

1.1.A.8 Juvenile and Adult Joint Transportation Procedures

I Policy Index:



Date Signed: 02/27/2019
Distribution: Public
Replaces Policy: N/A
Supersedes Policy Dated: 02/27/2018
Affected Units: All Units
Effective Date: 02/27/2019
Scheduled Revision Date: February 2020
Revision Number: 11
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 (JTA). Certain procedures shall apply any time Department of Corrections (DOC) or cooperative transportation system transports juveniles with adult offenders.

III Definitions:

Adult Offender:

An individual over the age of eighteen (18) not committed in juvenile court to the DOC.

Joint Transportation Agreement (JTA):

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

Juvenile:

Any juvenile committed in juvenile court to the DOC, or an individual under the age of 18 years old transported by the DOC or the cooperative transportation system.

Vehicle:

Includes cars, vans, trucks, buses and other conveyances used to transport juveniles and adult offenders.

IV Procedures:

1. Joint Transportation:

- A. Any time juveniles and adult offenders are transported jointly in the same vehicle, the juvenile will be kept separate from the adults.
 1. DOC and/or transport staff will communicate the contact restrictions to the juveniles and adult offenders prior to departure.

2. Whenever possible, juveniles shall be placed in seats separate from adult offenders. An empty seat should be between juveniles and adult offenders when possible to increase separation between the juvenile and adult offender.
 3. Special attention will be applied during the loading and unloading of juveniles and adult offenders to ensure no contact, communication or interaction occurs between juveniles and adult offenders.
- B. Any time juveniles are jointly transported with adult offenders, staff will retain constant direct supervision of the juvenile.
- C. Staff will take appropriate and necessary actions to prevent verbal or physical interaction between juveniles and adult offenders. Intimidation of a juvenile by an adult offender is not permitted.
- D. Juveniles will enter and exit the vehicle separate from adult offenders.
- E. Any identified verbal or physical interaction between juveniles and adult offenders or acts of intimidation by an adult offender upon a juvenile 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, Director of Prison Operations and the respective Sheriff if the incident involved a non-DOC offender.
 2. Any incidents requiring immediate attention will be forwarded onto the Director of Juvenile Services and Director of Prison Operations.
 3. The Director of Juvenile Services and Director of Prison Operations will respond to the report by initiating any corrective actions required. Corrective actions will be shared with the respective Sheriff as deemed appropriate. The Director of Prison Operations may direct DOC staff to complete an Incident Report for incidents involving an adult offender.
 - a. Staff may pursue disciplinary action against any adult DOC offender violating directives issued by staff during transport or otherwise committing a rule violation during the transport.
 4. All staff who transport juveniles and adult offenders are responsible for reading and understanding the requirements set forth within this policy. Staff with questions regarding these requirements must contact their supervisor for clarification.

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.

February 2019: Language and structure updates. **Added** "Director of Prison Operations" in place of "Wardens". **Deleted** Attachment 2 Major Incident Report. **Removed** training requirement from Section 1 E. 4.

Mike Leidholt (original signature on file)

02/27/2019

Mike Leidholt, Secretary of Corrections

Date

Attachment 1: Joint Transportation Incident Report

The **Joint Transportation Incident Report** form is located at:

<M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Joint Transportation Incident Report.doc>

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	
JOINT TRANSPORTATION INCIDENT REPORT		
Date of Incident: <input type="text"/>	Transportation Route: From: <input type="text"/> To: <input type="text"/>	
Juvenile Involved: <input type="text"/> <i>Last - First</i>	Juveniles DOB: <input type="text"/> Juvenile's JCA: <input type="text"/>	
Juvenile Involved: <input type="text"/> <i>Last - First</i>	Juvenile's DOB: <input type="text"/> Juvenile's JCA: <input type="text"/>	
Adult Offender Involved: <input type="text"/> <i>Last - First</i>	# (if applicable): <input type="text"/> DOB: <input type="text"/>	
Adult Offender Involved: <input type="text"/> <i>Last - First</i>	# (if applicable): <input type="text"/> DOB: <input type="text"/>	
Details of the incident: (please provide all details of the event in chronological order).		
Incident Report Completed By: <input type="text"/> <i>Please Print</i>	<input type="text"/> <i>Please Sign</i>	<input type="text"/> <i>Date</i>
Incident Report Submitted To: <input type="text"/> <i>Please Print</i>	<input type="text"/> <i>Job Title</i>	<input type="text"/> <i>Date</i>
ALL COMPLETED FORMS ARE TO BE EMAILED TO:		
<input type="checkbox"/> Kristi Bunkers <input type="checkbox"/> Warden Darin Young		
Respective CEO/Sheriff		
Revised: 02/07/2019		
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