

PROBATION DEPARTMENT JUVENILE MANUAL

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Notes and References

TRANSPORTATION OF JUVENILE PROBATIONERS

I. Introduction

- A. As part of the field supervision process, Deputy Probation Officers (DPOs) have the responsibility of transporting probationers who have been taken into custody. DPOs and Juvenile Institutions Officers (JIOs) should carefully plan the circumstances of the transportation, including medical clearance and an assessment of potential problems when dealing with unstable or dangerous probationers, securing an appropriate county vehicle and acquiring assistance if needed. Generally, DPOs are not to conduct transports alone. Arrangements should be made to secure the assistance of another probation peace officer or from another law enforcement agency to avoid transporting alone. If exigent circumstances exist to transport a youth alone, the DPO is to contact a supervisor before doing so and gain permission.
- B. Youth that are detained and being transported while in custody shall be handcuffed and searched for weapons and contraband. Prior to placing the youth in the county vehicle, the backseat area will be searched thoroughly. Once the vehicle is searched, the youth shall be placed in the backseat on the right hand side. The seatbelt will be securely fastened on the youth before beginning the transportation.
- C. All transportation of youth will be in a caged county vehicle. If one is not available, a non-caged car may be used. However, in such instances, another DPO must sit in the backseat next to the youth. A portable radio or cellular phone must be available and utilized by the transporting officers. Local law enforcement dispatch shall be contacted and kept apprised of the detention and the transport destination for the detained youth.
- D. When an opposite gender transportation is unavoidable, the DPO is to contact the Santa Maria Juvenile Hall (SMJH) and advise an AOP or lead officer of the following:
1. Vehicle number
 2. Start and end times
 3. Start and end mileage as indicated on the vehicle odometer.
 4. Start and end locations.

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Chapter 1155

See II-B-10
this chapter

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II. General Information Regarding Transportation

- A. Pregnant youth will be restrained with handcuffs affixed in the front once they have reached 20 weeks gestation.
- B. Youth who are experiencing significant discomfort or distress as a result of being handcuffed, or have a known history of experiencing significant discomfort or distress, or who are injured, may have handcuffs applied with their hands to their front.
- C. A vehicle safety check for mechanical issues is to be performed before leaving to conduct field activities. A vehicle officer safety check is to be performed before leaving to conduct field activities and before any person is transported during the course of field activities. These safety checks include inspecting and testing the following:
 - 1. Tires
 - 2. Brakes
 - 3. Head and tail lights/turn signal lamps
 - 4. Windshield wipers
 - 5. Seat belts (properly working)
 - 6. Rear view mirrors
 - 7. Gas, oil, and other fluid levels via the dashboard readings
 - 8. Ensure there is good visibility all around with clean windows
 - 9. Rear seat inspection/search
 - a. Check for contraband, metal objects, bottles, sharp objects, graffiti or scratchings, etc., before and after transporting passengers. Check the top and bottom of seats, before and after transportation.

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- b. Check for loose or torn screen parts, loose screws, etc.
- 10. Check all doors to see that they are working properly
- 11. Check to make sure doors lock properly from the inside
- D. Never leave youth handcuffed to your vehicle or to any other objects.
- E. Never handcuff a youth to your person.
- F. Persons awaiting transportation are not to be left unattended in the vehicle.
- G. If a bathroom stop is required, stop at one of the facilities listed below. Identify yourself, produce your badge, identification card, and request the use of their facilities. Do not uncuff the youth until you are safely inside the station, and only then to use the toilet facilities. When transporting a youth out of the local area, Officers should identify ahead of time possible locations along a route of travel where stops may be made.
 - 1. California Highway Patrol offices
 - 2. Sheriff's offices and sub-stations
 - 3. Police departments and sub-stations
 - 4. County juvenile detention facilities
- H. Courtesy hold

If for some reason there is a delay in transporting a youth, such as an accident, breakdown of the vehicle, or weather conditions that cause a delay for more than several hours, contact SMJH and request they contact the nearest detention facility to inquire about having the youth held there as a courtesy until such time that travel can resume.

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- I. Accidents
 - 1. In the event of an accident involving the vehicle, check with the youth to ascertain whether the youth has been injured.
 - a. If injured, call 911 and request a medical response, and administer first aid until medical assistance arrives.
 - b. Do not remove the restraints unless he/she is injured and if the paramedics request the removal of restraints to render medical aid.
 - 2. If the vehicle is inoperative, request that a law enforcement officer assist you and take the youth to the nearest juvenile holding facility (providing the youth is not injured), and have him/her held on a courtesy basis.
 - 3. Notify your SPO immediately or the SMJH of the circumstances and wait for instructions.
 - 4. Follow instructions on vehicle accident form located in each vehicle.
 - 5. When safe and reasonable to do so, contact or arrange to have contacted the parent or guardian of the youth to advise them of the accident and the status of the youth.
- J. Vehicle problems
 - 1. Take the vehicle or have it towed to the nearest county garage if in Santa Barbara County, or to the nearest service station if out of Santa Barbara County.
 - 2. If the vehicle is damaged, but not completely inoperable, attempt to drive it to the side of the roadway, if safe to do so, so that it doesn't pose a safety issue.

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K. Youth Escape

1. Notify local law enforcement immediately. Give an accurate description of the youth and the circumstances of the escape route.
2. Immediately after calling law enforcement, notify your SPO or the SMJH of the escape.
3. Pursue only if it is safe to do so, and if properly equipped with communication and safety equipment. Under no circumstances will officers exceed the speed limit or violate traffic laws in an attempt to apprehend the youth.
4. Do not leave such items as handcuffs, badge, car keys, and paperwork in the vehicle should you pursue the youth unless the vehicle is locked.

III. Transportation from Other Juvenile Facilities

- A. If a youth is in custody in a juvenile facility in another county, the transportation back to Santa Barbara County will be completed by SMJH staff.
- B. If the youth was detained in the other jurisdiction on a warrant or new charges, the juvenile hall will handle the transportation arrangements.
- C. If the youth was detained in the other jurisdiction for a violation of probation generated by the DPO (for example, on a courtesy hold), the DPO will submit a Transportation Request (Pro-303) to juvenile hall and they will complete the process.
- D. Transportation to placement facilities will be arranged by the Placement DPO and can be completed by the placement facility, the DPO or SMJH staff as deemed appropriate.
- E. Youth being transported to a placement program are not detained and are not to be handcuffed unless a court order specifically authorizes it.

Pro-303

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IV. Out-of-Custody Transportation

- A. There are instances when it is necessary and appropriate for a DPO to transport a youth and/or parent who is not in custody.
 - 1. Such transportations shall only be completed in a county vehicle. No personal vehicles can be used for this purpose.
 - 2. The vehicle does not need to be a caged vehicle.
 - 3. The youth and/or parent may sit in the front seat of the vehicle.
 - 4. All seat belts must be worn regardless of where the passenger rides in the vehicle.
- B. Out of custody transports of youth and of parents or other persons should be performed by two persons whenever possible. A single sworn staff may transport a youth who is not in custody and/or parent or other person, as necessary. In all cases where one person is performing the transportation, the procedures identified in Section 1D above are to be followed. Youth, parents, or other persons are not to be transported by one person when the passenger or passengers are of the opposite gender, unless exigent circumstances exist and a supervisor has been advised.
- C. Youth, parents, and other persons may be transported out of custody for a variety of case management reasons such as appointments, interviews, treatment sessions, visitations, and interviews. In all cases, the DPO performing the transport shall use their discretion in determining the extent of the need for the transport and any safety considerations.
- D. All instances of these transports should be staffed with the SPO or designee before they are completed.

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