

	<b>DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES: 505 KAR 1:140 3-JDF-3A-15 3-JDF-3A-26, 27</b>
<b>CHAPTER: Detention Services</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Transportation of Juvenile</b>		
<b>POLICY NUMBER: DJJ 711</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: January 13, 2023 – September 20, 2023</b>		
<b>APPROVAL: Vicki Reed, COMMISSIONER</b>		

## **I. POLICY**

In accordance with KRS 605.080, following a court proceeding and pursuant to the order of the court, the sheriff, jailer or designee, or other contracted agency shall provide transportation of juveniles between the courts and detention. The Transportation Branch shall be responsible for transporting or making arrangements for transportation of committed juveniles from detention to a DJJ placement, between DJJ treatment programs and facilities, and home upon discharge. All travel arrangements for the juveniles that are under the supervision of the Department shall be commensurate with the security level required to ensure both the juvenile's and public safety.

## **II. APPLICABILITY**

This policy shall apply to all juvenile detention centers.

## **III. DEFINITION**

Refer to DJJPP 700.

## **IV. PROCEDURES**

- A. Detention center staff shall be responsible for providing, securing, or assisting in the transportation of juveniles who are residing in the detention center and require medical, dental, mental health, or other specialized services.
- B. The Superintendent or designee shall be responsible to see that all pertinent paperwork and information is available to the service provider or receiving facility before the trip is completed.
- C. A juvenile being transported shall be transported in mechanical restraints suitable to the juvenile's custody level and as authorized for the high risk factors listed in section D.
- D. Chemical agents and conductive energy devices may be used as authorized by the Superintendent, Transportation Branch Manager, or designees to

<b>POLICY NUMBER</b> DJJ 711	<b>EFFECTIVE DATE</b>	<b>PAGE NUMBER</b> 2 of 2
---------------------------------	-----------------------	------------------------------

transport juveniles who demonstrate high risk factors at or about the time of the transport or have a history of violence, AWOL incidents, or other related crimes.

- E. Mechanical restraints, chemical agents, and conductive energy devices shall be used in accordance with DJJPP 713 (Restraints).
- F. A juvenile being transported to or from a detention center shall be transported in a vehicle with a security screen. Personal vehicles shall not be used in the transporting of a juvenile by facility staff except as authorized by the Superintendent.
- G. DJJ staff transporting a juvenile shall observe the same gender requirements of KRS 605.080.
- H. Staff transporting a juvenile shall not carry or use a deadly weapon.
- I. Staff shall follow the usual or designated route at all times unless extraordinary or emergency conditions arise.
- J. Staff shall contact their supervisor if there is a thirty (30) minute or more delay or significant route change.
- K. If a juvenile transport becomes overdue by one (1) hour or more, without any contact from the transporter, the following shall occur:
  - 1. If the Transportation Branch is transporting a juvenile, the receiving facility Superintendent or designee shall contact the Transportation Branch manager to determine the location of and provision of assistance to the transporting unit; or
  - 2. If facility staff are transporting a juvenile, the facility Superintendent or designee shall coordinate efforts to determine the location of and provision of assistance to the transporting unit.
- L. Emergency contact phone numbers shall be kept in each vehicle to use in situations such as accidents, breakdowns, youth escapes, or other situations where the transporter may need assistance.
- M. Facility staff shall coordinate with the Transportation Branch for the transportation of committed juvenile released from detention to a community office. If the Transportation Branch cannot provide the transportation, the JSW shall assist with transporting the juvenile in a state vehicle from detention to the community placement. Except when the parent or guardian provides the transportation, the Department shall be responsible for the cost incurred.

**V. MONITORING MECHANISM**

Monitoring of transportation shall be done by the Superintendent or designee, the Facilities Regional Administrator and the Quality Assurance Branch.