

Transportation of In-Custody Youth

1040.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures regarding transportation of in-custody youth. This policy applies to all juvenile facility staff and field deputies assigned to transport in-custody youth.

1040.2 AUTHORITY AND REFERENCES

- Juvenile Facility Services Policies Vehicle Operations; Use of Physical Restraints of In-Custody Youth Appearing in Court, Care of Pregnant/Post-Partum Youth;
- Welfare and Institutions Code § 210.6.

1040.3 POLICY

Youth shall be transported in county vehicles. Vehicles shall be operated at all times in a safe and lawful manner.

1040.4 TRANSPORTATION OF YOUTH

Youth may be transported to a variety of locations as deemed appropriate, including: court, placement, placement screening, medical services, etc. When staff are transporting youth of the opposite gender, staff shall be strategic in the seating of such youth and shall maintain physical separation in the vehicle. Safety and security shall be maintained at all times.

1040.5 YOUTH SAFETY

The security risk of the youth shall be assessed by the transportation staff in consultation with the duty officer prior to transportation to determine the appropriate vehicle to be used. Seat belts shall be utilized at all times. Youth shall not be left unattended in any vehicle.

1040.5.1 USE OF RESTRAINTS WHILE TRANSPORTING YOUTH

The Use of Physical Restraints for Transportation Assessment (Attachment 1) shall be completed in the Client Management System (CMS) and updated to determine the least restrictive form of mechanical restraints consistent with the legitimate security needs of each juvenile during transportation outside the juvenile facilities.

Staff responsibilities are:

- (a) Detention control officer (DCO):
 1. DCO to complete the Use of Physical Restraints for Transportation Assessment and provide a copy to the transportation unit.
- (b) Transportation officers:
 1. Prior to any transportation movement, transportation staff shall review the Use of Physical Restraints for Transportation Assessment for each youth and consult

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with the duty officer (DO) regarding any needed modifications and override considerations.

2. Upon completion of each transportation movement, attach a copy of each youth's Use of Physical Restraints for Transportation Assessment to the Transportation Log and Vehicle Inspection form for filing (Attached).
- (c) Duty officer (DO):
1. In consultation with the transportation staff, DO to provide approval for the use of restraints and document any override factors on the Use of Physical Restraints for Transportation Assessment.

Pregnant youth shall be transported in accordance with Juvenile Facilities Service Policy: Care of Pregnant/Post-Partum Youth.



Redacted pursuant to GC 6254(f)

1040.6 VEHICLE SAFETY

The transporting staff shall inspect the vehicle prior to departure and upon return to the facility. Staff shall ensure the vehicle is in working order (i.e. seatbelts, lights, cage, locks), and search for any damage or contraband. If any damage or contraband is found, staff shall notify the duty officer (DO) and their immediate supervisor. Staff shall also complete an incident report prior to the end of their shift. Staff shall notify the DO and their immediate supervisor of any mechanical issues regarding the vehicles and document on the Transportation Log and Vehicle Inspection form. Fleet services shall be notified for the completion of any required maintenance in a timely manner.

Staff operating county vehicles shall have completed county mandated drivers training and are responsible for the safety and security of the vehicle. This includes locking the vehicle when not in use and taking any and all other reasonable measures to ensure the protection and security of the vehicle and to prevent its unauthorized use.

1040.7 DOCUMENTATION/COMMUNICATION

The transporting staff shall document the departure and arrival times and the distance traveled in the Monthly Vehicle Mileage Log as outlined in the Juvenile Facilities Service Policy: Vehicle Operations. When transporting youth to another Riverside County Probation Facility, the staff member/driver shall call the destination and advise staff at that location of the time they are departing. Upon arrival, the driver shall notify control center staff at the originating facility and the time shall be documented in the Transportation Log and Vehicle Inspection form (attached). Transportation staff shall call their supervisor or designee for a check-in status approximately

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every hour until they return. Control center staff shall log in the time and status on the control log and advise the duty officer of their status.

1040.8 TRANSPORTATION ISSUES

All staff shall notify the DO as soon as possible if a problem arises during transportation. Field deputies shall also advise their immediate supervisor.

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Attachment(s):

1. [Use of Physical Restraints for Transportation Assessment](#)
2. [Transportation and Vehicle Inspection Log](#)