

1.1.A.8 Juvenile and Adult Joint Transportation Procedures

I Policy Index:



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Replaces Policy: N/A
Supersedes Policy Dated: 02/25/2020
Affected Units: All Units
Effective Date: 03/24/2021
Scheduled Revision Date: February 2022
Revision Number: 13
Office of Primary Responsibility: DOC Administration

II Policy:

This policy applies to the cooperative offender transportation system operated in collaboration with participating counties, as agreed upon in the joint transportation agreement (JTA). Certain procedures shall apply any time the Department of Corrections (DOC) or cooperative transportation system transports juvenile offenders 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 juvenile and adult offenders.

Juvenile Offender:

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 juvenile and adult offenders.

IV Procedures:

1. Joint Transportation:

- A. Any time juvenile and adult offenders are transported jointly in the same vehicle, interaction between juvenile and adult offenders shall be monitored and controlled.

1. Transport staff will communicate the contact restrictions to all offenders prior to departure.

2. Whenever possible, juveniles shall be placed in seats separate from adult offenders. An empty seat will be between the juvenile and adult offender to increase separation distance.
 3. Special attention will be applied during the loading and unloading of offenders to ensure no contact (communication or other 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 offenders.
- C. Staff will take appropriate action to prevent verbal or physical interaction between juvenile and adult offenders. Intimidation of a juvenile by an adult offender is not permitted.
- D. Juveniles will board and exit the transport vehicle separate from adult offenders.
- E. Any verbal or physical interaction between juvenile and adult offenders, including any act of intimidation by an adult offender upon a juvenile, will be documented on the *Joint Transportation Incident Report* ([See Attachment 1](#)).
1. All *Joint Transportation Incident Reports* will be electronically forwarded to the Director of Juvenile Services, Director of Prison Operations or respective Sheriff, if the incident involved a non-DOC offender.
 2. The Director of Juvenile Services and Director of Prison Operations will direct any required response or corrective action. Corrective actions may be shared with the respective Sheriff, as deemed appropriate. The Director may direct DOC staff to complete a DOC Incident Report to further document the incident.
 - a. Staff may pursue disciplinary action against any adult DOC offender who violates directives issued by staff to not interact with the juvenile offender.
 3. Staff transporting juvenile and adult offenders are responsible for reading and understanding the requirements of this policy and any post order or other directive that applies to offender transports. 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.

March 2021: **Added** PolicyTech to Attachment 1 as a location of where the form can be found.

Mike Leidholt (original signature on file)

Mike Leidholt, Secretary of Corrections

03/24/2021

Date

Attachment 1: Joint Transportation Incident Report

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

- PolicyTech
- <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		
Page 1 of 1		