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**Notes and  
References**

## Transportation of Youth

### I. General Policy, Overview, and Procedures

#### A. Policy

This section provides transportation policy and procedures for the protection and safety of the public, staff, and youth who are under the care and control of the Santa Maria Juvenile Hall (SMJH).

#### B. General Policy and Procedures for In-custody and Court Transportation

1. All youth to be transported must be assessed for restraints using the Use of Physical Restraints for Transportation assessment. This assessment is available on IMPACT. Use of Physical Restraints for Transportation assessments are to be updated every 90 days.

Juv-Pro-185

a. Staff transporting the youth is responsible for insuring restraints are secure prior to the youth getting into the vehicle.

b. This applies even if someone else initially applied the restraints.

2. Pregnant youth will be restrained with handcuffs only once they have reached 20 weeks gestation. IMPACT will reflect that the youth is to be handcuffed in the front only on any out of facility transports. If there is a security risk necessitating additional restraints based on the Use of Restraints for Transportation assessment, the SPO or Manager is to be consulted regarding a possible override.

Juv-Pro-185

a. Pregnant youth taken to a hospital outside of the facility for the purposes of childbirth shall be transported in the least restrictive manner possible consistent with the legitimate security needs.

§5007.7 PC

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3. Two or more youths on the Court calendar will require two (2) officers to transport to the Santa Barbara Juvenile Court.
  - a. All youth transports to adult court will require two (2) staff. The second staff can be an SBSO deputy.
  - b. Youth subject to adult proceedings being transported for non-court related appointments can be transported with one (1) JIO staff with prior approval of the SPO or Manager.
  - c. Physical restraints cannot be used in court unless there is permission granted by the Court.
4. Prior to transportation, the transportation officer will familiarize him/herself with regard to the youth's criminal history, any security concerns, and the destination where the youth is being transported.

**II. Transportation of New Detentions**

- A. Two (2) officers should accompany newly detained youth during transportation. If two officers are not available, arrangements should be made to secure the assistance of another sworn/law enforcement officer. Any extenuating circumstances which would require a single officer to transport a newly detained youth shall be staffed with a SPO.

**III. Checklist Prior to Transporting Youth**

- A. Prior to transport, the transportation officer will review the transportation request form from Field Services (Pro-303) or medical personnel.
- B. The youth will use the restroom immediately prior to departing on the transportation.
- C. If it is an extended transportation, the transportation officer should request sack lunches for himself/herself and the youth. If the transporting officer wishes to take the youth to a "drive through" restaurant, this is permissible as long as the youth and staff remain in the vehicle. The transporting officer must request petty cash prior to leaving the facility and must keep all receipts. If the stop is made in Santa Barbara County, only the youth's meal will be reimbursed.

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- D. Youth must be searched prior to leaving and upon returning to the facility.
- E. Youth must always be transported in the rear of a caged/screened vehicle. The front seat is never to be used for transporting youth.
  - 1. If a caged/screened car is not available, contact the supervisor who may authorize the use of a non-caged/screened car for transportation based on the circumstances surrounding the transportation.
- F. When a safety or security issue had been identified, it may be necessary for a second staff to sit next to the youth in the rear of the vehicle to provide direct supervision during the transportation.

**IV. Transportation of Youth to Placement**

- A. Youth can be ordered to reside in out-of-home placement by the Juvenile Court.
- B. In most instances, the placement facility will come to the juvenile hall to pick up the youth. However, when that is not possible, the youth needs to be transported to the placement facility.
- C. If JIO staff are used to transport a youth to their placement, the youth must remain in custody until they arrive at the facility.
  - 1. The custody status of the youth is an important aspect due to the limited scope of authority of JIOs over youth not in custody.
  - 2. The youth are to be transported in restraints based on the current Use of Restraints for Transportation assessment (Juv-Pro-185). Restraints will be removed upon arrival. It is at that time that they would be released from SMJH in the IMPACT system.
- D. Any request for transportation assistance from JIO staff shall be made from the Field Services SPO to a SMJH SPO.
  - 1. The ability to assist will be determined based on staff availability.
- E. The transportation officer must remain with the youth at all times.
- F. Additional transportation officers may be utilized if necessary due to a youth's

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history and risk for escape and/or violence. Officers should always be aware of possible escape situations.

