

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 10.11
Applicability: {x} All DJJ Staff {x} Administration (Transportation Unit) {x} Community Services {x} Secure Facilities	Related Standards & References: DJJ 8.5, 15.9, 17.1, 18.1	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: SECURE MOVEMENT OF YOUTH	APPROVED:	
Attachments: A – Officer Transfer Form	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice Transportation Unit shall make every reasonable effort to safely and humanely transport youth in a secure manner that ensures the safety of the public, youth and staff.

II. DEFINITIONS:

Facility: Any state-owned or operated Youth Development Campus (YDC), Regional Youth Detention Center (RYDC), hospital or other facility utilized for the diagnosis, care, treatment, or hospitalization of persons who are mentally ill.

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.

Receiving Facility: The facility or program that will be receiving the youth from the custody of the Transportation Unit.

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.

Sending Facility: The facility or program where the Transportation Unit assumes custody of the youth.

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.

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III. PROCEDURES:

A. Sending Facility Responsibilities:

1. The facility Director will ensure that facility staff complete the Officer Transfer Form (Attachment A) for each youth being transported.
2. The sending facility will ensure that the youth is ready for transport by 7:00 AM. Staff will remove the youth from the regular program. The youth may not make phone calls. All medication that is due to be given to the youth will be administered before the youth is transported. Medical services staff will attach a youth's emergency inhaler to the outside of the youth's health record for use by the youth in the event of an asthma attack.
3. The youth will be strip searched in the intake area by the sending facility's staff of the same sex. The staff member conducting the search will document the strip search and sign the Officer Transfer Form.
4. The youth may not return to population or have contact with other youth following the search.
5. The youth will be dressed in clean clothing and shoes appropriate to the weather. If the youth does not have clean clothing and/or shoes appropriate to the weather, the youth will be dressed in a facility uniform and/or shoes.
6. If the transport will occur during a meal hour, a sack lunch will be made for each youth being transported.
7. Each youth will have a wristband indicating his/her name, date of birth, race, sex, and allergies. For youth who have known medical conditions that may require action during the transport, the wristband will be marked with "MA" for "Medical Alert". Any precautions or actions that should be taken by the Transportation Officer will be indicated on the Officer Transfer Form.
8. The facility Director will ensure that each youth scheduled to be transported has the following items prepared prior to the Transportation Officer's arrival:
 - Youth's health record in a sealed envelope marked with the youth's name and "CONFIDENTIAL";
 - Youth's case record in a separate, sealed envelope;
 - Youth's medication in a separate, sealed envelope;
 - Youth's inhaler(s) and/or Epi-Pens in a sealed evidence bag attached to the health record envelope;
 - Notification of alerts (Level II, Level III, Escape Risk, etc.); and
 - One personal envelope of personal items that includes the youth's Bible, writing material, and photos.

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9. Transportation Offices will not transport contraband or items of any value.. Contraband will be destroyed. Any items of value must be dealt with DJJ 15.9, Youth Property and State Issued Items.
10. If the youth records are not ready when the Transportation Unit arrives, the youth will move as scheduled and the sending facility will be responsible for mailing the files to the receiving facility so that they will be received within 24 hours. The Transportation Officer will retain a completed Officer Transfer Form stating that the files are not being sent with the youth. The Transportation Office will document the phone number and a contact person at the sending facility on the Form.
11. Other items may be transported at the discretion of the Transportation Officer, depending on space available in the van.
12. The sending facility will not tell youth or parents/guardians when they are scheduled for transport.

B. Secure Transport:

1. Transportation Officers will search each transportation van at the beginning and end of each tour of duty.
2. The Transportation Officer will notify the facility via telephone at least 15 to 30 minutes prior to arrival at the facility.
3. If the youth are not ready within 30 minutes of the Transportation Officer's arrival, the Transportation Officer will notify the Transportation Headquarters. The Transportation Headquarters will order the Transportation Officer to leave the youth. The facility Director will be responsible for ensuring the youth is transported to the receiving facility, or the youth will be scheduled for the next available transportation day. The Transportation Unit Director will notify the Director's supervisor.
4. Youth may be transported in personal clothing if the youth is being transported to a non-secure placement. Youth will not be allowed to wear any items that would be considered contraband within a secure facility. Youth must not have anything in their pockets, nor possess any personal property or food items. No personal hats will be permitted.
5. The Transportation Officer will thoroughly frisk search all youth before leaving any facility and when there is a reasonable suspicion that the youth is in possession of contraband. Strip searches will only be conducted upon the authorization of the Transportation Captain or designee and will be conducted in accordance with DJJ 17.1, Admission to a Secure Facility.

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- a. Any items found on the youth during the search will be turned over to facility staff. Illegal /dangerous contraband will be documented on a Special Incident Report.
 - b. Transportation Officers of the same sex will perform the frisk search. If the Transportation Officer is not of the same sex as the youth, facility staff will conduct the frisk search.
 - c. Transportation Officers will not conduct strip searches.
6. Youth who are aggressive, refuse to obey, or otherwise cause safety/security concerns will not be transported. These youth will be re-scheduled for appropriate transport.
 7. Youth who are involved in an incident prior to being transported that requires a Report of Youth Injuries or Behavioral Health Evaluation will have the evaluation completed prior to being transported. The Transportation Unit supervisor will be contacted for approval to leave the youth at the facility. Alternate transportation arrangements will be made.
 8. A Special Incident Report will be completed for all incidents requiring an SIR in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting.
 9. Mechanical restraints will only be removed during transport in order to render aid or as authorized by a Lieutenant or the Captain. Otherwise, mechanical restraints will be removed when the youth is secured inside the receiving facility or released to proper Departmental personnel.
- C. Transportation Unit Ratio:
1. When possible, transportation will be conducted by at least two Transportation Officers, unless authorized by a Lieutenant or the Captain.
 2. When transporting youth, all practical efforts will be made to ensure that at least one Officer will be of the same gender as the youth being transported. Special situations such as staff attendance, training, and special transports may require a Transportation Officer to have to transport youth outside of the same gender.
 3. Transportation Officers will never leave youth unsupervised at any time while in their custody.
 4. When transporting male and female youth, female youth will sit to the front of the vehicle and males will sit to the rear. If possible, there will be space between the youth.

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5. When two Officers are transporting, the second Officer will monitor the behavior of the youth in transit and address any questions that the youth may have.

D. Receiving Facility Arrival:

1. The receiving facility will take custody of the youth in their designated Intake area.
2. The Transportation Officer will document any unusual behaviors on the Officer Transfer Form.
3. All records, medications and personal items transferred with the youth will be given to the receiving facility's staff.
4. Facility intake staff will sign the Officer Transfer Form, accounting for the sealed files and medication envelope indicated on the form. (No local forms will be used.) Receiving security/intake staff will sign accounting for receipt of envelopes. The contents of sealed envelopes will not be confirmed with the Transportation Officer.
5. The facility's Intake Officer will sign the Officer Transfer Form and retain a copy for their record. The Transportation Officer will file the original at the hub.
6. When Transportation Officers arrive and leave a destination, they will notify Transportation Headquarters and report the number of youth being transported, destination, and beginning and ending mileage.

E. Releasing Youth from Secure Transports:

1. The Transportation Unit may provide secure transportation for youth who are being released from a Youth Development Campus. Youth will not be picked up from contract programs such as group homes, wilderness programs, etc. without prior approval from the Transportation Captain or designee.
2. All requests to transport youth being released from a YDC will be confirmed before the movement is scheduled.
3. Youth who are being released will be taken to designated Transportation release sites and will only be released to DJJ staff or an independent court's staff. The Transportation Unit will not release youth to any other person.
4. If the community case manager or court staff will not be able to take custody of a youth from secure transport, the youth will not be transported and it will be the responsibility of the parent/guardian, community case manager or court staff to transport the youth back to their home location for release.

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5. The Transportation Officer will contact the community case manager/court staff by telephone to provide an estimated time of arrival at least one hour before he/she arrives at the youth's final destination. If the community case manager/court staff can not be reached, the Transportation Headquarters will be immediately notified for assistance.
6. If the Transportation Officer arrives at the designated release location and the community case manager/court staff is not there to take custody of the youth or the community case manager/court staff can not be reached, the Transportation Headquarters will be immediately notified for assistance. Transportation Headquarters staff will immediately contact Transportation Unit administrative staff in the Division of Youth Services.

F. Single Transports:

1. Special transports will require 2 or more staff to complete the move safely.
2. Youth who are not stable enough to be transported with other youth will be transported as a single transport in order for the Transportation Officers to focus on the needs of the youth and their personal safety.
3. The Transportation Unit administrative staff will determine the date and time of all single transports and will notify the requesting person or facility when the move can be accomplished. The Transportation Captain will determine the number and type of staff required to accomplish the transport, in consultation with medical and mental health staff, and the facility Director or designee.
4. If a youth is transferring for administrative reasons, a full statement of the reason will be forwarded to the Transportation Unit administrative staff prior to the move. The reason will be discussed to ensure the safety and security of the youth and staff. The Transportation Captain or the Transportation Unit administrative staff will approve these moves on a case-by-case basis.
5. Once the move is approved, no information will be shared until the move has been completed. The Transportation Unit administrative staff will notify the sending and receiving facility Directors once the arrangements have been completed.

G. Overcrowding Movement and Facility Assistance:

The Transportation Unit will provide transportation assistance to RYDC's, and aid them with the movement of youth for overcrowded populations. This service is on a first come basis, during the Transportation Unit's normal business hours (7:00 AM to 5:00 PM).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO