

## 1.1.A.8 Juvenile and Adult Joint Transportation Procedures

### I Policy Index:



**Date Signed:** 03/14/2017  
**Distribution:** Public  
**Replaces Policy:** N/A  
**Supersedes Policy Dated:** 03/20/2016  
**Affected Units:** All Units  
**Effective Date:** 03/21/2017  
**Scheduled Revision Date:** February 2018  
**Revision Number:** 9  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

This policy applies to the cooperative transportation system operated in collaboration with participating counties, as agreed upon in the joint transportation agreement. The procedures contained within apply to any time Department of Corrections (DOC) staff transport juveniles with adult offenders. When juveniles are transported with adult offenders in the same vehicle, the offenders will be kept physically separated and not allowed to interact or communicate with each other.

### III Definitions:

#### **Adult Offender:**

For the purposes of this policy, an adult is an individual over the age of eighteen (18) not committed in juvenile court to the DOC juvenile division being transported by DOC or on the cooperative transportation system.

#### **Joint Transportation Agreement (JTA):**

A written agreement that establishes the cooperative transportation system of the DOC, Brown County and Pennington County law enforcement for the purpose of transporting juvenile and adult offenders. This policy will be incorporated in the JTA.

#### **Juvenile:**

For the purposes of this policy, a juvenile is any youth committed in juvenile court to the DOC juvenile division, or a youth under the age of 18 years old transported by the DOC or on the cooperative transportation system.

#### **Vehicle:**

For the purposes of this policy, a vehicle includes cars, vans, trucks, buses and any other conveyance used to transport juvenile and adult offenders.

## IV Procedures:

### 1. Joint Transportation:

- A. Any time juvenile and adult offenders are transported jointly in the same vehicle, the juvenile offender(s) will be kept separate from the adult offenders.
  - 1. Transport staff will communicate the contact restrictions to both the juvenile and adult offenders prior to departure.
  - 2. Whenever possible, juvenile offenders shall be placed in seats separate from adult offenders. An empty seat should be used when possible to increase separation between juvenile offenders and adult offenders.
  - 3. Special attention will be applied during the loading and unloading of juvenile and adult offenders to ensure no contact, communication or interaction occurs between juvenile and adult offenders.
- B. Any time juvenile offenders are jointly transported with adult offenders, staff will retain constant direct supervision of the juvenile offender.
- C. DOC staff and county staff will take appropriate and necessary actions to prevent verbal or physical interaction between juvenile and adult offenders. Intimidation of a juvenile offender by an adult offender is not permitted.
- D. Juvenile offenders will exit the vehicle separate from adult offenders.
- E. Any identified verbal or physical interaction between juvenile and adult offenders or acts of intimidation by an adult offender upon a juvenile offender will be documented on the [Joint Transportation Incident Report \(See Attachment 1\)](#).
  - 1. The completed [Joint Transportation Incident Report](#) will be electronically forwarded to the Director of Juvenile Services and the reporting staff's respective Chief Executive Officer (Warden/Sheriff).
  - 2. Any incidents requiring immediate attention will be forwarded onto the Director of Juvenile Services.
  - 3. The Director of Juvenile Services will respond to the report by initiating any corrective actions required, which may include:
    - a. Disciplinary action against any adult offender who interacts with a juvenile offender in a prohibited manner during the joint transportation.
  - 4. All DOC staff involved in the joint transportation of juveniles and adults will be trained on transportation requirements when transporting juvenile and adult offenders jointly..

## V Related Directives:

None.

## VI Revision Log:

**January 2009:** New policy.

**February 2010:** Revised formatting of section I. Added Brown County to definition of JTA. Removed "offender" from policy. Added hyperlinks. Added Sheriff Tasa and replaced Warden Russell with Warden Hyde in Attachment 1. Revised picture of Attachment 2.

**February 2011:** Reviewed with no changes.

**March 2012:** Deleted "and Roberts County" from JTA definition.

**March 2013:** Reviewed with no changes.

**March 2014:** Deleted "is an inmate in the custody of the DOC" and Added "who is not committed in juvenile court to the DOC juvenile division" in the definition of an "Adult".

**March 2015:** Reviewed with no changes.

**February 2015:** Deleted b. in Section 1 E. 3.

**March 2017:** Deleted "Training will be provided to DOC annually, in accordance with DOC policy 1.1.D.1 [Staff Training Requirements](#)" in Section 1 E. 4.

*Denny Kaemingk (original signature on file)*

03/14/2017

Denny Kaemingk, Secretary of Corrections

Date

## Attachment 1: Joint Transportation Incident Report

The **Joint Transportation Incident Report** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Joint Transportation Incident Report** by:
  - a. Placing mouse on the word "here" above.
  - b. Press and hold the "Ctrl" key on the keyboard.
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Joint Transportation Incident Report**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Joint Transportation Incident Report Please refer to DOC policy 1.1.A.8 Adult and Juvenile Joint Transportation Procedures	
<b>JOINT TRANSPORTATION INCIDENT REPORT</b>			
Date of Incident:		Transportation Route: From:	To:
Juvenile Involved:	Last-First:	Juvenile's DOB:	Juvenile's JCA:
Juvenile Involved:	Last-First:	Juvenile's DOB:	Juvenile's JCA:
Adult Offender Involved:	Last-First:	# (if applicable):	DOB:
Adult Offender Involved:	Last-First:	# (if applicable):	DOB:
Details of the Incident (please provide all details of the event in chronological order).			
Incident Report Completed By:	Please Print	Please Sign	Date
Incident Report Submitted To:	Please Print	Job Title	Date
ALL COMPLETED FORMS ARE TO BE EMAILED TO: <input type="checkbox"/> Doug Hermann and the respective CEO/Sheriff: <input type="checkbox"/> Warden Doug Weber <input type="checkbox"/> Warden Bob Dooly <input type="checkbox"/> Warden Brenda Hyde <input type="checkbox"/> Sheriff Don Holloway <input type="checkbox"/> Sheriff Mark Millbrand <input type="checkbox"/> Sheriff Jay Tapp			
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## Attachment 2: Major Incident Report

The **Incident Report** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Incident Report** by:
  - a. Placing mouse on the word "here" above.
  - b. Press and hold the "Ctrl" key on the keyboard.
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Incident Report**.

The gray areas indicate the information that is to be entered.

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The image displays two side-by-side screenshots of a 'MAJOR INCIDENT REPORT' form. The left screenshot shows the top portion of the form, including a header with the title 'MAJOR INCIDENT REPORT' and several rows of fields, some of which are shaded gray to indicate where information should be entered. The right screenshot shows the bottom portion of the form, continuing the rows of fields and a large gray area for text entry. The form appears to be a standard incident report template used in a legal or correctional context.