

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-13	Policy # 10.6
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration (Transportation Unit) <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-1C-17, 4-JCF-2A-16 DJJ 2.11, 3.12, 8.22, 10.10, 11.30	
Chapter 10: Office of Classification and Transportation	Effective Date: 12/5/17 Scheduled Review Date: 12/5/18	
Subject: TRANSPORTATION UNIT OPERATIONS	Replaces: DJJ 10.1, Functions of the Transportation Unit (7/1/14) DJJ 10.2 Transportation Unit Radio Operations (6/1/12) DJJ 10.4 Dress Code for Transportation Unit Uniformed Staff (9/15/12) DJJ 10.20 Transportation Incident Management (6/15/12) DJJ 10.21 Transportation Emergency Management (4/15/12) DJJ 10.22 Transportation Unit Vehicle (4/15/12) Classification / Transportation	
Attachments: None	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:

Communications Officer: For the purposes of this policy, the Transportation Unit administrative staff in charge of communications operations for that day or the designated Transportation Officer assigned to these duties by the Transportation Unit administration staff.

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.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	TRANSPORTATION UNIT OPERATIONS	10.6	2 of 8

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.

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.

Radio Operations Area: For the purposes of this policy, a functional location that provides good transmission/reception for the push-to-talk radios and the necessary equipment for conducting the duties of the Communications Officer. The area shall provide access to a landline telephone, computer, required documents and maps.

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. All transports done by the Transportation Unit will be secure.

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.

Wireless Communication Device: Any electronic device including, but not limited to, cellular, blackberry and smart telephones as well as tablets, I-Pads, notebooks, wireless data connections, mobile hotspots, Zipits, and two-way radios.

III. ORGANIZATIONAL STRUCTURE:

A. The Captain of Transportation Services will oversee the Transportation Unit.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	FUNCTIONS OF THE TRANSPORTATION UNIT	10.2	3 of 8

B. The Transportation Unit will be responsible for providing statewide secure transportation of youth, as requested and approved by the Transportation Captain or designee.

C. Push-to-Talk and Radio Transmissions:

1. Wireless communication devices assigned to staff supervising youth must be worn on their person by a special clip or holster. Staff is responsible for the security of their device at all times.
2. Staff will answer all calls promptly.
3. All operators will have an assigned call sign. Operators will use their assigned call sign to identify themselves when transmitting.
4. Staff should transmit messages in a calm, matter-of-fact manner. All calls to and from field units will be brief and to the point.
5. Staff will make all transmissions in a normal and audible tone of voice. Staff shall not use loud language, sarcasm, profanity, and other inappropriate language. Staff should speak slowly and distinctly in an evenly modulated tone of voice and avoid display of emotion, such as nervousness, excitement, loss of temper, or impatience.
6. Staff will utilize plain language and the military 24-hour time system in all transmissions.
7. Staff will not make transmissions of a personal nature. Staff will also not give out personal information via the push-to-talk function. If a serious personal problem arises requiring contact with a field unit, the operator will advise that unit to call the Communication Officer or other person by telephone.

D. Radio Operations:

1. A low noise level must be maintained in the radio operations area. To avoid interfering with other activities in the office, the Communication Officer will keep all volume and speech levels to not more than what is required for efficient operations.
2. The Communication Officer will answer all radio calls promptly.
3. The Communication Officer will immediately notify the supervisor in the event of an emergency.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	TRANSPORTATION UNIT OPERATIONS	10.6	4 of 8

4. The Communication Officer will have immediate access to the following documents: Transportation Officers' call signs, facility telephone numbers, state road maps, DJJ telephone directory, and facility emergency plans.
 5. The Communication Officer will never leave the radio operations area except when properly relieved or upon other official instruction. Before leaving, the Communication Officer must provide the relief staff with all information concerning the status of the operation and staff in the field.
 6. The Communication Officer will keep an accurate record of all transmissions. That record must include, at a minimum, time of dispatch, unit responding, location, time of arrival, time of assignment completion, and action taken.
 7. When a call is dispatched to a field unit that unit must respond, unless a problem arises that makes it physically impossible for that unit to respond. If a unit does not respond after two calls by the Communication Officer, the Communication Officer will notify the supervisor.
 8. On calls of a serious nature (such as riots, fires, serious injuries, or officer in need of assistance) the Communication Officer will immediately notify the supervisor, the Captain, and the Deputy Commissioner of Support Services, through the chain of command.
 9. Communication Officers must know the status of the wireless communication devices in the field and the area the staff is assigned to, at all times.
- E. Dress code for Transportation Unit uniformed staff:
1. Transportation Unit uniformed staff will wear Department-issued uniform and equipment while performing official assigned duties in accordance with DJJ 3.12, Dress Code for Uniformed Staff.
 - a) One set of handcuffs with a black case will be worn on the belt on the weak hand side. Handcuffs will not be worn outside the case.
 - b) A flashlight with a black holder will be worn on the strong hand side.
 - c) Officers may remove the duty belt while driving, but must put it on when outside of the vehicle.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	FUNCTIONS OF THE TRANSPORTATION UNIT	10.2	5 of 8

2. The Transportation Unit Captain will ensure uniforms and equipment are ordered from a Department-approved vendor.
3. Uniforms will be ordered within 30 days of a new officer's hire date.

