

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-17</p>	<p align="center">Policy # 8.23</p>
<p>Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities</p>	<p>Related Standards & References: O.C.G.A. § 42-1-7 ACA Standards: 3-JDF-3A-15, 3-JDF-3A-24, 3-JDF-4C-48, 3-JDF-1E-04, 4-JCF-1C-17, 4-JCF-2A-16, 4-JCF-2A-24, 4- JCF-4C-07, 08, 09, 14, 4-JCF-6F-03 DJJ 8.31, 11.26, 15.9</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 9/19/18 Scheduled Review Date: 9/19/19</p>	
<p>Subject: TRANSPORTATION OF YOUTH</p>	<p>Replaces: 9/20/17 Secure Facilities</p>	
<p>Attachments: A – Officer Transfer Form B – Notification of Infectious Disease</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice secure facilities shall transport youth in a safe and secure manner that ensures control and maintenance of custody or supervision of the youth. Drivers shall be appropriately licensed for the vehicle and shall obey all traffic laws.

II. DEFINITIONS:

Mechanical Restraint Device: Any device used to completely or partially constrain a person’s bodily movement (see DJJ 8.31, Restraint of Youth).

Receiving Facility: The facility that will be receiving the youth from the custody of the transporting officer.

Secure Transport: For the purposes of this policy, transport by department security staff in a secure vehicle with mechanical restraint. Youth will be transported in uniform.

Sending Facility: The facility from which the youth is being transported.

III. PROCEDURES:

A. Transporting Staff:

1. All employees who operate any Department vehicle must have a valid Driver’s License.
2. Two staff members will be assigned to transport youth. At least one of these staff members must be POST-certified.
 - a. Youth offenses, behavior, and other factors shall be considered when making transport staffing decisions.

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3. The transporting officer will be of the same gender as the youth. When this is not possible, a staff member of the same gender as the youth will accompany the transporting officer.

B. Vehicles Used to Transport Youth:

1. Youth will be transported in Department owned, secure vehicles equipped with screens and communications equipment (when available).
2. Vehicles used to transport youth will be loaded with youth in accordance with design capacity.
3. All vehicle occupants will utilize available seat belts at all times.
4. Each vehicle used to transport youth will contain a first aid kit and fire extinguisher. When possible, the transporting officer will take a video camera to record any incident that may occur.
5. Vehicles will be properly inspected, licensed, and marked in accordance with state law and DJJ policy.
6. Youth will never be transported in an open vehicle, such as a pick-up truck.
7. When transporting youth:
 - The tires and tire pressure must have been checked within the previous month;
 - Drivers must not use cell phones while driving;
 - Drivers will limit their conversation with passengers while driving;
 - When the van is not full, passengers must sit in seats in front of the rear axle;
 - Nothing will be transported on the roof of the vehicle; and
 - The driver must never exceed the speed limit.

C. Security During Transport:

1. Mechanical restraints will be used while transporting youth. (See DJJ 8.31, Restraint of Youth.) Use of mechanical restraints in the secure transportation of youth outside of a secure facility is not considered use of a force continuum. Youth must not be handcuffed to the vehicle in any fashion.
2. Youth will be searched prior to departure and upon return to the facility.
3. All effort will be made to ensure that transports occur during daylight hours, Monday through Friday, when feasible.

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4. Officers transporting youth will contact the facility at least once per hour (or as directed) to report the status and count of youth in custody.
5. Staff will not make unauthorized stops while transporting youth. Staff must receive prior approval for any changes in the planned itinerary from the facility Director.
6. The transporting officer will report all problems encountered and resulting requests for assistance immediately to the control room via the communications equipment provided.
7. Youth will be constantly supervised.
8. Youth will not be permitted to drive vehicles and will never be given the keys to such vehicles.
9. To ensure the safety and security of transporting officers and youth, family members will not be given the details of the transportation prior to the transportation (e.g., where, when, how, etc.). Prior to departure, only the Community Case Manager will be given the date, time of transport, and identification of the receiving facility. The Community Case Manager will not share this information with the youth, family members, or other persons.

D. Records Transfer and Tracking between Secure Facilities:

1. The sending facility will package and seal each youth's medication, health records, and case records prior to the transport. Medications must be prepared for transportation in accordance with DJJ 11.26, Medication Administration.
2. Written medical instructions will be provided to the transportation officer in the event that a medical intervention is required in route.
3. Confidentiality of the health record should be maintained. The sending facility will seal each of the youth's records in an individual manila envelope marked "CONFIDENTIAL" with the youth's name and receiving facility.
4. All of the youth's records must be banded together with the Officer Transfer Form (Attachment A) affixed to the outside of the package.
5. The transporting officer delivering the package of records will initial the form. At no time will a records envelope be opened or its contents reviewed by transporting staff.
6. The receiving facility staff will determine that the sections of the records package (i.e., health record, case record, medication) are present and initial that an envelope marked for that section was delivered. The transporting officer will wait while the packages are accounted for. A representative at the receiving

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facility will sign the Officer Transfer Form indicating that all records were received.

7. The sending facility will maintain a copy of the Officer Transfer Form indicating the records sent and verifying receipt of records by the receiving facility.
8. Any record not delivered with the youth will be sent to the receiving facility within 24 hours by overnight mail.

E. Personal Property:

1. The youth's personal property will be searched by and transferred by the transporting officer at the same time of youth's transfer.
 - a. Money and high-value personal items shall not be transferred.
2. The personal property will be placed in an individual manila envelope marked with the youth's name and the sending facility.
3. The sending facility will be responsible for handling all other personal property in accordance with DJJ 15.8, Youth Property, State Issued Items, and Personal Hygiene.

F. Responsibilities of Sending Facility:

1. Medical services staff of at least the level of a Registered Nurse will be required to medically clear all youth for transport. The nurse will document the clearance in a JTS communication note. If any youth being transported has an infectious or communicable disease, the medical services staff will notify the transporting officer (including those not employed by the Department) using the Notification of an Infectious Disease Form (Attachment B). The transporting officer will be responsible for taking the necessary precautions outlined on the form.
2. The transporting officer will be notified of any youth on special or close observation.
3. All youth to be transported will:
 - Have completed personal hygiene;
 - Wear DJJ-issued uniform that is appropriate for the weather;
 - Wear an ID bracelet that includes the youth's name, race, sex and date of birth and is written using a permanent marker or computer generated;
 - Have been searched;
 - Have been fed the appropriate meal;
 - Receive scheduled medication;
 - Have taken a restroom break; and

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- Have been provided a packed lunch as necessary, taking into consideration any special dietary needs.

4. Once searched, the youth will not leave the processing area or have contact with other youth.

G. Responsibilities of Receiving Facility:

1. The receiving facility will be notified by radio or phone of the estimated arrival time and will be ready to admit youth upon arrival.
2. The youth's ID bracelet will be removed during the admissions process.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES