

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-12	Policy # 10.20
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services {x} Secure Facilities	Related Standards & References: DJJ 8.5, 8.30, DJJ 8.31	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 6/15/12 Scheduled Review Date: 6/15/14	
Subject: TRANSPORTATION INCIDENT MANAGEMENT	APPROVED:	
Attachments: None.	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

Department of Juvenile Justice Transportation Officers shall use a positive approach to building healthy relationships with youth, including effective communication, making empathetic connections, and establishing a structured, consistent environment. Transportation Officers shall use the least restrictive alternative when ensuring the safety of youth in their care.

II. DEFINITIONS:

Physical Intervention: A last resort physical action taken by staff with the intention of managing the behavior of an acting-out youth in order to ensure the safety of the youth and others. Physical interventions include holding, restraining, subduing, and the use of a mechanical restraint device.

Physical Intervention Continuum: A graduated system of control measures to be employed by staff for the purpose of maintaining positive control of a youth, enforcing lawful directives and protecting self or others from injury. The Continuum, as taught by the Office of Training, defines the levels of resistance and the levels of control that will be used to control the behaviors of youth. (See DJJ 8.30, Attachment A) Staff will employ the minimum level of physical intervention needed to achieve the desired outcome.

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 Transportation Unit administrative staff.

III. PHYSICAL INTERVENTION:

A. The Office of Training will train Transportation Officers on the physical intervention techniques allowed by DJJ policy. At the end of Pre-Service training, each Transportation Officer will sign the Employee Certification of Compliance with the Physical Intervention Continuum and Restraint of Youth Policies (DJJ 8.31, Attachment A) affirming that they have read, understood, and will comply with the policies. The signed statement will be placed in the employee's training record.

B. Transportation Officers will use mechanical restraints in accordance with DJJ 8.31, Restraint of Youth. Transportation Officers will routinely use mechanical restraint devices

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for transport purposes. The routine use of mechanical restraint devices for the purpose of movement of a compliant youth outside of the confines of a secure facility are not a use of a physical intervention technique. Transportation Officers will never restrain a youth to a fixed object.

- C. Physical intervention techniques shall always be utilized in the most humane and safe manner and as the last resort.
- D. Physical intervention techniques not approved by DJJ shall not be employed except in cases of extreme emergency when other approved techniques would be ineffective. (As an example, but not limited to: self-defense against a youth or group of youth that are physically assaulting staff.) Incidents involving the use of physical intervention technique not approved by DJJ will be investigated and administratively reviewed to determine whether the situation warranted such use.
- E. Following each incident that involved a physical intervention technique, the youth and Transportation Officer involved will have a debriefing conversation in an effort to discuss behaviors of concern and agree upon a plan for future behavior. (See DJJ 8.30, Physical Intervention Continuum)
 - 1. When arriving at the receiving facility following an incident involving a physical intervention technique, the facility Debriefing Facilitator will oversee and provide assistance with a debriefing conversation with the youth and Transportation Officer involved. The debriefing conversation will be documented using the Debriefing Conversation Guide (DJJ 8.30, Attachment B).

IV. SPECIAL INCIDENT REPORTING:

- A. When an incident occurs while transporting a youth, the special incident reporting processes outlined in DJJ 8.5, Special Incident and Child Abuse Reporting will be used. The Transportation Officer will immediately notify the supervisor of the incident.
- B. The Transportation Officer will notify the receiving facility that the incident occurred and the youth needs to receive a medical examination and behavioral health evaluation upon arrival. The Transportation Officer will document this notification on the Special Incident Report to include who was notified and the date and time of notification.
- C. The receiving facility will ensure that the medical examination and behavioral health evaluation are conducted within the timeframes specified in DJJ 8.5, Special Incident and Child Abuse Reporting. When time permits, the Transportation Officer will wait at the facility for the examination/evaluation to be completed.
- D. If the examination/evaluation cannot be completed upon arrival, the facility Director will ensure that the Report of Youth Injuries and Behavioral Health Evaluation are forwarded to the Transportation Unit Captain within the timeframes for completion of the examination/evaluation.
- E. The Transportation Unit Lieutenant will complete the SIR Shift Supervisor review in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting.

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- F. The Transportation Unit Captain will complete the SIR Administrative Review in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting.
 - 1. The Transportation Unit Captain will ensure that the entire Special Incident Report is entered into the SIR database by the end of the next business day (excluding weekends and holidays) following the Administrative Review.
- G. The SIR and all supporting documentation will be filed in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting.

V. CHILD ABUSE REPORTING:

- A. The Transportation Unit Captain will report allegations of child abuse, child neglect, youth on youth sexual penetration, youth on youth sexual contact, staff/contractor/volunteer/intern sexual penetration, and staff/contractor/volunteer/intern sexual contact of youth under the age of 18 to the local Department of Family and Children’s Services immediately, but not later than 24 hours from the time there is a reasonable cause to believe a child has been abused.
 - 1. The Transportation Unit Captain will report all allegations of child abuse of youth under the age of 18 that occurred while transporting a youth and has an injury severity rating of 3 or higher (for facilities to the local Department of Family and Children’s Services. (Allegations with an injury severity rating of 1 or 2, will be reported, via a Special Incident Report, as mistreatment of youth to the Office of Investigations.)
 - 2. The Transportation Unit Captain will report all allegations of youth on youth sexual penetration, youth on youth sexual contract, staff/contractor/volunteer/intern sexual penetration, and staff/contractor/volunteer/intern sexual contract of any youth under the age of 18 that occurred on DJJ property (regardless of the injury severity rating) to the local Department of Family and Children’s Services.
 - 3. The Transportation Unit Captain will report any other allegations of child abuse, sexual abuse/exploitation and neglect of youth under the age of 18 to the local Department of Family and Children’s Services where the incident occurred.
 - 4. The Transportation Unit Captain will report all allegations of child neglect of youth under the age of 18 to the local Department of Family and Children’s Services where the incident occurred.
 - 5. The Transportation Unit Captain will report all allegations of child abuse, child neglect, youth on youth sexual penetration, youth on youth sexual contact, staff/contractor/volunteer/intern sexual penetration, and staff/contractor/volunteer/intern sexual contact of youth over the age of 18 to the Office of Investigations. The Captain will not notify the local Department of Family and Children’s Services.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO