if the need for handcuffing is unnecessary, provides support to the other members of the team in an unarmed capacity.

### Leg control officer

Although some custody offices are now equipped with video recording equipment, this may be This officer is used to film the legs of the subject. Either an evidential and independent point of view, it may be necessary to film the extraction or

**Supervisory/video evidence officer**  
is responsible for supervising the taking of mouth swabs, fingerprints and strip and intimate searching by force. This officer, irrespective of rank, performs a neutral, observational role only.

## Entry principles

The primary communication with the subject may be initiated by the custody officer/gaoler, while the team line up taking cover behind the cell wall or door.

The team, having evaluated the situation with regard to the conflict resolution model (see Conflict Management Model Module), move as one upon entry to add explosive power to the extraction process.



#### NOTE:

**This would ultimately mean that full personal protective equipment would need to be worn prior to entry by ALL extraction officers, and public order tactical advice may need to be considered. All equipment used for custody office skills should be housed in a location, which prevents officers from having to go past the cell area in order to retrieve it. Prior knowledge by a subject that an extraction is about to take place may allow them time to plan and prepare themselves, resulting in unnecessary injury to both officer and subject.**



#### NOTE:

**Individual personal safety equipment not required within the cell should be removed.**

## Subject location

[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]  
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## COMPETENCES

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[REDACTED]  
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[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

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Extraction of a subject facing the cell door

Custody/gaoler

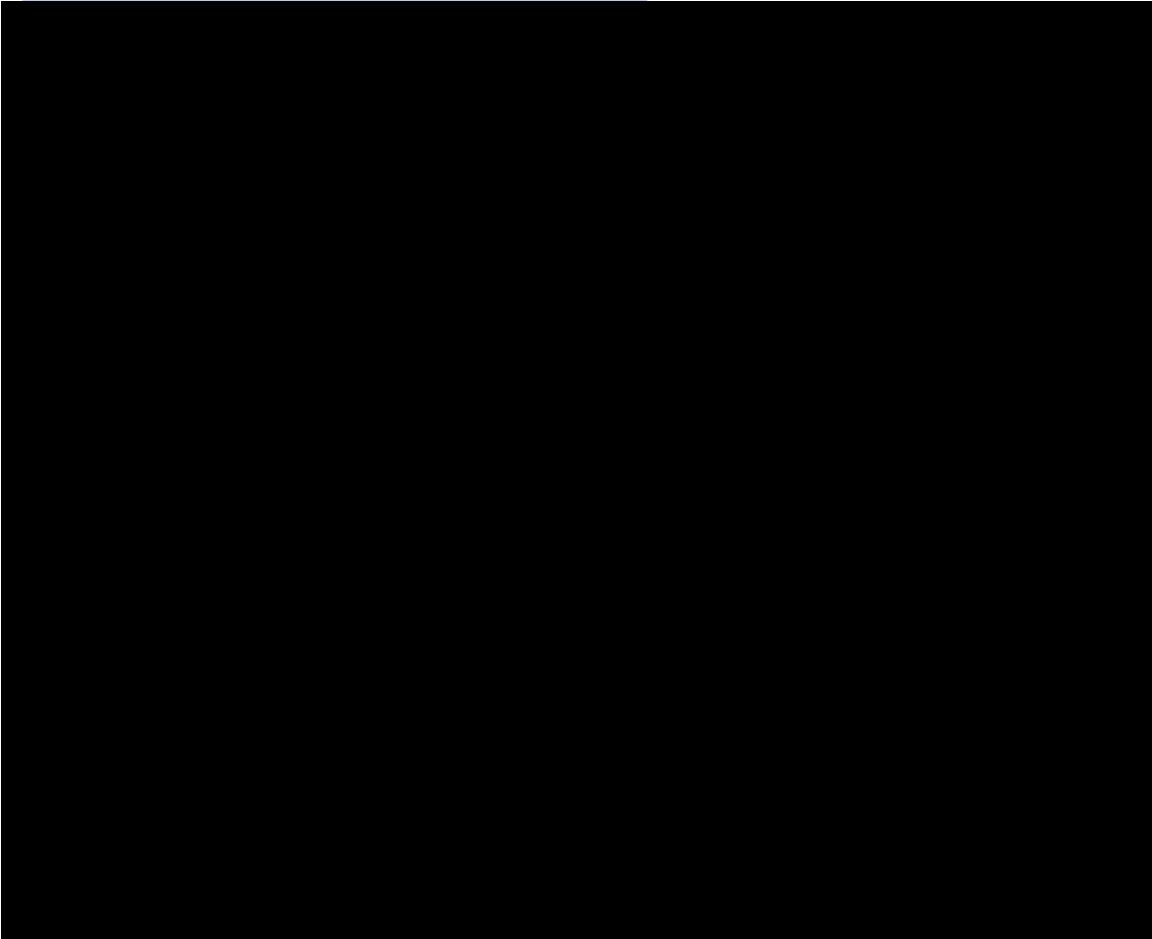
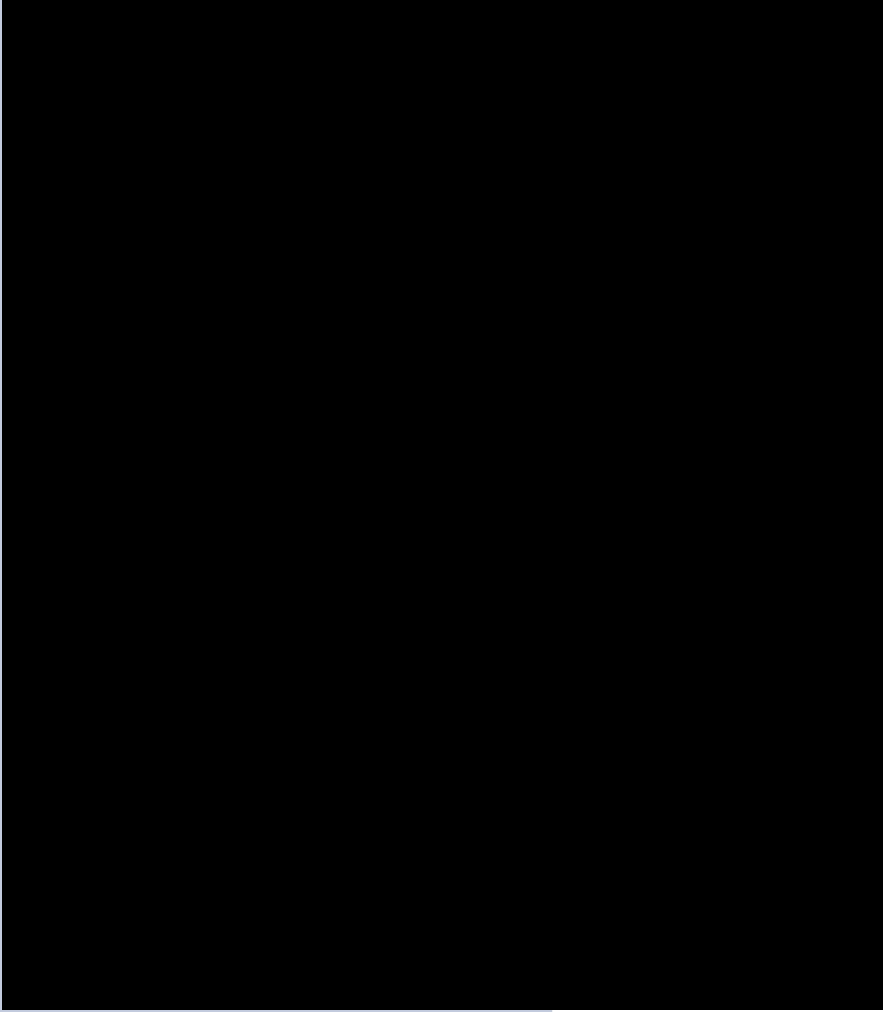
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Bag/shield officer

COMPETENCES

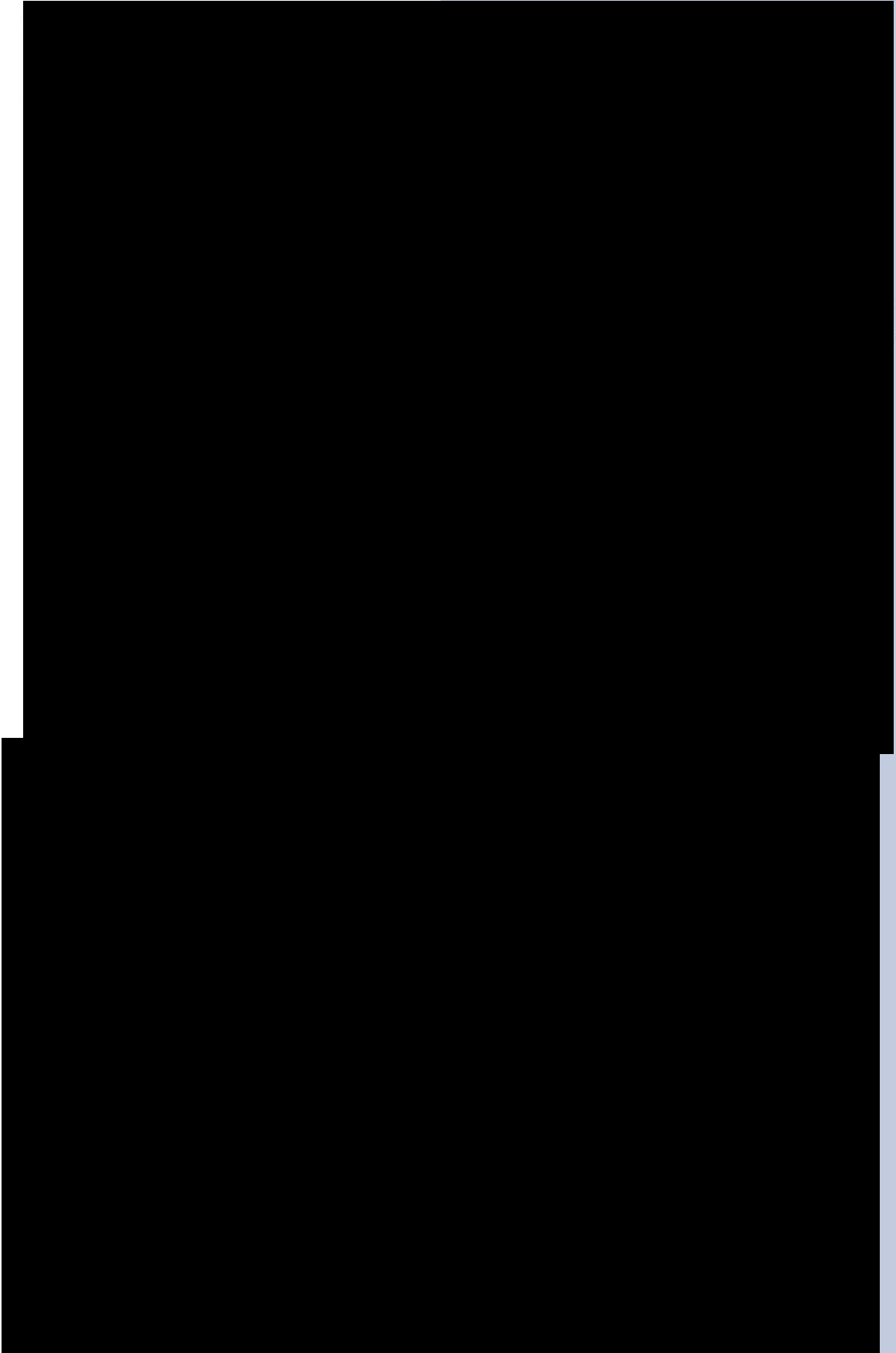
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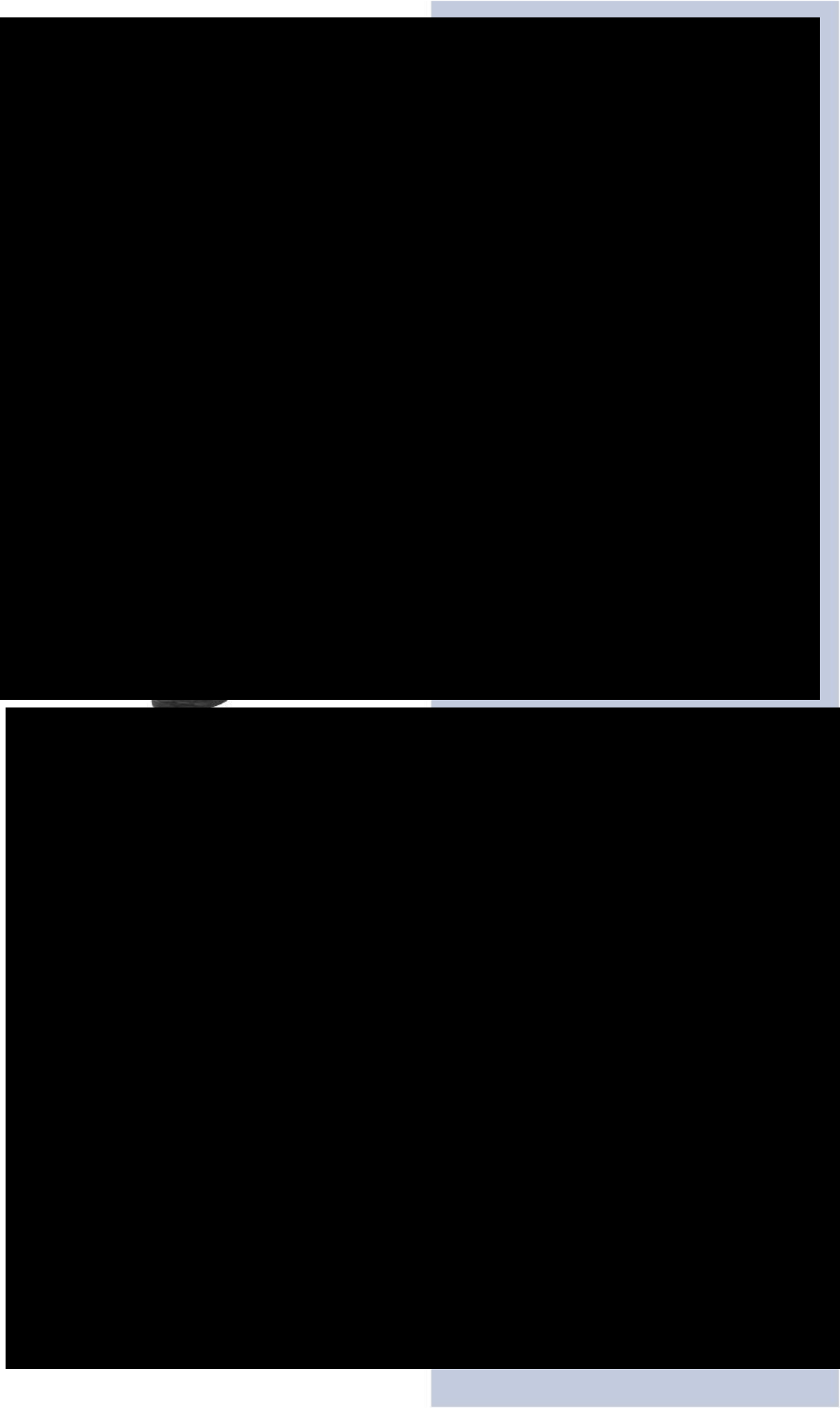
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# CUSTODY OFFICE SKILLS







NOTE:

[REDACTED]

11

[REDACTED]

12

[REDACTED]

**#1 Unarmed skills officer****COMPETENCES**

- [REDACTED]
- [REDACTED]

**#1 Unarmed skills officer****COMPETENCES**

- [REDACTED]

**#2 Unarmed skills/handcuffing officer****COMPETENCES**

- [REDACTED]
- [REDACTED]

**#2 Unarmed skills/handcuffing officer****COMPETENCES**

- [REDACTED]

**Leg control officer****COMPETENCES**

- [REDACTED]

**Extraction of a subject facing away from the cell door****Bag/shield officer****COMPETENCES**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## Extraction of a subject from an elevated position

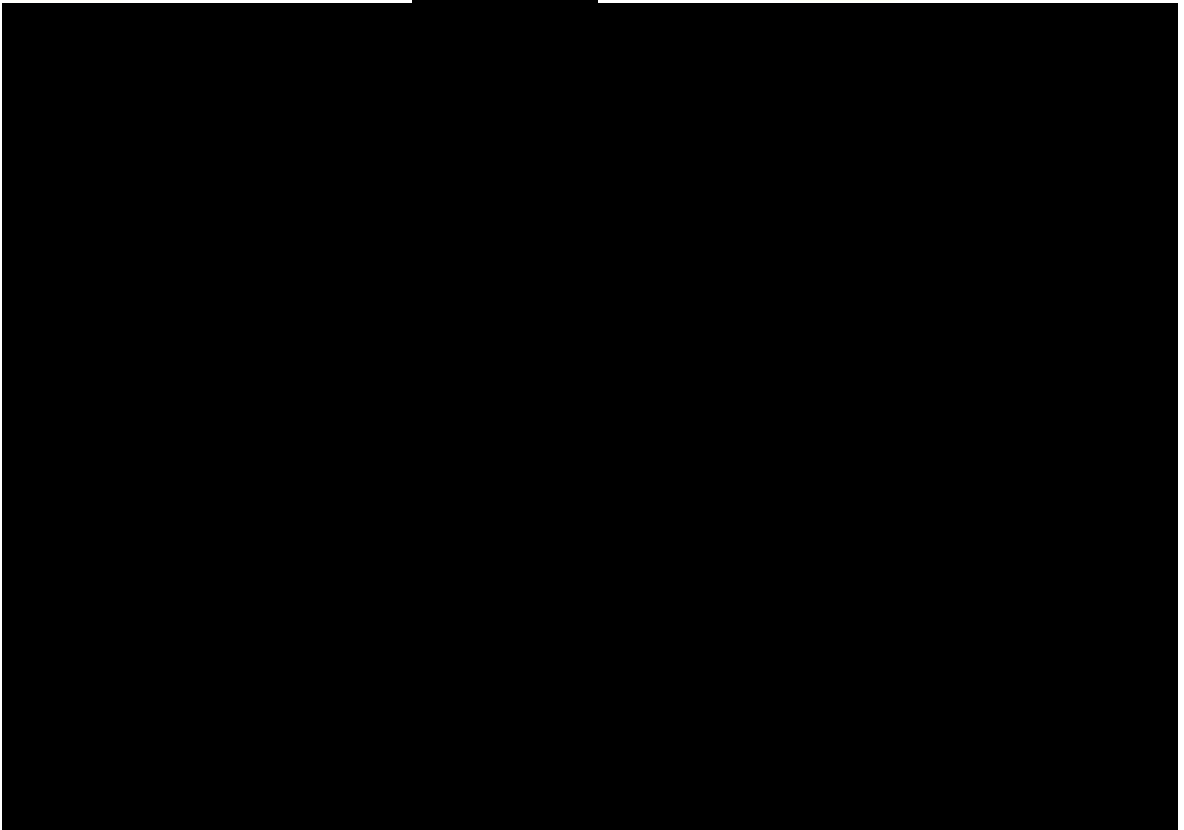
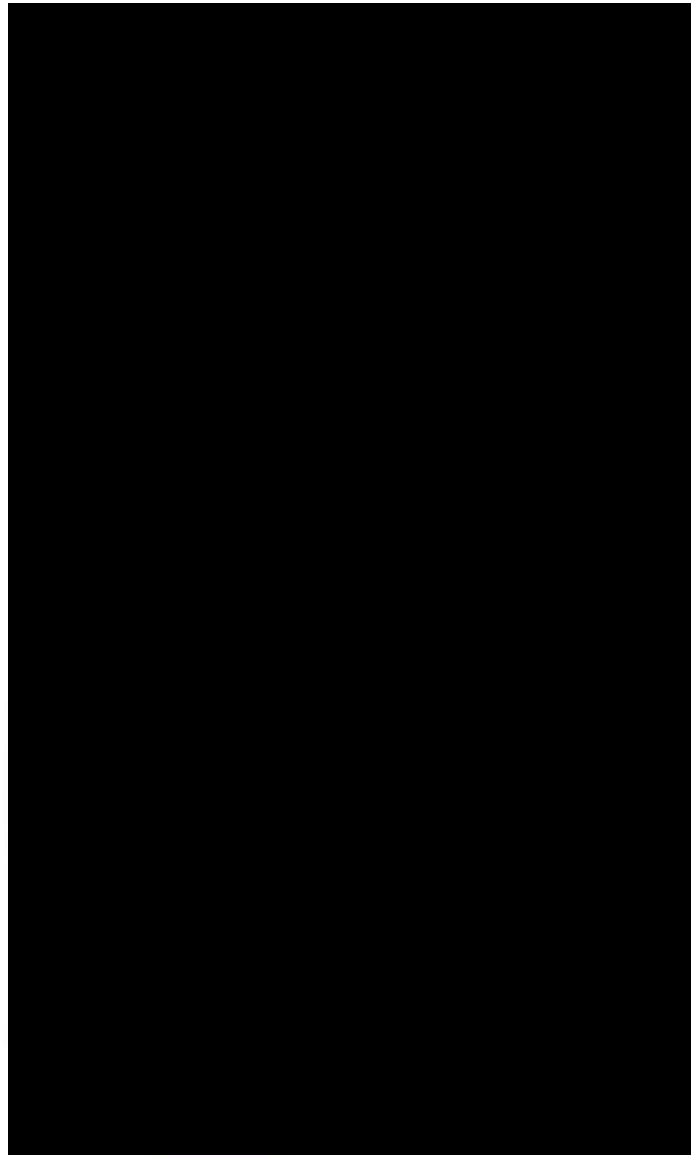
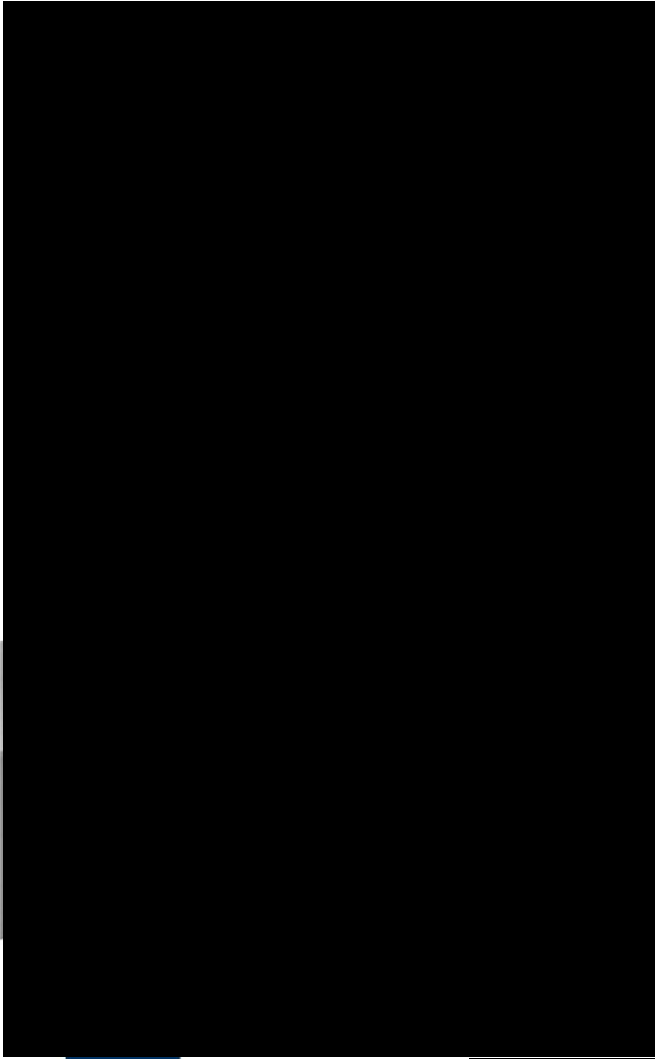
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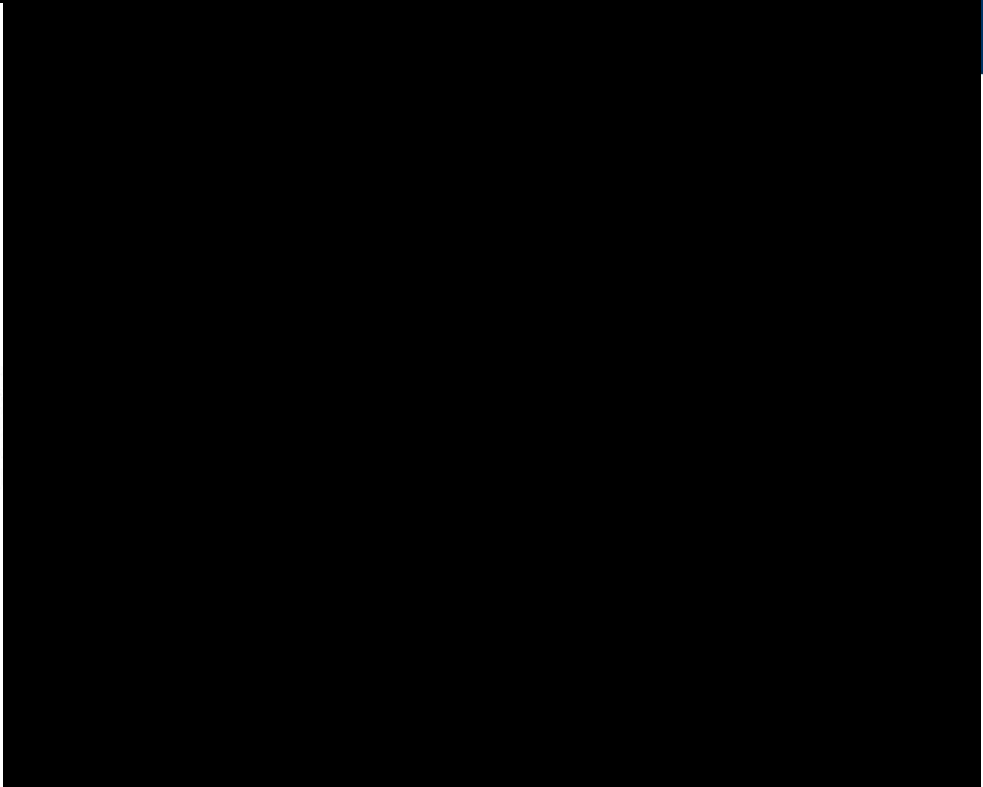
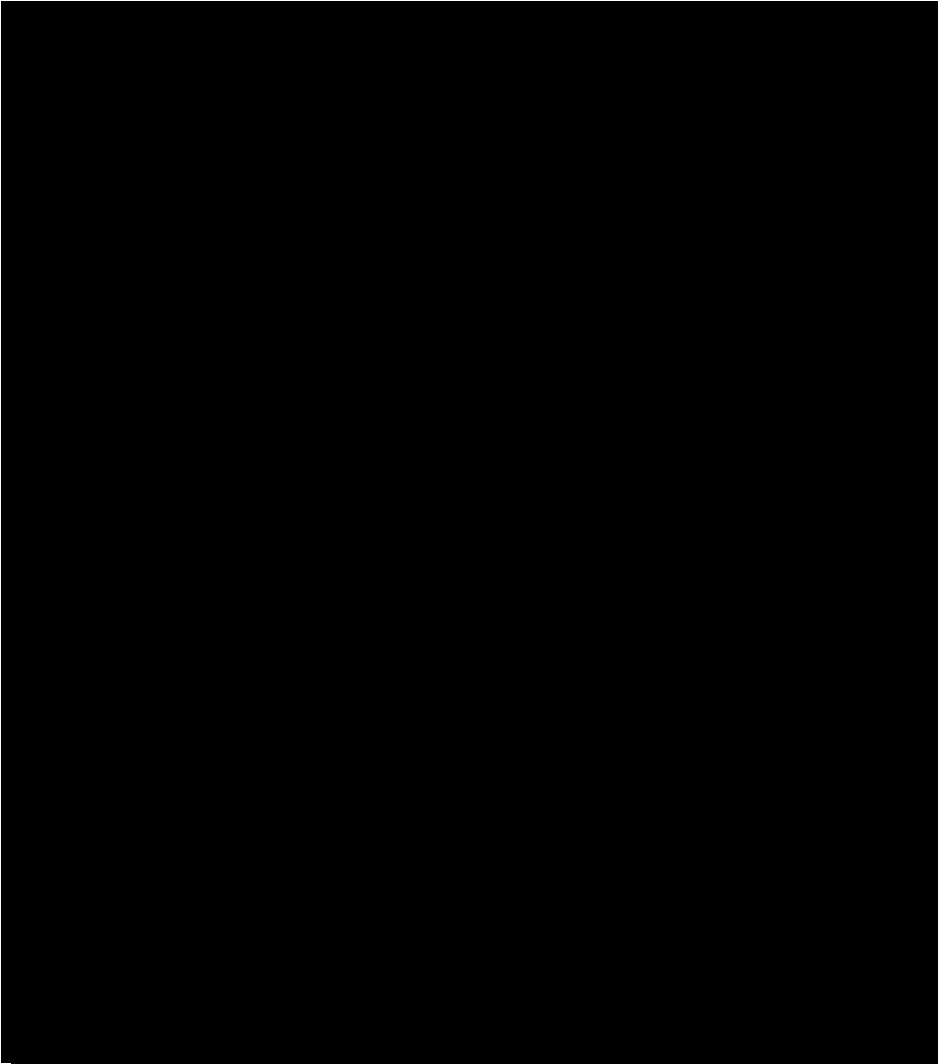
[REDACTED]  
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### Bag/shield officer

