

POLICY 5.40 TRANSPORTING JR YOUTH

Policy Committee Chair

Lori Kesl
Regional Administrator, Regions 1 &
2 Juvenile Rehabilitation

Approved



Marybeth Queral, Assistant
Secretary Juvenile Rehabilitation
2/21/2017

Authorizing Sources¹

RCW 13.40.650
RCW 72.05.450
WAC 110-730
DCYF AP 1.07

Information Contact

Andrea Ruiz
Policy, Planning & Lean Administrator
Juvenile Rehabilitation

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I. PURPOSE AND SCOPE

This document establishes the policies and procedures for requesting and coordinating transportation through the Juvenile Rehabilitation (JR) Transportation Unit and guidelines for transporting youth and young adults² (referred to as “youth” throughout policy) locally.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY

- 1. JR will provide transportation for youth under JR jurisdiction or pursuant to a valid court order.**
- 2. Drivers, including mentors, volunteers and interns, who transport JR youth must possess a current driver’s license valid under Washington State law, and be able to present it to a manager or supervisor upon request, in accordance with DCYF AP 1.07.**
- 3. Staff must transport youth in state vehicles only. Staff must not transport youth or their family members in privately owned vehicles.**
 - 3.1. Mentors and volunteers in the community may transport youth on parole or youth in the community facility in their personal vehicles.

¹ 11/10/2021 Technical Edit: Corrected link to RCW 13.40.650 and added WAC 110-730.

² 11/10/2021 Technical Edit: Added “young adults” clarifying policy covers JR individuals ages 18+.

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MANDATORY TRAINING

- 4. Staff will complete the required training in alignment with Policy 5.10, *Using Restraints with Youth* prior to conducting secure transports for youth.**

JR TRANSPORTATION UNIT

- 5. JR will maintain a Statewide Transportation Unit to support JR transportation needs.**

- 5.1. JR will appoint a Transportation Unit Administrator, who will have responsibility for approval of transportation and maintenance of unit vehicles.
- 5.2. JR will provide administrative support to the Transportation Unit to coordinate transportation requests according to Procedure 5.40.1, *Scheduling Transportation with the Transportation Unit*.
- 5.3. Transportation Guidelines will be maintained and available upon request from the Transportation Unit.

- 6. JR's Statewide Transportation Unit will coordinate transportation between JR residential facilities and parole offices, juvenile detention facilities, adult jails and contracted programs, including all tribal facilities and jails³.**

- 7. The JR Transportation Unit will deliver and pick up youth to or from pre-approved locations only. Locations will be approved when transportation is arranged.**

- 8. The Transportation Unit will transport youth from county detention facilities within 48 hours of receiving a call for transportation services. Exceptions to this requirement may be made for holidays, weekends or weather delays.**

- 9. The JR Transportation Unit will not transport Youth on JR Suicide Precaution Levels for the safety of the youth unless there are exigent circumstances or there is prior approval.**

- 9.1. Youth on Suicide Precaution Levels (SPL) 1 or 2 (or comparable level from a non-JR program) will not be transported by the Transportation Unit. Alternative transportation will be arranged by the sending and receiving programs.
- 9.2. If a youth on SPL 1 or 2 needs to be transported in an exigent situation, an additional staff must be present during transportation for safety purposes. Approval of the Transportation Unit Administrator or designee is required prior to transport.
- 9.3. Youth on SPL 3 or 4 may be transported by the Transportation Unit with prior approval of the Transportation Unit Administrator or designee.

- 10. The JR Transportation Unit may transport youth on Authorized Leaves (in accordance with Policy 6.40, *Managing Authorized Leaves and Community Involvement Passes*) if the schedule permits and space is available.**

³ 08/19/2020 Technical Edit: Added "tribal facilities and jails" to clarify these are included locations.

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SECURITY DURING TRANSPORTATION**11. Security precautions and confidentiality must be considered when transportation plans are made.**

- 11.1. Requirements of Policy 1.40, *Managing JR Juvenile and Operations Records*, must be followed when determining who should be notified of the transport.
- 11.2. Transportation officers and vehicles will be equipped with communication equipment (e.g. cellular phone, two-way radio).

12. Sending facility staff must provide information to the Transportation Officer of any potential security risks prior to transport.**13. Staff will communicate and document known suicidal and self-harm behavior to transportation staff and any receiving facility prior to a youth's transport, in accordance with Policy 3.30, *Assessing and Treating Youth Suicide and Self-Harm Risk*.****14. If a youth presents a high risk of harm to self or others, or presents a risk to escape while in transport, the officer may request assistance from detention staff or other JR staff. 14.1.**
The transportation officer may postpone the movement until a consultation can be arranged with the Transportation Unit Administrator or designee.**15. If a serious incident between youth occurs in the vehicle during transportation, the transport officer may request support from law enforcement or other JR staff prior to opening passenger doors.****16. Youth may be searched prior to entering the JR vehicle in accordance with Policy 5.70, *Conducting Searches*.**

- 16.1. Transportation officers may request the sending facility staff frisk/pat search the youth.
- 16.2. Youth returning from authorized leave must be frisk/pat searched prior to entering the vehicle by the driver or other JR staff in order to protect the safety of the driver and other youth during transportation.
- 16.3. Cross-gender searches will be conducted in alignment with Policy 5.90, *Applying PREA Juvenile Standards in JR* and Policy 5.70, *Conducting Searches*.
- 16.4. Transportation officers must receive training in conducting frisk/pat down searches for instances when youth are picked up in public spaces.

17. Youth will be instructed to wear seatbelts during transportation.

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RESTRAINTS DURING TRANSPORTATION**18. Restraints during transportation are guided by requirements by security classification levels in WAC 110-730, and special requirements for pregnant youth in RCW 13.40.650⁴.**

- 18.1. Maximum security youth must be transported in waist restraints, in a security vehicle.
- 18.2. Medium security youth will be transported in a security vehicle, unless the Transportation Administrator or designee approves transportation in a non-security vehicle.
 - 18.2.1. If the medium security youth is not transported in a security vehicle, the youth must be transported in waist restraints.
 - 18.2.2. Medium security youth will be transported to court appearances or emergencies in a security vehicle or restraints.
 - 18.2.3. Medium security youth may be transported for work crews, including education events and vocational activities, outside the facility with a staff escort ratio approved by administration. Level of restraint during transportation for these youth will be pre-approved by administration.
- 18.3. Youth who are at institution minimum security and minimum security may be transported without restraints.

19. If restraints are required during transportation, then waist restraints must be used. Wrist restraints attached to the waist restraints should be connected to the person's side, not in the front or back.

- 19.1. Handcuffs are prohibited from being used during transportation, except in emergent circumstances, or with pregnant youth (see also RCW 13.40.650).

20. Transportation officers will determine, in consultation with the Transportation Administrator, if there are additional necessary security measures for youth based on known risks for assault or escape.**21. Youth will not be in restraints during transport to community facilities, unless they are exhibiting behavior requiring intervention.****22. Youth who are transported to a parole office for release to parole or discharge from JR commitment will be transported in restraints in alignment with their security classification.****23. When youth of mixed security classifications are transported together, restraints will be used at the highest level of security classifications, unless the driver determines otherwise.****24. Youth in mechanical restraints (applied in accordance with Policy 5.10, *Using Physical Restraints with Youth*) must not be transported in a face-down, prone position.**

⁴ 11/10/2021 Technical Edit: Updated #18 requirements and added #19 for mechanical restraints used during transportation per Interim Directive on Restraints, and added RCW requirements for transporting pregnant youth.

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CLOTHING DURING TRANSPORT

25. Youth will not be transported to court hearings in orange jumpsuits. Youth will wear plain clothes.

TRANSPORTATION OF YOUTHFUL OFFENDERS (YOP)⁵

26. The Department of Corrections (DOC) will transport YOP youth to the facility designated by JR for intake. YOP youth will be transported with a Transfer Request, which includes a legible copy of the commitment order, personal property inventory, and other relevant official documents.

27. If there is an exchange of YOP youth between DOC and JR, the sending party will provide transport services unless otherwise agreed.

28. If a YOP youth is to be returned to DOC from a JR facility, DOC will provide transportation.

29. JR will transport YOP youth to outside medical appointments.

30. For all YOP youth housed in a JR facility, DOC will provide transportation to court unless otherwise agreed.

30.1. For YOP youth with an Earned Release Date (ERD) prior to age 25, JR will provide transportation to funeral or death bed visits, medical appointments or other community appointments unless DOC elects to do so at JR's request.

31. YOP youth with an ERD past their 26th birthday will not be transferred for non-emergency reasons without approval of DOC. JR must seek approval five business days in advance of the requested transfer date.

TRANSPORTATION BY RESIDENTIAL STAFF

32. Transportation to medical appointments, local juvenile courts, and local events or activities will be managed by residential facility staff.

32.1. Transportation at institutions will be managed by the institution's security manager or designee.

32.2. Transportation at community facilities will be coordinated by designated permanent staff on each shift.

33. If a JR youth is housed in a DOC facility, all transportation to court, funeral or death bed visits, and medical or other off-site trips will be provided by DOC, in accordance with the Interagency Agreement.

⁵ 10/1/19 Technical Edit: Updated YOP age to 25 per legislative passage of E2SHB 1646.

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TRANSPORTATION BY PAROLE STAFF**34. Parole staff may provide transportation for youth on parole as a part of their official duties.**

34.1. Parole counselors may transport youth:

- 34.1.1. To a community facility or an institution for a parole revocation from a detention facility or other location,
- 34.1.2. To and from airport for interstate compact,
- 34.1.3. To schools, employment or provider appointments as needed,
- 34.1.4. Other locations as needed and approved by the Program Manager.

34.2. Parole counselor assistants are authorized to transport youth.

34.3. Parole staff will notify designated JR staff when they are out of the office transporting a youth. Program Managers must ensure a contact is designated.

35. Parole counselors or a designee will be present to meet the Transportation Officers in order to coordinate the transfer of youth from JR to a family member during drop-offs for discharge or authorized leave.

- 35.1. The transportation coordinator will coordinate the drop-off with the Program Manager in the region prior to the arranged drop-off.
- 35.2. Designated staff may include DCYF staff from other administrations or county partners when meeting places are in rural areas.

TRANSPORTING YOUTH TO A MORE SECURE ENVIRONMENT⁶**36. Youth who are returned to an institution from a community facility for a violation may be transported in waist restraints as needed.**

- 36.1. Community facility staff may transport youth to the institution for a removal.
- 36.2. The Community Facility Administrator or supervisor will determine whether the use of restraints or not is necessary.

37. Youth who are returned to a more secure environment for a parole violation will be transferred in waist restraints as needed.

- 37.1. The regional Program Manager will determine whether the use of restraints or not is necessary.

38. The sending facility must provide the Transportation Officer with pertinent information about youth with medical conditions, including allergies, prior to transportation. (ACA 4-JCF-4C-14)

- 38.1. A second staff may be required during transportation for youth with medically sensitive conditions.

⁶ 11/10/2021 Technical Edit: Added "waist" to clarify which restraints are used during transport per Interim Directive on Restraints.

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39. Youth who appear to be under the influence of drugs or alcohol or ill when they are picked up on a parole revocation will consult with the medical staff at a JR institution and be taken to a hospital emergency room for medical clearance prior to being transported to a JR institution. (ACA 4-JCF-4C-13)

TRANSPORTING PREGNANT YOUTH

40. Two staff must be present when transporting a pregnant or postpartum youth. One staff must be female.

40.1. Any exception to this requirement will be pre-approved by the Superintendent, Regional Administrator or designee, or the JR Transportation Administrator if the youth is transported by the JR Transportation Unit.

41. Except in exigent circumstances, no restraints of any kind may be used on pregnant youth under transportation by JR per RCW 13.40.650⁷. (see also [JR-0009⁸](#))

41.1. No youth known to be pregnant is to be placed in ankle restraints or waist restraint. 41.2.

If restraints are used on a pregnant youth in an exigent circumstance, the restraints must be the least restrictive available and the most reasonable under the circumstances. The Transportation Officer must seek immediate approval from the Transportation Administrator.

41.3. During transport, no youth in the third trimester of pregnancy or in post-partum recovery is to be placed in restraints of any kind unless use of a wrist restraint is necessary due to current risk of harm to self or others or risk of escape. Wrist restraints must be immediately authorized by the Transportation Administrator.

41.4. The use of restraint on a pregnant female must be documented in an incident report in alignment with Policy 1.32, *Reporting Incidents*.

TRANSPORTING YOUTH PROPERTY

42. Transportation of personal property will be limited to items documented on the Youth Personal Property Inventory Form (DCYF Form 20-190).

43. The Transportation Officer may restrict or refuse any item which may be a safety or security concern.

44. Property may be limited due to size, lack of appropriate labeling, incorrect packaging, space availability, contents, or a safety and security concern.

45. Valuables, including money, must be packed, inventoried and documented on the Youth Personal Property Inventory Form prior to transportation.

45.1. Cash or checks transported for a youth must not exceed \$20.00.

⁷ 11/10/2021 Technical Edit: Added RCW and hyperlink.

⁸ 08/19/2020 Technical Edit: Added link to updated publication.

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46. Medication must be provided to the Transportation Officer in the original container and placed in a secure bag (e.g. ziplock, paper bag stapled closed) labeled with youth's name, destination and medication.

46.1. The Transportation Officer is not authorized to provide medication to a youth without the approval of the JR Medical Director or designee.

TRANSPORTING CASE FILES

47. Case files should be transferred at the same time the youth is transported in accordance with Policy 2.40, *Managing Youth Case Files*.

47.1. Case files may be transferred to or from State Records Centers at the request of JR facilities or programs.

47.2. Transportation officers will not stop at State Records Centers when youth are in the vehicle.

III. DEFINITIONS

Case File: The official client record containing commitment, diagnostic, health, case management and treatment records, maintained in accordance with Policy 2.40, *Managing Youth Case Files*.

Contraband: An article or item which a residential youth is prohibited from obtaining or possessing by statute, rule, regulation, policy or order of a court, including items altered by the youth without authorization.

Exigent Circumstances: Any set of temporary and unforeseen circumstances requiring immediate action in order to combat a threat to the security or institutional order of a facility.

Mechanical Restraint⁹: Device used to physically restrain youth to assist in behavioral intervention. This includes, but is not limited to: handcuffs, ankle restraints, waist chains, leather cuffs, PADS (special leather locking restraints) or capture pad or soft shield. It does not include clinical (medical) restraint. Approved mechanical restraints are wrist, waist, and ankle restraints.

Restricted Property: Items which may jeopardize the safety, health, security, or treatment of youth, staff, visitors or of a facility. Restricted property may include contraband, but not all restricted property is contraband.

Transportation Officer: Juvenile Rehabilitation Security Officer assigned to the JR Transportation Unit.

⁹ 11/10/2021 Technical Edit: Added definition per Interim Directive on Restraints.

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IV. REFERENCES

JR Transportation Guidelines

JR Transportation Request Form

JR-0009 Use of Restraints for Pregnant
[JR Youth](#)¹⁰

V. PROCEDURES

PRO 5.40.1 – Scheduling Transportation with
 the JR Transportation Unit

VI. RELATED JR POLICIES

Policy 5.10 – Using Restraints on Youth

Policy 6.40 – Managing Authorized Leaves and
 Community Involvement Passes

Policy 5.70 – Conducting Searches

VII. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Paper form
Youth Personal Property Inventory Form		DCYF Form 20-190
Notice to Detention Staff Youth May Meet JuCR1.6 Criteria for Restraints in Courtroom		DCYF Form 20-308

¹⁰ 08/19/2020 Technical Edit: Removed attached brochure and replaced with link to updated publication.

Procedure 5.40.1 – Policy 5.40 – TRANSPORTING JR YOUTH

Scheduling Transportation with the JR Transportation Unit

Authorizing Sources	Information Contact
JR Policy 5.40	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation JRPolicy@dcyf.wa.gov, Ph: 360-902-8080
Effective Date 3/10/2017	Sunset Review Date 3/10/2021

<i>Action by:</i>	<i>Action</i>
Staff designated to arrange transportation	<ol style="list-style-type: none">1. Email the Transportation Unit Admin Assistant at JRATransportation@dcyf.wa.gov to initiate request.2. Provide detailed information regarding requested transportation¹.
Transportation Unit Admin Assistant	<ol style="list-style-type: none">3. Record requests for transport on the master schedule.4. Contact the requesting agency to confirm transport date and estimated time of pick up.

¹ Required information when initiating a transportation request:

- Youth's Name, Gender Identity
- Detention/Jail/Community Facility (pick up location)
- Institution/region office (name of placement/destination)
- Date they are ready for pick up
- Date they will return to parole (if a revoke)
- Medication
- Any medical concerns (especially LIFE THREATENING allergies)
- History of suicide or self-harm
- If youth is detoxing, include info
- **Pregnancy (not required for males)**
- Status (new commit, recommit, or revoke, etc.)
- Any safety/security concerns, including youth that should not be transported together