



# SAN MATEO COUNTY PROBATION DEPARTMENT INSTITUTIONS SERVICES MANUAL

## Transportation Staff Duties

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### Procedure

#### Transportation Staff Duties

#### PURPOSE AND SCOPE

This policy provides general guidance regarding Transportation Staff. Transportation staff transports youth in Juvenile Hall vehicles to and from other locations outside of the Juvenile Hall while maintaining the safety and security of youth. Juvenile Hall Staff with a valid driver's license may be assigned to perform these duties, with approval from the assigned ISM on duty. Post detailed in Transportation Policy and Procedure. Provides monthly STATS and mileage to the Administrative Secretary. Transportation checks the therapeutic board for any court ordered transports, emails and phone messages for any transportation requests. Transportation fills out a daily vehicle checklist, transportation inventory and daily schedule.

#### BRIEFINGS

The oncoming Transportation staff arrives at their scheduled work time. Transportation checks in with the ISM-OD in Admissions, reports to their post, reads the Log Book, and inspects their work area. ISM-OD is notified of their assignments and scheduled transportations for the day.

#### TRANSPORTATION FORMS

- a. Notice of Movement/ Transportation Request  
TO BE COMPLETED BY DPO if this is a Transportation Request
- b. Off-Site Trip Documentation Form  
TO BE COMPLETED BY Transportation Officers and attached to DPO  
Transportation Request
- c. On-Site Trip Documentation Form  
TO BE COMPLETED BY Transportation Officers for Transportations without a  
DPO request

#### TRANSPORTATION RUN TYPES

The Transportation Staff transports youth in Juvenile Hall vehicles to and from other locations outside of the Juvenile Hall while maintaining the safety and security of youth.

- a. Private Medical (Routine Medical and Dental Appointments)
  - Call and inform that a youth in custody will be arriving with estimated time of arrival
  - Upon arriving, park in the nearest vehicle space closest to the building
  - Use blue county parking placard

- Avoid long escort walks
  - One officer will check in with the office and ask for an available room
  - Avoid sitting in lobby
  - If there is no room available, the officer will leave their contact number for the receptionist to call when it is clear to enter the building
  - Transportation to utilize the back entrance if available
  - If the doctor asks the Transportation officers to leave the room, make sure to check the room for any exit and entrances. Such as windows and doors.
  - Transport officer to remain located outside of room at all times
- b. San Mateo Medical Center SMMC (Emergency and Routine Appointments)
- San Mateo Medical Center (SMMC)
  - Park vehicle in the designated parking area near Emergency Room where the emergency vehicles come in.
  - Do not put youth in holding cell
- c. Courts
- RWC Courts (Hall of Justice)
  - Call the Sheriff's Transportation at Extension 4544 to inform the Sheriff's the nature of the transport and arrival time
  - Park Probation vehicle in the Sheriff's sally port
  - Request for a jury room or an unused room
  - Only use holding cell if it's a last option, make sure no one else is in the holding cell. Staff must stay posted outside of holding cell
  - Keep youth out of public view
- d. Camps
- Camp Kemp
  - Follow Camp Kemp Transportation protocols
- e. Transfer of In-Custody youth (The following items are required)
- Probation packet from the Deputy Probation Officer (DPO)
  - Court packet from the court clerk
  - Medical Packet from the medical unit
  - Reviewed court order, Youth must arrive to their new location 2 business days before transfer-In hearing
- f. Airports
- DPO will forward Transportation the flight itinerary

- Call the receiving county agency, TSA at 650-266-1966 and San Francisco airport at 650-867-5752 to coordinate transportation
- g. Warrant Pick Ups
- Need a copy of the warrant
  - Transportation has 5 days to pick up youth
- h. Courtesy Holds
- Transportation has 48-72 hours to pick up youth
- i. Immigration Court
- Naturalization Services
  - Mexican Consulate
- i. Out of County Travel
- County Gas Card
  - Transportation calls dispatch at 650-363-4915 and provides dispatch nature of the trip and county cell phone number.
  - Transportation is responsible for youth food, only use drive thru locations and save receipts for transportation

### **GENERAL GUIDELINES FOR ALL TRANSPORTATION**

Transportation coordinator (Group Supervisor III) coordinates and schedules all transports, but the ISM-OD makes the final decision.

Transportation staff requires the following paperwork prior to any movement:

- a. Prior to any transport, wand the youth before leaving the facility for any contraband
- b. Both officers present when youth enters and exit vehicle. Ensure the youth has their seatbelt secure
- c. Trip Sheet includes: PIMS Youth Face sheet, client summary, criminal history, large image picture of youth, and ISM approved Transportation Request. Transportation removes and returns youth on PIMS records.
  - Notice of Movement/ Transportation Request
  - Off-Site Trip Documentation Form
  - On-Site Trip Documentation Form
- d. Vehicle Clip board
- e. Complete Mileage Tracking Sheet
- f. And notify Admissions of their transportation. (youth logged out of facility)
- g. Medical Envelope (provided during business hours)
- h. Use the blue parking placard for access to certain areas, place on the dashboard. Park close to the destination and avoid escorting the youth on long walks
- i. Any time supervision is lost, pat search youth prior to leaving the appointment site. And strip search youth when you return to the Youth Services Center

## **REQUIRED EQUIPMENT**

- a. Probation Badge/ Identification
- b. County Radio
- c. County Cell (Call Number 10-IDA-200)
- d. Ballistic / Bullet Proof Vest
- e. Handcuffs
- f. Handcuff Key
- g. Sign out for Bullet Proof vest in Transportation Office

## **COMMUNICATIONS**

Prior to any transportation run, staff receives correct forms. Communicates with the youth's assigned DPO, Unit Staff, and any other necessary staff to provide sufficient information regarding youth in custody behavior. Submits forms to ISM OD on duty for final review. Transportation staff obtains a radio and transportation county cell. Prior to your departure or arrival to and from the Youth Services Center; call San Mateo county public safety communications dispatch at 650-363-4915 and identify yourself as 10 aida 200. It is important to inform dispatch that you are done for the day, so that dispatch can remove you off their board.

