



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**JUVENILE JUSTICE & REHABILITATION ADMINISTRATION**  
14<sup>TH</sup> & Jefferson ~ PO Box 45720 • Olympia WA • 98504-5720  
(360) 902-8499 • (360) 902-8108 FAX

March 1, 2017

**TO:** Juvenile Rehabilitation Staff

**FROM:**

A handwritten signature in cursive script that reads "Marybeth Queral".

Marybeth Queral, Assistant Secretary  
Rehabilitation Administration

**SUBJECT** For Distribution: JR Policy 5.40, *Transporting JR Youth*

The JR Policy Committee has completed the substantial revisions to Policy 5.40, *Transporting JR Youth*. Revisions include an expansion of scope to include all transportation conducted throughout the continuum, including parole, where the prior policy focused only on the JR Transportation Unit. The policy has a new section incorporating language from the Memorandum of Understanding with DOC relating to transportation of YOPs, and it also integrates the final section of the interim directive from June 11, 2010 regarding transportation of pregnant youth.

The attached policy summary provides an overview of the policy.

This policy has a scheduled effective date of March 10, 2017. If you have questions regarding the policy, please contact JR's policy staff at [jrapolicy@dshs.wa.gov](mailto:jrapolicy@dshs.wa.gov).

Attachment: Policy 5.40, PRO 5.40.1

## **Policy 5.40- Transporting Youth** *Summary*

- Establishes the policies and procedures for transporting youth throughout the Juvenile Rehabilitation (JR) continuum

### **Background:**

The existing policy only addressed requirements for transporting youth by the Transportation Unit. Often, a great deal of transportation happens by local facility or parole staff, and those transportations were not included in the existing policy. In addition, provisions regarding transportation of youth in the DOC's Youthful Offender Program (YOP) were not included, nor were requirements for transporting pregnant youth based on a law passed in 2010.

### **Policy Summary**

The policy includes training and licensing requirements for drivers, adds the requirement for transportation in state vehicles. The policy outlines expectations for transportation unit, for maintaining security during transportation. The policy now contains a new section regarding restraints during transportation, a new section about transportation for YOP youth in alignment with DOC requirements, and a new section implementing the 2010 changes to the law relating to transportation of pregnant youth. The policy establishes authority for management of local residential transportation, and provides guidelines for parole staff. The policy also establishes protocols for transporting youth to a more secure environment in alignment with ACA best practice. Finally, provisions for transporting youth property and case files were moved to this policy from Policy 2.30 and 2.40 so that all guidelines for transportation would be in one place.

### **Changes from Current Practice**

- There are no new requirements for transportation. The expanded policy clarifies the scope of what currently exists outside of policy.

Training Required: No

*Policy Effective Date: March 10, 2017*

*Staff are responsible for reading and understanding the information contained in the full policy.  
Review of this summary is not sufficient for full understanding.*

**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 Sources**

RCW 13.40  
RCW 72.05.450  
DCYF AP 1.07

**Information Contact**

Andrea Ruiz  
Policy, Planning & Lean Administrator  
Juvenile Rehabilitation

**Effective Date** (*Technical Edit 08/19/2020*)  
**3/10/2017**

**Sunset Review Date**  
**3/10/2021**

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**I. PURPOSE AND SCOPE**

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This document establishes the policies and procedures for requesting and coordinating transportation through the Juvenile Rehabilitation (JR) Transportation Unit and guidelines for transporting youth 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**

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- 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.

**MANDATORY TRAINING**

- 4. Staff will complete the Dealing with Resistive Youth (DWRY) training in alignment with Policy 5.10, *Using Physical Restraints with Youth* prior to conducting secure transports for youth.**

## Policy 5.40, Transporting JR Youth 3/10/2017

**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 jails<sup>1</sup>.**
- 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.**

**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.

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<sup>1</sup> 08/19/2020 Technical Edit: Added "tribal facilities and jails" to clarify these are included locations.

**Policy 5.40, Transporting JR Youth 3/10/2017**

- 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.**

**RESTRAINTS DURING TRANSPORTATION**

- 18. Restraints during transportation are guided by assigned security classification level and are aligned with WAC 110-730.**
  - 18.1. Maximum security youth must be transported in mechanical 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 restraints.
    - 18.2.2. Medium security youth will be transported to court appearances or emergencies in a security vehicle or restraints.

