



Home Office

Personal safety training (PST)

Personal safety training (PST)

About this guidance

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This guidance is for criminal and financial investigation (CFI) staff. It gives you advice on the personal safety training (PST) requirements before you can handcuff and/or restrain someone you are arresting.

It covers important parts of PST you will need if you work in a CFI team, including:

- why you need PST
- the three levels of PST available, depending on your particular grade or role
- details of the 'reasonable force' you can use when appropriate
- where and when to record using reasonable force
- the Home Office's policy on using:
 - handcuffs to restrain or transport an arrested person
 - storing retractable batons (sometimes known as 'friction lock batons'), and
- details of protective body armour that may be issued to you.

Changes to this guidance – This page tells you what has changed since the previous version of this guidance.

Contact – The page tells you who to contact for help with a specific case if your manager can't answer your question.

Information owner - This page tells you about this version of the guidance and who owns it.

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Related links

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This page lists changes to the 'Personal safety training (PST)' guidance, with the most recent at the top.

Date of the change	Details of the change
26 March 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
19 September 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
	For previous changes to this guidance you will find all earlier versions in the archive. See related link: Personal safety - archive .

Related links

See also

[Contact](#)

[Information owner](#)

Links to staff intranet removed

Personal safety training (PST)

Personal safety training (PST) and why you need it

<p>About this guidance Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This section tells you about the personal safety training (PST) and refresher training the criminal and financial investigation (CFI) teams use, and why you need it.</p> <p>The PST the CFI team use:</p> <ul style="list-style-type: none">• Follows certain approved techniques.• Must be done if you may need to arrest a suspect. You must:<ul style="list-style-type: none">○ 'pass' a required standard before you can make an arrest, and○ attend regular refresher courses.• Is inspected by the National Police Improvements Agency (NPIA):<ul style="list-style-type: none">○ the Home Office's arrests must always conform to the standards set by the association of chief police officers (ACPO), and○ ACPO standards mean all staff who carry out operational arrests must attend and pass a five day training course to be given a permit to arrest, and use handcuffs or a retractable baton. <p>As a member of CFI staff you may often carry out:</p> <ul style="list-style-type: none">• operational visits• enforcement activity, and• arrests. <p>If you are an investigation officer (IO) or a higher investigation officer (HIO) you are given PST which allows you to make the arrest and restrain those who do not cooperate. Without it you will not be given a permit to arrest.</p>	<p>In this section The levels of personal safety training (PST) Personal safety training (PST): the refresher course</p>
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Personal safety training (PST)

The levels of personal safety training (PST)

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you about the three levels of personal safety training (PST) you may need to complete depending on your work and duties.</p> <p>There are three levels of PST available to you, depending on the specific work you carry out. The training is in line with the association of police officers (ACPO) guidance. Each level teaches you practical skills:</p> <ul style="list-style-type: none">• Communication skills – tactical ways in which you can establish and maintain control of a situation.• Physical skills – a range of defensive and offensive skills to maintain control of a situation and make sure you, your colleagues and those who you are seeking to restrain stay safe.• Handcuffing and baton skills – giving you an understanding of:<ul style="list-style-type: none">○ the handcuffs and batons you will use, and○ why and when you use them.• Edged weapon awareness skills – to help you to develop your awareness of how to disarm a suspect carrying knives and similar weapons. <p>If you are selected for 'extradition' training and 'method of entry' training you are given separate training. For more information, see related link: Enforcement improvement team - method of entry. For further information about extradition officer training you must speak to your senior investigation officer (SIO) or Her Majesty's inspector (HMI).</p> <p>Level 1 training This level of PST trains staff in:</p> <ul style="list-style-type: none">• applying conflict management• applying tactical communication skills, and• common law (self defence).	<p>In this section Personal safety training (PST): the refresher course</p> <p>Related links Links to staff intranet removed</p>
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Level 2 training

This level of PST trains staff to level 1 standard, plus:

- tactical body positioning techniques, such as:
 - breakaway
 - blocking, and
 - parrying.

You need to be trained to PST level 2 standard if you are involved in:

- driving an official vehicle which is being used to transport an arrested or detained person
- any search of premises or vehicles:
 - but only after the area or vehicle has been cleared and declared safe by level 3 trained officers
- interviewing any suspect, arrested or detained people, or
- taking third party witness statements.

Level 3 training

This level of PST trains staff to level 2 standard, plus:

- tactical blocking techniques
- primary and secondary control skills, and
- baton skills.

You need to be trained to PST level 3 standard if you are involved in:

- searching vehicles
- searching premises or houses
- surveillance
- searching a person
- interviewing
- taking third party witness statements

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|--|---|--|
| | <ul style="list-style-type: none">• fingerprinting• arresting, or• guarding an arrested individual. | |
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Personal safety training (PST)

Personal safety training: the refresher course

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This page tells you about the refresher course and how you use it to maintain your certification for arresting and restraining.

After you have done the PST course

You must go through periodic refresher training to maintain your certification. This refresher training:

- consists of at least 12 hours training every 12 months:
 - you may exceptionally request and get a 'director's exception' if you have not attended refresher training within a 12 month period of your last full or refresher course
 - if granted, this exception only allows you to continue to make operational arrests for one further month, and
- if you are unable to attend any PST course in a 15 month period you are removed from operational duties until you have completed the full five day course again.

For more information on how to request PST, speak to your line manager.

Some parts of the PST courses tell you about carrying and using a baton and handcuffs when you are on official duty and carrying out operational arrest activity. For more information on this, see related links:

- Using handcuffs, and
- Using retractable batons.

For more information on use of force, see link on left: Using 'reasonable force'.

The enforcement improvement directorate (EID) manages and reviews the guidance on personal safety training and the use of force. For more information, see related link: Enforcement improvement team.

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[The levels of personal safety training \(PST\)](#)

Related links

[Using handcuffs](#)

[Using retractable batons](#)

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Personal safety training (PST)

Using 'reasonable force'

<p>About this guidance The personal safety training (PST) and why you need it Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This section tells you about what force you can reasonably use when you arrest and restrain a suspect, and how to record it.</p> <p>Definition of when you have used force</p> <p>You are considered to have used force, if you:</p> <ul style="list-style-type: none">• arrest or restrain a suspect under any circumstances and you 'laid hands' on them, either before or after you have arrested them• use handcuffs or 'lay hands' on a suspect for the purpose of compelling them to do something:<ul style="list-style-type: none">○ whether or not you get the suspect's 'agreement' to do this first, or○ even for safely transporting the suspect from the place of arrest to a custody suite or detention centre• use a retractable baton or even remove the baton from its holder in front of a suspect• apply the 'escort position', or• use any other technique taught on a personal safety training (PST) course. <p>All instances of using force must be:</p> <ul style="list-style-type: none">• reasonable and proportionate, and• recorded and later reported. <p>For more information on reasonable force and reporting and recording using force, see related links.</p>	<p>In this section</p> <p>Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Reporting and recording using reasonable force</p> <p>Completing the 'use of force' reporting form</p> <p>Reporting use of force: senior investigation officer's responsibilities</p> <p>Using force: if someone is threatened or injured</p> <p>Debriefing after using force</p>
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Personal safety training (PST)

Reasonable force: the law and statutory powers

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This page tells you about the law and the statutory powers you use when considering using reasonable force during an arrest.

Before you are authorised to make an arrest, you must make yourself aware of the:

- law covering the suspected offence in question, and
- manner in which you must make the arrest.

The following acts allow you, under certain circumstances, to make an arrest in connection with an alleged offence:

- the Immigration Act 1971 (as amended)
- the Immigration & Asylum Act 1999
- the Customs & Excise Management (CEMA) Act 1979
- the Police & Criminal Evidence Act (PACE) 1984
- the Criminal Justice (International Cooperation) Act 1990 and
- the Serious Organised Crime & Police Act 2005.

Each of these laws specifies that the power to make an arrest or to use force is both reasonable and necessary. For more information on the above legislation, see related links.

Statutory powers and using force

As a criminal and financial investigation (CFI) officer, you are permitted to use force through:

- sections 146(1) and 146(2) of the Immigration and Asylum Act 1999
- paragraph 16 of the PACE (Application to Revenue & Customs) Order 2007:
 - this paragraph will soon be replaced by a new law which will apply the same powers to all Home Office officers who are immigration officers or 'designated customs officials'
 - this law will be known as the 'PACE (Application to UK Border Agency) Order'

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External links

[Immigration Act 1971 \(as amended\)](#)

[Immigration & Asylum Act 1999](#)

[Customs & Excise Management Act 1979](#)

[Police & and Criminal](#)

- you must regularly check this guidance and with your line manager so you are aware when the change happens.

