

**NON-CUSTODIAL TRANSPORTATION PROCESS
YOUTH REPORTING CENTERS (YRCs)**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-6-302, dated 09/08/16
- FORMS:** Youth Reporting Center Transportation Agreement (Attachment 1)
YRC Daily Vehicle Inspection Report/Van Seating Chart (Attachment 2)
Authorization for Medical Care (F057-7001.11)
- PURPOSE:** To promote safety and security as well as provide guidelines for YRC off-site transportation including van routes and other routine non-custodial transportation needs such as field trips, activities and transporting youth to and from various appointments.

I. GENERAL INFORMATION

- A. **Youth** must be transported in County vehicles, unless the staff driving has received departmental authorization to transport **youth** in their own vehicle consistent with Policy D-6 (Transportation of Probationers and Custody Transportation).
- B. Staff must **possess** a valid California driver's license and **have current automobile** insurance.
- C. Deputy Juvenile Correctional Officers (DJCO) and Deputy Probation Officers (DPOs) transporting wards **must** have all the necessary safety and security equipment and supplies consistent with Procedure Manual Item (PMI) 1-4-119 (Field Officer Safety Information/Required Equipment for Field Activities), as described below:
1. Badge and identification
 2. Departmentally issued 800 MHz Pak-set radio
 3. Handcuffs
 4. Departmentally issued Oleoresin Capsicum (OC) Spray
- Additional equipment available for use includes a cell phone and flashlight.
- D. Deputized staff will not transport probationers of the opposite gender alone, without supervisory approval, unless it is absolutely unavoidable or as part of routine daily transportation (van routes). When transporting **youth** to **and from** their **pick up**/drop off sites, **youth** should be **picked up**/dropped off in a manner that ensures the transporting staff does not have a single **youth** of the opposite gender at the **beginning or** end of the route. **Pick up/drop** off routes should be altered as needed to avoid transporting the opposite gender alone.

- E. Deputies who transport **youth** of the opposite gender, when no other passenger of the same gender as the **youth** is present, must communicate their location, time, and odometer reading to the Dispatch Center at the start and end of the transport.
- F. Deputized staff who have been authorized to drive their personal vehicles on County business may **only** use their personal vehicles for general transportation. Deputized staff members may use County vehicles when available; however, they are also encouraged to use their personal vehicles, with supervisor permission as needed, in order to carry out the overall mission of the YRC.

II. PROCEDURES

A. Van Routes

1. DJCOs are **responsible for** all appropriate documentation, **which includes the Medical Authorization form**, the YRC Transportation Agreement, Van Rules and Transportation Procedures, as well as the **Transportation Log that consists of the** Daily Vehicle Inspection Report/Van Seating Chart.
2. No more than 14 **youth** are to be transported in one van or no more than the available number of seatbelts.
3. DJCOs will maintain daily transportation logs and make **the necessary** entries and notations.
4. **Transporting DJCOs will keep one 800 MHz radio on channel [REDACTED] once all** wards/staff are aboard the vehicle.
5. Upon departure, the transporting DJCOs must **contact [REDACTED] via Pak-set and report themselves as [REDACTED]. The DJCO must also inform [REDACTED] [REDACTED] being transported.**
6. During transportation, DJCOs shall adhere to County vehicle guidelines, and **the youth** shall comply with YRC Van Rules, Transportation Procedures, and verbal directions.
7. When there are three or less minors in the vehicle, DJCOs will notify **[REDACTED]** of their status and provide mileage and location of **each** pick-up or drop-off.
8. Upon arrival at final "drop-off" **site**, transporting DJCOs will notify **[REDACTED]** via 800 MHz Radio **that they are no longer transporting youth**, provide their **[REDACTED]** etc.).

B. Field Trips

1. DJCOs are **responsible for** all appropriate documentation **which includes the Medical Authorization form**, the YRC Transportation Agreement, Van Rules, Transportation Procedures, and Van Routes, as well as maintaining Transportation Logs.