#### COMPETENCES

- [REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
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[REDACTED]







#### NOTE:

[Redacted text block]

14

## CUSTODY OFFICE SKILLS

### #1 Unarmed skills officer

#### COMPETENCES

- [Redacted text block]

### #2 Unarmed skills/handcuffing officer

[Redacted text block]





A horizontal bar chart titled 'U.S. should take action to address climate change' showing the percentage of respondents who believe the U.S. should take action to address climate change. The chart is broken down by age group (18-29, 30-49, 50-69, 70+) and gender (Male, Female). The y-axis lists 16 different age and gender categories. The x-axis represents the percentage, ranging from 0 to 100. The bars are colored in shades of blue and green. The data shows that the majority of respondents across all age groups and genders believe the U.S. should take action to address climate change, with the highest percentages generally found in the 18-29 age group and among females.

Age Group	Gender	Percentage
18-29	Male	85%
18-29	Female	90%
30-49	Male	80%
30-49	Female	85%
50-69	Male	75%
50-69	Female	80%
70+	Male	70%
70+	Female	75%
18-29	Male	85%
18-29	Female	90%
30-49	Male	80%
30-49	Female	85%
50-69	Male	75%
50-69	Female	80%
70+	Male	70%
70+	Female	75%
18-29	Male	85%
18-29	Female	90%
30-49	Male	80%
30-49	Female	85%
50-69	Male	75%
50-69	Female	80%
70+	Male	70%
70+	Female	75%

**NOTE:**

## COMPETENCES

- ◆ [REDACTED]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bag/shield officer figure four leg lock

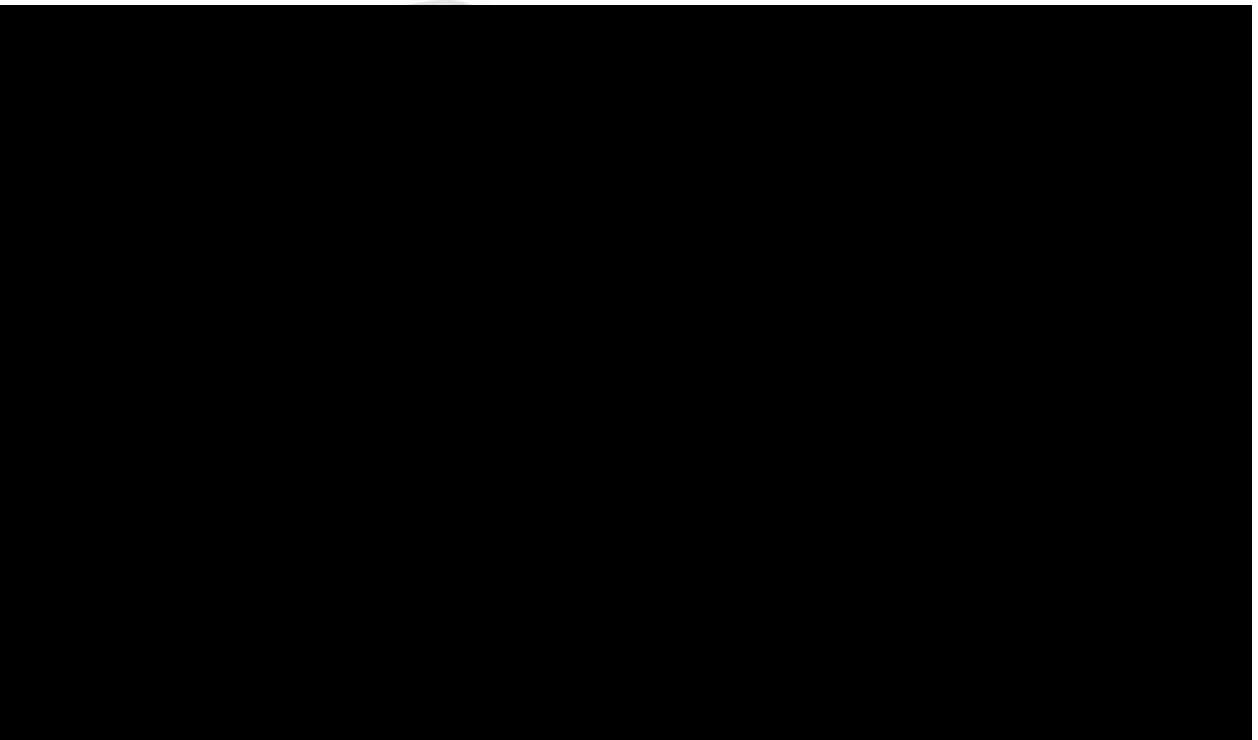
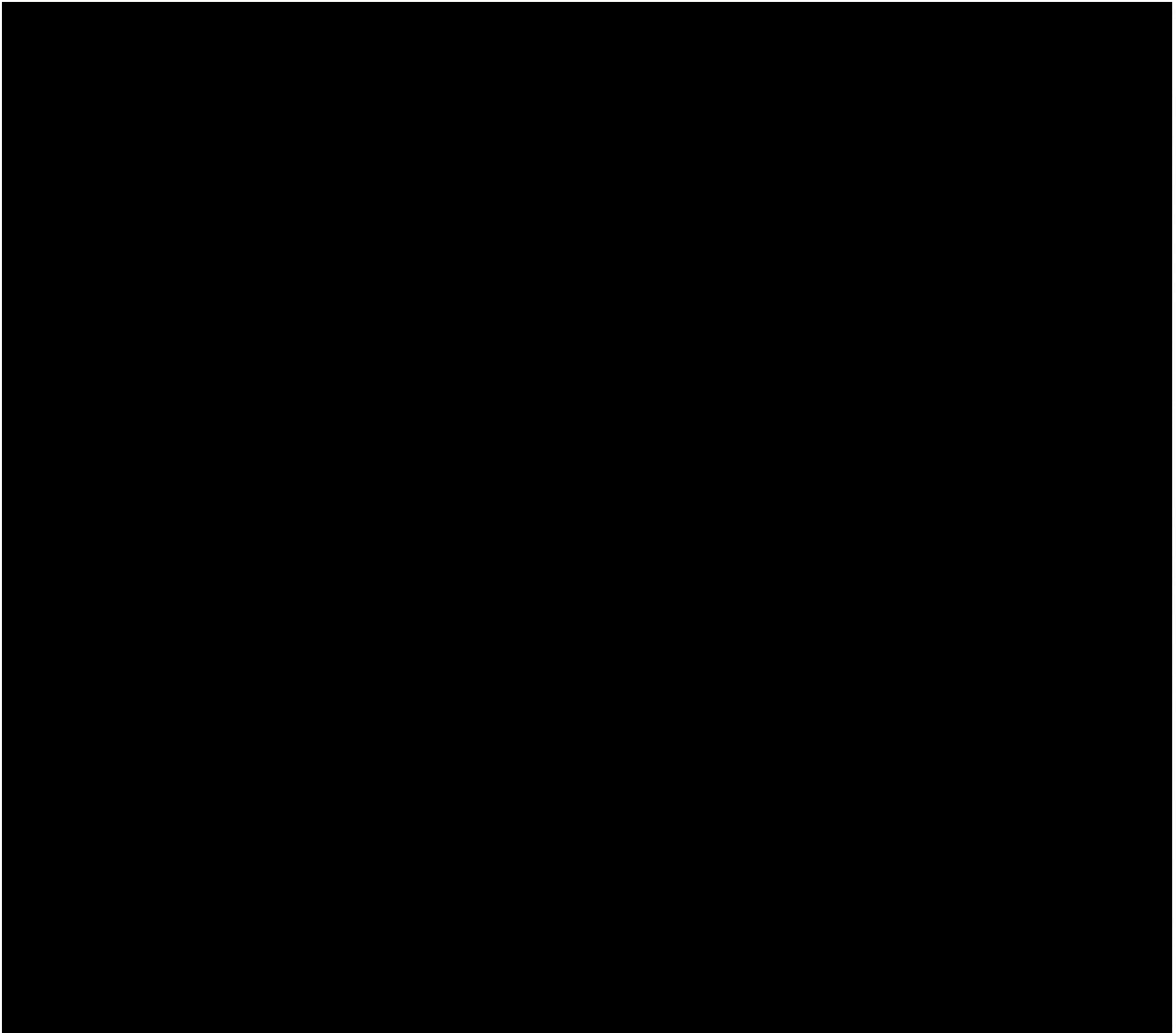
## COMPETENCES

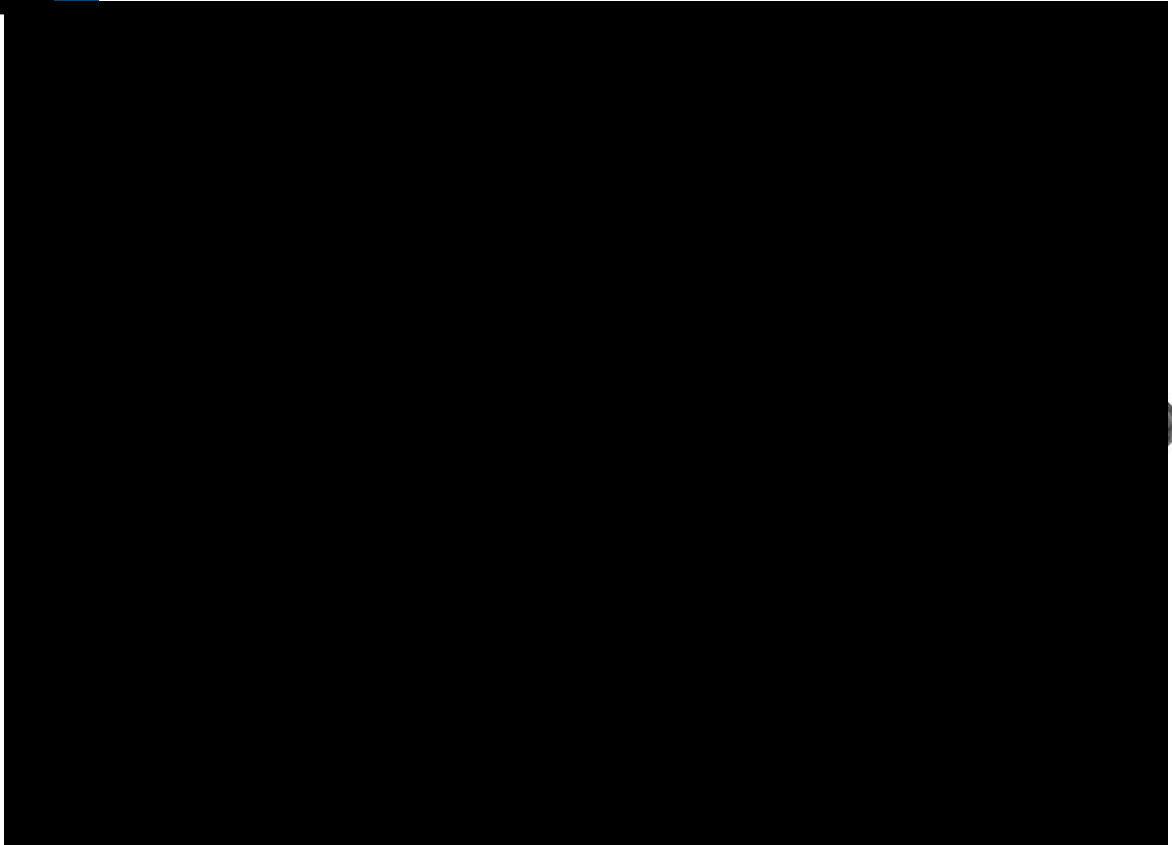
- 
- | Government          | Percentage |
|---------------------|------------|
| Current government  | 85%        |
| Previous government | 15%        |

[REDACTED]

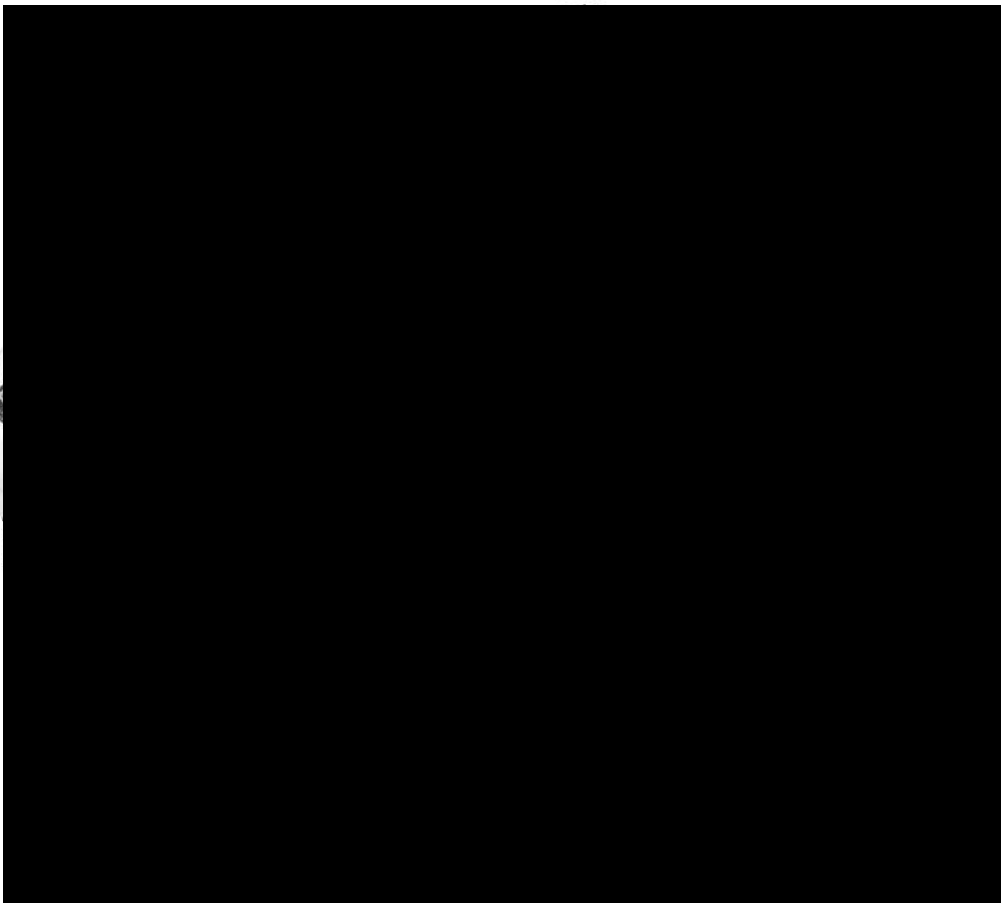
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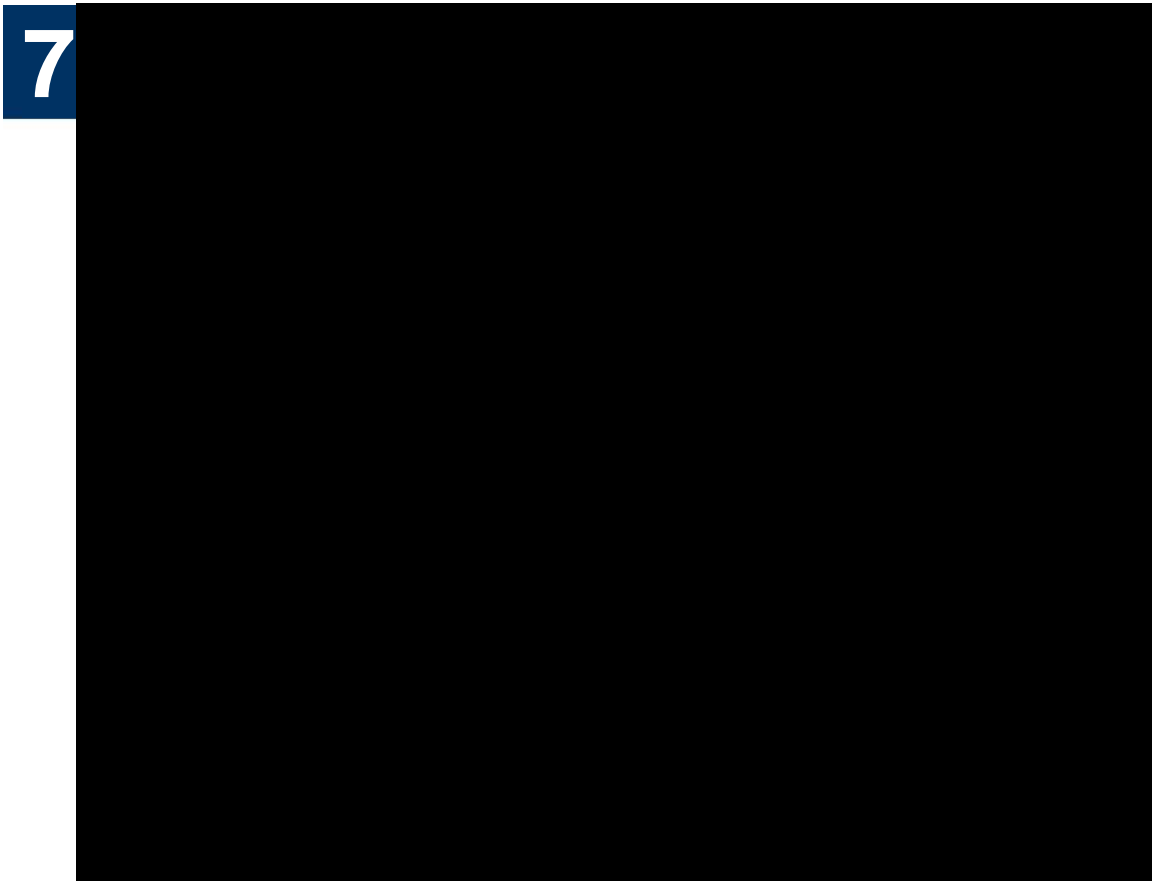
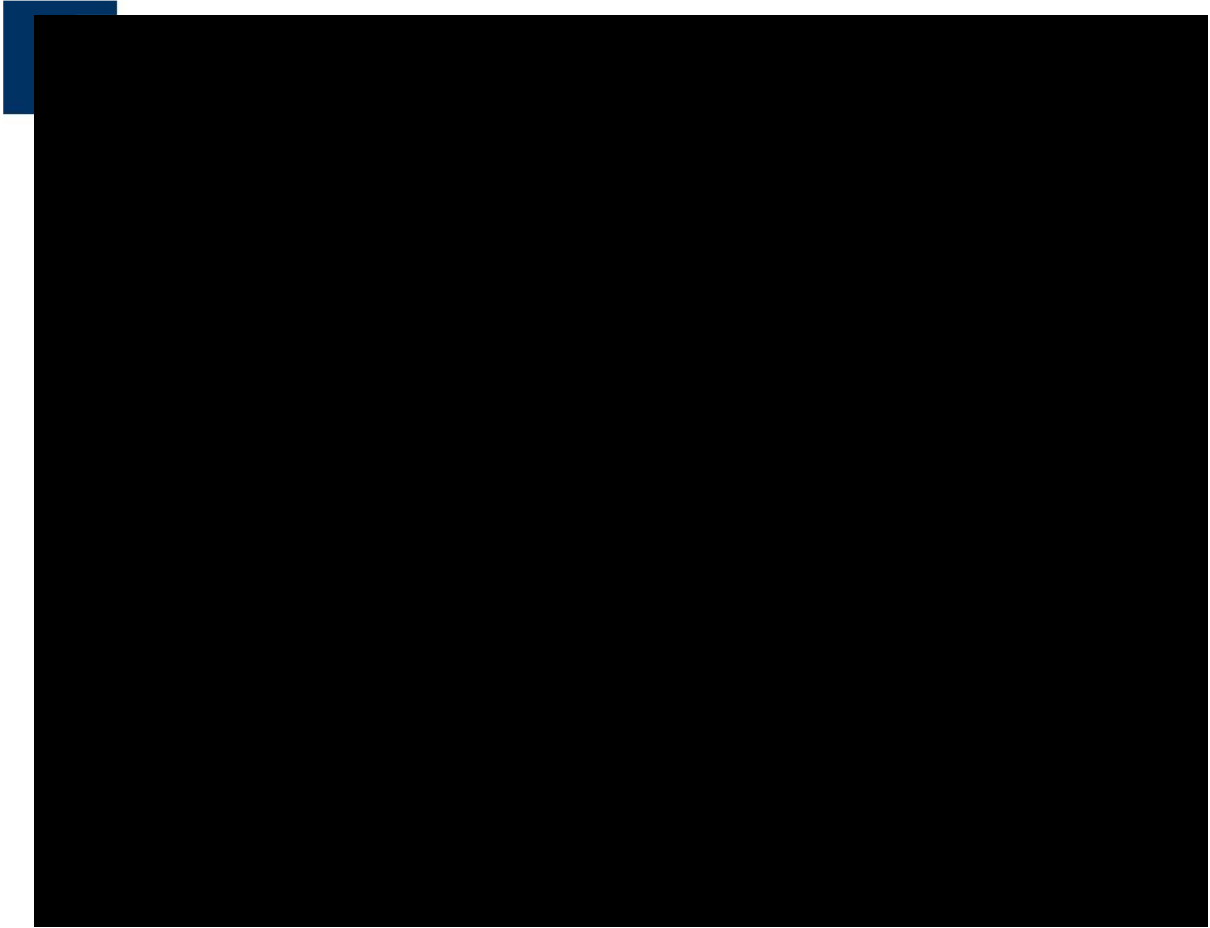