**Policy 5.40, Transporting JR Youth 3/10/2017**

- 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. 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.**

**20. Youth will not be in restraints during transport to community facilities, unless they are exhibiting behavior requiring intervention.**

**21. 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.**

**22. 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.**

**23. 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.**

**CLOTHING DURING TRANSPORT**

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

**TRANSPORTATION OF YOUTHFUL OFFENDERS (YOP)<sup>2</sup>**

**25. 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.**

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

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

**28. JR will transport YOP youth to outside medical appointments.**

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<sup>2</sup> 10/1/19 Technical Edit: Updated YOP age to 25 per legislative passage of E2SHB 1646.

Policy **5.40**, **Transporting JR Youth 3/10/2017****29. For all YOP youth housed in a JR facility, DOC will provide transportation to court unless otherwise agreed.**

29.1. 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.

**30. YOP youth with an ERD past their 26<sup>th</sup> 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****31. Transportation to medical appointments, local juvenile courts, and local events or activities will be managed by residential facility staff.**

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

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

**32. 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.****TRANSPORTATION BY PAROLE STAFF****33. Parole staff may provide transportation for youth on parole as a part of their official duties.**

33.1. Parole counselors may transport youth:

33.1.1. To a community facility or an institution for a parole revocation from a detention facility or other location,

33.1.2. To and from airport for interstate compact,

33.1.3. To schools, employment or provider appointments as needed,

33.1.4. Other locations as needed and approved by the Program Manager.

33.2. Parole counselor assistants are authorized to transport youth.

33.3. 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.

**34. 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.**

34.1. The transportation coordinator will coordinate the drop-off with the Program Manager in the region prior to the arranged drop-off.

34.2. Designated staff may include DCYF staff from other administrations or county partners when meeting places are in rural areas.

Policy **5.40**, **Transporting JR Youth 3/10/2017****TRANSPORTING YOUTH TO A MORE SECURE ENVIRONMENT****35. Youth who are returned to an institution from a community facility for a violation may be transported in restraints as needed.**

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

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

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

**37. 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)**

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

**38. 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****39. Two staff must be present when transporting a pregnant or postpartum youth. One staff must be female.**

- 39.1. 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.

**40. Except in exigent circumstances, no restraints of any kind may be used on pregnant youth under transportation by JR. (see also [JR-0009](#)<sup>3</sup>)**

- 40.1. No youth known to be pregnant is to be placed in ankle restraints or waist restraint.
- 40.2. 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.

- 40.3. 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.

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<sup>3</sup> 08/19/2020 Technical Edit: Added link to updated publication.



Policy **5.40**, **Transporting JR Youth 3/10/2017**

- 40.4. 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**

- 41. Transportation of personal property will be limited to items documented on the Youth Personal Property Inventory Form (DCYF Form 20-190).**
- 42. The Transportation Officer may restrict or refuse any item which may be a safety or security concern.**
- 43. Property may be limited due to size, lack of appropriate labeling, incorrect packaging, space availability, contents, or a safety and security concern.**
- 44. Valuables, including money, must be packed, inventoried and documented on the Youth Personal Property Inventory Form prior to transportation.**
- 44.1. Cash or checks transported for a youth must not exceed \$20.00.
- 45. 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.**
- 45.1. 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**

- 46. Case files should be transferred at the same time the youth is transported in accordance with Policy 2.40, *Managing Youth Case Files*.**
- 46.1. Case files may be transferred to or from State Records Centers at the request of JR facilities or programs.
- 46.2. Transportation officers will not stop at State Records Centers when youth are in the vehicle.

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### III. DEFINITIONS

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**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.

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**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.

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#### IV. REFERENCES

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| JR Transportation Guidelines                                 | JR Transportation Request Form |
| JR-0009 Use of Restraints for Pregnant JR Youth <sup>4</sup> |                                |

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#### V. PROCEDURES

- PRO 5.40.1 – Scheduling Transportation with  
the JR Transportation Unit

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#### VI. RELATED JR POLICIES


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| Policy 5.70 – Conducting Searches | Policy 6.40 – Managing Authorized Leaves and<br>Community Involvement Passes |
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#### VII. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Paper form
Youth Personal Property Inventory Form		DCYF Form 20-190

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<sup>4</sup> 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***

<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>JR Policy 5.40</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation
<b>Effective Date</b> <b>3/10/2017</b>	<b>Sunset Review Date</b> <b>3/10/2021</b>

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

<sup>1</sup> 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