2. **Upon departure, staff must contact [REDACTED] via the County 800 MHz pak-set radio, and advise the number of youth being transported, [REDACTED]. Upon arrival to the destination, staff must report themselves as [REDACTED].**
3. For travel outside of the county and/or [REDACTED] for extended periods of time **at a specific location**, where use of a pak-set is unreasonable or unrealistic (i.e., movies or restaurant): Notify Dispatch of the location (address or cross streets, city, and name of business). Place yourself [REDACTED] and give an approximate time of unavailability by pak-set. Provide Dispatch with a cell phone number for contact and call-back.
4. Upon returning to Orange County and/or returning the van for further transportation, **immediately** contact Dispatch via pak-set and **report as [REDACTED]**

C. Radio Use

1. Conversations should be brief, to the point, and concise. Proper radio language should be exercised.
2. Mobile units are available in most County vehicles and may be used as necessary.

D. Transporting Youth

1. DPOs and DJCOs **must contact [REDACTED], report themselves as [REDACTED]** and notify Dispatch of their starting and ending mileage of each trip.
2. Consistent with the above, for travel outside of the county and/or [REDACTED] for extended period of time **at a specific location**, where use of a pak-set is unreasonable or unrealistic: Notify Dispatch of the location (address or cross streets, city, and business name), place yourself [REDACTED] and give an approximate time of unavailability by pak-set. Provide Dispatch with a cell phone number for contact and call-back.
3. Upon returning to Orange County and/or returning to vehicle for further transportation, **immediately** contact via pak-set and place yourself [REDACTED]

E. Emergencies

Emergencies occurring during transportation will require proper judgment, response, communication and documentation.

Should an emergency situation occur:

1. Find a safe location to **pull over and stop the vehicle.**
2. Contact Dispatch and request assistance from local police or emergency personnel, based on jurisdiction.

3. Address the situation and secure passengers.
4. Contact the unit supervisor.
5. As a reminder, YRC is a detention alternative program. The **youth** are neither "in custody" nor serving a **custodial** commitment. Should a **youth** become disruptive or distracting, presenting a risk to driver safety, and/or decides to exit or leave the vehicle without permission, staff should not pursue. The primary responsibility is for the safety and security of the remaining **youth inside** the vehicle. **Staff should attempt** to deescalate the situation and counsel the **youth**. If the disruptive **youth** exits the vehicle, **staff should** provide a bus pass **if** available and notify the parents, supervisor, and assigned DPO. Also, document the incident.
6. When traveling outside of the county, you are reminded that the Dispatch Center does not have formal relations with emergency personnel in other counties. If emergency services are required, staff are responsible for using sound judgment and contacting the necessary assistance via local police, sheriff, and/or 911.

REFERENCES:

Procedures:	1-4-119	Field Officer Safety Information/Required Equipment for Field Activities
	1-5-101	Vehicle Usage by Probation Employees
	2-1-002	Transportation Security
	2-4-105	Transportation of Youth Detained at Juvenile Hall
	3-1-001	Care and Use of County Owned Facilities/Equipment
	3-1-005	Institutional Field Trips
	3-2-108	Use of Pak-Set Radio
Policies:	D-3	Peace Officer
	D-6	Transportation of Probationers and Custody Transportation

Attachments

V. Ledesma

APPROVED BY:

Youth Reporting Center

Transportation Agreement and Van Rules

You are to arrive on time to the Youth Reporting Center (YRC). If needed, a van route is available and will pick-up and drop-off youth at multiple locations throughout Orange County. Several transportation options are available, which include the YRC van, parent pick-up/drop-off, biking, walking, or riding the Orange County Transit District bus (OCTD). In special circumstances, students will be provided with a bus pass. If you do not use the bus pass that is provided to you, you must return it to YRC staff the following day. You and your parent must choose a method of transportation and then use only that form of transportation while you are attending the YRC. You must obtain authorization from your YRC DPO if you need to deviate from your chosen method of transportation.

Should you receive an after-school detention; attempts to contact your parent/guardian will be made. You will be expected to serve detention from 4:45 p.m. to 6:00 p.m. Transportation via the YRC van route will not be available; however you may be provided with a bus pass.

Van Rules and Transportation Procedures

1. Inspect your assigned seat and the surrounding area for damage (rips, holes, graffiti, etc.) and immediately report any vandalism to the driver. Inspect your seatbelt and ensure it is in working condition as they are to be worn at all times.
2. Physical contact with other passengers is not allowed.
3. Your feet are to remain on the floor at all times.
4. Do not touch any equipment or the driver’s personal property.
5. Talk quietly and do not be involved in horseplay or make loud noises.
6. Do not make any gestures out the vehicle windows. Remain in your seat, facing forward whenever the vehicle is in motion. All body parts and other items must be kept entirely inside the vehicle at all times.
7. Students’ faces must be visible to driver at all times. Do not cover your head or face with coats, shirts, or anything else.
8. Enter and exit the vehicle one at a time. Do not jump from the vehicle while exiting; step down carefully.
9. Students are only to be picked-up and dropped-off at their assigned stop.
10. Students are not to bring school supplies without permission. Probation staff will confiscate any unauthorized/inappropriate items (IPODs, MP3 players, cell phones, hats, sunglasses, gum, etc.).

1. Pick-up Procedures:

Know your assigned pick-up location and be there on time, regardless of weather conditions. Traffic or bad weather may cause the van to be late. You are required to wait 30 MINUTES at your pick-up location. If the van does not arrive within those 30 minutes, call the YRC Duty Officer for instructions: North (Anaheim) YRC (714) 687-6728 / Central (Santa Ana) YRC (714) 667-7776.

I will be arriving at the YRC: _____ Route: _____

Youth’s Signature Date

Parent’s Signature Date

YRC DAILY VEHICLE INSPECTION REPORT (PRE- TRIP)

Date: _____ Location: **CYRC** Route: _____ Vehicle: _____

Beginning Mileage: _____ Ending Mileage: _____

Inspect items listed – if defective, check off and describe in “Remarks” section

- | | |
|---|---|
| <input type="checkbox"/> Fluids Leaks Under Van | <input type="checkbox"/> Interior/Clean |
| <input type="checkbox"/> Loose Wires, Hoses Connections | <input type="checkbox"/> Condition of Floor |
| <input type="checkbox"/> Belts in Engine Compartment | <input type="checkbox"/> Emergency Door and Buzzer |
| <input type="checkbox"/> Oil Level | <input type="checkbox"/> Headlights, Flashers, and 4-ways |
| <input type="checkbox"/> Radiator Coolant Level | <input type="checkbox"/> Right and Left Front tires/Wheels |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Front of Van, windshield |
| <input type="checkbox"/> Transmission | <input type="checkbox"/> Rear of Van-Glass and Lights |
| <input type="checkbox"/> Unusual Engine Noises | <input type="checkbox"/> Right Side of Van-Glass and Lights |
| <input type="checkbox"/> Gauges and Warning Devices | <input type="checkbox"/> Left Side of Van-Glass and Lights |
| <input type="checkbox"/> Switches | <input type="checkbox"/> Drivers seatbelt |
| <input type="checkbox"/> Horn | <input type="checkbox"/> Other Seatbelts |
| <input type="checkbox"/> Fans and Defrosters | <input type="checkbox"/> Right and Left Rear Tires |
| <input type="checkbox"/> Wipers and Washers | <input type="checkbox"/> Brake Pedals and Warning Lights |
| <input type="checkbox"/> Inside and Outside Windows | <input type="checkbox"/> Other |

Remarks: _____

The Condition of this Vehicle is: Satisfactory Unsatisfactory

DRIVER's Signature : _____

YRC VAN SEATING CHART

A.M. PICK-UP

Driver: _____

Front Passenger: _____

Passengers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

P.M. DROP-OFF

Driver: _____

Front Passenger: _____

Passengers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FIELD TRIP

Driver: _____

Front Passenger: _____

Passengers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____