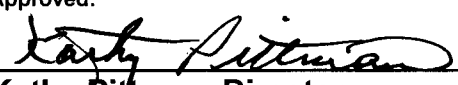


<b>MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS</b>	
<b>Subject:</b> <b>Off Campus Transportation of Youth</b>	<b>Policy Number:</b> <b>7</b>
<b>Number of Pages:</b> <b>5</b>	<b>Section:</b> <b>VII</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>
<b>A. Off Campus Transport Form</b> <b>B. Off Campus Transport Log</b> <b>C. Extra Curricular Off Campus Activity/Event Authorization Form</b>	<b>ACA 3-JTS-3A-15</b> <b>PbS Glossary Spring 2007</b>
<b>Effective Date:</b> <b>November 09, 2007</b> <b>Revised: February 4, 2009</b>	<b>Approved:</b>  <b>Kathy Pittman, Director</b>

## I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that all youth under its auspices will be transported on or off campus safely and under the authorization of the Facility Administrator. All transport of youth shall be accompanied by the required documentation and attachments. The transport of youth is limited to authorized personnel.

As a safety precaution for DYS staff all youth shall be searched prior to transport in a vehicle. Due to potential liability to the Department, clerical employees, student interns and volunteers, shall not participate in the transportation of youth, including but not limited to driving the vehicle, searching youth, applying or removing restraints, and escorting or guarding youth.

To ensure that DYS resources and staff are utilized in the most efficient manner, a release schedule shall be created based on region of release destination.

## II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Transportation** - Any movement of restrained or un-restrained youth in a motorized vehicle (i.e. truck, van, car, cart, bus, etc.)
- B. **Authorized Personnel** - Employees who are properly licensed and trained in the use of a motorized vehicle.
- C. **Mechanical Restraints:** Mechanical devices used to prevent an uncontrollable youth or youth being transported from injuring him or herself or others. Mechanical restraints may only be used for short periods of time and must be used under medical supervision. Mechanical restraints shall be defined as plastic or metallic handcuffs or wristlets, chains or anklets, or any other approved or authorized device used to limit the movement of the juvenile's body.

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- D. **Contraband** - Any item(s) introduced or found in the facility, including drugs (whether illegal or legal) and weapons, that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility.
- E. **Authorized Leave** - The release of a youth from the facility on a temporary basis. This type of leave is administratively pre-authorized or authorized through a court-approved leave process.
- F. **Escape/Walk-Away/AWOL/AWP** - To flee from custody or supervision of a Training School, someone assigned to supervise a youth, or the unlawful departure of a youth from a Training School, or from custody while being transported, or failure to return to the facility while on leave.
- G. **Furloughs/Passes** - An approved leave of absence for a youth from the secure supervision of a facility for a specified period and specified purpose. A furlough typically identifies a location and designated adult to provide supervision.

### III. PROCEDURE

The following procedure shall be followed to minimize the danger to youth, staff and the public. The transport of youth shall be carried out by a pair of officers consisting of both a male and a female, when the youth and the transporting officer are of the opposite sex. The transport of youth in the rear of a truck is strictly prohibited. Youth may not be physically fastened to a motorized vehicle at any time.

#### A. Pre-Transport: events leading up to transport

1. Authorization for Transport by Facility Administrator
  - a. Parole\*
  - b. Medical
  - c. Court Order
  - d. Authorized Leave
  - e. Home Visit
  - f. Placement
  - g. Extra Curricular Activity/Event\*\*
  - h. Emergency Evacuation

\* Prior to the release of youth, transporting officers shall verify the receipt of a signed parole agreement and transportation instructions generated from the community.

\*\* Transportation of youth to extracurricular activities and events shall be authorized by the Division Director through the Facility Administrator prior to scheduling, by submission of an Extra Curricular Activity/Event Form (Attachment C). As well, notification shall be given to the youth's home county court when youth is scheduled to leave Hinds County.

2. The transporting officer shall check out the necessary restraint equipment from the Security Station. (See policy VII.4: Inventory and Control of Restraint Equipment)

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3. Youth shall be taken to Clinic for a medical evaluation.
4. Youth shall be frisk searched for contraband.
5. Vehicle shall be searched for contraband.
6. Youth shall be appropriately restrained prior to placement in vehicle.
  - a. Appropriate restraints for the transport of youth are limited to the following mechanical restraints.
    - i. Handcuffs
    - ii. Leg Irons
    - iii. Transport Belts
  - b. Mechanical restraints shall be applied as to prohibit any sudden or unexpected movement for the protection of transporting officers and other youth. However, restraints shall be applied in a manner which allows for comfortable and safe seating of the youth being transported.
7. Youth shall be securely placed in vehicle.

The use of restraints and mode of transportation shall be determined based on the following criteria:

- a. Rank Level 1 youth - Includes aggressive youth, escapees, or youth being moved for security reasons. Restraints (handcuffs, leg irons, and transport belts) and mode of transportation limited to van, station wagon, and car with installed security gate.
- b. Rank Level 2 and 3 youth - Youth in this category are those being moved from the institution for court hearings, funerals, or appointments. Restraints (handcuffs, leg irons, and transport belts) and all modes of transportation may be utilized.
- c. Rank Level 4 youth - This group includes youth being moved for certain appointments and recreational activities as designated and approved by the Facility Administrator. Handcuffs shall be used and all modes of transportation may be utilized.

**B. Transport:** events taking place while transporting youth.

1. A ratio of no more than 5 youth to 1 non-driving transport officer shall be maintained at all times. A minimum of two (2) officers must escort youth during transport. The transport of youth shall be carried out by a pair of officers consisting of both a male and a female, when the youth and the transporting officer are of the opposite sex.

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2. All transport of youth shall take place according to an authorized and established travel plan, which shall be considered confidential and not be shared with youth, parents, and other persons that are non-essential to the facilitation transport in progress.
3. All transport exceeding two (2) hours shall consist of the necessary restroom and mealtime breaks. **Note:** Youth with special medical conditions noted by medical staff shall be extended additional breaks as necessary.
4. The transporting officer(s) shall make contact with the Training School no less than hourly to confirm status: location, number and name of youth in custody, and Estimated Time of Arrival (ETA).
5. All persons on transport shall wear seat belts as required by law.
6. No phone calls shall be made by youth; if necessary, calls shall be made by a transporting officer.
7. In no circumstance shall state lines be crossed while transporting youth except when authorized by the Division Director.
8. In the event of an accident or emergency, seek the assistance of the nearest sheriff or police department. If necessary, place the youth in the area Detention Center and secure a receipt for him/her. (The Facility Administrator and Director of Institutions shall be notified of any unusual occurrences.)
  - a. DYS shall designate a road-side assistance vendor to provide services in case of emergencies (i.e. AAA, North American Fleet, etc.).
  - b. Transporting Officers shall at all times have available a means of communication. (i.e. cell phone, radio, etc.)
9. Transporting officers shall directly supervise youth at all times.

**C. Post- transport:** events taking place following transport.

1. Upon return, the transporting officer shall review documentation to assure that all paperwork is correctly completed and/or authorized. All documentation shall be returned to the proper receiving authority.
2. Youth and vehicle shall be searched for contraband.
3. Youth shall be taken to Clinic for medical evaluation to insure that youth is in good health and has received all required medication.
4. Transporting officer(s) shall return any restraint equipment used during transport per policy VII.4: Inventory and Control of Restraint Equipment.

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#### **D. Confiscation of Contraband**

1. Any contraband found prior to, during, or after transportation shall be handled according to policy VII.8: Property, Contraband and Searches.
2. Any item or document pertinent to a youth's transport shall be maintained by the transporting staff person.

#### **E. Documentation**

1. All transport of youth shall be accompanied by a Transport Form (VII.7.A) for each youth being moved.
2. When applicable a Transport Form should be accompanied by a Court Order, Parole Slip, and/or a Medical/Mental health referral.
3. A copy of youth Transport Forms shall be maintained in the Security Station.
4. All transport of youth shall be documented in the Transport Log (VII.7.B).
5. The Chief of Security shall review Transport Logs on a monthly basis to insure that proper protocol is being followed. Consistent discrepancies and/or errors should result in relevant in-service training sessions.
6. A Transport Form is not necessary for each youth in an instance of emergency evacuation. However, a log entry should be made for all emergency evacuations.