

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

### I Policy Index:



**Date Signed:** 03/20/2016  
**Distribution:** Public  
**Replaces Policy:** N/A  
**Supersedes Policy Dated:** 03/27/2015  
**Affected Units:** All Units  
**Effective Date:** 03/21/2016  
**Scheduled Revision Date:** February 2017  
**Revision Number:** 8  
**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, as well as any time Department of Corrections (DOC) staff transport juveniles with adults. When juveniles are transported with adults in the same vehicle, they will be kept physically separated and not allowed to interact or communicate with each other.

### III Definitions:

#### 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 being transported by the DOC or on the cooperative transportation system.

#### Adult:

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.

#### Vehicle:

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

#### Joint Transportation Agreement (JTA):

The written agreement that establishes the cooperative transportation system by the DOC, Brown County and Pennington County for purposes of transporting juveniles and adults. This policy will be incorporated in the JTA to apply to the transport of juveniles and adults on the cooperative transportation system.

## IV Procedures:

### 1. Joint Transportation:

- A. Any time juvenile and adult Department of Corrections (DOC) offenders are transported jointly in the same vehicle, juvenile offenders should be kept separate from adult offenders.
  1. Transportation staff will communicate the contact restrictions between juveniles and adults to both juvenile and adult offenders prior to departure.
  2. Whenever possible, juvenile offenders shall be placed in seats separate from adult offenders. Empty seats should remain open to increase separation between juvenile offenders and adult offenders.
  3. Special attention will be applied by staff 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 shall not be permitted.
- D. Physical separation among juvenile and adult offenders will be maintained at all times, including when offenders are exiting the vehicle.
- 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 by DOC and the County staff 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 (CEO/county Sheriff) by the following business day.
  2. Any incidents requiring immediate attention will be forwarded onto the Director of Juvenile Services, the reporting staff member's supervisor and the county Sheriff the same business day.
  3. The Director of Juvenile Services and county Sheriff 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. Training will be provided to DOC annually, in accordance with DOC policy 1.1.D.1 [Staff Training Requirements](#).

## V Related Directives:

DOC policy 1.1.D.1 [Staff Training Requirements](#)

## 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.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

03/20/2016

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 section with the title 'MAJOR INCIDENT REPORT' and several rows of data entry fields. Some fields are shaded gray, indicating where information is to be entered. The right screenshot shows the bottom portion of the form, including a large text area and several rows of data entry fields, also with some gray shading.