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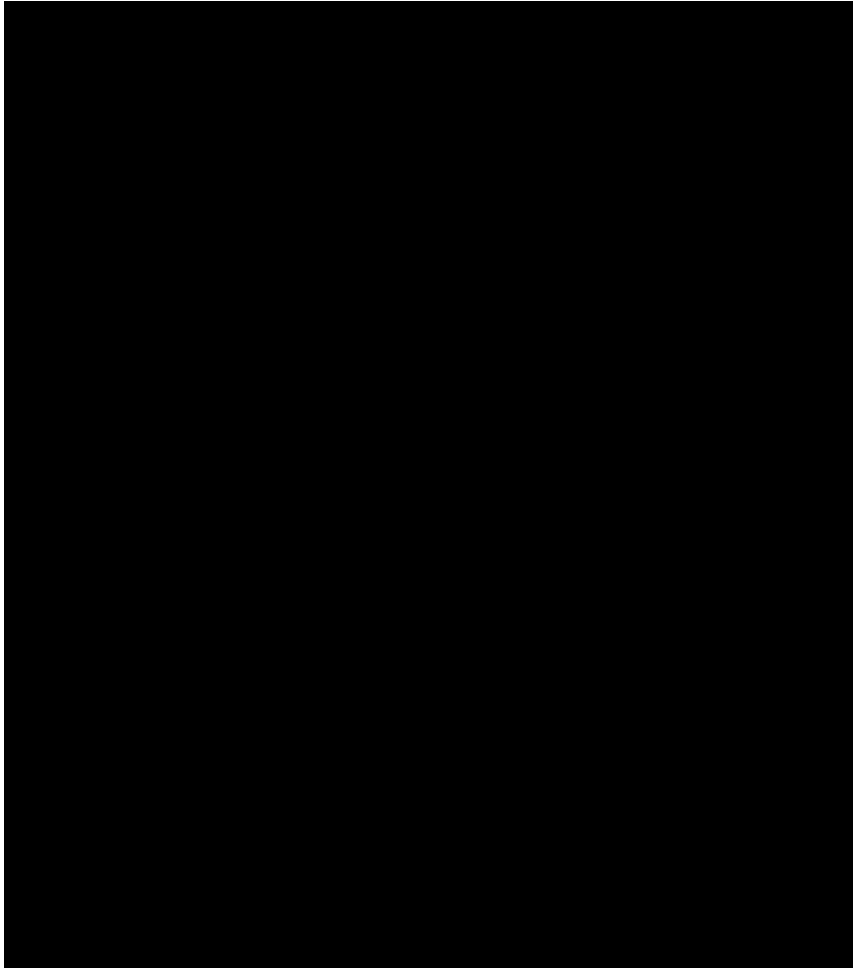




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10



11



21

CUSTODY OFFICE SKILLS

### #1 Unarmed skills officer

COMPETENCES

- ◆ [redacted]  
[redacted]
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[redacted]
- ◆ [redacted]  
[redacted]  
[redacted]  
[redacted]
- ◆ [redacted]  
[redacted]

### #2 Unarmed skills/handcuffing officer

COMPETENCES

- ◆ [redacted]  
[redacted]
- ◆ [redacted]  
[redacted]
- ◆ [redacted]
- ◆ [redacted]  
[redacted]

### Feet first insertion

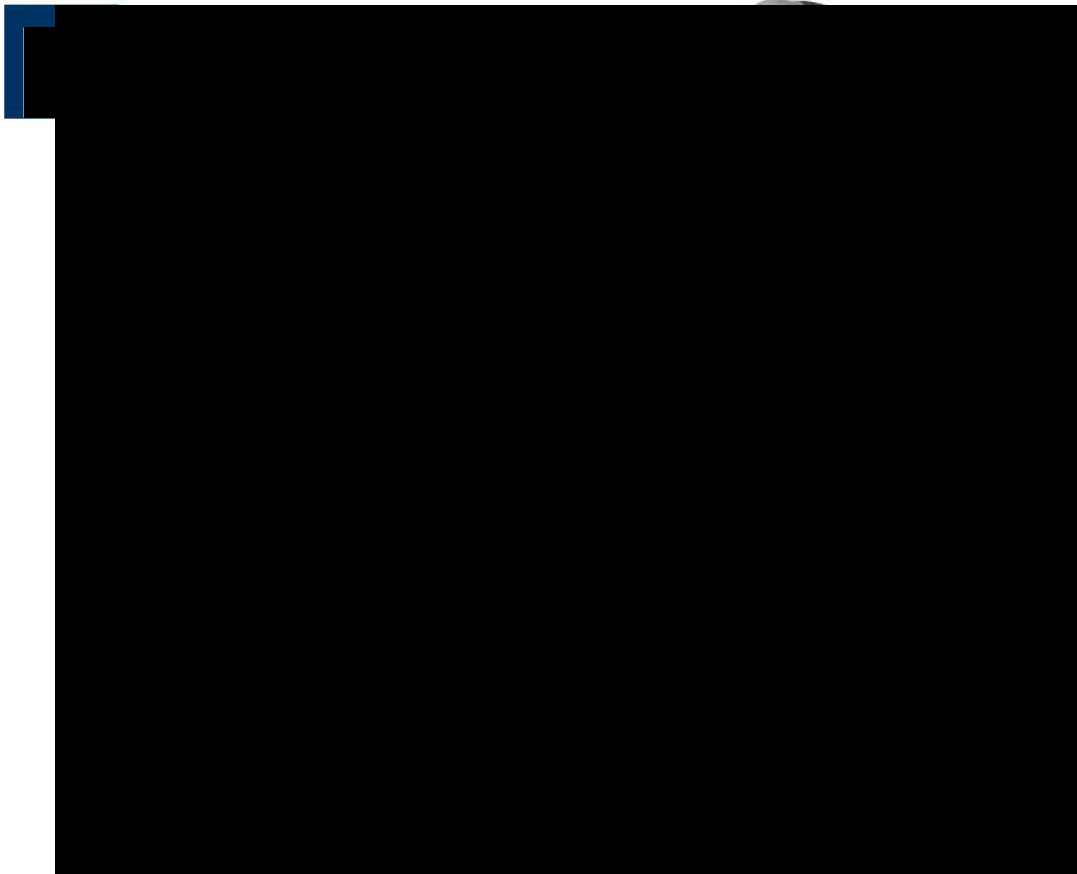
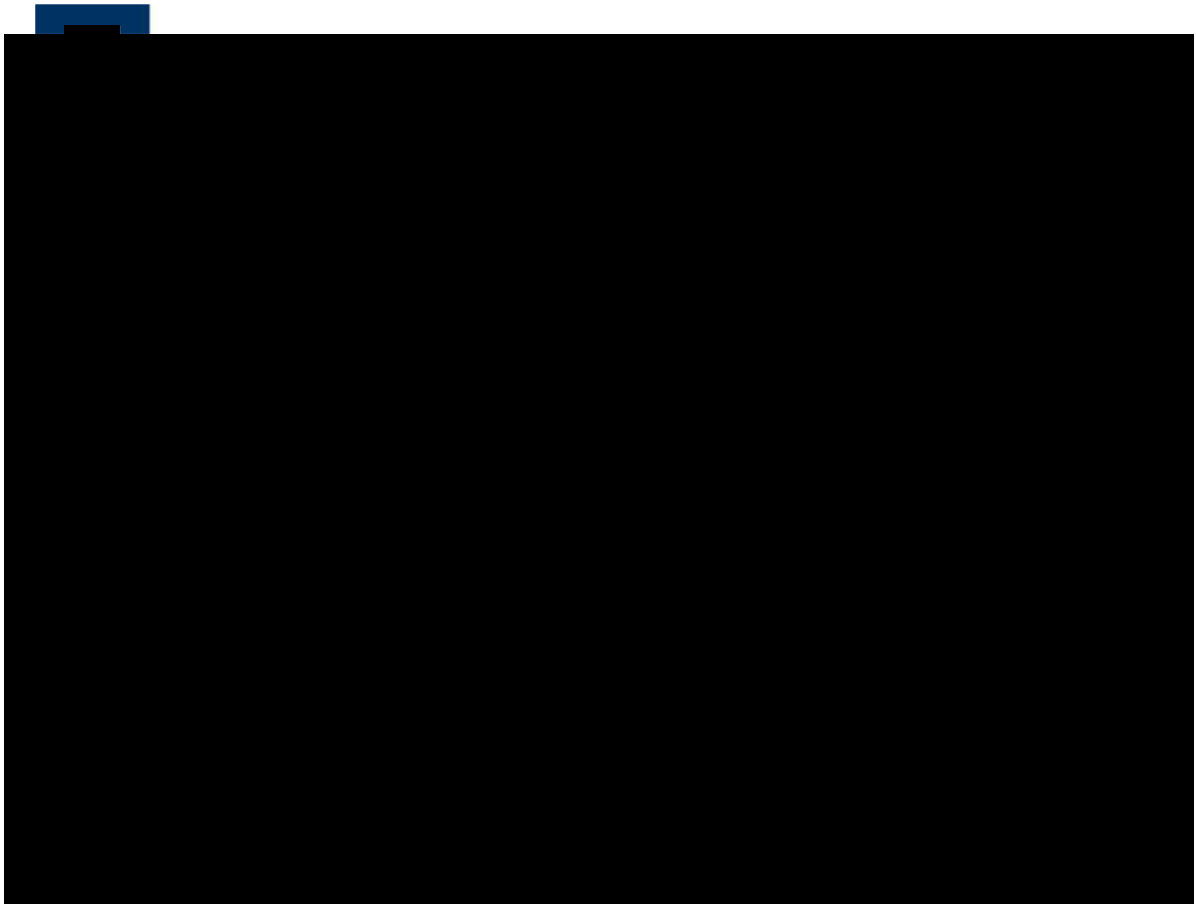
#### Bag/shield officer

COMPETENCES

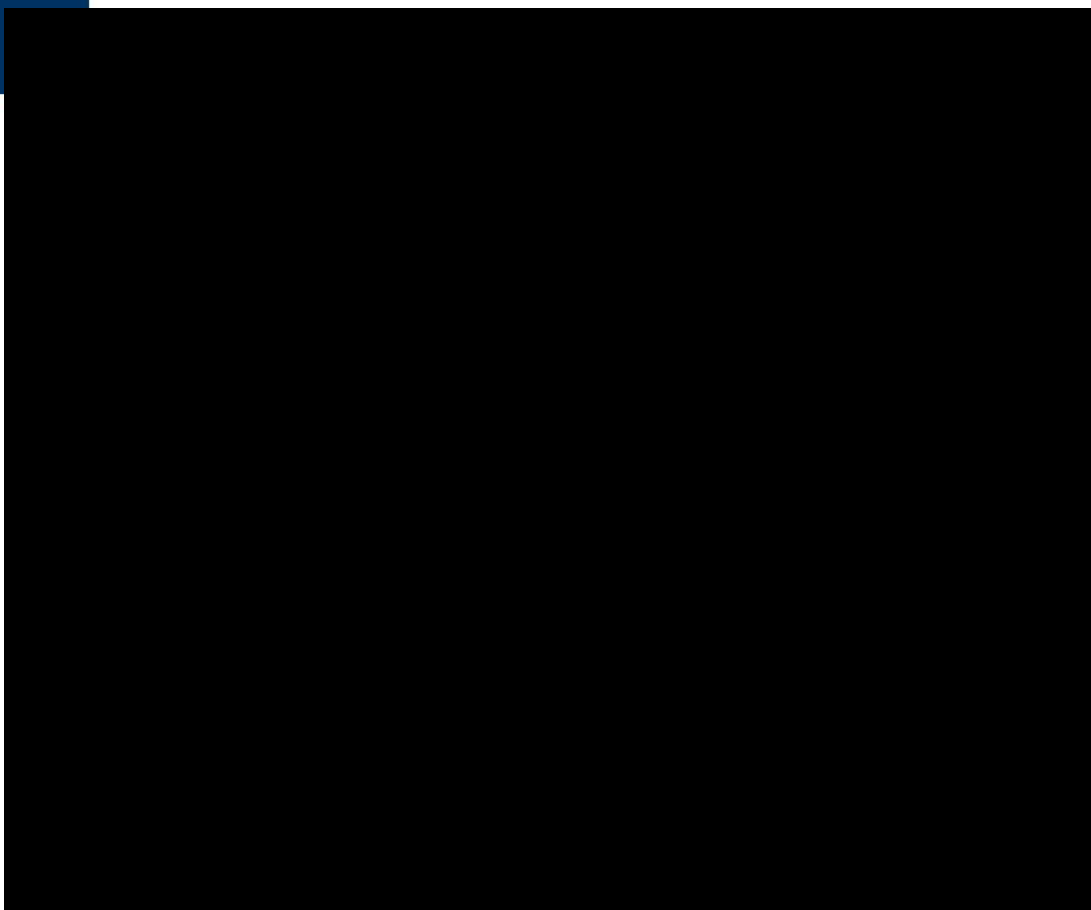
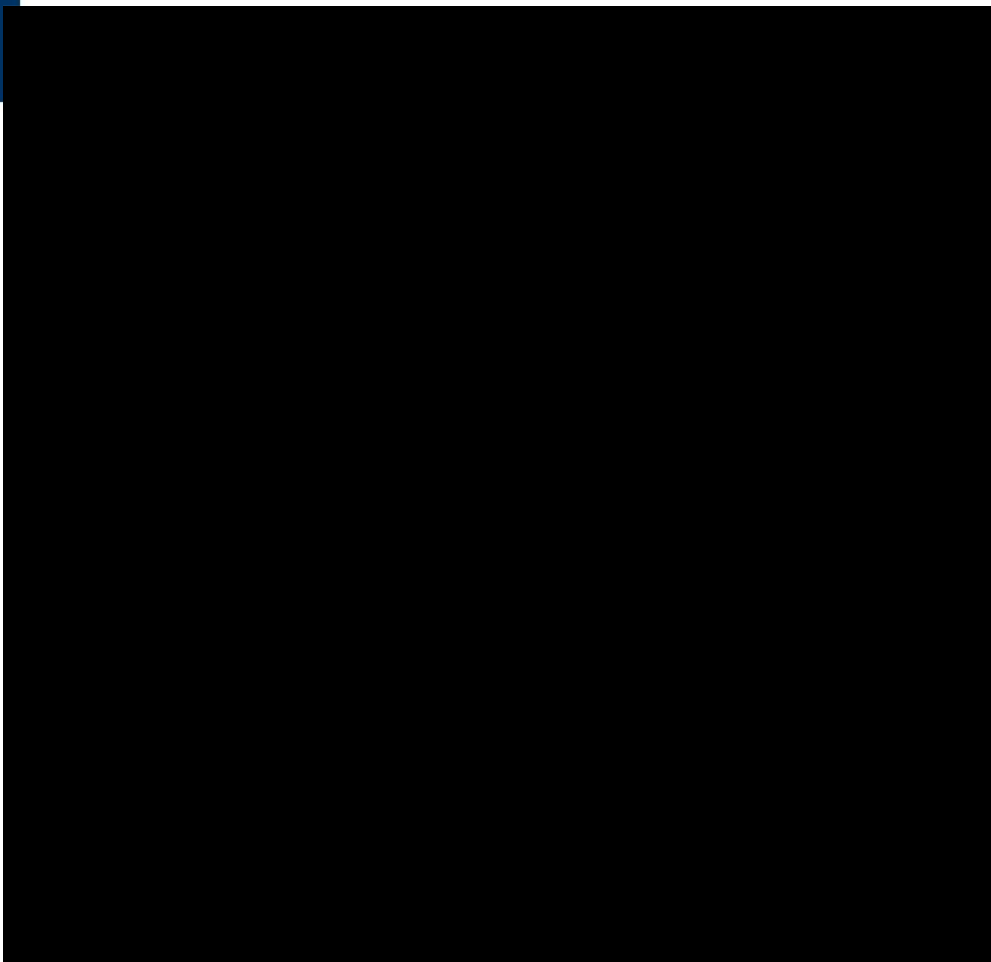
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and secure it









**#1 Unarmed skills officer****COMPETENCES**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**Custody officer/gaoler****COMPETENCES**

- [REDACTED]

**Bag/shield officer****COMPETENCES**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**#2 Unarmed skills/handcuff officer.****COMPETENCES**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Leg control officer****COMPETENCES**

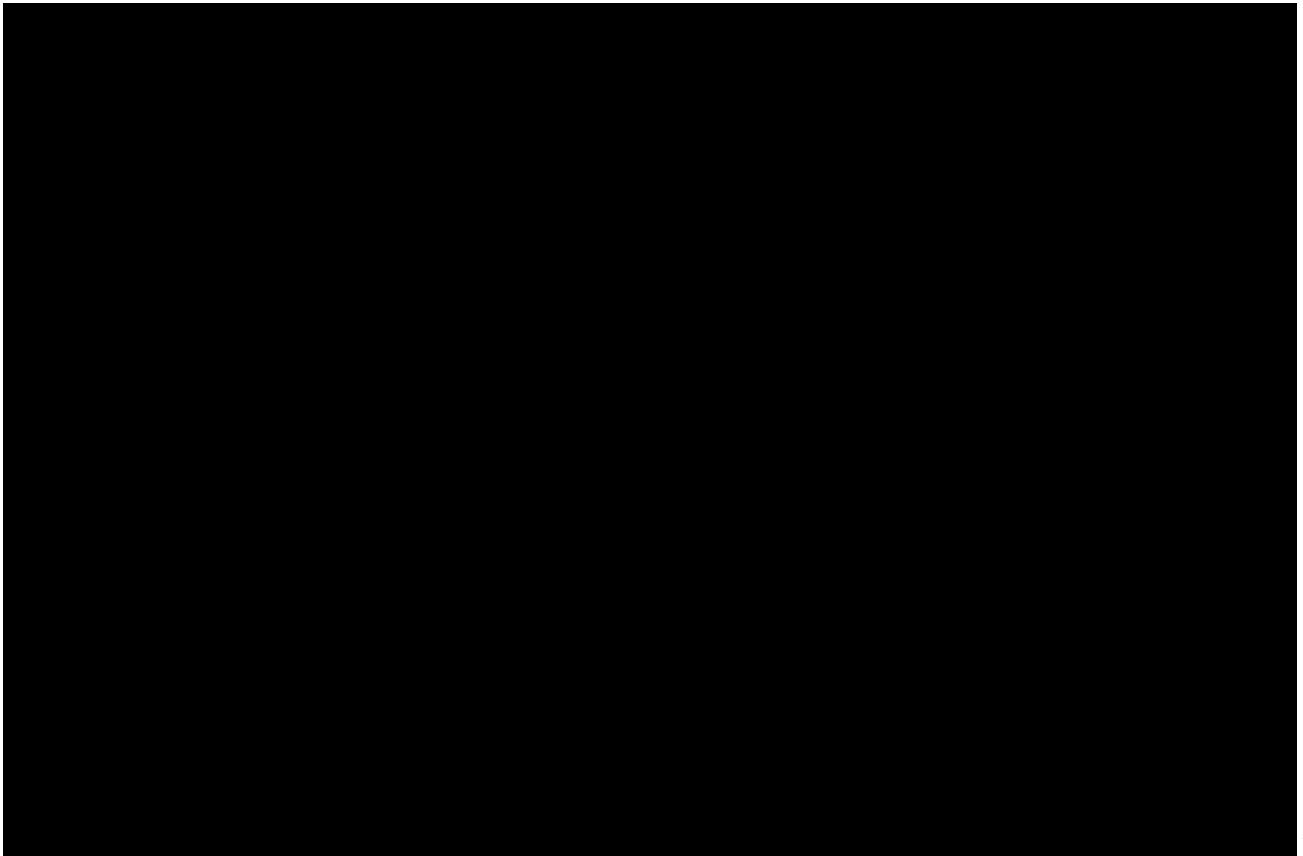
- [REDACTED]

**Cell relocation**

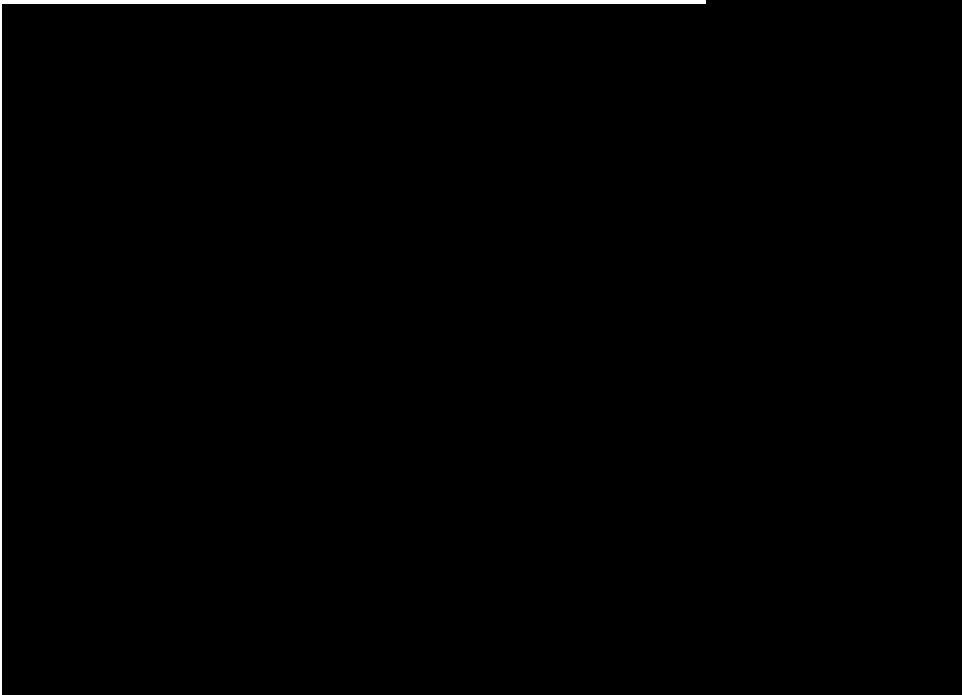
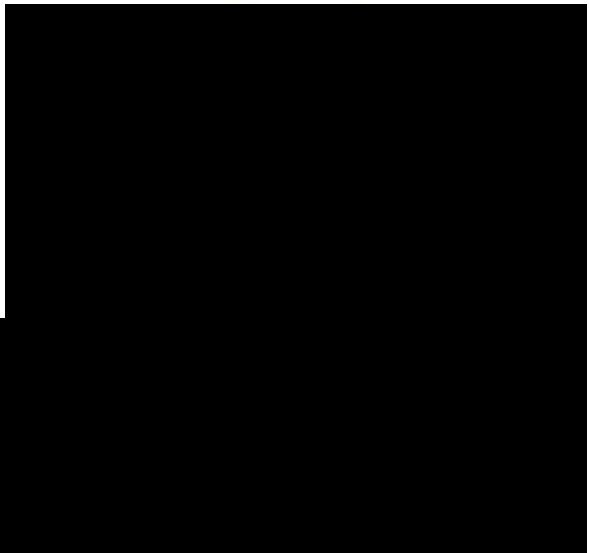
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[REDACTED]

**Associated custody issues****Taking mouth swabs/hair samples by force**

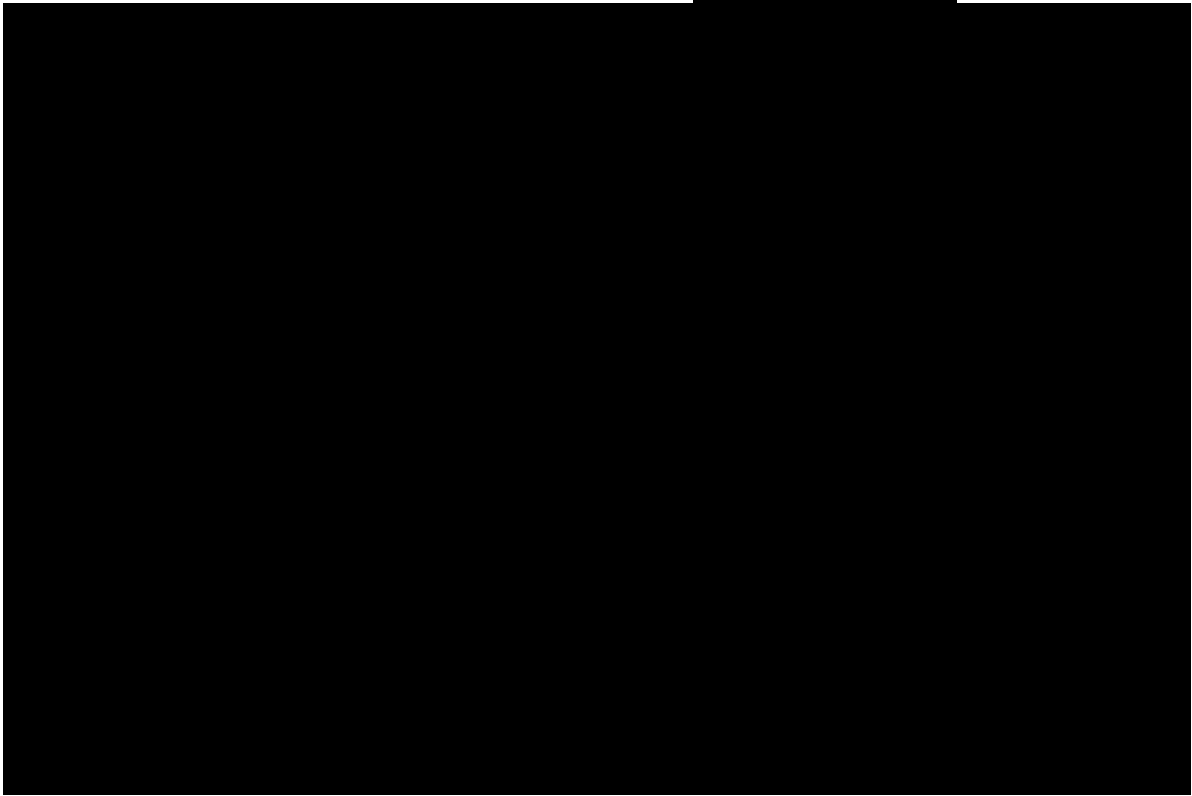
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[REDACTED]



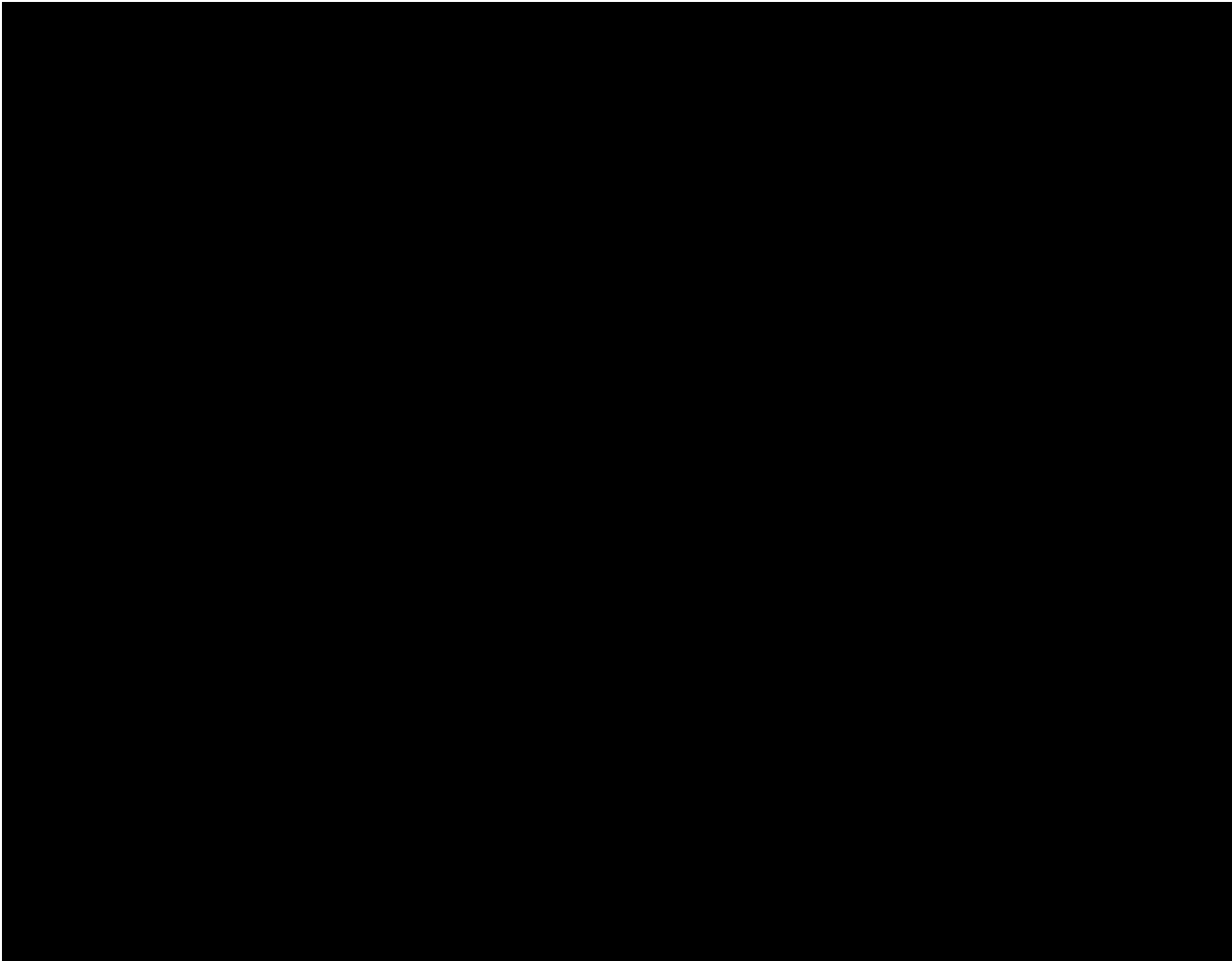
[REDACTED]



4



5



[REDACTED]

## Taking fingerprints/palm prints by force

Some forces are now equipped with sophisticated computerised fingerprint scanning equipment; however, there may be occasions when this is not available, or the circumstances dictate that a subject's fingerprints be taken manually. Although slightly more technically demanding, the taking of fingerprints by force is similar to taking other samples by force. In order to take palm prints, an additional officer may be necessary

### #1 Unarmed skills officer

#### COMPETENCES

- [REDACTED]
- [REDACTED]

### #2 Unarmed skills/handcuffing officer

#### COMPETENCES

- [REDACTED]
- [REDACTED]

### Leg control officer

#### COMPETENCES

- [REDACTED]

## Searching mouths by force

A frequently used tactic to evade arrest or conviction is to conceal drugs or other prohibited articles in their mouths. This raises significant legal issues in respect of retrieval of evidence and the safety of the individual. The previously described tactic to obtain mouth swabs can be used to enable a mouth search to be carried out.

ACPO (Self Defence, Arrest and Restraint Working Group), have published a policy document for guidance in mouth searches, and reference should be made to it.

## Taking hair samples by force

This procedure is identical to the taking of mouth swabs by force.

### Custody officer/gaoler

#### COMPETENCES

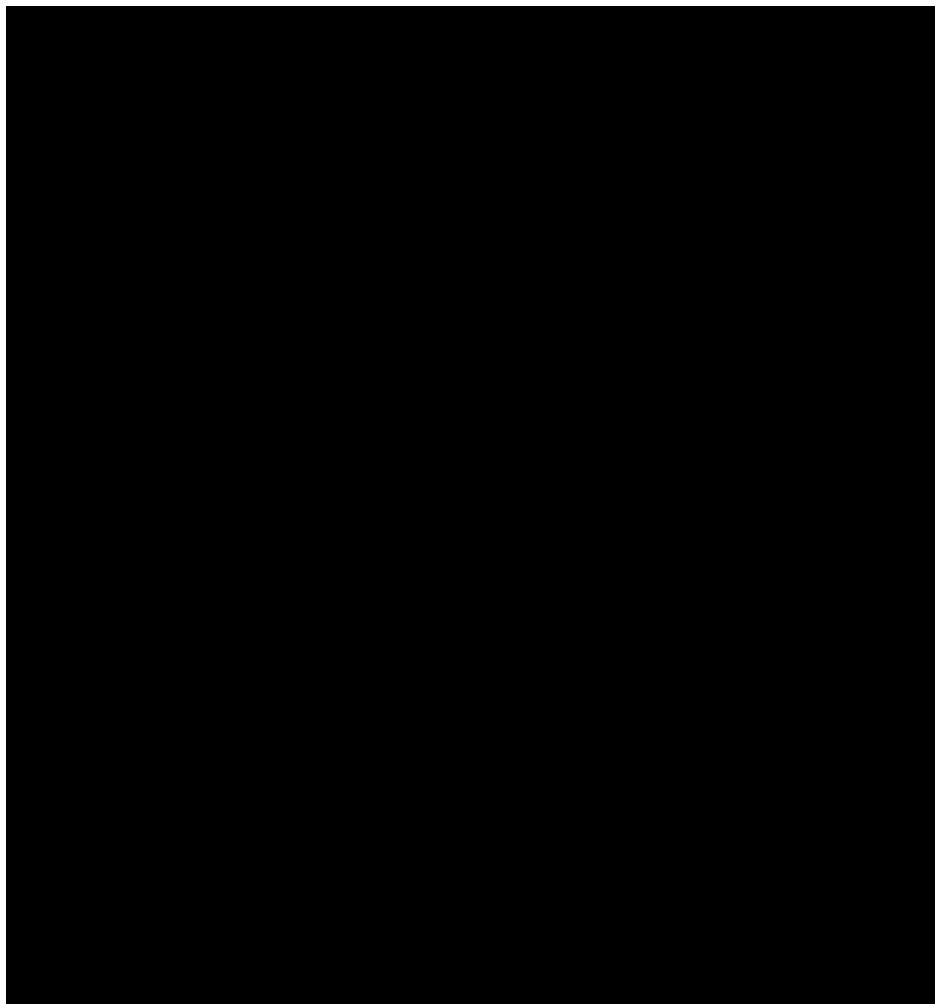
- [REDACTED]

### Bag/shield officer

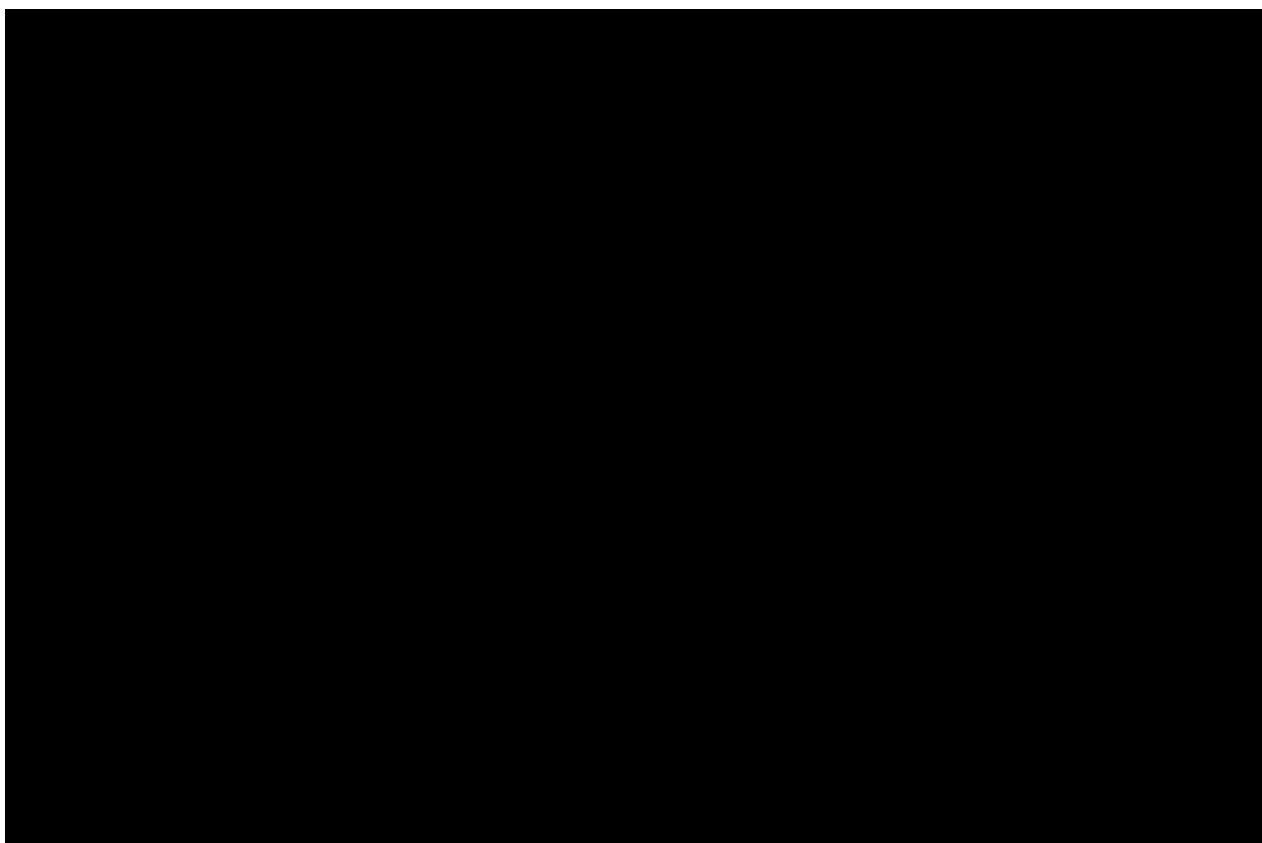
#### COMPETENCES

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
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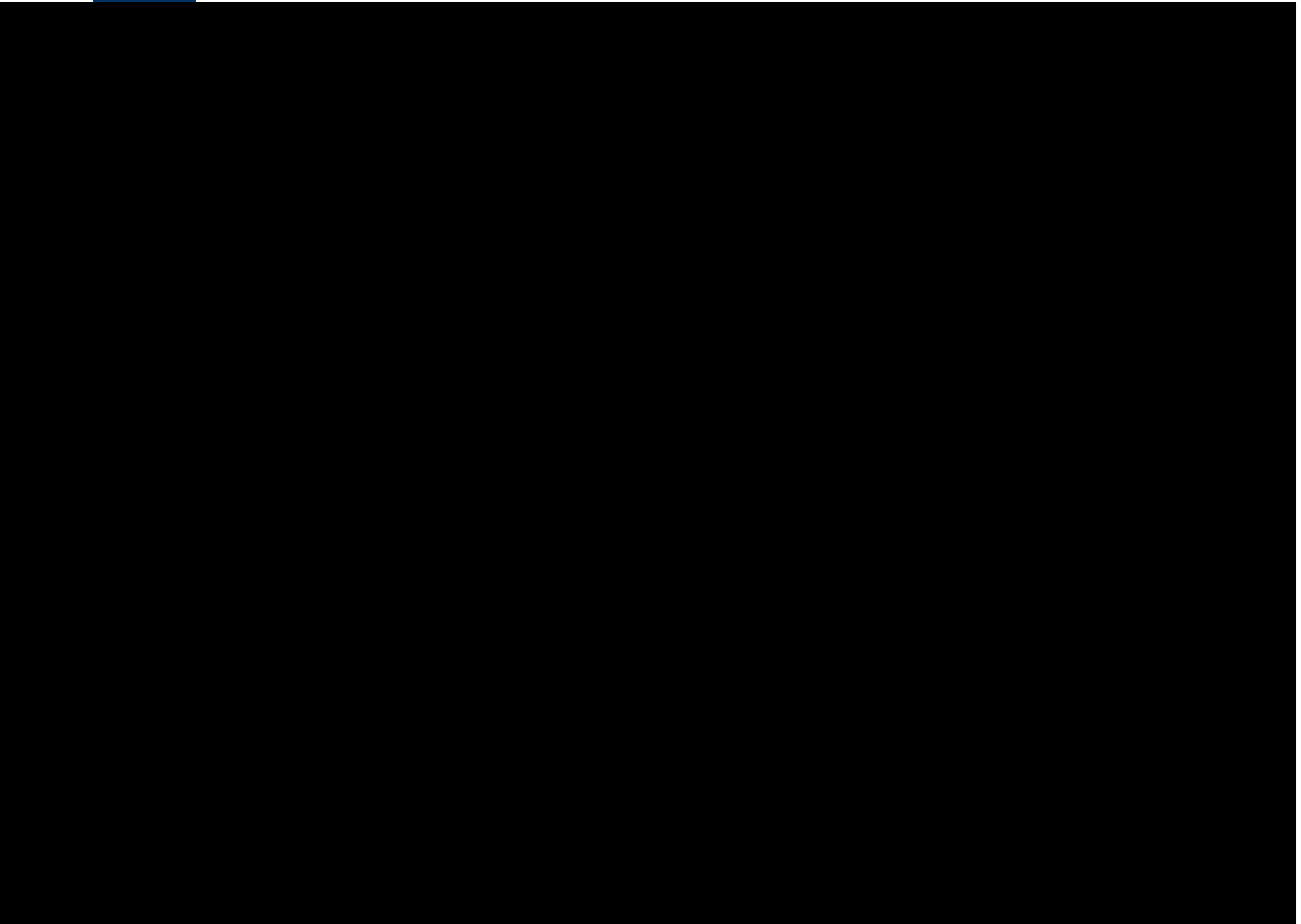
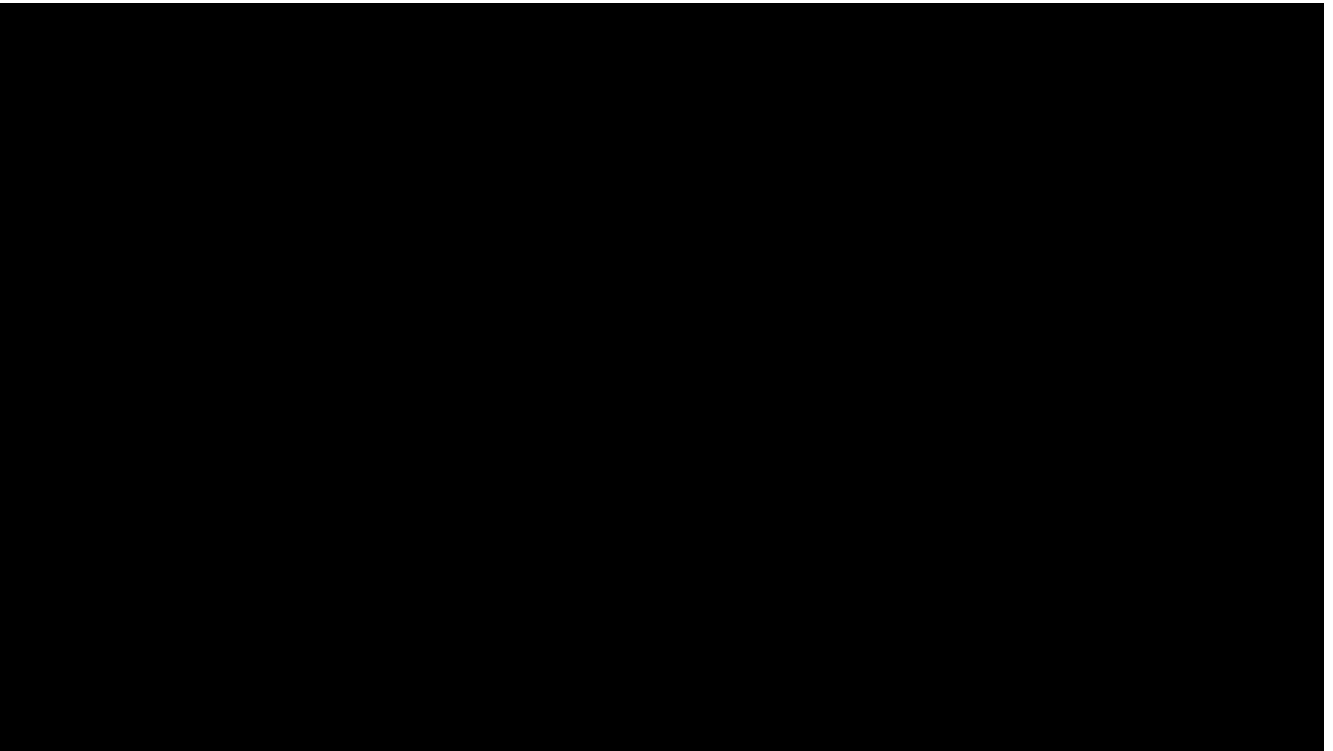
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2







## #1 Unarmed skills officer

### COMPETENCES

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

## Leg control officer

### COMPETENCES

- [Redacted]
- [Redacted]

## Strip/intimate searching by force

In order to strip search by force, or to assist medical staff to complete a intimate search when force may be required to remove clothing, a combination of control skills may need to be adopted similar to the immobilisation skills associated with the taking of samples and finger/palm prints by force.

Particular emphasis should be made to respect the subject's dignity. In this regard, video evidence may be considered, however with the potentially embarrassing nature of the process, it will need to be sealed and secured and audit trailed in order to prevent allegations of malpractice, and the possible compromise of a successful conclusion and/or conviction.

## Interview room management

The layout of the interview room, in terms of furniture, fixtures and fittings, should be arranged in such a manner that a subject, with ill-intent, can be positioned and prevented from taking their course of action, thereby enhancing their personal safety and that of the officer also.

Ideally the officer should be sat higher than the subject in a swivel chair which may be used as an intermediary piece of equipment (see Edged Weapon Skills Module), and which should be placed closer to the door than the subject's chair, which should be static. If the subject's chair is a lower soft easy chair, then when the subject is sat down, their hips should be lower than their knees. This may prevent a sudden attack as they initially fight against gravity to get up, prior to physical contact. This subtle positioning enhances the officer's time, speed and distance factors. A table similarly placed between the subject and officer also adds to delaying tactics, particularly if it is solid, secured and as large as feasibly possible. It should have reasonable width and depth, thereby preventing the subject from getting around or over it quickly.

Bulky objects, such as a telephone or tape recorder placed on the table should either be removed or secured, so that they cannot be thrown and/or used as weapons against the officer. The room itself should take on a minimalist approach, and any additional objects not required should be removed.

Any alarm system within the room should be regularly tested to ensure that the custody staff and interviewing officers are conditioned to the noise it makes, and are satisfied that it works. Any malfunctions should be reported as soon as possible, and the room deemed 'out of order' until such repairs are made.

## Custody office desk/counter management

Similar considerations should be examined in the management of the custody office desk/ counter. Any superfluous objects that could be used as weapons should be removed from the reach of subjects. While being searched, evidence and the subject's pocket contents should also be removed from their reach (see Searching Module).

## Multiple subjects in cells

It is inevitable that from time to time more than one subject will be placed into a cell. In this situation, as the above skills and team make up relate to one subject only, tactical advice may be needed to determine how many teams are inserted into a cell, the make up of the team, and their overall objective.

## Operation container and similar events

Occasionally, during prison refurbishments and historically during disputes and riots, police authorities have been tasked with providing police cell accommodation for inmates.

This, in itself, primarily due to lessons learnt, brings a whole new aspect to subject control, when a potentially large, experienced prison population is housed, as opposed to subjects kept in cells for relatively small periods of time. These prison visitors may quickly see flaws in security and will observe how competently or otherwise the custody staff and officers operate and conduct themselves, within the cell and custody office environment.

Officers will need to be extra vigilant in these circumstances and operational pre-planning should take these issues into account.



## ACPO (SDAR) Policy for Searching Mouths by Force

### 1. Introduction

1.1 It is recognised that a common tactic, employed by some offenders to evade arrest, is to conceal controlled drugs or other prohibited articles in their mouths. This raises significant issues in terms of the retrieval of evidence and the safety of both the individual and officer. This report outlines the ACPO (SDAR) policy, relevant legislation and tactical advice for officers faced with such incidents.

1.2 The safety of all must be the overriding consideration in these situations. It is highly unlikely that to cause serious injury or even death could ever be justified by the need to preserve evidence.

### 2. General

2.1 Despite extensive research, a safe and effective tactical option to enable officers to search an uncooperative person's mouth, has not yet been identified. This is due to a number of different factors. Firstly, all techniques applied to a person's mouth, nose or throat will, by definition, impinge upon their respiratory system and may pose significant medical implications. There are also potential risks associated with officers placing their fingers inside, or in close proximity to, a person's mouth. And, finally, there is medical evidence that suggests the swallowing reflex action of some individuals is so great that any intervention is futile and inherently dangerous.

2.2 However, it would also be improper to suggest that intervention of this kind be wrong in all circumstances. There will, undoubtedly, be occasions where officers have to act swiftly in order to preserve life (and, or evidence) - and this may, of course, include searching a person's mouth.

### 3. Legislation

3.1 Solicitors' advice suggests that mouth searches under S.1 Police and Criminal Evidence Act, 1984 (referred to here after as PACE), in a public place, are beyond a search of outer clothing and may, therefore, be unjustified (see R-v-Hughes). Under S.32(1) PACE, however, officers may search when they have reasonable grounds to believe that the arrested person may be a danger to themselves or others. There is also a power to search for evidence of an offence following an arrest under S.32(2) PACE.

3.2 The power in S.32(2) is expressed to be a power to search only to the extent that is reasonably required; S.32(1) is not limited in the same way. A search of the mouth is no longer classified as an intimate search (S.65 PACE as amended by S.59 Criminal Justice and Public Order Act 1994) and is expressly authorised by S.32 PACE (as amended). Since a search under S.32 PACE may not be to a greater extent than is reasonably required, an officer would need grounds to believe that an item was concealed in a person's mouth before making such a search.

### 4. Tactical Options

4.1 Although an additional tactical option has not been identified, several current officer safety techniques can be employed to address this issue. The principles of "Use of Force" are central to all aspects of physical intervention and officers are reminded of the overriding factor that their actions must be lawful, proportionate, reasonable and necessary. For further guidance relating to all tactical options, please consult the National Personal Officer Safety Manual.

4.2 Tactical Communication, including informing the person of the grounds for the search and the officers' entitlement to use reasonable force in order to search the mouth should be given before any force is used. This is to encourage persons to empty their mouths voluntarily without the need for force. The Conflict Resolution Model is also central to this issue, and must form part of the decision-making process.



- 4.3 The Cell Insertion technique is used primarily for the purpose of moving an uncooperative or violent person. However, this technique can also be employed as an effective control measure when searching violent offenders.
- 4.4 It must be stressed, as with all tactical options involving restraint, the well being of the restrained person must be monitored at all times. In particular, officers must be vigilant for the signs of asphyxiation and take immediate and appropriate action where necessary.
- 4.5 Once the person is adequately restrained, pressure point control techniques may then be used in conjunction with clear verbal commands to encourage persons to empty their mouths. As with all pressure point control techniques, individual levels of compliance vary greatly. However, in all cases, direct pressure should only be applied for short periods of time. If it becomes apparent that compliance is unlikely to be achieved, then this tactical option must cease since the protracted application of direct pressure, in such circumstances, may breach Article 3 or Article 8 of the Human Rights Act 1994.
- 4.6 If, following the search, there are no longer grounds to suspect the person of an offence; he or she should be de-arrested immediately. However, if the person is believed to have swallowed drugs (or any other object), an ambulance should be called. The officers' duty of care ends when a person is passed into the care of the ambulance staff who must be apprised of the circumstances.
- 4.7 By reason of Human Rights legislation, there is a positive duty upon officers to protect the life of a detained person. Where an officer reasonably believes that particular action is necessary to address a "real, direct and immediate risk to life", it may be appropriate, for example, to detain a person against his or her will to compel him or her to be seen by the ambulance crew. It is only the most serious and blatant cases that such a duty will arise. Such action, can only be lawfully taken where, judged fairly and realistically, it would prevent death. It is, therefore, important to record decisions made and the reasons for them in case claims are brought. In all other cases, officers should take reasonable steps to encourage the person to seek immediate medical advice and record their actions accordingly.
5. Pre-planned events
- 5.1 Clearly, there are a number of different ways by which relevant evidence can be obtained, and searching a person's mouth by force is only one of these. During the planning of operations consideration must be given to the safest and most appropriate way of securing relevant evidence. An accurate risk assessment will highlight dangers and enable appropriate control measures to be identified. These may include the employment of suitably trained and equipped officers and the need for medical advice and support to be readily available. In any event, all personnel taking part must be properly briefed regarding their specific roles, legal powers and responsibilities.

## Further reading

- ACPO Tactical Trainers' Public Order Manual
- Flesch, R.A., Cell Extraction Instructors' Course Notes. Subject Control Inc
- Bragg, B., A point to consider when the bite is on. Criminal Justice Training Centre, Seattle Washington. Defensive Tactics Newsletter 1994
- Mader, C., Ankle Control Point. Charles J Mader and Associates Inc. Streamwood, IL. Defensive Tactics Newsletter 1994
- Consterdine, P., Streetwise. The Complete Manual of Personal Security and Self-Defence. Protection Publications. ISBN 1-873475-527
- Consterdine, P., The Modern Bodyguard. The Manual of Close Protection Training. Protection Publications. ISBN 1-873475-098.

