

CAMP and MEDICAL TRANSPORTATION

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, section 1358
Welfare and Institutions Code (WIC) section 871, 625, 222, and 210.6
California Penal Code section 4537 and 3407.
- RESCINDS:** New
- FORMS:** Visiting Rules (Attachment A)
- PURPOSE:** To establish a uniform procedure for the safe and secure transportation of in-custody youth and to establish procedures for responding to escapes during transportation.

I. GENERAL INFORMATION

- A. Transporting staff must possess a valid California driver's license.
- B. Transporting staff must possess proper identification, i.e., a departmentally issued badge and identification card. A Probation jacket, polo, or vest is also appropriate attire, in addition to possession of proper identification.
- C. When transporting youth to the hospital or medical appointment off-grounds, staff shall [REDACTED]. A [REDACTED] is located [REDACTED].
- D. The Duty Officer (DO) or Administrator In Charge (AIC) may coordinate with field Deputy Probation Officers (DPO) for [REDACTED] and/or [REDACTED].
- E. In-custody youth will be transported in a [REDACTED], with a [REDACTED]. Camp youth attending a field trip can be transported in a vehicle [REDACTED].
- F. DPCOs must check the vehicle's interior and exterior for safety reasons and inspect for any damage or vandalism before and after every use of the county vehicle.
- G. The youth and staff must wear seat belts when traveling in a county vehicle, as required by law.
- H. A manual entitled "Rules and Regulations for the Operation of County Vehicles" is in the glove compartment of every County car. This manual should be consulted in the event of a traffic accident or the need for emergency roadside services.
- I. When transporting youth for medical, dental, or other appointments off-grounds, staff will utilize handcuffs, leg shackles, transportation belts, or Martin chains (refer

to PMI 3-6-002). Staff may consider unique physical considerations caused by medical problems in securing such youth. However, any decision not to apply handcuffs, leg shackles, transportation belts, or Martin chains must be approved by an administrator.

1. Because of the possibility of injury resulting from falling while walking in restraints, one custody staff must directly escort a youth who is in restraints.
2. Transportation of pregnant youth
 - a) Staff will use a wheelchair for the youth when off-grounds.
 - b) Least restrictive measures are to be used. Unless deemed necessary for safety and security, the youth in labor shall not be shackled by wrists, ankles, or waist chains. When restraints are deemed necessary, a youth shall not be shackled using waist chains or handcuffs behind the body. The Duty Officer (DO) or Administrator shall make a determination as to whether mechanical restraints are necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight.
 - c) This restriction also applies during transport to another location for delivery or during recovery after childbirth. Handcuffs may be safely used on pregnant youth who are not in labor with the hands placed in front of the body to limit the possibility of abdominal injury in the event of a fall.
3. Except as noted below, always use handcuffs and a transportation belt during transport to and from the hospital/medical appointments and while there. Exceptions are:
 - a) When one hand is injured, transport the youth in a wheelchair. The youth is to be secured with the non-injured hand handcuffed to the waist restraint to secure the youth.
 - b) If both hands are injured, transport the youth in a wheelchair. The youth is to be secured by applying leg restraints.

II. PROCEDURE FOR MEDICAL RUNS

B. Custody/Medical Transportation staff will:

1. Become familiar with the youth and his/her case (Security Risk status, prior escapes, suicidal ideation, etc.).
2. If concerns exist regarding an apparent conflict between medical directions and probation security measures, a supervisor should be contacted immediately for clarification or direction.
3. Personally search the youth for weapons and contraband before transporting them.

4. Personally search the rear seat area of the County vehicle being utilized for weapons and contraband before placing a youth in the vehicle.
5. Utilize approved restraint devices as outlined in General Information (Section I. H 1 & 2 above). Any decision not to apply handcuffs, leg shackles, transportation belts, or Martin chains must be approved by an administrator.
6. [REDACTED] staff will be assigned to transport youth to medical appointments. Staff may request, and the Duty Officer or Administration may authorize [REDACTED] staff to assist in the transport if there is a safety and security risk to the staff and community. Additional staff for transportation shall be considered for youths classified as a security risk, severely emotionally disturbed, or youth with a history of escapes. At least one transporting staff must have at least [REDACTED].
7. At an administrator's discretion, the youth under commitment may be transported without handcuffs and leg shackles, when a youth is seriously injured and placing restraints would only increase injury. This should rarely be the case.

C. Supervision of Youth while at Hospital/ Medical Appointments:

1. Never handcuff a youth to a bed or wheelchair.
2. Never leave a youth unattended. Always remain with the youth, including any consultation and evaluation procedures. Youths undergoing surgery are the exception. Staff should remain outside the operating room and accompany the youth to the recovery room.
3. If a youth has a possible contagious illness, staff are to seek direction as to precautions to be taken and Personal Protective Equipment (PPE) from the Juvenile Hall Medical Unit via the Duty Officer or an Administrator. If the Medical Unit determines that the youth should be isolated, staff will place themselves [REDACTED] to ensure they cannot escape. Staff should also request that the youth be [REDACTED]. For youth with a serious illness, consideration will be given to requesting a compassionate release from the Court, weighing the gravity of the youth's illness and the safety of the community.
4. The only occasion when a youth may be uncuffed while at the hospital or medical appointment is when the handcuffs, shackles, or transportation belt interfere with the youth's examination or X-rays, during surgery, when a female youth is in labor, or when it hinders the medical treatment process.
5. Check the room where the youth will be to make sure there are no windows or exits through which the youth may escape if the nature of the exam or treatment requires [REDACTED]. [REDACTED] when a youth is in a room with hospital personnel.
6. Enforce all department and facility rules while escorting the youth. Staff shall provide an update to the Duty Officer (DO) at least every two (2)

hours. In the event there is a discussion with medical personnel regarding the youth, including but not limited to removing restraints, change in medical status, or other treatment recommendations that go against the department's policy, the officer shall notify the DO immediately.

7. Staff must document all activities that occur during their shift, including but not limited to the youth's behavior, medical treatment (when medication is given, vitals are taken, procedures completed), and visiting log via observation notes.
8. Bring the green clinical sheet and written reports of the doctor's evaluation card from the hospital to the Juvenile Hall Medical Unit for further appointments and any prescriptions filled before returning.
9. Staff may not leave until they are relieved by another staff member. Staff shall brief the oncoming officer of the youth's situation and any problems encountered on the shift. The exiting staff shall contact the DO prior to leaving and giving them a briefing of the shift.

D. Visitors must receive approval from the DO or Facility Administrator to visit the youth at the hospital and comply with all instructions of staff and abide by the following rules:

1. Only parents or legal guardians shall be allowed to visit the youth in the hospital. Any exception must be pre-authorized by a supervisor, administrator or court order.
2. All visitors must be dressed appropriately. Clothing that is derogatory, offensive, revealing, or deemed inappropriate by staff will not be allowed.
3. Visitors are not allowed to carry any tobacco products, vaping products, illegal substances or alcohol on hospital grounds.
4. Visitors must obtain prior permission from the unit Supervisor, DO, or Administrator to give or accept anything from a youth under probation custody at the hospital. This includes any written material.
5. Visitors must clear all medication through the medical unit.
6. No photography, video or audio recording of youth under probation custody at the hospital may take place at any time during a video visit, unless approved by the facility director.
7. All visits are subject to monitoring by staff. Any inappropriate or disruptive behavior by youth or visitors will lead to the visit being terminated.

E. In the case of an escape or attempted escape, the following steps are to be implemented:

1. Transporting staff will immediately notify Juvenile Hall Control by broadcasting [REDACTED]. Staff will identify themselves as Probation staff via approved radio communication protocol [REDACTED], that there is an escape [REDACTED] in progress, their

location, a physical description of the youth, and the last known location and direction of travel of the youth and request assistance from the local police agency for the city in which the escape takes place.

Once Juvenile Hall Control has been notified, staff will switch to [REDACTED] and notify Probation [REDACTED] of the same information. All updates regarding the apprehension of the youth should be promptly communicated to [REDACTED].

