

# YOUTH SERVICES POLICY

<b>Title:</b> Youth Transport - Secure Care Facilities <b>Next Annual Review Date:</b> 01/14/2015	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.20
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<b>References:</b> La. R.S. 39:1543; ACA Standards 2-CO-3A-01 and 2-CO-5A-01 (Standards For Administration of Correctional Agencies); ACA Standards 4-JCF-2A-05, 4-JCF-2A-15, 4-JCF-2A-16, 4-JCF-2A-17, 4-JCF-2A-20, 4-JCF-2A-22, 4-JCF-2A-29, 4-JCF-3A-17, 4-JCF-3B-08, 4-JCF-4C-12, 4-JCF-4C-14, 4JCF-4C-35, 4-JCF-4C-47, 4-JCF-4C-54, 4-JCF-4C-63, 4-JCF-5I-03 and 4-JCF-5I-05 (Performance- Based Standards for Juvenile Correctional Facilities); "YS Policy Nos. A.1.8 "Emergency Operations Plan", A.2.48 "Driver Safety Program", A.3.2 "Travel", B.5.1 "Youth Code of Conduct – Secure Care", B.7.2 "Educational and Work Experience Incentive Program", C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", C.2.2 "Facility Riot, Hunger Strike, Employee Work Stoppage, Significant Disturbance and Hostage Situation", C.2.3 "Searches of Youth", C.2.6 "Use of Interventions – Secure Care", C.2.16 "Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular); C.2.22 "Contraband Control-Secure Care Facilities", C.4.7 "Escorted Absence" C.5.2 "Regional Office Duty Officers and Administrative Duty Officers (ADOs) and D.10.11 "Transporting Youth by Community-Based Services"; Contracted Health Care Provider Policy Nos. OJJ/CCS C-5 "Outside Referrals and Transport", C-10 "24 Hour Emergency Care", C-12 "Medical Transportation", C-34 "Use of Restraints for Medical Care" and C-41 "Emergency Response Training and Preparedness"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 01/14/2014

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To promote public safety through the safe and secure operation of YS secure care facilities by providing essential uniform instructions to staff for properly transporting youth inside and outside the secure perimeter.

### III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Contracted Health Care Provider (CHP), Facility Directors and all employees of secure care facilities assigned to transport youth.

Facility Directors are responsible for ensuring that all necessary Standard Operating Procedures (SOPs) and Post Orders are in place to comply with this policy.

### IV. DEFINITIONS:

**Administrative Duty Officer (ADO)** - The appropriate secure care personnel responsible for reporting serious incidents as described herein to the appropriate Regional Director. The ADO may be the Facility Director/designee.

**EMS (EMS)** – Emergency Medical Services – an ambulance.

**Escorted Absence** – A temporary absence authorized by the Facility Director, in which a youth is escorted outside the secure perimeter by qualified employees for a therapeutic purpose.

**Family Emergency Absence** – An escorted absence prompted by the death or life-threatening illness or injury of a youth's family member or legal custodian which is beneficial in meeting the needs of the family.

**Operations Shift Supervisor (OSS)** - Responsible for a range of duties that support management in maintaining a safe, secure facility. Shift Supervisors oversee administrative and operational security activities during specific shifts; manage staff during each assigned shift; ensure adequate security coverage; lead count procedures; oversee the custody, supervision and control of secure care youth; manage frontline security staff; assist in controlling youth movement; assist in directing the use and issuance of keys, locks, and security equipment.

**Qualified Employees** – Employees approved by the Facility Director, who have completed safety training provided by OJJ Staff Development personnel, including, at a minimum, State Travel Guidelines, Defensive Driving, Supervision of Youth and Safe Crisis Management. An employee who has not completed these classes shall not be allowed to escort youth outside the secure perimeter.

***Therapeutic Purposes*** – Escorted trips for educational, recreational, work training, religious, special events and family reintegration are to serve as an incentive. Additional information about “therapeutic purposes” can be found in YS Policy No. C.4.7.

***Training Records Entry Completed (TREC)*** - The database used to track training hours of all YS employees.

**Unusual Occurrence Report (UOR)** - A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee’s attention in any way.

If a UOR form is not available, the employee must use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format. The UOR shall be submitted to the Operations Shift Supervisor (OSS) prior to the end of the OSS tour of duty on the date the UOR was completed.

**V. POLICY:**

Since youth are somewhat in a better position to escape from custody when outside the secure perimeter than when they are inside the facility, YS secure care employees must have completed the required training classes, and carefully follow planned custody measures whenever they have youth under escort or in transit. Youth shall be supervised in such a manner that will prevent escapes and ensure that no harm is done to the youth or others. YS Policy No. C.2.6 shall apply concerning the use of intervention.

The mode of transportation best suited to the situation and nature of the trip shall be used. Youth shall be transported for reasons outlined in this policy in a timely manner that affords protection to YS employees, CHP staff, youth and the general public.

**VI. GENERAL POLICY INFORMATION/YOUTH TRANSPORT:**

A. YS Policy No. A.1.8 was implemented to establish agency policy to coincide with the State of Louisiana's “Emergency Operations Plan” (EOP), and to notify all YS staff of emergency procedures to be followed in the event of a natural or man-made statewide disaster, or any other major

incident that affects the safety and security of the citizens of the State, or employees and youth of YS.

- B. YS Policy No. A.2.48 establishes an effective “Driver Safety Program” to increase the safety of YS employees and CHP staff, control the use of vehicles used in the performance of state-related business, reduce the state’s liability exposure, reduce loss expenses, achieve accountability, and meet the requirements of Louisiana Revised Statute 39:1543.
- C. YS Policy No. B.7.2 outlines transportation requirements for the “Education and Work Experience Incentive Program”.
- D. YS Policy No. C.2.12 was implemented to coincide with the State of Louisiana’s EOP to cover emergency escorting of youth and employees in the event of a natural or man-made statewide disaster following the protocol as outlined in YS Policy A.1.8, and in doing so, protect the public, employees and youth during such escorts.

Should the Governor declare a state of emergency in Louisiana, the EOP mentioned above will automatically be activated.

- E. Procedures for the transporting of youth by Community-Based Services are included in YS Policy No. D.10.11.

**VII. PROCEDURES:**

- A. Prior to transporting youth for reasons included in this policy, youth shall meet the eligibility criteria as required by YS policies and facility SOPs. All youth transports shall be approved by the Facility Director/designee.
- B. Required procedures for escorted absences, contacts with family members by youth Case Managers, use of mechanical restraints, required staff ratios, food consumption and proximity to youth are outlined in YS Policy No. C.4.7. In addition, guidelines for sanctions for violations of escorted absences and required documentation of violations are included in said policy.
- C. Priorities shall be made for each youth movement by examining the three categories listed below:

**High Risk Transport** - Includes aggressive youth, escapees, those being transported to detention or being moved for custody reasons.

**Moderate Risk Transport** - Includes youth being moved from detention, court hearings or appointments.

**Low Risk Transport** - Includes youth being moved on facility grounds, certain appointments, recreational activities and other internal movements.

A youth may be in any of the above categories at various times depending upon the circumstances surrounding the transport or the youth's behavior.

- D. Obvious reasons that exist which require transporting youth outside the secure perimeter are as follows:
- a. Other secure care facilities;
  - b. Youth detention facilities;
  - c. Court hearings;
  - d. Medical appointments, (i.e. clinics and hospitals);
  - e. Funerals;
  - f. Escorted absences/visits;
  - g. Family emergency absences;
  - h. Therapeutic purposes, (i.e. educational, recreational, church functions, work training activities, special events and family reintegration);
  - i. Releases;
  - j. Escapes; and
  - k. Other emergency situations.

The above list does not cover all reasons which may require youth transport; however, it does include the majority.

### VIII. INSIDE PERIMETER MOVEMENT:

Rules which apply in most youth movements inside the secure perimeter are as follows:

- A. Facility transporting staff shall use their training knowledge and personal judgment as to which precautionary measures are to be taken to keep safety foremost at all times during routine movement of youth that involves medical treatment or appointments, conferences, etc.

- B. Movements of youth which are determined to be higher risk due to extenuating circumstances shall be handled with necessary custody precautions pursuant to the guidelines established in YS Policy Nos. C.2.2 and C.2.6.
- C. Transporting a single youth within the secure perimeter, who falls in the low risk category requires one transporting employee.
- D. Transporting groups of youth in vehicles, (i.e. vans or buses), shall be accomplished with at least two (2) employees so that youth behavior may be observed.
- E. At no time shall youth be left in unattended vehicles.
- F. Transporting employees shall not allow youth to go anywhere within the secure perimeter alone, and must personally deliver the youth.

These types of youth movements are done frequently as a matter of routine necessity. Most are considered low risk; however, that is not always the case. Youth who are aggressive, escapees, escape risks or other circumstances may be placed in a different category.

**IX. OUTSIDE OF SECURE PERIMETER MOVEMENT:**

- A. Pre-Transport requirements for staff transporting youth outside the secure perimeter are as follows:
  - 1. Youth must be examined by the CHP before leaving.
  - 2. Must be familiar with the youth's mental or physical peculiarities, escape or aggressive tendencies, etc.
  - 3. Pick up the vehicle keys, vehicle trip log and trip ticket from the Control Center at least 30 minutes prior to leaving in order to perform operation checks on the vehicle by using the vehicle checklist, and to obtain fuel. Gather all pertinent trip information, (i.e. vehicle route, schedule, accommodations, meals and any needed equipment, such as radio, phone, etc). Ensure that all necessary documents, authorizations, etc. have been completed and/or approved.
  - 4. Search vehicle thoroughly for contraband as trained pursuant to YS Policy No. C.2.16 and facility SOPs.

5. Thoroughly search the youth's clean clothing.
6. Search the youth pursuant to YS Policy No. C.2.3 and facility SOPs.
7. Plan proper meals for the trip pursuant to facility meal procedures. (Refer to YS Policy No. C.4.7 for information concerning meals for escort absences.)

[Do not allow youth access to such things as pepper or hot beverages as they may attempt to throw the items on the transporting employee(s).]

8. To cross state lines, authorization must be granted pursuant to YS Policy No. A.3.2.; however, the exception is Mississippi since there are in-state destinations that can be most efficiently accomplished by traveling through that state.
9. Must be aware of procedures to follow once the destination is reached.
10. When necessary, use restraining devices pursuant to YS Policy Nos. C.2.6 and C.4.7. Occasions when restraints may be used include, but are not limited to:
  - a. When a youth is found with contraband;
  - b. Engages in self-harming behavior or exhibits other types of behavior problems; or
  - c. Attempts to escape, or escapes and is recaptured.
11. Youth shall not be allowed any possessions before being restrained.

B. When restraining devices are necessary, the following guidelines shall be followed:

1. After a youth has been searched, dressed and restrained, keep the youth separated from other youth who are not ready for the trip, if applicable.
2. Apply the restraining devices or check the devices if another employee applied them to ensure that are correctly applied.
3. Double lock restraining devices. Never assume youth are helpless in restraining devices.

4. Never restrain youth to an affixed or moving object, or restrain two (2) youth together using the same handcuffs or leg shackles. A restraining belt used in conjunction with handcuffs and leg shackles is the safest and most humane way to transport youth for a lengthy period of time.
5. Restraints shall be snug but not constrictive. Use the index finger technique for tightness.
6. Use full restraints, even if the transporting vehicle is equipped with a cage and rear doors that can only be opened from the outside, unless directed otherwise in writing by the Facility Director/designee.

Youth shall only be transported in state vehicles or other approved emergency vehicles.

- C. When transporting youth outside the secure perimeter, the following guidelines which cover most situations encountered when transporting one (1) or more youth, shall be followed:
1. Notify the Control Center of any unusual occurrences during the transport, and complete a UOR prior to the end of the reporting employee's tour of duty.
  2. Two (2) employees shall escort youth, unless special authority has been received from the Facility Director/designee not to do so.
  3. Never allow youth out of sight – eyes-on/ears-on supervision at all times.
  4. Use of a seat belt is mandatory for employees and youth.
  5. Place youth in the back seat of the vehicle.
  6. Youth shall not make telephone calls. If a telephone call is necessary, a transporting employee shall make the call and document such on a UOR prior to the end of the employee's tour of duty.
  7. If a stop is necessary, do so before entering a large metropolitan area, and know the pre-determined route when entering such an area.

8. Do not park in designated areas.
9. Ensure the vehicle is not pulled off the highway, except for an extreme emergency or mechanical problem. In the event of an accident or emergency, the Control Center shall be notified and assistance requested from the nearest Sheriff's Office. Should the circumstances of the emergency situation/mechanical problem be serious enough that the youth must be placed in secure care, place the youth in the local jail and secure a receipt for the youth. Any such occurrences shall be documented on a UOR prior to the end of the reporting employee's tour of duty.
10. Be alert and note all entrances and exits of buildings, court rooms, etc.
11. No contact shall be made with the youth by unauthorized persons.
12. Nothing shall be passed to or from the youth.
13. If an overnight stay is required and planned for the trip, the youth must be placed in a youth detention facility or prior jail arrangements must have occurred.

Secure a receipt for the youth and make a note on the receipt the length of time for the stay.

**D. Procedures for transporting youth for medical reasons are as follows:**

1. When outside referrals are made for emergency treatment, hospitalization for health care and/or mental health needs, and for specialized ambulatory care, the CHP nurse shall make the necessary notifications and complete and send the needed information to the receiving hospital personnel. The youth shall remain in the infirmary until transportation arrives. The CHP nurse shall document the time of departure, mode of transportation, condition and name of escort(s) in the youth's medical record.
2. When arriving to destination with the youth, and in the event a facility transport employee needs to go the restroom, said employee shall seek assistance from Hospital Security for relief. If applicable, the facility transport employee shall check restraints prior to being relieved and upon return to retrieve custody of youth. Additionally, the facility transport

employee shall regularly check restraints of the youth in custody and document the checks on the appropriate trip form.

E. Procedures for transporting youth for medical emergencies are as follows:

1. When medical emergencies arise and the CHP determines that the youth needs to be transported to an emergency room, an ambulance shall be called, and the Facility Director shall be notified immediately, along with the Administrative Duty Officer (ADO). The assigned ADO shall comply with the required reporting notifications pursuant to YS Policy No. C.5.2. The Facility Director shall immediately contact the appropriate Regional Director.
2. Youth shall be stabilized by the CHP nurse until the arrival of EMS.
3. The CHP nurse shall make any other necessary notifications, and complete and send the needed information to the receiving hospital personnel.
4. Youth shall be immediately transferred by EMS and restrained only to the extent that will allow for appropriate medical attention. The CHP staff and the OSS or a higher facility authority shall make the determination on the appropriate means of restraints. A facility employee shall ride in the EMS vehicle with the youth. An additional facility employee shall proceed to the destination in a state vehicle.
5. When there is the need for a youth to be transported to a nearby emergency room by a facility employee in a state vehicle. If warranted, arrangements may be made for a CHP medical escort to accompany the youth in the state vehicle during transport. Under these circumstances, the same notifications listed under Section VIII. E. 1 shall also be made by the transporting employee.

The assigned ADO shall also follow up on the initial notifications pursuant to YS Policy No. C.5.2.

F. Procedures for Scheduled Medical Appointments and Emergency Medical Trip are as follows:

1. During the normal work day, Monday through Friday, the CHP nursing staff shall provide the necessary medical documents, a list of medication with instructions, and appointment callouts. The needed information shall be completed and sealed in a confidential envelope and shall be given to transport staff and sent along with the youth during transport for continuity of care. In addition, the CHP nurse shall contact the Control Center Operator to provide information concerning an emergency medical trip or scheduled appointment.
2. The Control Center Operator shall log the supplied information in the trip log book, as well as the date and time notified, and by whom.
3. The Control Center Operator shall notify the appropriate OSS, and email the Facility Director and designated staff the following information about the trip:
  - a. Transporting employees;
  - b. Youth' name and JETS number;
  - c. Leaving and returning date and time; and
  - d. If applicable, medical follow ups needed, (i.e. housing the youth in the facility's infirmary).

If the trip is unplanned or is an emergency situation, the appropriate Regional Director shall also be notified.

4. If medication is required for the youth being transported, the transport employee shall pick up medications from CHP staff at the facility's infirmary prior to leaving.
5. The OSS shall provide authorization and handle custody and transportation issues for emergency medical trips after normal business hours. The CHP nurse shall contact the OSS and the Control Center and inform them of the emergency medical trip, provide medical documentation and/or information, and advise them if the youth is currently taking any medication.
6. If the OSS suspects or is aware of any unusual custody concerns relative to transportation of the youth, the OSS shall contact the Facility Director/designee for further instructions.

G. Post Transport Requirements:

The transport employee shall be responsible for the following:

1. Ensure the youth is examined by the CHP medical staff upon return to the facility.
2. Ensure all necessary paper work and/or documents have been correctly filled out and delivered to the proper receiving authority. Examples are as follows:
  - a. When a youth is being transferred and transported to another secure or non-secure facility, appropriate documentation/form shall be completed.
  - b. When a youth is transported to a court hearing, appropriate documentation/form shall be completed to indicate the outcome of the hearing and any return dates. Any documents which can be obtained from the court (i.e. orders, minutes, judgments, etc.) shall be retrieved, and given to the supervisor immediately upon return.
3. Conduct a maintenance inspection of the vehicle, as well as a search for any contraband which may have been placed there, either by intent or accident, and document such on a UOR prior to the end of the reporting employee's tour of duty.
4. Ensure the assigned vehicle is returned full of fuel and complete a UOR for any faults found inside or outside the vehicle while on the trip. Attach the UOR to the vehicle log and turn the forms in with the completed trip ticket.
5. Return restraining devices and any other equipment to initial point of issuance.
6. Conduct a search of the youth, and if applicable follow the procedure outlined in X. below.

**X. DOCUMENTATION OF VIOLATIONS:**

Documentation of a youth violation shall be reported on a UOR prior to the end of the reporting employee's tour of duty. If applicable, a "Code of Conduct Violation Report" shall also be completed prior to the end of the reporting employee's tour of duty. (Refer to YS Policy Nos. B.5.1 and C.2.22 for further information.)

**XI. STAFF DEVELOPMENT:**

- A. All current employees shall receive pre-service and annual in-service training relative to the contents of this policy.
- B. All new employees shall receive this training either during pre-service training or other designated time, but prior to participating in a youth transport.
- C. Documented training shall be entered in the "Training Records Entry Completed" (TREC) database at the unit level.

**Previous Regulation/Policy Number:** C.2.20  
**Previous Effective Date:** 04/10/2012  
**Attachments/References:**