

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

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-6-302, dated 10/26/18
- 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.
- 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) **who transport youth** 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 youth of the opposite gender when no other passenger of the same gender of the youth are present.**
1. **When transporting youth to and from their pick-up/drop-off sites, staff should not have a single youth of the opposite gender at the beginning or end of the route.**
  2. **In emergency situations, or in those situations that are unavoidable (i.e. first youth on pick-up does not show up), deputies must notify dispatch noting their location, time, and odometer reading at the start**

**and end of the transport of a single youth of the opposite gender. They must also notify their Supervisor.**

**3. A Supervisor may approve the transport of a single youth of the opposite gender.**

E. 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 and Van Seating Chart.
2. No more than 14 youth are to be transported in one van. **Each passenger must have their own seatbelt.**
3. DJCOs will maintain daily transportation logs and make the necessary entries and notations.
4. DJCOs will **have their 800 MHz radio powered on and set to channel 1-Green-1 at all times during transport.**
5. Upon departure, DJCOs must contact Station 14 via Pak-set and report themselves as 10-8 (In Service). The DJCO must also inform Station 14 of their officer **ID #, pak-set #, and Critical Incident Manager (CIM). In addition, DJCOs must report their** beginning mileage, current location, and **the number of youths they are transporting.**
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. DJCOs will notify Station 14 of their mileage and location **after picking-up or dropping off each youth.**
8. Upon arrival at final drop-off site, DJCOs will notify Station 14 via 800 MHz Radio that they are no longer transporting youth, provide their ending mileage, and current status (i.e., 10-98, 10-7, 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 Station 14 via the County 800 MHz pak-set radio and advise the number of youths being transported, provide starting mileage and destination. Upon arrival to the destination, staff must report themselves as 10-97, and confirm field trip location and ending mileage.
3. For travel outside of the county and/or 10-8 for extended periods of time at a specific location, where use of a pak-set is unreasonable or unrealistic (i.e., movies; restaurant), **DJCOs are to notify** Dispatch of their location (address or cross streets, city, and name of business). **DJCOs are to place themselves** 10-10 (Out of Service Subject to Call) and give an approximate time of unavailability by pak-set. **Also, they are to provide** Dispatch with a cell phone number for contact and call-back.
4. Upon returning to Orange County and/or **resuming transportation, DJCOs are to** immediately contact Dispatch via pak-set and **place themselves** 10-8 (In Service).

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 Station 14, report themselves as 10-8, 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 10-8 for extended period of time at a specific location, where use of a pak-set is unreasonable or unrealistic, **DJCOs are to notify** Dispatch of their location (address or cross streets, city, and business name). **DJCOs are to place themselves** 10-10 (Out of Service Subject to Call) and give an approximate time of unavailability by pak-set. **Also, they are to provide** Dispatch with a cell phone number for contact and call-back.
3. Upon returning to Orange County and/or **resuming transportation, DJCOs are to** immediately contact **Dispatch** via pak-set and **place themselves** 10-8 (In Service).

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 **via a Special Incident Report (SIR)**.
6. When traveling outside of the county, 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 **714-687-6700**/ 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:**

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