**VI. Transportation Officer's Equipment and Safety Checklist**

- A. Transportation Officer's equipment (as needed)
  - 1. Valid California driver's license--mandatory
  - 2. Badge & Department Identification Card
  - 3. Gas credit card and credit card (meals and/or lodging for extended transportation trips). Receipts are to be returned to the Administrative Officer Professional (AOP) in Administration.
  - 4. Map(s)
  - 5. Addresses and phone numbers to the destination
  - 6. Cellular telephones – checked out from facility
  - 7. Two-way radio – checked out from facility
- B. Vehicle equipment
  - 1. Fire extinguisher
  - 2. First aid kit
  - 3. Spare tire (inflated)
  - 4. Vehicle jack and handle
  - 5. Flashlight
  - 6. Reflectors - to be placed next to the vehicle during breakdown
- C. Security Equipment
  - 1. Handcuffs

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2. Leg restraints
3. Waist chain/waist belt with ring to handcuffs and leg restraints
4. Extra set of full restraints in case of emergencies (e.g., pick up of returnee to Juvenile Hall from other placement)
5. Handcuff key (attached to vehicle keys)—extra set of handcuff keys

**D. Vehicle safety check**

1. Tires
2. Brakes
3. Head and tail lights
4. Direction lights (turn signal lamps)
5. Windshield wipers
6. Seat belts (properly working)
7. Rear view mirrors
8. Check gas, oil, and other fluid levels
9. Insure there is good visibility all around with clean windows
10. Rear seat inspection/search
  - a. Check for contraband, metal objects, bottles, sharp objects, graffiti or scratchings, etc., before and after transporting youth. Check the top and bottom of seats, before and after transportation.
  - b. Check for loose or torn screen parts, loose screws, etc.
11. Check all doors to verify they are working properly
12. Check to ensure doors lock properly from the inside

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**VII. General Information Regarding Transportation**

- A. Never leave youth handcuffed to your vehicle or to any other objects, not even temporarily.
- B. Never handcuff a youth to your person.
- C. Always remain with your vehicle when you have a youth in custody.
- D. 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 remove handcuffs/restrains from the youth until you are safely inside the station, and only then to use the toilet facilities.
  - 1. California Highway Patrol Offices.
  - 2. Sheriff's Offices and Sub-stations.
  - 3. Police Departments and Sub-Stations.
  - 4. County juvenile detention facilities.
- E. Courtesy hold
  - 1. If for some reason there is a delay in transporting a youth, such as an accident, breakdown of the vehicle, or some nature where you will be delayed for more than several hours, contact your facility supervisor for the possibility of having the youth held in the nearest juvenile or law enforcement facility on a courtesy hold.
- F. Accidents
  - 1. In the event of an accident with the vehicle, check with the youth to ascertain whether he/she has been injured.
    - a. If injured, administer first aid until medical assistance arrives.
    - b. Do not remove the restraints unless he/she is injured and if the paramedics request it.

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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 hold basis.
  3. Notify Juvenile Hall immediately of the circumstances and wait for instructions.
  4. Follow the instructions on the vehicle accident form located in each vehicle.
- G. 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.
- H. Youth Escape
1. Notify local law enforcement immediately.
    - a. Give an accurate description of the youth and the circumstances of the escape, including the direction the youth went.
    - b. Immediately after calling law enforcement, notify Juvenile Hall of the escape and wait for instructions.
  2. If more than one youth is in custody and only one youth escapes, and there is only one transportation officer, the officer shall not leave the vehicle in pursuit of the youth.
  3. If only one youth is in custody, and he/she escapes, pursue only if it is safe to do so, and if properly equipped with communication and safety equipment.
    - a. Do not leave items such as handcuffs, badge, car keys, and paperwork in the vehicle should you pursue the youth, unless the vehicle is locked.
    - b. Use discretion and common sense when pursuing a youth who has escaped.

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c. If authorized-staff pursue a youth outside of the institution, the juvenile hall front desk staff must be kept informed of the location of the search via cell phone, radio, etc. Officers in pursuit of an escaped youth should be equipped with physical restraints and OC pepper spray.

I. No amplified sound (music or talk radio) shall be played in the vehicle while youth are present.

**VIII. Documentation for Transporting Youth**

A. Log the time of departure and time of arrival to and from the destination, including the number of miles driven. Call in the time and mileage after reaching the destination.

B. Log all stops between destinations.

1. Time of stop and departure.

2. Location of stops (e.g., CHP, Sheriff's station, gas station, etc.)

3. Reason for stops.

C. Enter start/stop/end times and start/end mileage and relevant information under the youth's chrono.

**IX. Transportation to Hospital/Medical Appointments**

A. Use of Restraints

1. If a youth is wearing leg restraints and if leg(s) must be examined, then the leg shackles must be removed. Handcuffs will remain on.

a. Never let leg or handcuffs dangle while treatment is being administered.

2. If one hand must be examined, then remove only one handcuff from the hand to be examined, as long as handcuffs are secured to a waist belt, leaving the other handcuff attached to the youth.

3. At no time shall a female who is in labor be shackled by the wrists, ankles, or both during transport to a hospital, during delivery, and while in



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recovery after giving birth, unless deemed necessary for the safety and security of the youth, staff, or the public.

- B. Whenever transporting a youth who displays signs of illness, such as sore throat, body aches, runny nose/congestion, rash, has a known contagious disease, or has a fever with or without cough, the vehicle should be wiped down with an appropriate disinfectant.
- C. When a youth is admitted to the hospital (example 5585 hold), the transportation officer shall consult with hospital medical staff , as well as the on duty Sr. DPO or on call SPO regarding the appropriate time for removal of handcuffs, belly chain and shackles when soft restraints are available.

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