

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 05-04	Effective Date: 05/05/04	Revision Date: 08-11-14
Subject: Transportation Policy		

**I. Policy Statement**

The Division shall require all staff who transport juveniles for any reason to follow all State and local traffic laws, complete the Department of Human Services (DHS) Drivers Safety training and abide by the procedures outlined in this policy.

**II. Rationale**

Division staff are responsible for the juvenile's safety and the public's safety when transporting a juvenile who is in the care, custody, or control of the Division.

**III. Definitions**

- A. A "State-owned or State rented vehicle" is an automobile that is owned or leased by the Division of Juvenile Justice Services.
- B. A "caged car" is a vehicle that is designed for secure transportation and has a screen or barrier permanently attached, which secures the juvenile in the vehicle and allows for secure separation between staff and the juvenile during transport.
- C. "Restraints" are any Division approved devices used for the purpose of restraining movement of a juvenile.
- D. A "secure facility" is any Juvenile Justice Services facility (operated or contracted) that is considered a place of confinement where juveniles are remanded, such as detention or long-term secure.

**IV. Procedures**

- A. Prior to Transport
  - 1. Staff shall maintain a valid driver's license and be current with the DHS driver's safety training prior to transporting a juvenile.
  - 2. All transportation shall be conducted in a State-owned or contracted vehicle.
  - 3. APD's will ensure that First Aid kits and supplies are available in all vehicles used for transporting juveniles.
  - 4. The purpose and scheduled time to and from the destination shall be clearly determined and documented prior to departure from any facility/program.

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5. Staff transporting shall take cell phones for communication.
  6. Staff shall complete a thorough search of the vehicle immediately prior to and upon return from transport in accordance with JJS Search policy 05-02.
  7. Staff shall ensure the vehicle is adequately fueled and staff and juvenile should be encouraged to use the restroom prior to departure to preclude any need for stops during the transport.
  8. Considering the safety factors listed below, the supervisor or the lead staff on shift shall determine if one or two staff are needed when transporting a juvenile. Except for Early Intervention programs and/or work crews, two staff shall transport juveniles whenever possible.
    - a. Potential allegations of abuse by a juvenile;
    - b. juvenile's aggressive and assaultive behavior or history;
    - c. run risk;
    - d. implied or verbal threats by the juvenile, or family, or friends;
    - e. juvenile's gender;
    - f. juvenile's size;
    - g. destination.
  9. Division staff shall use restraints in accordance with JJS Use of Restraint policy 05-06 when transporting juveniles with a valid warrant to a detention or other secure facility.
- B. Transportation Procedures
1. When a juvenile in the Division's care is being transported by a single staff, and a cage car is unavailable, the juvenile shall be seated in the front seat.
  2. When a juvenile in the Division's care is being transported by two staff, and a cage car is not available, the juvenile shall be placed in the rear seat, right side. The second staff shall sit immediately behind the driver.
  3. Seating in non-cage car mini-vans shall be determined by staff as appropriate, considering gender and or number of juveniles.
  4. All passengers (staff and juveniles) shall be secured by a seat belt at all times.
  5. Unauthorized stops are prohibited except for emergencies.

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C. Additional Transportation Procedures for Secure Facilities

1. Restraints shall be used whenever the juvenile is being transported to or from a secure facility.
2. Except in the case of an emergency or unavoidable restroom stop, staff shall go directly to the destination without stopping at any other location.
3. Staff shall use a cage car when transporting juveniles to or from a secure facility.
4. Staff shall accompany any juvenile from a secure facility, at all times during the transport, even if hospitalization is required. Juveniles must remain in restraints at all times.

D. Normal restraint procedures during transport are modified for pregnant juveniles in accordance with JJS Use of Restraints policy 05-06.

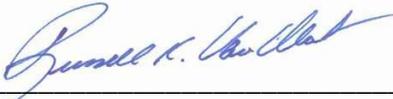
E. Documentation

All transportation of juveniles shall be documented in the juvenile's file and facility/program log with regards to the purpose, time of departure, arrival, and staff.

**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

8-11-14  
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Signature Date

  
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Susan Burke, Director  
Division of Juvenile Justice Services

8-11-14  
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Signature Date