2. Should radio communication with Juvenile Hall Control not be possible, staff will utilize their cellphone to contact [REDACTED].
3. [REDACTED] will coordinate the staff's response and determine the need for additional assistance from Probation staff. JH staff will [REDACTED]. At a minimum, the DO or AIC should respond/be dispatched to the scene. They will assume tactical control of Probation staff. [REDACTED] to maintain tactical awareness of the situation once notified of the escape. [REDACTED].
4. In an immediate emergency, staff may utilize their cellphone to seek local law enforcement assistance via "911". Staff will relay the information outlined in II.C.1. Above, beginning with the city where the escape occurs. (911 calls via cellphone are routed to the Highway Patrol, not local law enforcement agencies, and callers must identify the city they are in to have information relayed to the appropriate local law enforcement agency.)
5. Foot pursuits are permitted to enable staff to maintain visual contact with the youth. Whenever possible, pursuing staff should provide updated information on the location and direction of travel of the youth to Probation Dispatch [REDACTED] to assist local law enforcement in the apprehension of the youth. As able, staff will continue to keep JH Control apprised of developments. Staff will use their discretion as to [REDACTED].
6. Foot pursuits of armed individuals [REDACTED]. If confronted by an armed visitor/intruder attempting to assist a hospitalized youth in escaping or attempting to assault a youth, the [REDACTED].
7. Foot pursuits into [REDACTED].
8. [REDACTED], staff may pursue the youth to regain physical custody. Staff must take necessary steps to readily identify themselves as Probation staff to any member of the public and arriving

local law enforcement units. This may include displaying the staff's department-issued badge as necessary to establish authority to regain physical custody of the youth.

9. Vehicular pursuits in the Department or private vehicles [REDACTED]. Probation staff are [REDACTED].
10. Probation staff may [REDACTED]. Staff will properly secure themselves in the passenger seat by seat belt or other restraint device.
11. Staff will write a detailed Special Incident Report describing the escape events as soon as possible and before the end of their shift.

III. PROCEDURE FOR CAMP TRANSPORTATION

- A. Staff will follow all guidelines mentioned in sections I. A-H above
- B. When transporting youth to and from the outer facilities, a minimum [REDACTED] ratio will be maintained.
- C. All youth transported to and from Juvenile Hall are [REDACTED]. Some vehicles are equipped with [REDACTED]. A youth can be transported from YGC to JH [REDACTED]. If a determination is made that [REDACTED].
- D. Transporting staff will deliver institutional files, all paperwork, and medical treatment sheets to the unit.
- E. Medical staff occasionally ask transportation staff to transport medical specimens and medication. These will be stored in a cooler provided by the medical unit. Staff are to deliver to medical personnel at the receiving facility.

REFERENCES:

Procedures:	1-1-A	Probation Department Procedure Manual
	2-1-002	Transportation Security
	2-4-105	Transportation of Youth Detained at Juvenile Hall
	3-1-018	Operation and Use of County Vehicles
	3-3-005	Assistance Calls
	3-6-002	Handcuffs, Transportation Belts, Shackles, and Flex Cuffs
	3-6-005	Tubes and Martin Chains
Policy:	A-1	Policy, Procedure, and the Law
	A-2	Upholding Departmental Philosophy and Principles
	D-6	Transportation of Probationers and Custody Transportation

APPROVED BY:

VISITING RULES

Visitors must comply with all instructions of facility staff and abide by the following rules:

1. Visiting is limited to parents, legal guardians, and supportive adults. Any exception must be pre-authorized by a supervisor, administrator or court order.
2. All visitors must be dressed appropriately. Clothing that is derogatory, offensive, revealing, or deemed inappropriate by staff will not be allowed.
3. Visitors are not allowed to carry any tobacco products, vaping products, illegal substances or alcohol on hospital grounds.
4. Visitors must obtain prior permission from the unit Supervisor, DO, or Administrator to give or accept anything from a youth under probation custody at the hospital. This includes any written material.
5. Visitors must clear all medication through the medical unit.
6. No photography, video or audio recording of youth under probation custody at the hospital may take place at any time during a video visit, unless approved by the facility director.
7. All visits are subject to monitoring by staff. Any inappropriate or disruptive behavior by youth or visitors will lead to the visit being terminated.