



**Administrative Policies and Procedures: 27.23**

<b>Subject:</b>	<b>Transporting Youth in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-2A-16; <b>DCS Practice Model Standard:</b> 8-303, 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Superintendents and Employees
<b>Policy Statement:</b>	
Employees shall follow appropriate guidelines and procedures to ensure safety and security when transporting adjudicated delinquent youth outside of the facility or from one jurisdiction to another.	
<b>Purpose:</b>	
To ensure guidelines for transporting youth adjudicated delinquent outline safety and security protocols and are made available to all employees involved in transporting.	
<b>Procedures:</b>	
<b>A. Written local procedures</b>	<p><b>1. Responsibility</b></p> <p>Youth development center Superintendents must establish written procedures for transporting youth. The procedures must be reviewed annually and documented.</p> <p><b>2. Contents</b></p> <p>Written procedures must include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>a) Provisions to ensure that appropriate documents are transported with youth (refer to DCS policy <a href="#">9.8, Transfer of Child/Youth Case Files</a>);</li> <li>b) Consideration of security requirements of the youth(s) being transported;</li> <li>c) Provisions to ensure that transported youth are restrained by safety and/or seat belts at all times while the vehicle is in motion;</li> <li>d) Responsibilities of the vehicle operator;</li> <li>e) Emergency procedures;</li> <li>f) Specific limitations or prohibitions, if applicable, and</li> <li>g) Procedures for transporting female youth off-campus. A female staff member must accompany a female youth at all times when being transported off-campus.</li> </ul>

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<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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