



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 5
Classification and Separation
§1358.5.1**

Topic Transportation of Youth Outside the Secured Facility

Policy The purpose of this policy is to establish guidelines for the transportation of youth outside The San Mateo County Probation Department’s juvenile facilities and to ensure that the staff assigned transportation duties is qualified and adequately trained.

This policy also provides guidelines to ensure compliance with the Interstate Compact for Juveniles (ICJ) when conducting the interstate movement of youth and providing supervision and safe return of youth to another state.

Only staff members who have completed facility-approved training on youth transportation should be assigned youth transportation duties.

All staff members who operate transportation vehicles shall hold a valid license for the type of vehicle being operated.

Any transportation staff who transports a youth outside the secure confines of the facility is responsible for obtaining all necessary paperwork for the youth being transported (e.g., medical/dental records, commitment documents) and submitting a completed Transportation Documentation Form that includes the transportation plan to the transportation staff.

Prior to transporting a youth outside the secure facility, the transportation staff shall ensure the following occurs:

1. That an assessment of the need to apply restraints and, if necessary, the type of restraints to be used on the youth being transported and that any restraint device applied shall be used in accordance with the restraint policy for movement within the juvenile facility. (Welfare and Institutions Code § 210.6).
2. That all youth are thoroughly searched, and appropriate restraints are properly applied.
3. Thoroughly searching the transporting vehicle for contraband before any youth is placed inside, and again after removing the youth from the transporting vehicle.
4. Transportation staff should advise a supervisor at the receiving facility of any circumstances the transportation staff reasonably believes could lead to potential safety

- concerns or medical risks (e.g., uncooperative, or violent, prolonged struggle, extreme agitation, medical conditions) that have occurred before or during transportation (see the Suicide Prevention and Intervention and Release, Transfers, and Continued Care policies) (15 CCR 1329).
5. The least restrictive mechanical restraints shall be used when necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight as outlined in the Restraints Policy.

When transporting youth, transportation staff should not:

- a. Transport youth with adults.
- b. Transport youth of the opposite sex. When possible, transgender, or intersex youth should be transported with staff of the gender they identify with the most.
- c. Transport youth together who have known hostilities toward each other, such as mutual combatants or rival gang member. Youth with a Court ordered non-association condition should not be transported together.
- d. Leave the vehicle unattended with a youth inside.
- e. Handcuff a youth to any part of a vehicle.
- f. Handcuff a youth to another youth.
- g. Stop to conduct any personal activities.
- h. Respond to calls or engage in other activities except in exigent circumstances.
- i. Transport a youth in a vehicle not equipped to safely transport a youth, except in an emergency. A properly equipped vehicle should be requested.
- j. Drive in a manner intentionally designed to punish or make youth uncomfortable, including allowing unreasonable environmental factors (e.g., loud, or objectionable music, excessive heat, or cooling).

1358.5.1 TRANSPORTATION LOGS

Youth transportation logs shall be developed by the Superintendent or the authorized designee and be used to log all youth transportation. The logs shall include:

- a. Name and identification number of the youth.
- b. Date and start/stop time of the transport.
- c. Location where the youth was transported.
- d. Name and identification number of the transporting staff
- e. Circumstances of any unusual events associated with the transportation.

The logs shall be retained by the facility in accordance with established records retention schedules.

1358.5.1.2 OFFICE OF INTERSTATE COMPACT FOR JUVENILES

The Interstate Compact for Juveniles (OICS) is a contract between states that regulate juveniles who are under court supervision, or who have run away from home and left their state of residence. States ratifying the compact are bound by federal law to observe the terms of the agreement (see the Youth Admittance Policy).

The San Mateo County Probation Department shall coordinate through the Office of Interstate Compact for Juveniles the movement of youth to and from sending and receiving states.

- a. When transporting a male youth, there must be at least one male transportation staff present. When transporting a female youth, there must be at least one female transportation staff present. There are no exceptions. At least two staff members will be present. The transportation staff will each sign for the discharge packet.
- b. Youth shall not to be given any information regarding their travel arrangements or port of departure.
- c. Transportation staff assigned to transportation duty must have their department identification as well as their valid driver's license in their possession when transporting youth.
- d. Youth shall be transported and restrained according to the Restraints Policy.

1358.5.1.3 TRANSPORTATION OF YOUTH REQUIRING AIR TRAVEL

Upon arrival at the airport, the transporting staff will request airport security personnel, or other law enforcement, to escort the transportation staff and the youth to the departure gate.

- a. The transporting staff will accompany the youth, without restraining devices, through airport security to the appropriate departure gate.
- b. Once in the boarding area, one of the transportation staff will provide identification to the gate attendant and request to board the plane last.
- c. After the youth boards the plane, the transporting staff will remain in the boarding area until the plane departs.
- d. If at any time the transporting staff are instructed by an outside agency to deviate from the standard operating procedures, the transporting staff shall immediately contact the On-Duty Officer of the Day or the authorized designee.
- e. The On-Duty Officer of the Day or the authorized designee will contact the OICS to confirm the departure of the youth or inform them of any deviation from the original interstate compact agreement.

See Procedures Manual on Transportation of Youth Outside the Secured Facility (Camp Kemp Youth) for further information.