



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

**ARTICLE 5  
Classification and Separation  
§1358.5.1**

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**Procedure**

**Transportation of Camp Kemp Youth Outside the Facility**

**1358.5.1 PURPOSE AND SCOPE**

This policy provides general guidelines for the transportation of youth who take part in the Girls Empowerment Program (GEP) to and from Camp Kemp for school purposes and youth who have been committed to Camp Kemp.

Only permanent Group Supervisor who have completed facility-approved training on youth transportation should be assigned youth transportation duty.

Staff who have worked a grave shift the night before will not operate a vehicle during transportation.

All staff members who operate transportation vehicles shall hold a valid license for the vehicle being operated. The Group Supervisor transporting youth must be of the same sex.

Any transportation Group Supervisor who transports youth from their assigned pick up and drop off locations and outside the Camp Kemp facility is responsible for:

- a. Obtaining all necessary paperwork for the youth being transported (e.g., medical/ dental records, commitment documents, face sheets).
- b. Addresses for pick up/drop off locations and assigned pick up times for each GEP youth.
- c. Emergency response procedures in the event of a collision, the breakdown of a transportation vehicle, or some other unforeseen event.
- d. Consideration of a youth's known medical or mental health conditions using trauma informed approaches, history of escape / escape ideation from any secure facility, or youth is non-compliant
- e. Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.
- f. Thoroughly search the transporting vehicle for contraband before any youth is placed inside, and again after removing the youth from the transporting vehicle. Vehicles must be sanitized and wiped down after each transport is taken place.

- g. COVID-19 Screening questions and temperature must be taken prior to youth entering the vehicle. GEP youth must turn off and give cell phones to the Group Supervisor who is transporting them. Cell phone usage by Camp Kemp and GEP youth is prohibited in transportation vehicles and at Camp Kemp.
- h. Ensure that all youth are thoroughly searched by the department's hand-held metal detectors and pat searched when entering Camp Kemp. Youth's belonging such as purses, books, backpacks etc. shall also be searched for contraband.
- i. Ensure all GEP youth leave all non-school related property in lockers provided in the Camp Kemp Administration building and cell phones must be turned off and kept in a secured location behind the administration desk. GEP youth must provide cell phone passwords if asked by a Group Supervisor. If youth objects to provide their cell phone password, cell phone shall be kept at Camp Kemp until their assigned Probation Officer says otherwise.
- j. Group Supervisor must notify Camp Kemp staff if GEP youth is not present at their assigned pick up location by their assigned pick up time. Group Supervisor shall email GEP youth's Probation Officer informing her/him of youth's absence.
- k. Updated Face sheets of all Camp Kemp youth will be taken on all transports for emergency purposes.

See Policy Manual on Transportation of Youth Outside the Secured Facility for further information