


# Transportation of Youth

	<b>DIVISION OF CHILD AND FAMILY SERVICES</b> <b>Juvenile Justice Services</b> <b>STATEWIDE POLICY</b> <b>Transportation of Youth</b>
<b>SUBJECT:</b>	Transportation of Youth
<b>POLICY NUMBER:</b>	DCFS/JJS 100.01
<b>EFFECTIVE DATE:</b>	February 21, 2022
<b>APPROVED BY:</b>	Domonique Rice, Deputy Administrator – Division of Child and Family Services
<b>SUPERSEDES:</b>	New Policy
<b>APPROVED BY:</b>	Cindy Pitlock, Administrator – Division of Child and Family Services  2/17/22 
<b>REFERENCES:</b>	DCFS/JJ 100.07 Use of State-Owned Vehicles DCFS/JJ 100.05 Training and Staff Development
<b>ATTACHMENTS:</b>	Attachment A Transportation Order

## I. SUMMARY

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

## II. PURPOSE

To provide guidance and standardization regarding the transportation of youth by DCFS 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.
- B. Medical Transport: Any transport where a youth must be transported to a medical appointment for specialist consults or other medical services not able to be provided at the facility.
- C. Multiple Youth Transport: A transport with more than one youth.

## Transportation of Youth

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- D. Re-engagement Transport: Any transport for a youth 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, family engagement, or both.
- 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 SVYC – DCFS and other agencies, including city, county, YPB – DCFS, etc.
- G. Transport Team: A team of DCFS staff responsible for the transportation of youth. The team maybe be made up of Parole staff, facility staff, or a combination.
- H. Transportation Order: A form containing a written order allowing release of youth, whether temporary or permanent, from facility with the name and current picture of 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.
- I. Tyler Supervision: The web-based case management software system utilized by DCFS.

#### **IV. GENERAL REQUIREMENTS**

- A. All youth transports by DCFS staff shall be conducted in a state-owned vehicle (DCFS/JJS 100.07 Use of State-Owned Vehicles & DCFS/JJS 100.05 Training and Staff Development).  
Note: This policy does not address youth transported by county staff.
- B. All DCFS employees responsible for operating a state-owned vehicle shall have a valid driver's license in accordance with Nevada state law and have taken the State of Nevada Defensive Driving course.
- 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 reasons, including, but not limited to:
  - a. Transfer of custody
  - b. Court appearances
  - c. Community appointments: includes attorney visits, banking needs, powers of attorney, and programming needs not provided by the facility or parole
  - d. Re-engagement transport
  - e. Medical appointments or emergency services
  - f. School/work
- E. Transportation of youth shall be arranged prior to the transport unless it is an emergency.
- F. All youth shall be offered restroom usage prior to transport. If a restroom is needed during transport, all attempts shall be made to utilize secure facilities such as a court or another

## Transportation of Youth

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- government building/entity. One youth at a time may be unrestrained while they use a restroom, under constant supervision.
- G. It is recommended that all vehicles used for transport have 1) a first aid kit, and 2) a fire extinguisher.
  - H. DCFS staff members become first responders in the event of an emergency during a transport, if able, and shall be trained in basic first aid and CPR. DCFS/JJS 100.05 Training and Staff Development.
  - I. DCFS staff members shall always maintain possession of vehicle keys. 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 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:
  - a. be made of up of two staff, at a minimum, and staffing may be increased based on the number of youths involved in the transport. The vehicle driver counts as one staff member.
  - b. be trained in the use of mechanical restraints and use of force procedures.
  - c. be provided hand-held radios during transports.
  - d. notify the facility or the Chief of Parole immediately if they encounter any issues during the transport using a method identified by parole and the facility.
  - e. Not utilize personal cells phones during transport, unless there is an emergency, and it is the only method of communication. Note: Facility issued cell phones may be used at any point during the transport.
  - f. Have at least one staff member of the same gender, if possible.
- D. It is recommended that 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.

# Transportation of Youth

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## **VI. SECURITY DURING TRANSPORTATION (FACILITY)**

- A. Youth shall be searched prior to departure and upon return to the facility and shall be supervised during the entire duration of the transport.
- B. Restraints shall be used while transporting youth. Use of restraints in transportation of youth outside of a secure facility is not considered a use of force. Youth shall not be handcuffed or restrained to the vehicle in any fashion.
  - a. Restraints may be removed for the duration of the court appearance or appointment time.
  - b. Restraints may be removed if a youth has been transported to urgent care or the emergency room once they are placed in a room, not while in the waiting room. One staff member shall always remain with the youth.
  - c. In the case of multiple youth during one transport, only one youth at a time may be unrestrained. The remaining youth shall remain in the vehicle, a waiting room, a lobby, or other available area. One staff is to remain with the restrained youth and one staff is to remain with the unrestrained youth.
  - d. The only time all youth may be unrestrained at the same time is if there is a 1:1 staff/youth ratio.
- C. If an unrestrained youth attempts to escape, at least one staff member shall intervene pursuant to Use of Force (DCFS/JJS 300.02) while the other staff member remains with the restrained youth and contacts the Shift Supervisor immediately via radio using a code specific to an attempted escape. The notification may occur before or after the intervention.
  - a. Once apprehended, the youth shall be immediately placed in restraints and transported back to the facility.

## **VII. TRANSPORTATION (YOUTH PAROLE)**

- A. Youth Parole Counselors may transport youth on community supervision in state owned vehicles.
- B. Mechanical restraints are not required for youth on community supervision.
- C. Searches may be completed based on Youth Parole Counselor discretion.
- D. Periodic check ins may be required as directed by the Chief of Parole/designee.

## **VIII. DOCUMENTATION AND REVIEW**

- A. A facility and Youth Parole shall have a process to ensure that employees responsible for operating a motor vehicle have a valid driver's license and are current with the required state of Nevada Defensive Driving course.

## Transportation of Youth

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- B. Tyler Supervision documentation: A designated facility staff member shall update the youth's temporary location in their currently Booking upon transport and remove the temporary location upon return.

### **IX. STANDARD OPERATING PROCEDURES**

- A. Each facility shall develop Standard Operating Procedures (SOP) consistent with this policy to include, at minimum:
  - 1. Check in requirements during transports.
  - 2. Process to ensure a valid driver's license and are current with the required state of Nevada Defensive Driving course.
  - 3. Emergency equipment within each state-owned vehicle.
- B. Each facility shall include the following in the SOP.
  - 1. Equipment provided to transport team, if any, in addition to vehicle and vehicle keys, if applicable.
  - 2. Approval process for transportation orders and where/how and for how long completed transportation orders will be maintained.
  - 3. Process and identification of designated facility staff to enter and remove temporary location status in Tyler Supervision.
  - 4. Identification of transport days.
  - 5. Documentation of transports.
- C. Youth Parole shall develop a SOP to include the following.
  - 1. Approval process, if necessary, for transportation of youth.
  - 2. Documentation of transports.
- D. This policy shall be reviewed annually.