

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 14-04</p>	<p align="center">Policy # 10.1</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration (Transportation Unit) <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References: DJJ 2.11, 10.10</p>	
<p>Chapter 10: TRANSPORTATION UNIT</p>	<p>Effective Date: 7/1/14 Scheduled Review Date: 7/1/16</p>	
<p>Subject: FUNCTIONS OF THE TRANSPORTATION UNIT</p>	<p>Replaces 4/15/12 Classification / Transportation APPROVED:</p>	
<p>Attachments: None.</p>	<p align="center">  <hr/> Avery D Niles, Commissioner </p>	

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, the youth and staff.

II. DEFINITIONS:

Courtesy Transport: For the purposes of this policy, transports 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.

Hubs: Regional locations where Transportation Officers are staged at the discretion of the Transportation Captain. These Hubs serve as assigned posts for the Transportation Officers to report to on a daily basis. These locations may change based on agency needs.

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

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III. ORGANIZATIONAL STRUCTURE:

- A. The Captain of Transportation Services will oversee the Transportation Unit.
- B. The Transportation Unit will be responsible for providing statewide secure and non-secure transportation of youth, as requested and approved by the Transportation Captain or designee. (See DJJ 10.10, Referrals for Transportation Services)

IV. DUTIES AND RESPONSIBILITIES:

- A. The Transportation Unit Captain's duties and responsibilities will include, but will not be limited to:
 - 1. Supervision of Transportation Lieutenants and Officers and Transportation Unit administrative staff;
 - 2. Inspecting hubs, staff and vehicles on a random basis;
 - 3. Approving requests for transportation of youth; and
 - 4. Overseeing the daily operations of the Transportation Unit.
- B. The Lieutenant's duties and responsibilities will include, but will not be limited to:
 - 1. Providing assistance to the Transportation Captain with enforcing the rules, regulations and the policies of the Department;
 - 2. Coordinating Transportation Officer assignments;
 - 3. Providing assistance with radio communications; and
 - 4. Inspecting hubs, staff and vehicles on a monthly basis;
 - 5. Directly supervising Transportation Officers;
 - 6. Review and approval of Transportation Officer timesheets;
 - 7. Review and approve leave requests for Transportation Officers;
 - 8. Update assignment sheets and file daily;
 - 9. Overseeing daily field operations; and
 - 10. Transporting youth.

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- C. The Transportation Officers' duties and responsibilities will include, but will not be limited to:
1. Safely and humanely transporting youth in such a way as to protect the public;
 2. Transporting youth records and medications in such a way as to protect the confidentiality and integrity of the records and medications;
 3. Inspecting vehicles daily prior to and after operation;
 4. Maintaining vehicles in accordance with Georgia Department of Administrative Services (DOAS) vendor's recommended schedule; and
 5. Maintaining and submitting vehicle reports in accordance with DJJ 2.11, Assignment and Use of State Vehicles.
- D. Hubs:
1. The Transportation Unit will operate transportation hubs strategically located throughout the state.
 2. Hubs will be staffed with Transportation Officers.
 3. Each hub will be assigned state vehicles in accordance with the needs of the Department.
- E. The Transportation Captain or designee will generate a daily assignment to each hub using the Transportation Assignment Report and all associated documents will be filed at the Central Office.
1. Only youth approved for movement will be placed on the Transportation Assignment Report.
 2. The Transportation Assignment Report will be forwarded to the Transportation Officers the day of the movement.
 3. After the Transportation Assignment Report has been finalized, no youth will be added or deleted unless prior approval has been given by the Transportation Captain and the transportation report is modified.
 4. If there are no scheduled youth movements for a Transportation Officer, the Officer's availability will be documented on the Assignment Report. The Transportation Captain or designee may assign the Officer to a Court Service Office, Regional Youth Detention Center or Youth Development Campus. (The Transportation Unit Captain, in coordination with the facility/office Director,

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will determine the duties to be performed during the Officer's regularly scheduled work hours.)

5. The Transportation Officer will immediately notify their supervisor if an assigned youth was not moved for any reason. The supervisor will notify the Transportation Captain or designee.
6. The designated Transportation Unit administrative staff will verify that all assigned youth movements have been completed via the Juvenile Tracking System (JTS).
7. If the movement did not occur due to an error of the Transportation Unit, the youth will be rescheduled immediately and transported the next available business day.

V. REPORTS:

- A. The Transportation Captain will ensure that all monthly vehicles reports are accounted for and forwarded to the Administrative Operations Coordinator by the 5th day of each month.
- B. The Administrative Operations Coordinator will forward the Transportation fleet monthly mileage report, attachment B, DJJ 2.11 Assignment and Use of State Vehicles to the Transportation Captain by the 10th day of each month.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO