

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 10.23
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References:	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: INTERSTATE TRANSPORTATION	APPROVED:	
Attachments: None.	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice Transportation Unit shall ensure the safety and security of staff, youth, and the general public when transporting youth to and from the airport for a flight on a commercial airline, or when providing interstate ground transportation.

II. DEFINITIONS:

Transport: For the purposes of this policy, the movement of youth from one location to another.

III. REFERRALS:

- A. The Georgia Interstate Compact will handle all youth being transported across state lines.
- B. The Georgia Interstate Compact will coordinate transportation arrangements with the Transportation Unit and then forward the Transportation Request Form to the Transportation Unit.

IV. GROUND TRANSPORT:

- A. Ground transportation will be made in accordance with DJJ 10.11, Secure Movement of Youth.
- B. Ground transportation may be arranged when the youth is in another state as approved by the Transportation Captain.
- C. Transportation Officer(s) assigned to conduct ground transportation for Interstate Compact purposes will be provided the following information:
 - Name of youth;
 - Location where youth is being detained;
 - Necessary phone numbers;

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- Contact person;
- Detention Order;
- Copy of extradition papers; and
- Approval to house at an RYDC.

V. AIRPORT SURVEILLANCE:

- A. The Transportation Officer will adhere to the security procedures established for the airport.
- B. All Transportation Officers assigned to escort youth to or from an airport must complete an airport security course. Upon completion of the course, the Officer will be issued an airport ID badge. The Transportation Officer will notify his/her supervisor at least 30 days before the ID expires. The airport ID badge must be worn and displayed at all times while on duty at the Atlanta airport. This ID (when issued) is considered part of the official uniform and must be carried at all times and worn in accordance with airport ID procedure.
- C. Restraints:
 1. All youth who are being transported to or picked up from the airport will be restrained in waist chains and leg irons.
 2. Upon arrival at the airport all handcuffs, leg irons and the waist chains will be removed and secured in the van.
 3. When picking up a youth, the youth should be handcuffed upon departure from the aircraft until arrival at the vehicle. Leg irons and waist chains will be applied prior to placing the youth in the vehicle.
 4. The youth will be frisk searched prior to being transported in the vehicle.
- D. The youth must enter and clear the security checkpoint.
- E. If the youth has baggage to be claimed, the Transporting Officer(s) will retrieve the property and turn it over to the intake staff at the receiving facility. The youth will not be allowed access to the baggage. Carry-on baggage will be taken from the youth and the youth will not have access to the baggage.
- F. When departing the airport, normal exit routes will be used.
- G. If a Transportation Officer is escorting a youth by him or herself and there is a problem with the youth, the officer will notify local law enforcement for assistance, and notify Transportation Headquarters via cell phone.
- H. All law enforcement vehicles on official business will park in the reserved section for security at the airport.

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- I. If the description of the youth is not correct, the Transportation Officer(s), will notify Transportation Headquarters so that DJJ Interstate Compact Unit can be notified of the description changes.

- J. Surveillance Procedures:
 1. The Interstate Compact Unit will notify the Transportation Unit of any changes in the flight (delays, cancellations, etc.).
 2. The Transportation Officer assigned to the detail will arrive at the airport approximately 2 hours prior to the scheduled arrival or departure time, and contact the airline for gate information.
 3. Once all information has been confirmed, the Transportation Officer will proceed through the security checkpoint and continue to the gate.
 4. Upon arrival at the concourse, the Transportation Officer will monitor the flight number, time and gate.
 5. The Transportation Officer will double check the information with the Gate Attendant to verify that the youth is on board the correct flight, the seat number and the flight's estimated time of arrival to the gate.
 6. The Transportation Officer will ask the Gate Attendant to notify the pilot of the plane to have the youth either exit the plane first or last.
 7. The Transportation Officer will notify the Transportation Communications Officer of all movement within the airport to include the following:
 - Gate arrivals and departures;
 - Movement from gate to gate;
 - When the youth is in custody; and
 - When the youth is secured on the plane.
 8. The Transportation Communications Officer will notify the Interstate Compact Unit of any changes.
 9. Once the youth exits the plane, the Transportation Officers will identify themselves to the youth and advise the youth that they are there to ensure that they make their connecting flight.
 10. The Transportation Officer will check the youth's ticket information to ensure that the right youth is in custody.
 11. The Transportation Officer will secure all personal effects that the youth may be carrying, i.e., cell phone, purse, bags, backpacks, etc.

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12. The Transportation Officer(s) assigned to the detail will ensure that the youth remains in constant view and arm's reach at all times.
13. The youth will not be allowed to have any contact with anyone other than approved staff.
14. Transportation Officers will allow the youth time to use the restroom before boarding their connecting flight, as time permits.
15. Transportation Officers will check with gate employees about allowing the youth to board the plane first.
16. The Transportation Officer will escort the youth to the plane and remain at the plane until it has taxied out of the gate and proceeded to the flight line.
17. Transportation Officers will not disclose information about any youth except to appropriate authorities and airline staff.
18. While on detail at the airport, the Transportation Officers must receive approval from the Transportation Captain for the youth or Officers to eat at the airport. The Transportation Officer will be reimbursed the reasonable cost for the youth's meal.

VI. OFFICER CONDUCT:

- A. Transportation Officers will act and conduct themselves in a professional manner at all times while assigned to ground transportation and/or airport surveillance. They will remain focused on the youth and their assigned duties.
- B. Transportation officers will always remain alert to potential problems and refrain from placing themselves in a questionable situation. If an officer encounters problems while performing their duties at the airport, the officer will protect the youth and notify the Atlanta Police Department as soon as possible. Once the matter is under control, the officer will then notify their supervisor and Transportation Headquarters. (When at all possible, the supervisor and Transportation Headquarters will be notified first.)

VII. LOCAL OPERATING PROCEDURES REQUIRED: NO