

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-10	Policy # 20.51
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: DJJ 17.20	
Chapter 20: CASE MANAGEMENT	Effective Date: 10/31/17 Scheduled Review Date: 10/31/18	
Subject: TRANSPORTATION OF YOUTH	Replaces: 4/15/13 Community Services	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice community services employees shall transport youth in a safe and secure manner that ensures control and maintenance of custody or supervision of the youth. Drivers shall be appropriately licensed for the vehicle and shall obey all traffic laws.

II. DEFINITIONS:

Community Services Staff: For the purposes of this policy, staff filling the position of any JPPS series or Juvenile Program Manager (JPM).

DJJ Secure Transport: For the purposes of this policy, the transportation of mechanically restrained youth by the DJJ Transportation Unit, RYDC/YDC staff, or High Intensity Team Supervision (HITS) Probation Officers from one secure facility to another, or from a secure facility to a location specifically approved by the Transportation Unit administrative staff.

Law-Enforcement Transport Officer: POST certified part-time employees who are locally hired by DJJ to assist with local secure transportation of DJJ youth.

Local Secure Transport: For the purposes of this policy, the transportation of mechanically restrained youth by a Law-Enforcement Transport Officer and a community services staff/HITS Probation Officer, or by two community services staff/HITS Probation Officers who have both received use of force training.

Non-Secure Transport: For the purposes of this policy, the transportation of non-restrained youth by two community services staff, when at least one of those staff has received physical intervention techniques training.

Transportation Services Worker: For the purpose of this policy, staff hired on a part-time basis, paid an hourly wage to assist community services staff with the transport of youth to and from groups or designated activities approved by the chain of command in a designated state or grant funded vehicle.

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III. PROCEDURES:

- A. DJJ secure transports will be conducted by the Office of Transportation, HITS Probation Officer, SMRT officers, or trained community services staff.
- B. For local secure transports and non-secure transports, youth may be transported in a rental vehicle or a District assigned State vehicle. For local secure transports, every effort will be made to transport youth in a District assigned State vehicle. During transports a first aid kit should be available, but fire extinguishers are optional.
- C. Employees will obey all laws of the State of Georgia, including traffic laws and city/county ordinances. This includes the use of safety restraining devices by the driver and all passengers, including youth under the care of the Department.
- D. In any situation where two (2) community services staff/HITS Probation Officers and/or transportation services workers are transporting a youth, at least one of the staff members must be of the same gender as the youth being transported.
- E. Under no circumstances will only one (1) community services staff member transport a youth.
- F. If a youth on an escorted pass absconds or attempts to escape, the transporting officer will act in accordance with DJJ 17.20, Facility Passes and Appointments, and take the necessary steps to apprehend the youth.
- G. Transportation of Youth in Detention:
 - 1. Non-Committed Youth:
 - a. A juvenile court or superior court judge must issue an order for the local Sheriff's Department or the youth's parent/guardian to transport non-committed youth in detention for the purposes of evaluations, medical appointments, court hearings, etc.
 - 2. Committed Youth:
 - a. Non-secure transport will be used when a youth is being released from RYDC or YDC as a final release to return home or be placed in a residential program.
 - b. DJJ secure transport or local secure transport is required for all committed youth detained in a RYDC or YDC who are leaving the facility but scheduled to return and will remain on the facility's roster (e.g., evaluations, interviews, appointments, etc.).
 - c. Only DJJ secure transport will be used for:

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- i. Youth detained in an RYDC pending placement in a YDC and youth detained in a YDC;
 - ii. For local secure transports, preference is that youth be transported by a Law-Enforcement Transport Officer or HITS Probation Officer and a community services staff;
 - iii. Prior to scheduling appointments for evaluations, interviews, appointments, etc. the Community Case Manager will check his/her District's Law-Enforcement Transportation Officer/HITS Probation Officer availability for the proposed appointment time; or
 - iv. If the Law-Enforcement Transportation Officer/HITS Probation Officer is unavailable, the youth may be transported by two (2) community services staff, as long as both staff members are trained in physical intervention techniques.
 - d. Youth will be mechanically restrained. Handcuffs will be placed in front of the youth's body and not behind his/her back. Handcuffs and leg irons will be properly applied as trained by the Office of Training.
 - e. Restraints may be removed upon arrival at destination, but will be placed back on the youth prior to re-entering the vehicle for return to the facility.
 - f. The youth will be seated in the rear passenger side seat.
 - g. When two (2) community services staff trained in use of force techniques are transporting youth, one (1) of the community services staff will be seated in the rear driver's side seat.
 - h. When a transportation services worker is transporting youth to or from the office for any reason, there will always be at least one (1) trained community services staff member or HITS Probation Officer assisting.
3. If there are extenuating circumstances factoring into the type of transport that would be appropriate, the JPM will forward concerns to the District Director who will consult with the Regional Administrator to see if DJJ secure transport may be the most appropriate way for youth to be transported. If it is determined that DJJ secure transport would be best, the Regional Administrator will submit a transportation request via email to the Office of Classification and Assessment. The request will include the concerns/reasons why DJJ secure transport would be the safest way to transport the youth.

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- 4. Youth who require transport from one RYDC to another RYDC or YDC will be transported via DJJ secure transport.
- 5. If more than two (2) youth need to be transported to the same location a request for transportation will be made to the Office of Transportation.
- H. For all youth not currently detained in an RYDC or YDC, the youth will be transported via parent/guardian or non-secure transport.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO