



OREGON YOUTH AUTHORITY

Policy Statement

Part III – Youth Services (Community)



Subject:

Youth Transports and Escorts within the Community

Section – Policy Number:

D: Case Management – 2.1

Supersedes:

III-D-2.1 (11/11)

Effective Date:

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Date of Last Review:

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Related Standards and References:

- [OAR 125-155-0420](#) & 0430 (Passengers & Passenger Summary)
- [OYA policy](#): I-C-2.0 (Use of State-Owned Vehicles)
I-C-9.0 (Mobile Communication Devices and Other Mobile Data Storage Devices)
II-A-3.1 (Facility Youth Transports and Escorted Trips)
III-A-8.0 (Use of Physical Intervention and Restraints in the Community)
- OYA form: [YA 3015](#) (Field Transport Request Authorization)

Related Procedures:

- None

Policy Owner:

Community Services Assistant Director

Approved:


Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides standards for Community Services OYA staff in transporting and escorting youth who are on OYA supervision in the community.

Standards for transporting and escorting youth who are placed in close-custody facilities are delineated in OYA policy II-A-3.1 (Facility Youth Transports and Escorted Trips).

II. POLICY DEFINITIONS:

Escorted Trip: The escorting of an OYA youth from an OYA facility, community program, or community placement to a destination within the community, and returning the youth to that same placement.

Secure transport: A transport of a youth who is in restraints.

Secure vehicle: A vehicle equipped with screens and cages that separate a youth from staff. The vehicle may have tinted windows to prevent visual contact with the community.

Transfer: A movement and reassignment of supervision of a youth between community supervision and close custody or detention, OYA and DOC, or between OYA close-custody facilities.

Transport restraints: Restraints used to restrain youth during secure transports or trips. Security restraints include handcuffs, leg irons, belly chains, and transport belts.

III. **POLICY:**

Youth on OYA community supervision may require transportation within the community for a number of reasons, including but not limited to:

- Transfer between placements within the community;
- Medical or treatment-related appointments;
- Court appearances;
- Returning escapees, runaways, or parole revocations; or
- Other community activities.

Safety of staff, youth and the public are the prime consideration in planning for youth transports. Any situation involving the movement of youth can be unpredictable, and emergency situations may arise. To mitigate emergencies, OYA policy requires youth transports and escorts in the community be conducted in a planned manner conforming to OYA standards and policy.

Transporting passengers other than youth (e.g., youth family members) must follow state guidelines set forth in the Department of Administrative Services (DAS) rule (OAR 125-155-0420).

Community Services staff may be required to escort youth in restraint devices during transports, or within local court buildings or juvenile departments. During such escorts, staff will follow standards developed and trained by the Juvenile Justice Training Academy (Training Academy). When escort practices within local court buildings or juvenile departments are in conflict with OYA standards and training, staff will follow the local court building or juvenile department practice.

IV. **GENERAL STANDARDS:**

A. **Training**

Staff must complete youth transport and escort training provided by the Training Academy before transporting or escorting youth or placing youth in restraint devices in preparation for transport.

B. Transport Vehicles

1. Staff will adhere to Department of Motor Vehicle rules, including the use of seatbelts. Youth must not, at any time, be left in an unattended vehicle, or handcuffed or otherwise secured to any part of a vehicle or fixed object.
2. Staff must not transport youth in personal vehicles.
3. Staff must ensure the vehicle is safe and free from prohibited items before and after each transport, using search methods approved by the Training Academy.
4. Transport vehicles may be secure or non-secure, depending on safety, security, and the purpose of the transport.
 - a) A secure vehicle is preferred for secure transports.
 - b) Transporting youth who require secure transport in separate vehicles from youth who require non-secure transport is preferred.

See section H (below) regarding mixed security transports.

C. Courtesy Transports

Courtesy transports (staff transporting county juvenile department youth; county juvenile department staff transporting OYA youth) may be provided when approved by the local field supervisor, when:

1. The local co-management agreement allows such transports to occur; and
2. Transports of youth conform to the standards of this policy (e.g., using a YA 3015).

D. Escorting Staff Duties

1. The escorting staff must possess a current, valid Oregon driver license or adequate DMV classification to drive the transport vehicle.
2. Staff must complete a YA 3015 (Field Transport Request Authorization) for all secure youth transports, transports that require transfer to another escorting staff, and transports for other units.
 - a) A YA 3015 may be completed for transports within the local unit as determined by the local unit's field supervisor.
 - b) The completed YA 3015 must be forwarded to the youth's juvenile parole/probation officer (JPPO) to be placed in the youth's case file.

3. Staff must not initiate transport of actively combative youth.
4. The escorting staff must visibly wear a current OYA identification badge.

Staff may also carry or visibly wear an OYA identification shield.
5. The escorting staff must carry a mobile communication device. Escorting staff must also have a SPOT Messenger Device (satellite emergency device) if traveling in areas where cell phone reception is sparse or non-existent for extended periods of travel time.
6. The escorting staff must be alert and vigilant throughout the trip. Staff must not engage in any distracting activities such as reading newspapers, books, magazines, or use of electronic devices. Cell phone use must be for work-related communication only. Staff must use a hands-free device when communicating while driving.
7. The escorting staff's primary obligation is to prevent an unauthorized absence and protect the public. Staff must maintain a position enabling the viewing of the youth and blocking avenues of run away when possible. The youth must be under the full control and responsibility of the escorting staff.
8. Only travel to and from the authorized destination will be permitted unless previously authorized by the field supervisor.
9. Staff social visits are not permitted during the transport process.
10. Restraints will be removed by the escorting staff only as required.
 - a) If the escorting staff determines security concerns override the removal of restraints, the field supervisor must be contacted for instruction prior to the removal of restraints.
 - b) During medical emergencies, restraints may be removed on direction of medical personnel.
 - c) During court appearances, restraints may only be removed on direction of the judge.
11. Staff are not permitted to smoke during the transport process.
12. Escorting staff must have prior approval from the field supervisor(s) for mixed gender transports. Approval must be documented in a JJIS contact entry.

E. Secure Transports

Youth on OYA community supervision require secure transports when transferred from a community placement to a detention facility, jail, or OYA

secure facility. Transports between such secure facilities must also be secure.

Staff must refer to OYA policy II-A- 3.1 (Facility Youth Transports and Escorted Trips) when transporting a youth already placed at an OYA facility.

1. Security restraints

Security restraints must be used during secure transports. Security restraints are designed to restrict and control individual movement for the purpose of preventing unauthorized absences during transports or escorts.

Only approved restraint devices described in OYA policy III-A-8.0 (Use of Physical Intervention and Restraints in the Community) may be used by staff when transporting youth.

- a) Security restraints include handcuffs, leg irons, and transport belts. Staff must also use a padlock when using a belly chain or restraint belt.
- b) All restraint devices must be used as the manufacturer intended and in adherence to Training Academy standards.
- c) Restraints used on a pregnant youth must not put the pregnant youth nor the fetus at risk. Staff may consult with the pregnant youth's healthcare provider prior to applying restraints on the pregnant youth.
- d) OYA-approved non-metallic (soft) restraint devices may be used for medical transports with field supervisor approval.

2. Staff-to-youth Ratio

- a) Secure vehicle:
 - (1) One staff may transport up to two youth.
 - (2) One staff may transport up to three youth contingent on the field supervisor's approval and risk factors listed in section c) below.
 - (3) At least two staff must transport four or more youth.
- b) Non-secure vehicle – only if a secure vehicle is unavailable:
 - (1) Must be approved by field supervisor.
 - (2) One staff may transport one youth.
 - (3) At least two staff must transport two or more youth.

c) Exceptions

The field supervisor may authorize exceptions to these standards based on a risk assessment of the following:

- (1) The youth's mental or emotional state;
- (2) The youth's risk to re-offend;
- (3) The youth's escape, runaway, or assault history;
- (4) The youth's behavior history;
- (5) The purpose of the transport; and
- (6) The planned length of the transport.

3. All escorted youth must be frisk searched before departure and upon return to the placement.

4. When more than one escorting staff is assigned to a secure transport, all restraints applied to the youth must be double-checked by a second staff for proper application and locking.

5. Rest stops and transfer of custody must be made at secure facilities at reasonable intervals, based on the length of the transport and the needs of the youth.

a) Secure facilities include close-custody facilities or state/county facilities/offices.

b) Exceptions to allow transfer of custody at non-secure settings may be granted by the field supervisor when:

(1) The transfer location is planned in advance and is a controlled area with minimal exposure to the public; and

(2) Such transfer is considered to be minimal risk to public safety.

6. Following the transport, staff must:

a) Complete a JJIS contact entry documenting the transport start and stop location and time, and any noteworthy transport information related to the youth's reformation and treatment.

b) Staff will complete a Youth Incident Report (YIR), if necessary.

F. Secure Commercial Airline Transports

1. Staff transporting youth by air will establish any security limitations or requirements by contacting airport security and the airline selected at least two hours prior to the flight departure time.
2. If assistance is needed, the escorting staff will contact the airport security or local authorities.

The aircraft crew should be advised through airport security officials of the transport situation and that restraint equipment is being used for the escort.

3. Advance requirements must be made for appropriate security at the landing site and for ground transportation.

G. Non-secure Transports

All youth transports and escorts in the community other than to or between detention facilities, jails, or OYA secure facilities are non-secure.

1. Staff will not use restraint devices during non-secure transports/escorts, unless responding to a youth's acting-out behavior as described in OYA policy III-A-8.0 (Use of Physical Intervention and Restraints in the Community).
2. Staff-to-youth Ratio
 - a) One staff may transport/escort up to five youth;
 - b) At least two staff must transport/escort six or more youth.
 - c) Exception

The field supervisor may authorize exceptions to these standards based on a risk assessment of the following:

- (1) The youth's mental or emotional state;
 - (2) The youth's risk to re-offend;
 - (3) The youth's escape, runaway, or assault history;
 - (4) The youth's behavior history;
 - (5) The purpose of the transport; and
 - (6) The planned length of the transport.
3. Rest stops will be conducted at reasonable intervals, based on the length of the transport and the needs of the youth.

4. Following the transport, staff must:
 - a) Complete a JJIS contact entry documenting the transport start and stop location and time, and any noteworthy transport information related to the youth's reformation and treatment.
 - b) Immediately notify appropriate personnel of any youth misconduct that occurred during the transport. If necessary, staff will complete a YIR.

H. Mixed Security Transports

On **limited** occasions, field supervisors may authorize mixed security transports of one youth who requires a secure transport and one youth who requires a non-secure transport.

1. The field supervisor(s) must consider the following factors of both youth and any potential negative effects the transport may have on the youth before authorizing a mixed transport:
 - a) Physical and psychological state;
 - b) Emotional state;
 - c) Age;
 - d) Potential reaction to mixed transport; and
 - e) Security and supervision at transfer points.
2. If the mixed security transport involves youth from different counties of jurisdiction, the field supervisors from both counties must authorize the mixed transport.
3. The following conditions must be met when executing a mixed transport:
 - a) All transport staff involved in the transport must be amenable to the mixed security transport;
 - b) A secure vehicle must be used;
 - c) The non-secure youth must be placed in the front passenger seat;
 - d) Both youth must be behaviorally stable and compliant with staff directives; and
 - e) Sight and sound supervision of the secure youth must be maintained at all times.

I. Unusual Incidents

1. The transporting staff will phone the field office or Community Services officer-of-the-day (OD) as soon as possible for notification and instructions for any unusual incident.
2. When any youth misconduct occurs, the transporting staff may immediately discontinue the trip/transfer and return the youth to the facility or community placement.
3. If a youth escapes from a secure transport or is separated from the transporting staff, the staff must notify law enforcement personnel with a request for assistance and notify the Community Services OD.
4. If a transport vehicle breaks down, the transporting staff and youth must remain with the vehicle until help arrives.
5. The transporting staff must complete a YIR, if necessary.

V. OYA GENERAL PROCEDURE REQUIRED: NO

VI. LOCAL OPERATING PROTOCOL REQUIRED: NO