## **KEY CONTROL**

Staff signs out the appropriate vehicle key and clipboard.

## **COUNTS**

The Transportation Staff verifies the number and identification of all of the youth in the Transportation Staff's custody and advises the Admissions Staff of any discrepancies.

## **USE OF RESTRAINTS**

1. Staff may use mechanical restrains (e.g. handcuffs, waist chains and ankle cuffs) on a youth during transportation outside of the facility only upon a determination that the mechanical restraints are necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight.
2. The Transportation Unit shall consult the youth's file, probation officer, housing unit staff, Incident reports and/or other credible sources of information to determine whether mechanical restraints are necessary during transportation.
3. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraint shall be used consistent with the legitimate security needs of each juvenile.
4. The Transportation Officer shall document the use of mechanical restraints on the (Off and ON Site) Trip Documentation form; noting each time restraints were placed on and removed.
5. The Transportation Officer shall describe the kind of restraints were used – handcuffs, belly chain, leg chain or other similar items – and state the reason for the use of restraints on the form.
6. A female in the custody who is known to be pregnant or in recovery from delivery shall not be restrained except as provided in Section 3407 of the California Penal Code:

- a. A youth known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body
- b. A pregnant youth in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
- c. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- d. When Transporting youth: It is preferred that same gender will transport; but Female staff can transport male youth, with a male staff. ISM/ OD or designee makes final decision.

### **VEHICLE CHECK IN/OUT**

Staff obtains verbal authorization to use a Juvenile Hall vehicle from the ISM-OD, inspects the vehicle, uses the vehicle, and if needed, staff refuels the vehicle, parks it and returns the keys to the designated area in the Transportation office.

Be sure you know the vehicle, its equipment and how to use it.

Before entering the vehicle:

1. Note any damage to the body of the vehicle.
2. Look at the tires. If any tire looks unusual or different from normal, ask for advice from the
  - a. Motor pool staff.
3. Look for any fluid leaks or puddles under the vehicle.
4. Check the area behind the vehicle if you are about to back up.

Before driving off:

1. Check that all warning lights work when the key is turned to start the engine.
2. When the engine starts, let it idle while you:
  - a. Check all the outside lights, including directional signals.
  - b. Check the horn.
  - c. Adjust the mirrors and seat.
  - d. Fasten seat belt.
  - e. Check all gauges. All warning lights must be off.
  - f. Release parking break. Be sure the “brake” light is off.
  - g. Make at least one gentle stop to test the brakes.
3. Don’t be a Litterbug.
4. Remove unnecessary debris.
5. Sanitize car with proper sanitation cleaning supplies

### **VEHICLE PROBLEMS**

Any problems, unusual noises or symptoms must be reported immediately. Staff informs the Transportation Officer of any problems and the Transportation Officer drives the vehicle to the

Motor Pool and completes a Motor Vehicle Diagnostic Form. Staff completes and places an Out of Order Tag on the vehicles rear view mirror unsafe to drive or cannot be driven to the Motor Pool and telephones the Motor Pool and informs them of the situation.

### **WASHING OF JUVENILE HALL VEHICLES**

The Transportation Staff obtains cleaning supplies from the Housekeeping Department for staff to wash the vehicle. Vehicles are cleaned at the Redwood city motor pool.

### **EMERGENCY / ACCIDENT SITUATIONS**

In the event of an emergency, one staff calls San Mateo County Public Safety Communications (Dispatch) and/ or 911 to contact Action Tow for Road Assistance and explains situation. Other transportation staff immediately notifies the ISM-OD, explaining the situation, implements the appropriate procedures, arrange for the secure transport of the youth and the transport of staff back to the facility, and takes direction from the ISM-OD. Complete Incident Report upon return on PIMS and submit to ISM OD. If accident involved; fills out Accident report and Fax to Risk Management.

### **EMERGENCY TREATMENT OF YOUTH INJURIES / ILLNESS**

If youth are injured while on a transportation movement contact county communications / dispatch via the county radio system, and the ISM-OD. Transportation staff will administer CPR first aid if needed. Complete Incident Report upon return on PIMS and submit to ISM OD.

### **ESCAPE/ AWOL**

Assess the situation; if the youth is within “Arms Reach” and you can safely do so; attempt to restrain the escapee. If the escapee is outside of Arms Reach, “DO NOT PURSUE”. Call San Mateo County Public Safety Communications and notify ISM-OD. Complete Incident Report upon return on PIMS and submit to ISM OD.

### **MOTOR POOL / REPAIRS**

When Transportation Staff discovers a situation, which requires routine or emergency repair to the facility or equipment, s/he immediately contacts the ISM-OD and completes the necessary forms. Motor pool documents records of all serious repairs of vehicles.

Transportation staff sends vehicles to motor pool for routine maintenance. Juvenile Hall responsible for registration and trans monitor (fast track).