F. Transportation Unit Vehicles Operation and Maintenance:

1. Transportation Unit vehicles will be used only for conducting official business of the Department and the State of Georgia. (See DJJ 2.11, Assignment and Use of State Vehicles.)
2. All Transportation Unit vehicles must be parked and secured in the Transportation Hub parking lot when not being used for official departmental business. Only staff authorized by the Transportation Captain will drive state vehicles to their residence or other location.
3. Prior to all transports, Transportation Officers will search vehicles for contraband and will inspect for safety. All findings will be documented in the daily logbook and contraband will be handled accordance with DJJ 8.22, Searches and Contraband Control.
4. Transportation Officers will not stop in public places while youth are in the van except to fuel the vehicle. When stopping is necessary, the Transportation Officer will make every attempt to stop at a law enforcement location. When youth are not in the van, Transportation Officers can stop in a public place with prior approval from the Lieutenant or Captain.
5. Transportation Officers will submit summary mileage and cost information reports at the end of each month in accordance with procedures listed in DJJ 2.11, Assignment and Use of State Vehicles.
6. Vehicles will be serviced according to the schedule established by the Georgia Department of Administrative Services and state vehicle maintenance contract. Transportation Officers will schedule all service and maintenance with vendors and will not approve services outside of the routine maintenance schedule without approval from the Office of Financial Services and the vehicle maintenance contract vendor.
7. When a Transportation Unit vehicle will be out of service for maintenance, the officers assigned, Lieutenant, Captain, and Administrative Operations Coordinator will be notified prior to the vehicle being placed out of service.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	TRANSPORTATION UNIT OPERATIONS	10.6	6 of 8

8. All fluid levels and belts will be visually checked daily and findings recorded in the daily logbook.
9. Each supervisor will inspect and inventory all assigned vehicles at least quarterly. The inspection will be documented and forwarded to the Transportation Captain for review, with a copy forwarded to the Administrative Operations Coordinator.
10. Use of all tobacco products will be strictly prohibited in Transportation Unit vehicles.

G. Equipment:

1. Transportation Officers will check and inspect emergency equipment and blue lights at the beginning of each tour of duty and will record findings in the daily logbook. Transportation Officers will notify their supervisor of any missing, damaged or malfunctioning equipment.
2. Transportation vehicles will be equipped with infection control equipment in accordance with DJJ 11.30, Infection Control.
3. Transportation Officers will disinfect vehicles and restraints in accordance with DJJ 11.30, Infection Control.
4. The following equipment will be stored in the lock boxes inside each vehicle:
 - a) Belly chains (10 sets);
 - b) Leg irons (10 sets);
 - c) Cut-away scissors (1 pair); and
 - d) Roadside safety kit.
5. The following equipment will be stored in the vehicle at all times in the glove box or the side pocket:
 - a) Petroleum credit card;
 - b) ARI and department accident kit;
 - c) Insurance card; and
 - d) ARI coupon book.

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	FUNCTIONS OF THE TRANSPORTATION UNIT	10.2	7 of 8

6. Transportation Unit vehicles will be designated as emergency vehicles. They will be marked on three sides with the Departmental seal and the word "Transportation" in black four-inch letters.
 - a) Every vehicle equipped with "blue lights" must have a valid "blue light" permit issued by the Georgia Department of Public Safety affixed to the lower left area of the windshield.
 - b) The blue light system will only be used in departmental emergencies.
 - c) If the blue lights are being used for an emergency, the emergency flashers will also be used. No employee of the Transportation Unit will use the blue lights without prior approval from a Transportation Lieutenant, or a higher authority in the chain of command, unless the vehicle is being escorted by law enforcement in approved medical or emergency situations. Blue lights may be operated during a convoy when escorted by law enforcement.
 - d) If the Transportation Unit is conducting an emergency evacuation, the blue lights may be used in a convoy so that the public is aware of the mass movement.
 - e) Transportation Unit vehicles shall not be used for pursuit purposes. The duties of Transportation Officers are limited to enforcing those laws that are directly related to the safety and security of the youth and in accordance with DJJ policy and procedure. Transportation Officers are not responsible for general law enforcement or the enforcement of criminal law beyond the areas of their direct control.

7. Emergency equipment will be maintained in each vehicle to include, at a minimum:
 - a) ABC fire extinguisher;
 - b) CPR masks;
 - c) Flashlight, with operable batteries and back-up batteries; video camera, with film/videotape and operable batteries; approved safety ("cut-away") scissors;
 - d) Tire tool and jack;

Chapter	Subject	Policy #	Page
TRANSPORTATION SERVICES	TRANSPORTATION UNIT OPERATIONS	10.6	8 of 8

- e) Reflective safety vest; Gloves (Vinyl and Latex); Face goggles; and
 - f) First aid kit.
8. All emergency equipment will be checked daily to ensure that it is ready for use. The daily checks will be documented in the vehicle logbook. Equipment found not to be ready for use will be reported to the supervisor immediately. The supervisor will make arrangements to use back-up equipment, if possible, until a replacement is made. If back-up equipment is not possible, a contingency plan will be put in place.
 9. The supervisor will check all emergency equipment and supplies at least monthly. These inspections will be kept on file for audit purposes. Deficiencies will be forwarded to the Transportation Captain for timely correction.
 10. Staff will receive specific training in the use of all emergency equipment required to respond properly in an emergency.
 11. Transportation Officers will call 911 when there is a vehicle accident or a youth being transported experiences a medical emergency. Emergency response personnel that respond to the scene will determine if the youth(s) or staff needs to be treated at an outside medical facility. If outside medical attention is necessary, the Transportation Officer will contact their supervisor immediately for assistance via phone. The supervisor will inform the DJJ Medial Director.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO