


Transportation of Youth

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.01
EFFECTIVE DATE:	July 11, 2022
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	07/08/2022
SUPERSEDES:	DCFS/JJS 100.01 effective February 21, 2022
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	07/12/2022
REFERENCES:	Training and Staff Development (DCFS/JJS 100.05); State-Owned Vehicles (DCFS/JJS 100.07); Documentation Standard (DCFS/JJS 100.13); Use of Force (DCFS/JJS 300.02)
ATTACHMENTS:	Attachment A: Transportation Order

I. SUMMARY

The Division of Child and Family Services (DCFS) shall transport youth in a safe and secure manner which ensures control, maintenance of custody, and supervision of youth.

II. PURPOSE

To provide guidance and standardization regarding the transportation of youth by DCFS staff.

Note: This policy does not address youth transported by county staff. County probation departments and detention centers shall follow their own policy and procedure when they are responsible for the transportation of youth to a state facility.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Emergency Transport: Any transport where a youth must be transported to a community hospital under emergency circumstances to render life or limb saving treatment.

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- B. Medical Transport: Any transport where a youth must be transported to a medical appointment for specialist consultations or other medical services not able to be provided at a facility.
 - C. Multiple Youth Transport: A transport with more than one youth.
 - D. Re-engagement Transport: Any youth transport which will help youth reenter the community, including job search, job interviews, jobsites, job training, furlough and family visits, and other activities which support re-entry and family engagement.
 - E. Restraint: Any device used to restrict body movements completely or partially.
 - F. Transfer of Custody Transport: Any transport where a youth is going to be changing custody from or to a DCFS facility and other agencies, including city, county, Youth Parole Bureau (YPB) – DCFS, etc.
 - G. Transport Team: A team of DCFS staff responsible for the transportation of youth. The team may be made up of YPB staff, facility staff, or a combination of both.
 - H. Transportation Order: A form containing a written order allowing release of youth, whether temporary or permanent, from a facility with the name and current picture of the youth, person requesting the transport, reason for transport, physical identification, location to be taken, approximate time of return, if applicable, restraint level, and person authorizing transport.

IV. GENERAL REQUIREMENTS

- A. All youth transports by DCFS staff shall be conducted in a state-owned vehicle. See Use of State-Owned Vehicles (DCFS/JJS 100.07).
- B. All DCFS staff responsible for operating a state-owned vehicle shall have a valid driver's license in accordance with Nevada state law and have completed the State of Nevada Defensive Driving training requirements. See Training and Staff Development (DCFS/JJS 100.05).
- C. All vehicle drivers shall obey all traffic laws, including the use of seatbelts.
- D. Youth may be transported by DCFS staff for the following, including, but not limited to:
 - 1. Transfer of custody
 - 2. Court appearances
 - 3. Community appointments: includes attorney visits, banking needs, powers of attorney, and programming needs not provided by the facility or parole
 - 4. Community re-engagement
 - 5. Medical appointments or emergency services
 - 6. School or work
- E. Transportation of youth shall be arranged prior to each transport unless an emergency transport is required.
- F. All youth shall be offered restroom usage prior to a transport.
 - 1. If a restroom is needed during transport, all attempts shall be made to utilize secure facilities such as a court or other government building or entity. One youth at a time may be unrestrained while they use a restroom, under constant supervision.

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- G. It is recommended all vehicles used for transport have 1) a first aid kit, and 2) a fire extinguisher.
 - H. DCFS staff become first responders in the event of an emergency during a transport, if able, and shall be trained in basic first aid and CPR per Training and Staff Development (DCFS/JJS 100.05).
 - I. DCFS staff shall always maintain possession of vehicle keys.
 - 1. Keys shall never be in the possession of a youth.

V. TRANSPORT APPROVAL & TRANSPORT TEAMS (FACILITY)

- A. All facility transports of youth are subject to approval by the Superintendent or their designee utilizing a Transportation Order (Attachment A).
- B. Multiple youth transports require more than one staff member, making up a transport team.
- C. Transport teams shall:
 - 1. Be made of up of two staff, at a minimum, and staffing may be increased based on the number of youths and security needs involved in the transport.
 - a. The vehicle driver counts as one staff member.
 - 2. Be trained in the use of mechanical restraints and use of force procedures.
 - 3. Notify the facility Superintendent or their designee, or Chief of Parole or their designee immediately if the team encounters any issues during the transport using a method identified by parole or the facility in the standard operating procedures.
 - 4. Not utilize personal cells phones during transports, unless there is an emergency, and it is the only method of communication.
 - a. Facility issued cell phones may be used at any point during the transport.
 - 5. Have at least one staff member of the same gender as the youth, if possible.
- D. It is recommended males and females not be transported together, but exceptions may be made at the discretion of the facility.
- E. A single youth may be transported with a single staff member.
- F. Periodic check ins, during transport, shall be required by the transport team, as directed by the facility superintendent/designee or the Chief of Parole/designee.
- G. Facility staffing may be impacted by transport teams; therefore, facilities may identify specific days for transports and have additional staff available for this purpose.

VI. SECURITY DURING TRANSPORTATION (FACILITY)

- A. Youth shall be searched prior to departure and upon return to a facility and shall be supervised during the entire duration of the transport.
- B. Restraints shall be used while transporting youth, excluding the exceptions noted below. Use of restraints in transportation of youth outside of a secure facility is not considered a use of force.
 - 1. Restraints shall not be used once a youth has been paroled and is being transported from a facility to a Youth Parole Bureau office or the designated meeting point to transfer custody.
 - 2. Youth shall not be mechanically restrained to a vehicle in any fashion.
 - 3. Restraints may be removed for the duration of a court appearance or appointment time.
 - 4. Restraints may be removed if a youth has been transported to urgent care or an emergency room once they are placed in a room, not while in the waiting room.
 - a. One staff member shall always remain with the youth.
 - 5. In the case of multiple youth during one transport, only one youth at a time may be unrestrained.
 - a. The remaining youth shall remain in the vehicle, a waiting room, lobby, or other available area.
 - b. One staff is to remain with the restrained youth and one staff is to remain with the unrestrained youth.
 - 6. The only time all youth may be unrestrained at the same time is if there is a one-to-one staff to youth ratio.
 - a. Exceptions may be made upon approval of the superintendent/designee for activities such as work crews or earned outings.
 - 7. Youth on a re-engagement transport will not be restrained.
 - a. Re-engagement activities include interviews and job placement activities, job training, community service worksites, worksites, furloughs and family visits, and overnight furloughs.
 - b. Exceptions may be made upon approval of the superintendent/designee for any of these activities
- C. If an unrestrained youth attempts to escape, at least one staff member shall attempt to intervene pursuant to Use of Force (DCFS/JJS 300.02) while the other staff member(s) remains with the restrained youth and contact the facility shift supervisor immediately via radio using a code specific to an attempted escape.

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1. The notification may occur before or after the intervention.
 2. Once apprehended, the youth shall be immediately placed in restraints and transported back to the facility.

VII. TRANSPORTATION (YOUTH PAROLE)

- A. Youth Parole Counselors (YPCs) may transport youth in custody or on community supervision in state owned vehicles.
- B. Mechanical restraints are:
 - a. Required for youth in custody.
 - b. Not required for youth on community supervision.
- C. Searches:
 - a. Shall be conducted for youth in custody prior to and after transport.
 - b. May be conducted for youth on community supervision at YPC's discretion.
- D. Radio communication shall be used during all transports.

VIII. DOCUMENTATION AND REVIEW

- A. Each facility and the Youth Parole Bureau shall have a process to ensure staff responsible for operating a motor vehicle have a valid driver's license and are current with the required state of Nevada Defensive Driving training requirements.
- B. Web-based Case Management Documentation:
 1. A designated facility staff shall update the youth's temporary location in their current Booking upon transport and remove the temporary location upon return. See Documentation Standard (DCFS/JJS 100.13).
 2. The YPB shall document all transports.

IX. STANDARD OPERATING PROCEDURES

- A. Each facility and the Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include, at minimum:
 1. Check in requirements during transports.
 2. Process to ensure staff possesses a valid driver's license and is current with the required state of Nevada Defensive Driving training.
 3. Emergency equipment within each state-owned vehicle.
 4. Equipment provided to transport team, if any, in addition to vehicle and vehicle keys, if applicable.

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5. Approval process for transportation orders.
 6. Documentation of transports, including where and how long completed transportation orders will be maintained.
 7. Process and identification of designated facility staff to document temporary location status in the DCFS web-based case management system.
 8. Process to notify facility superintendent/designee or Chief of Parole/designee if a transport team encounters issues during a transport.
 9. Identification of transport days.
- B. This policy shall be reviewed annually by the DCFS Programs Office.