GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-12	Policy # 10.10
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References:	
Chapter 10: TRANSPORTATION UNIT Subject: TRANSPORTATION SERVICES REFERRALS Attachments: None.	Effective Date: 6/1/12 Scheduled Review Date: 6/1/14 APPROVED: L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice Transportation Unit shall provide secure transports, single transports, and courtesy transports upon request.

II. DEFINITIONS:

Courtesy Transport: For the purposes of this policy, transports that may be conducted by the Transportation Unit involving youth from the community. The Transportation Captain or Transportation Unit administrative staff will approve these transports when to do so would not interrupt or delay routine transports and when no other agency resource is available.

Non-Secure Transport: For the purposes of this policy, the movement of a youth, in restrictive custody, from a non-secure placement to a secure placement provided that the youth is strip searched before exiting the placement psychiatric hospital, hospital, wilderness program, etc. Youth in restrictive custody will be transported in restraints (i.e., waist chains and leg irons). All non-secure transports must be approved by the Transportation Captain or Transportation Unit administrative staff.

Secure Transport: For the purposes of this policy, the movement of mechanically restrained youth from one secure facility to another, or from a secure facility to a location specifically approved the Transportation Unit administrative staff.

Single Transport: For the purposes of this policy, the movement of a youth who requires special monitoring for a medical or mental health condition during the transport, or those who present a significant safety and security risk. The Transportation Captain or Transportation Unit administrative staff must approve all single transports.

III. PROCEDURES:

A. Transportation Requests for Releases and Transfers:

1. Staff will make transportation and transfer requests by completing the Transfer Request or Transportation Request Form in the Juvenile Tracking System (JTS). (Paper forms are not accepted.)

2. Requesting staff must enter all transportation and transfer requests into JTS by 3:00 PM the day before the requested date of movement. Any requests received after 3:00 PM the day before the requested date of movement are considered based upon availability. Staff may request exceptions to this procedure for movement of a youth for protection of harm reasons.

3. If any information in the request changes, the requestor must notify the Transportation Unit administrative staff immediately of the change via email to transportationrequest@djj.state.ga.us. The Transportation Unit administrative staff will send an email to verify receipt of the change.

B. The community case manager will notify youth who are scheduled to arrive from a community placement (including home) to an RYDC for transport in advance that they must arrive no later than 5:00 AM the day of transport. The community case manager will coordinate with the facility to ensure that medical staff are aware of the youth's arrival and are present if necessary.

1. Transportation Unit administrative staff will notify the community case manager that the youth is scheduled for movement. The community case manager will notify the youth and parent/guardian that they must arrive at the RYDC no later than 5:00 AM the day of transport.

2. The RYDC will admit the youth in JTS and complete the Medical Intake Screen and the Mental Health Screening. (No further intake procedures will be required.)

   a. The RYDC staff will notify the Transportation Unit administrative staff if there are any warnings on the Medical Intake Screen, or any cautions or warnings on the Mental Health Screening.

   b. If there is any warning on the Medical Intake Screen, the Transportation Unit administrative staff will contact the facility's medical staff or the Office of Health Services for further direction.

   c. If there is any caution or warning on the Mental Health Screening, the Transportation Unit administrative staff will be notified of the level of observation. Transportation staff will maintain the youth on that level of observation during the transport.

3. The RYDC will ensure that the intake process is complete and the youth is ready for transport by 7:00 AM. If the youth is not ready for transport by 7:00 AM, the Transportation Unit administrative staff will re-schedule the transport for another day or the facility will conduct the transport.

C. Single Transports:

1. Staff will request a single transport in JTS, providing at least 72 hours advance notice of the need for the transport.

2. The Transportation Unit Captain or administrative staff will consult with the Office of Behavioral Health Services and/or Office of Health Services, as applicable, to make arrangements to accommodate the special needs of the youth.

3. The Transportation Unit Captain or administrative staff will consult with the facility Director or designee, as applicable, to arrange to mitigate the safety and security risk.

D. Courtesy Transports:

1. Transportation Unit Administrative Staff will handle requests for a courtesy transport on a case-by-case basis.

E. When a youth is transported by the DJJ Transportation Unit, the sending facility will attach the PBS to the Officer Transfer Form.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO