

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 17-11	Policy # 10.3
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References: O.C.G.A. § 49-4A-8 ACA Standards: 4-JCF-1C-17, 4-JCF-2A-16, 4-JCF-2A-24, 4-JCF-4C-07, 4-JCF-4C-08, 4-JCF-4C-09, 4-JCF-4C-14, 3-JDF-1E-04, 3-JDF-3A-15, 3-JDF-3A-24 DJJ 2.11, 3.10, 4.5, 8.5, 8.30, 8.31, 10.10, 15.9, 17.1, 17.23, 20.4, 23.1	
Chapter 10: Office of Classification and Transportation	Effective Date: 11/15/17 Scheduled Review Date: 11/15/18	
Subject: Transportation Requests for Releases and Transfers	Replaces: DJJ 10.10 Transportation Services Referrals (6/1/12) DJJ 10.11 Secure Movement of Youth (4/15/12) DJJ 10.23 Interstate Transportation (4/15/12)	
Attachments:  A – Officer Transfer Form	Classification / Transportation  APPROVED:   <hr/> Avery D Niles, 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, 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.

**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.

**High Risk Transport:** A transport deemed high risk by a Deputy Commissioner of secure facilities due to the youth having a verified escape attempt, recent incidents of aggression/violence toward staff or youth, any youth with high mental health needs requiring a single transport or other aggravating factors which would put other youth or staff in danger if done by routine transport.

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**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/non-secure facility to a location specifically approved by 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.

**Totality of Circumstances:** What constitutes “objectively reasonable” is dependent on a number of additional factors, collectively known as the “totality of circumstances.” The entire situation needs to be examined in order to determine whether the actions of staff are reasonable. Some of the factors which must be considered when using force are the size, strength, and skill level of the officer and subject, degree of physical exhaustion, number of subjects, other force options available, ability to escape, severity of the crime/threat, etc.

### III. GENERAL PROCEDURES FOR TRANSPORTATION REQUESTS:

- A. Staff will make a transportation and transfer request by completing the Transfer Request or a Transportation Request Form in the Juvenile Tracking System (JTS). (Paper forms are not accepted.) The request forms will include detailed information on youth’s medical, mental health, and overall behavioral concerns.
- B. 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.
- C. 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](mailto:transportationrequest@djj.state.ga.us). The Transportation Unit administrative staff will send an email to verify receipt of the change.

### IV. SINGLE TRANSPORTS:

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

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- B. The Transportation Unit Captain or administrative staff will consult with the Office of Behavioral Health Services and/or DJJ Medical Director or AU Healthcare Administrator, as applicable, to make arrangements to accommodate the special needs of the youth.
- C. 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. Special transports will require 2 or more staff to complete the move safely.
- E. 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.
- F. 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.
- G. 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.
- H. The respective Deputy Commissioner of secure facilities must determine whether a youth is in need of a high risk transport before the request is completed in JTS. The request should include the justification, any documentation, and noted concerns. Youth who have been designated as high risk will be transported via single transport by SERT or SMRT, depending on availability. Transport of high risk youth will only be completed by the Office of Transportation with approval from the respective Deputy Commissioner of secure facilities and the Deputy Commissioner of Support Services.

**V. COURTESY TRANSPORTS:**

- A. Transportation Unit Administrative Staff will handle requests for a courtesy transport on a case-by-case basis.
- B. The Transportation Unit will provide transportation assistance to RYDCs and aid them with the movement of youth due to overcrowding.

**VI. SECURE MOVEMENT OF THE YOUTH:**

- A. Sending Facility Responsibilities:

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1. The facility Director or supervisor responsible for intake will ensure that the facility staff completes 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. Searches of transgender and intersex youth will be conducted in accordance with DJJ 23.1, PREA. 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. Youth will never be transported in personal clothing. The youth will be transported in facility uniform and personal clothing will be provided and transported with youth by Transportation Unit staff.
6. All youth being transported will be provided with a sack lunch.
7. Each youth will have a wristband indicating his/her name, date of birth, race, sex, and allergies. If any youth being transported has an infectious or communicable disease, the medical services staff will notify the transporting officer (including those not employed by the Department) using the Notification of an Infectious Disease Form (DJJ 8.23 Attachment B). The transporting officer will be responsible for taking the necessary precautions outlined on the form. (See DJJ 8.23, Transportation of Youth, and DJJ 11.30, Infection Control.)
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:
  - a. Youth's health record in a sealed envelope marked with the youth's name and "CONFIDENTIAL";
  - b. Youth's case record in a separate, sealed envelope;

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- c. Youth's medication in a separate, sealed envelope;
  - d. Youth's inhaler(s) and/or Epi-Pens in a sealed evidence bag attached to the health record envelope;
  - e. Notification of alerts (Level II, Level III, Escape Risk, etc.); and
  - f. All of a youth's approved personal items (religious material, writing material, photos, etc.) will be secured by the sending facility in a small box or envelope, the size dictated by amount of items, to be transported by the Transportation Officers with the youth. In the event that there is no room on the transportation van, it will be the responsibility of the sending facility to forward the items to the receiving facility within 72 hours via US Mail or other mail carrier service.
9. 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 or electronically sending the files to the receiving facility so that they will be received within 24 hours.
- a. The Transportation Officer will note that the files are not being sent with the youth on the Officer Transfer Form that is retained by the officer.
  - b. The Transportation Office will document the phone number and a contact person at the sending facility on the form.
10. Other items may be transported at the discretion of the Transportation Officer, depending on space available in the van.
11. Under no circumstances will the sending facility tell youth or parents/guardians when they are scheduled for transport. This prohibition applies to all facility staff.

**VII. TRANSPORTATION PROCEDURES:**

- A. Transportation Officers will search each transportation van at the beginning and end of each tour of duty to ensure no contraband is transported.
- B. The Transportation Officer will notify the facility via telephone at least 15 to 30 minutes prior to arrival at the facility.

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- C. 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 give instruction to the transportation officer as to how to proceed.. If the Transportation Officer is directed 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 facility chain of command of any issues.
- D. The Transportation Officer of the same sex 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. If the Transportation Officer is not of the same sex as the youth, facility staff will conduct the frisk search.
- E. Strip searches will be conducted only upon the authorization of the Transportation Captain or designee and will be conducted in accordance with DJJ 17.1, Admission to a Secure Facility, and DJJ 23.1, PREA.
- F. If the Transportation Officer does not receive documentation that a strip search has been completed, the Transportation Officer will conduct a strip search prior to placing youth in the transportation van for transport.
- G. 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. Facility Director and designee will be notified by Transportation Captain when items are located that were missed in the initial search by the facility staff.
- H. 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.
- I. Youth who are involved in an incident prior to being transported and who require a Report of Youth Injuries or Behavioral Health Evaluation to be completed will be evaluated prior to transport. The Transportation Unit supervisor will be contacted for approval to leave the youth at the facility. Alternate transportation arrangements will be made.
- J. A Special Incident Report will be completed for all incidents requiring an SIR in accordance with DJJ 8.5, Special Incident Reporting.
- K. Mechanical restraints will only be removed during transport in order to render aid or as authorized by a Lieutenant or the Captain. Otherwise, mechanical

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restraints will be removed when the youth is secured inside the receiving facility or released to proper departmental personnel.

L. Transportation Unit Ratio:

1. Transportation will be conducted by at least two Transportation Officers, unless authorized by a Lieutenant or the Captain.
2. Transportation Officers will never leave youth unsupervised at any time while in their custody.
3. 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.
4. 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.

**VIII. RECEIVING FACILITY ARRIVAL:**

- A. The receiving facility will take custody of the youth in their designated Intake area.
- B. The Transportation Officer will document any unusual behaviors on the Officer Transfer Form.
- C. All records, medications, and personal items transferred with the youth will be given to the receiving facility's staff.
- D. 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.
- E. 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.

**IX. RELEASING YOUTH FROM SECURE TRANSPORTS:**

- A. The Transportation Unit may provide secure transportation for youth who are being released from a Youth Development Campus. Youth will not be picked up

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from contract programs such as group homes, residential programs, etc., without prior approval from the Transportation Captain or designee.

- B. All requests to transport youth being released from an YDC will be confirmed before the movement is scheduled.
- C. Youth who are being released will be taken to designated catchment area RYDC and the release will be handled in accordance with DJJ 17.23, Release from Secure Facilities.
- D. During youth's movement, the transportation officer will contact the designated catchment RYDC Intake with estimated time of arrival.

**X. USE OF FORCE:**

- A. DJJ staff will ensure that when force is used, it is objectively reasonable based on the totality of the circumstances as taught by the Office of Training. (See DJJ 8.30, Use of Force and DJJ 4.5, Staff Training Requirements.)
- B. Transportation Officers will use mechanical restraints in accordance with DJJ 8.31, Restraint of Youth. Transportation Officers will routinely use mechanical restraint devices 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 is not considered as use of force. Transportation Officers will never restrain a youth to a fixed object.
- C. When an incident occurs while transporting a youth, the special incident reporting processes outlined in DJJ 8.5, Special Incident Reporting, will be used.

**XI. INTERSTATE TRANSPORTATION REFERRALS:**

- A. The Georgia Interstate Compact (See DJJ 20.4, Interstate Compact and Out of State Supervision) will coordinate transportation arrangements with the Transportation Unit and then forward the Transportation Request Form to the Transportation Unit.
- 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:
  - 1. Name of youth;

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2. Location where youth is being detained;
3. Necessary phone numbers;
4. Contact person;
5. Detention Order;
6. Copy of extradition papers; and
7. Approval to house at an RYDC.

D. Airport Surveillance:

1. The Transportation Officer will adhere to the security procedures established for the airport.
2. All youth who are being transported to or picked up from the airport will be restrained in waist chains and leg irons.
3. Upon arrival at the airport all handcuffs, leg irons and the waist chains will be removed and secured in the van.
4. 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.
5. The youth will be frisk searched prior to being transported in the vehicle.
6. The youth must enter and clear the security checkpoint.
7. 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.
8. When departing the airport, normal exit routes will be used.
9. If a Transportation Officer is escorting a youth alone and there is a problem with the youth, the officer will notify local law enforcement for assistance, and notify Transportation Headquarters via cell phone.
10. All law enforcement vehicles on official business will park in the reserved section for security at the airport.

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11. 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.

E. 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 at 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:
  - a. Gate arrivals and departures;
  - b. Movement from gate to gate;
  - c. When the youth is in custody; and
  - d. 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.

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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, (e.g., cell phone, purse, bags, backpacks, etc.).
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.

**XII. LOCAL OPERATING PROCEDURES REQUIRED: NO**