For you to lawfully use any force, it must be:

- Proportionate:
 - any force you use must be the minimum level required to achieve the legitimate objective (your outcome)
 - you must consider any impact factors
 - you must demonstrate you understand the effect of your actions, and
 - only use techniques the personal safety training (PST) course consider to be approved ways of using force.
- Lawful. You can only use force if you are an arrest trained officer and you are carrying out a legal function. You must be able to demonstrate an arrest is either:
 - A criminal arrest. You had reasonable grounds to believe the suspect has committed a relevant offence for which there is a power of arrest. Or
 - An immigration administrative arrest. The subject is a person who may be issued with removal directions.
- Auditable. You must:
 - Record any use of force. For more information, see related link: Reporting and recording using reasonable force. And
 - Keep the record for seven years in case there is a legal challenge or complaint.
- Necessary. You must demonstrate there was no practical alternative to using reasonable force and the force you used was necessary to prevent the suspect:
 - causing physical injury to themselves or any other person
 - suffering physical injury, or
 - causing loss or damage to property.

[Evidence Act 1984](#)

[Criminal Justice
\(International
Cooperation\) Act 1990](#)

[Serious Organised
Crime & Police Act 2005](#)

Personal safety training (PST)

Reasonable force: the principles

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This page tells you the principles behind using reasonable force if you are arresting or restraining someone.

In many cases when you are arresting a suspect, your words alone may be enough to achieve a safe and lawful arrest. However, there will be circumstances when you need to use a degree of force to make sure you, your colleagues, the suspect or the public remain safe.

You must only use force when:

- you honestly see using force is necessary in the circumstances
- the degree of force you use is reasonable, and
- the force you use is proportionate to the seriousness of the circumstances.

You must demonstrate there was no practical alternative to you using reasonable force. This means you are complying with the law for using force.

For more information on the law and statutory powers for using force, see related link.

As a criminal and financial investigation (CFI) officer you may use reasonable force where necessary to:

- carry out the safe arrest of an individual
- prevent:
 - an individual escaping
 - an act of self-harm or suicide
 - harm to another individual, or
 - significant damage to property.

Defining 'harm'

It is important for you to consider what type of harm you are trying to prevent. This will help

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you to decide if the force is necessary in the particular circumstances you are faced with.
'Harm' may cover all or any of the following risks:

- risk to life
- risk to limb, or
- risk to property.

'Pain techniques'

Some techniques taught on personal safety training (PST) level 3 courses are designed to teach you how to inflict a controlled, necessary, level of pain to someone who is resisting arrest in an attempt to make them more compliant.

You must only use these 'pain techniques':

- as a last resort, and
- when all other PST techniques have failed, or are likely to fail.

Personal safety training (PST)

Reporting and recording using reasonable force

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you how you must report and record any instances when you use 'reasonable force' in an attempt to control someone, or you have witnessed another officer use force.</p> <p>When you must report and record an incident You must make a full and accurate record if you:</p> <ul style="list-style-type: none">• use force against a suspect who you are arresting, either before or after the arrest• use force against a suspect who another officer has arrested• see another officer or police officer use force against a suspect• you handcuff someone for their safe transportation to a custody office, but the suspect is otherwise compliant, or• you use the 'escort position' to lead a suspect, but the suspect is otherwise compliant. <p>For more information on the definition of using reasonable force, see link on the left: Using 'reasonable force'.</p> <p>In all cases when you have used any level of force, you must report it by completing the criminal and financial investigation (CFI) 'use of force' reporting form, using the related link and give this to your senior investigation officer (SIO) or Her Majesty's inspector (HMI).</p> <p>But, if you have access to NODMMX, you must complete the 'use of force' reporting details found in the 'event' field instead.</p> <p>For more information on completing the form, see related link.</p> <p>What you must record about the incident The records you must keep are:</p> <ul style="list-style-type: none">• full and accurate contemporaneous (at the time) details in your official notebook,	<p>In this section Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Completing the 'use of force' reporting form</p> <p>Reporting use of force: senior investigation officer's responsibilities</p> <p>Using force: if someone is threatened or injured</p> <p>Debriefing after using force</p> <p>Related links Links to staff intranet removed</p>
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including the reasons for using force

- the 'use of force' forms from each officer who used any level of force or assisted other officers to apply force
- witness statements from each officer who used any level of force against a suspect or witnessed another officer use any level of force.

What you must report to the custody sergeant

You must report all force used when you book the suspect into police custody so they can add an entry to the custody records. This includes:

- instances when you used official handcuffs to safely transport a compliant suspect after their arrest, or
- occasions when you used the 'escort position' taught on personal safety training (PST) courses.

Personal safety training (PST)

Completing the 'use of force' reporting form

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you why and how you must complete the 'use of force' reporting form.</p> <p>If you use reasonable force against a person you must always complete the criminal and financial investigation (CFI) 'use of force' reporting form, see related link.</p> <p>Why you must complete the form It is important when you arrest and restrain someone:</p> <ul style="list-style-type: none">• your actions comply with the law• any force you use is also:<ul style="list-style-type: none">○ proportionate, and○ necessary• the restraint techniques you use are approved personal safety training (PST) techniques. <p>This is why you must always complete the form so there is an auditable report of the action you took.</p> <p>For more information on when you must complete the form, see related link: Reporting and recording using reasonable force.</p> <p>Who must complete the form You must complete the form if you used force against a suspect who:</p> <ul style="list-style-type: none">• you have arrested, or• another officer has arrested. <p>If there was more than one officer involved, each officer that used any level of force must complete a separate form. Officers who witness others use force but don't actually apply any force themselves won't need to complete a form but may be asked to comment at a later date.</p>	<p>In this section</p> <p>Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Reporting and recording using reasonable force</p> <p>Reporting use of force: senior investigation officer's responsibilities</p> <p>Using force: if someone is threatened or injured</p> <p>Debriefing after using force</p> <p>Related links Links to staff intranet removed</p>
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How to complete the form

You must follow the procedure set out below, which has been approved by the former UK Border Agency chief executive.

You must complete a CFI 'use of force' reporting form as soon as possible after the incident and the report must be as contemporaneous (at the time) as possible. If you have access to the NODMMX system you must complete the form found in the 'event' section.

You must complete and submit all reports within two working days of the incident. It is a serious disciplinary offence amounting to serious misconduct if you fail to:

- complete a report on time, or
- provide full and accurate information.

You must write it alone and must not discuss with colleagues:

- It is important you independently record what you genuinely believed was the situation at the time you or someone else used force.
- If, in a particular case, you need to discuss specific issues:
 - you must record what you discussed to make sure you are being transparent to maintain public confidence.
- If you have a discussion, you must highlight:
 - time and date
 - place where the discussion took place
 - issues discussed
 - who you discussed it with, and
 - reasons for the discussion.

You must report any physical intervention. Physical intervention is defined as any occasion when an officer 'lays hands' on a person who has been, or will be arrested:

- all the officers involved must make sure anything relating to recording physical intervention is:

- transparent, and
- capable of withstanding scrutiny.

When you have completed this form, you must give it to your senior investigation officer (SIO) or Her Majesty's inspector (HMI).

Personal safety training (PST)

Reporting use of force: senior investigation officer's responsibilities

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you what the senior investigation officer (SIO) or Her Majesty's inspector (HMI) is responsible for when dealing with a report of using force.</p> <p>As the criminal and financial investigations (CFI) SIO or HMI, you must:</p> <ul style="list-style-type: none">• Make sure your staff complete:<ul style="list-style-type: none">○ the 'use of force' report if they use any level of force against a subject or suspect, and○ a separate witness statement if they have used or have seen another officer use anything other than 'low level' force.• Make sure anyone completing a report or witness statement, does it individually and does not discuss with others. If they have discussed, you must make sure all those involved have recorded in their official notebooks:<ul style="list-style-type: none">○ when this happened○ what was discussed, and○ the reason for the discussion.• Keep a copy of all completed reports, and any witness statements, in a local file:<ul style="list-style-type: none">○ the CFI assurance manager does a periodic audit of all instances using force.• Investigate and report any incidents where you believe the following has occurred:<ul style="list-style-type: none">○ someone has used a disproportionate level of force○ someone has used any level of force that is not an approved personal safety training (PST) technique○ any level of force that has not been properly recorded and reported○ an officer has used any level of force who is not PST trained or who has not attended regular 'refresher' courses.	<p>In this section</p> <p>Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Reporting and recording using reasonable force</p> <p>Completing the 'use of force' reporting form</p> <p>Using force: if someone is threatened or injured</p> <p>Debriefing after using force</p>
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Using force: if someone is injured or threatened

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you what to report if someone is injured or you are threatened when you are arresting or restraining someone.</p> <p>In all cases when there is an accident, incident or injury to you, your colleagues, the suspect or the public, you must:</p> <ul style="list-style-type: none">• immediately consider whether they need suitable medical treatment and act accordingly by:<ul style="list-style-type: none">○ seeking the advice and help of any first-aid trained staff present○ calling an ambulance○ asking police to attend, if they are not already present, and○ you must avoid driving the suspect to hospital yourself• record full details, and the reasons for using force, in your official notebook. <p>For more information on the Home Office's policy on reporting accidents and incidents, see related link: Accident and incident reporting policy.</p> <p>When you return to the office, you must complete the accident and incident online report form, using the related link.</p> <p>If you are threatened or verbally abused</p> <p>It is a Home Office policy not to accept any verbal abuse or incidents of threatening behaviour towards you or colleagues when you are working.</p> <p>In any case when a suspect or member of the public appeared violent or used threatening behaviour towards you or a colleague, you must:</p> <ul style="list-style-type: none">• record full details, and the reasons for using force, in your official notebook• complete the verbal abuse and threatening behaviour report form HSF2, using the related link, and• email the completed form to the health and safety team, using the related link: Email:	<p>In this section</p> <p>Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Reporting and recording using reasonable force</p> <p>Completing the 'use of force' reporting form</p> <p>Reporting use of force: senior investigation officer's responsibilities</p> <p>Debriefing after using force</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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	health and safety incident and accident reports.	
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Personal safety training (PST)

Debriefing after using force

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you what you must do after there has been an incident of using force to arrest a suspect.</p> <p>Criminal and financial investigation (CFI) teams use debriefing to:</p> <ul style="list-style-type: none">• provide an opportunity for all relevant personnel to discuss what has happened in a CFI operation, including:<ul style="list-style-type: none">○ discussing the operation or deployment○ outlining what elements went well○ identify any deficiencies○ discussing any issues that didn't go according to plan or which went badly so lessons can be learned for future operations, and○ make recommendations to improve the management of future operations, deployments or events• objectively look at certain aspects of the operation such as the:<ul style="list-style-type: none">○ planning○ organisation○ execution of an operation or deployment, or○ any series of events. <p>Senior investigation officer (SIO) or Her Majesty's inspector (HMI) responsibilities at the debriefing</p> <p>If an incident occurs in an operation your CFI team is responsible for, where any level of force was used against an arrested suspect, you must:</p> <ul style="list-style-type: none">• Make sure the officer(s) who used force have completed the use of force form correctly. If you have access to the NODMMX system you must complete the form in the 'event' section. For more information on completing the form, see related link: Completing the 'use of force' reporting form.• Hold a debriefing meeting as soon as possible after you have received the CFI using force reports. The following people must attend:	<p>In this section</p> <p>Reasonable force: the law and statutory powers</p> <p>Reasonable force: the principles</p> <p>Reporting and recording using reasonable force</p> <p>Completing the 'use of force' reporting form</p> <p>Reporting use of force: senior investigation officer's responsibilities</p> <p>Using force: if someone is threatened or injured</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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- all staff who used force against the suspect
- all staff who witnessed others using force against the suspect
- the bronze commander responsible for the location where the incident occurred, and
- the silver commander for the operation.
- Use the debriefing meeting to:
 - discuss what happened
 - confirm whether any officers have been injured as a result of the incident
 - detail the level of force used
 - determine whether any lessons can be learned from the incident, and
 - identify whether any staff must attend a personal safety training (PST) course or refresher course.
- Make and keep a record of what was discussed and agreed at the debriefing meeting:
 - you need to keep this record and show it to the case disclosure officer
 - all investigation and management records may be disclosed in court, for further information on disclosure, see related link.

For more information on bronze and silver commanders, see related link: [Command structure during a critical incident.](#)

Personal safety training (PST)

Using and storing official handcuffs and retractable batons

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This section tells you about how and where to store any officially issued handcuffs or batons issued to you, how you must maintain them and how to use them.

Storing handcuffs and batons in the office

If you have been issued with handcuffs or a baton, it is your responsibility to make sure you store them safely and securely in your office when you are not using them. Your local office must provide a lockable cupboard or storage facility for you.

Storing handcuffs and batons outside the office

In some circumstances you may have to take this equipment home or to a hotel before undertaking a visit. It must only be a temporary measure and you must make sure:

- you store the equipment safely and securely at all times and return it to your workplace as soon as it is practical
- your line manager has approved it before you do, because:
 - a baton is classed as an offensive weapon, and
 - you could be prosecuted by police if they stop you and find you are carrying an offensive weapon without authority.

You will be issued with two keys when receiving a set of handcuffs. You must keep these keys secure. It is perfectly acceptable for you to attach these keys to your personal key ring and take them home at any time, but you must make sure you have these keys available at all times when you may need to use the handcuffs.

The line managers' authority is limited to the following exceptional circumstances, you are:

- due to attend a personal safety training (PST) training course the following day and have taken your baton or handcuffs home, or to a hotel, before travelling to the course
- due to participate in a planned operational arrest at an unsociable hour and have taken the equipment home, or to a hotel, ready to take them to the operation
- listed on an 'on-call roster' and have taken the equipment home in case you are called

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out to make an arrest.

Wherever possible, you must not leave arrest equipment unattended outside the office environment. You must take specific care when you leave arrest equipment in hotel rooms or vehicles.

The following staff must not, in any circumstances, carry or use a baton or handcuffs:

- non-arrest trained officers or those awaiting their PST course, or
- arrest trained officers:
 - whose permit has expired
 - awaiting refresher training after expiry of their previous PST arrest permit
 - who have had their arrest permit suspended, or
 - who are no longer required to undertake arrest duties due to a permanent change of role, location or department.

Personal safety training (PST)

Using handcuffs

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This page tells you when to use handcuffs, the handcuffing procedures and when to avoid using them.

It is crime directorate policy to use handcuffs at certain times and to train its staff to use them. Currently, if you work in a criminal and financial investigation (CFI) team, and have received personal safety training (PST) level 3, you will have been issued with:

- a handcuff permit:
 - this allows you to store, carry and use official handcuffs when there is a business need
- a set of rigid bar handcuffs:
 - issued to staff in former immigration crime teams, or
- a set of hinged rigid bar handcuffs:
 - issued to former customs CFI officers, but
 - they will soon be replaced by the rigid bar versions.

If you work in a CFI team, you will not be able to undertake any operational arrest, restraint or handcuffing unless you are suitably authorised and hold a valid permit. So as a CFI senior investigation officer (SIO) or Her Majesty's inspector (HMI) equivalent you must make sure all your staff:

- regularly attend PST courses, and
- hold a valid handcuff permit.

For more information on the PST courses, see related link: [Personal safety training \(PST\) and why you need it](#).

As an arresting officer, you must only use handcuffs:

- when you believe it is necessary to:

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- prevent the prisoner acting violently
- prevent a prisoner who may abscond or attempt to escape, succeed
- control the prisoner and prevent them from harming themselves, others or damaging property
- when transporting the prisoner in a vehicle.

Deciding whether to use handcuffs or not

As the arresting officer it is your decision whether to use handcuffs. You must use your judgement at the time of the arrest.

If there is more than one officer involved in a 'struggle' with the suspect and all of you use force, it is the officer who applies the handcuffs who 'makes the decision' based on their judgment at the time of arrest. Normally this will be the arresting officer's decision but equally this decision can be made by another officer who is assisting with the arrest.

Recording you used handcuffs

As the arresting officer, you must record your decision to use handcuffs in your officer's notebook.

When you have applied handcuffs to a prisoner or arrested person you must make sure you:

- fit them correctly between the base of the wrist and the hand below the radial bone
- double lock them
- check them for tightness, and
- record you have applied handcuffs in your official notebook including:
 - why you decided to use handcuffs
 - the position of the handcuffs when they were applied, for example, to the front or rear
 - the time and date when you applied and removed the handcuffs
 - the serial number of the handcuff set used, and
 - details of any injuries, cuts or marks the handcuffs caused, or a comment to confirm there were no injuries or marks.

For more information on if there is an injury once you remove the handcuffs or the detainee

complains about the use of handcuffs, see related link: [Transporting detainees to a custody suite](#).

When to try and avoid using handcuffs or exceptional circumstance

You must only use handcuffs on the elderly, infirm or very young in exceptional circumstances. You must not handcuff people with a chest medical condition, such as asthma, which restricts breathing, behind their back. You must be able to explain and justify why you used handcuffs on the person.

You can justify using handcuffs and reasonable force on these people if:

- they showed the potential for using extreme force or violence against:
 - you
 - other officers
 - any other suspect, or
 - members of the public
- they have a criminal record which included a recent arrest for violence, assault or even for causing another person's death, or
- you have knowledge they used or have concealed weapons on themselves.

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Using retractable batons

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This page tells you about how and when to use an official baton if you have been issued with one.

Batons are legally classified as an offensive weapon. Section 1 of the Prevention of Crime Act 1953 prohibits the possession in any public place of an offensive weapon without lawful authority or excuse. The term 'offensive weapon' is defined as:

- 'any article made or adapted for use to causing injury to the person, or intended by the person having it with him for such use'.

Who can use retractable batons

Only designated arrest trained officers have been given legal authority to carry a retractable baton. However, Home Office policy has extended this authority so you may only carry a baton if you are:

- a trained and designated investigation officer, and
- involved in a necessary, authorised arrest operation.

When you do not have authority to carry batons

If, for any reason, you stop being involved in arrest activity you must immediately return your baton to your line manager. If you continue to carry it without permission, you may face disciplinary action and prosecution.

You no longer have the authority to carry or use a baton in connection with any non-immigration offences. Any batons already issued to criminal and financial investigations (CFI) officers must be secured in a locked cupboard in the issuing office and not taken out of this cupboard until further notice.

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use only.

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This page tells you about how you must look after and maintain any handcuffs or retractable batons issued to you.

When you have been issued official handcuffs or batons, you must make sure you maintain them to a standard so you can use them effectively each time you need to. You must carry out the maintenance below on a regular basis.

Equipment	Maintenance required
Rigid handcuffs	<p>You must inspect the handcuff set and make sure:</p> <ul style="list-style-type: none"> • they operate in a smooth manner • the mechanism is free from lint or other potential obstructions • the double locking mechanism engages (this procedure is explained on your personal safety training (PST) course) • the handcuffs will not tighten when double locked • if the handcuffs have been used or stored in a wet environment, you must dry them and apply a light coating of oil (WD40, shredder oil or similar) to the: <ul style="list-style-type: none"> ○ floating ratchet bars ○ the keyhole, and ○ the double locking hole • rotate the arm to make sure there is free rotation.
Friction lock batons	<p>You must clean and inspect the baton for wear and tear:</p> <ul style="list-style-type: none"> • Unscrew the end cap from the handle and withdraw the two telescopic handles. • Use a cloth to wipe any dirt from the: <ul style="list-style-type: none"> ○ telescopic tubes, and ○ internal part of the end cap. • Inspect the spring guide cap to assess if it has become worn,

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		<p>damaged, or needs replacing. If it needs replacing you must tell your line manager.</p> <ul style="list-style-type: none">• Reassemble the baton and screw the end cap back into the handle. And• Check to see the baton extends as normal.		
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Personal safety training (PST)

Personal protective equipment

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you some brief information about the personal protective equipment (PPE) (body armour) issued to criminal and financial investigation (CFI) team staff.</p> <p>CFI issue all their officers who are trained to personal safety training (PST) levels 2 or 3 with made-to-measure body armour. This is a personal issue of protective equipment and you must not share it or use anyone else's.</p> <p>If you are issued with body armour, you must:</p> <ul style="list-style-type: none">• look after and reasonably maintain the equipment• make sure a certified measurer inspects it annually, and• bring the equipment to the PST events:<ul style="list-style-type: none">○ so you can train wearing and not wearing the body armour to familiarise yourself in both environments. <p>For more information on the certified measurers, see related link: UK Border Agency certified body armour measurers list.</p> <p>If you are an arrest trained officer, it is mandatory for you to wear your appropriate PPE when you are taking part in activity where an arrest is planned or anticipated.</p> <p>However, an assistant director may use their discretion, based on a risk assessment of the circumstances, to decide whether you must wear your PPE.</p> <p>If any PPE is lost or stolen there will be a local investigation and you must report it immediately to the local police, get a crime reference and forward it to the enforcement improvement directorate.</p> <p>For more information, see related link: Body armour - general guidance.</p>	<p>Related links Links to staff intranet removed</p>
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Personal safety training (PST)

Transporting detainees to a custody suite

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page tells you what to do if you transport a detainee (prisoner) or arrested suspect to a custody office.</p> <p>As the arresting officer, when you are transporting a detainee (arrested suspect or prisoner) by vehicle, you must:</p> <ul style="list-style-type: none">• place the prisoner in the rear nearside seat away from the driver with their escort sitting behind the driver• if you decide there is a need to apply handcuffs for transportation, you must:<ul style="list-style-type: none">○ double lock the handcuffs○ fasten the prisoner's seat belt, and○ make sure you have fitted the handcuffs correctly between the base of the wrist and the hand below the radial bone• make sure the child locks on the rear nearside door are operating before you put the prisoner in the vehicle (or the driver can check this). <p>If you are the escort sat alongside the prisoner, you must remain alert to:</p> <ul style="list-style-type: none">• the prisoner's movements at all times while they are in the car, and• particularly, any attempts to open the car windows. <p>Once you arrive at a custody suite</p> <p>You, as the arresting officer, must remove any handcuffs applied as soon as it is safe to do so, making sure the custody officer agrees first. The custody officer or sergeant may ask you for the following details:</p> <ul style="list-style-type: none">• the circumstances and reasons for using handcuffs• the serial number and make of handcuffs used, and• any injuries or marks to the prisoner's wrists.	<p>Related links Using handcuffs</p> <p>Links to staff intranet removed</p>
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You must also record these details in your official notebook. For more information on making a record, see related link: [Using handcuffs](#).

If the prisoner is injured or complains

If the prisoner makes any complaint you must:

- bring it to the attention of:
 - the custody officer
 - your line manager (as soon as possible), and
- note the complaint in your notebook:
 - you must give the prisoner a chance to read, agree and sign the entry confirming it is accurate.

If an injury, cuts or marks are visible after you have removed the handcuffs or the prisoner makes a complaint about your use of handcuffs or the alleged injury, then:

- your line manager(s) must assess the situation and consider whether to refer it to the professional standards unit (PSU):
 - PSU investigate all complaints of serious misconduct made against Home Office staff
- if you believe a medical examination is appropriate you must make a full note in your notebook
- you must make the custody officer aware of any request for a doctor to attend.

For more information on the PSU's guidance, see related link: [Enforcement improvement team](#).

Personal safety training (PST)

Risk assessments for planned arrests

<p>About this guidance The personal safety training (PST) and why you need it Using 'reasonable force' Using and storing handcuffs and retractable batons Personal protective equipment Transporting detainees to a custody suite Risk assessments for planned arrests</p>	<p>This page briefly describes the risk assessments you must prepare when you are planning to arrest someone.</p> <p>As a case officer when you plan an operation or enforcement activity where arrest trained staff will be deployed, you must complete a full and detailed risk assessment of the operation to be undertaken.</p> <p>A risk assessment is an important step in protecting you, your colleagues and the public, as far as is reasonably possible, from risks and the potential for harm. Risk assessments can be 'dynamic' (done 'on the spot') or, more often, you will pre-prepare it. You must record and keep all the risk assessments you prepare.</p> <p>If you are writing a risk assessment you must follow the guidance below.</p> <p>Generic risk assessment You must:</p> <ul style="list-style-type: none">• prepare (write) and record risk assessments for all criminal and financial investigation (CFI) team investigations• have the CFI senior investigation officer (SIO) or Her Majesty's inspector (HMI) equivalent regularly review them• detail how CFI staff will regularly attend personal safety training (PST) so they are able to:<ul style="list-style-type: none">○ arrest a suspect○ restrain a suspect if necessary○ apply (use) official handcuffs, if necessary, and○ extract (remove from its holder) or use a retractable baton, if necessary. <p>For more information on when it is necessary to use handcuffs and batons, see link on left: Using and storing handcuffs and retractable batons</p>	<p>Related links Links to staff intranet removed</p>
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Specific operational risk assessment

You must write a risk assessment for all pre-planned operations if you anticipate an arrest or using force. You must:

- prepare (write) and record it in advance of each operation
- set out the plans for arresting each suspect
- detail who will arrest each suspect
- confirm each arresting officer has successfully completed their PST or has attended a PST refresher course where necessary
- confirm, in cases where border crime (customs smuggling offences) are being investigated, each arresting officer has been certified as a 'designated customs official'.

Sometimes, an arrest or using force may be spontaneous (not pre-planned), if this happens you must carry out a dynamic risk assessment. For this you must:

- prepare it if time and the circumstances allow, but if you cannot prepare it in advance, you must:
 - consider the evidence and reasons for making the arrest
 - discuss these with colleagues
 - at the first available opportunity after you make the arrest, you must record in writing what you considered at the time of making the arrest (or using force) and why you did this, and
 - record it in your official notebook.

For more information on risk assessments, see related links:

- Risk management and risk assessments
- National generic risk assessment framework.

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This page explains who to contact if you need more help with a question about personal safety training policy and guidance.

If you have read this guidance and still need more help, you must first ask your line manager. After this, you can get help and guidance from:

Restricted information – do not disclose – start of section
The information in this page has been removed and it is restricted for internal Home Office use only.
Restricted information – do not disclose – end of section

Changes to this guidance can only be made by the modernised guidance team. If you think the policy content needs amending you must contact the policy team, using the related link: Email: Criminal investigation operational guidance, who will ask the modernised guidance team (MGT) to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Modernised guidance team.

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This page tells you about this version of the 'Personal safety training (PST)' guidance, and who owns it.

Version	3.0
Valid from date	26 March 2014
Guidance owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
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