

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**OFFSITE TRANSPORT OF DETAINED YOUTH**

**Purpose:**

To establish guidelines for offsite transports of detained youth.

**Definitions:**

Mechanical Restraints Determination (MRD) Form: An individualized risk assessment of each youth regarding factors related to the type of mechanical restraints used during a transport and/or Court proceedings.

Mechanical Restraint Devices: Any device which immobilizes a youth's extremities and/or prevents the youth from being ambulatory:

- A. **Handcuffs:** A metal mechanical device designed to be fastened around the wrists to restrain free movement of the hands and arms.
- B. **Waist Restraints:** A metal mechanical device designed to be fastened around the waist and used to secure the arms to the sides of the body.
- C. **Leg Restraints:** A metal mechanical device consisting of a chain connecting two (2) leg cuffs designed to be fastened around the ankle to restrain free movement of the legs.
- D. **Hobble:** A device, such as a strap, used to tie around the legs to hamper movement and prevent a subject from kicking, but which does not totally restrict movement. The hobble is to be used only during transportation in a vehicle.
- E. **Soft Restraints:** A padded leather band designed to be fastened around the wrist or ankle.

Probation Transportation Officers (PTOs): Classification of employees whose primary function is to transport detained youth to appointments outside the Juvenile Detention and Assessment Facility (JDACs) and Treatment Facilities (TFs).

Welfare and Institutional Code Section 210.6: Mechanical restraints may be used on a juvenile detained in or committed to a local secure juvenile facility, camp, ranch or forestry camp, as established by Sections 850 and 881, during transportation outside the facility only upon determination made by the probation department in consultation with the transporting agency, that the mechanical restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraints shall be used consistent with the legitimate security needs of each juvenile.

**Responsibilities:**

- I. Probation Transportation Officer/Probation Correction Officers/Probation Officer:
  - A. The Orientation Unit/Booking shall complete the initial Mechanical Restraint Determination (MRD) form.
  - B. When a MRD is completed, document the appropriate level in Caseload Explorer (CE).
  - C. When completing a Mechanical Restraint Determination (MRD) Form (Attachment A) Consider all, but not limited to the following:
    1. Youth, officer and public safety
    2. Purpose of the transport
    3. Prior arrest(s) and sustained allegations
    4. History of violence towards others including staff and other law enforcement
    5. Gang affiliation

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6. Risk of flight, i.e. runaway, escape, attempted escape history
  7. Known mental, physical or developmental disabilities/limitations
  8. Known medical conditions, i.e. seizures, pregnancy/post-partum
  9. Psychotropic medications
  10. Recent drug or alcohol use
  11. History of trauma, i.e. physical/sexual abuse, CSEC victim
  12. History of spitting on others
  13. Suicidal history and current Suicidal Observation Status (SOS)
  14. Logistics of the transport, environment, weather, duration of transport
  15. Consider known medical and mental health conditions that would contraindicate certain restraint devices
- D. Caseload counselors shall reassess the MRD weekly.
- E. Probation Transportation Officers shall review the MRD for accuracy prior to transport.
- F. The number of officers needed for transport should be determined on a case by case basis.
- G. If the restraint level changes, a new MRD needs to be completed and CE updated.
- H. If the level of restraint is being overridden up or down, the justification must be documented in CE by a PCSII or PTS.
- I. Review CE, Jails Information Management System (JIMS), Odyssey for pertinent information regarding security alerts, medication and special needs
- J. Obtain the documents that must accompany the youth for the type and purpose of the transport:
1. Required Court documents and/or minute orders
  2. Youth's travel identification and personal property
  3. Name and number for the point of contact, when applicable
  4. Medical records and medication
  5. DJJ/County Jail commitment orders
- K. Contact the receiving agency, county, or detention facility:
1. Advise of the type of transport.
  2. Advise of the expected date and time of arrival.
  3. Exchange the necessary information for an appropriate and secure transport, i.e. history of violence, risk of flight, medical limitations, and current suicide status.
  4. Advise/obtain youth's next Court hearing and/or release date.
- L. Conduct a review of the transportation route and delivery location.
- M. Confirm the youth's identity via JDAC/TF wrist band, booking records/photos.
- N. Complete a pat-down search of each youth prior to transportation.
1. In custody searches will be conducted by an officer of the same gender as youth.
  2. Based on the youth's identity, the youth may request that either a male or female staff member conduct the search. Staff will accommodate this request and be consistent with maintaining safety and security. If youth has no preference, they will be searched by a staff member of the same biological sex. A whole body search must be conducted by one (1) person. Searching of the youth cannot be divided into upper or lower quadrant based on known or perceived anatomy.
- O. Search and visually inspect the vehicle prior to placing any youth inside.
- P. Ensure your audio recorder and/or video recorder is on and in working condition.
- Q. Consider 1.A (1-16) or any other pertinent safety information applicable to the youth being transported when applying or continuing the use of restraints.
- R. During transport, if a youth requires restraints:
1. Upon application of any mechanical restraints, check for tightness and double lock.

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2. Youth will be handcuffed with the arms behind the back, except for known medical and mental health conditions that would contraindicate certain restraint devices.
  3. Never leave the youth unattended.
  4. Never secure a youth to any part of the vehicle or stationary object.
  5. Separate youth based on the mechanical restraint level, when possible.
  6. All occupants shall remain properly secured by a seat belt for the duration of the transport.
- S. Mechanical Restraint Determination levels:
1. [REDACTED] points: no restraints.
  2. Level 1: [REDACTED] points, handcuff behind back.
  3. Level 2: [REDACTED] points, waist restraints.
  4. Level 3: [REDACTED] points, waist and ankle restraints.
- T. Extended Car Transports:
1. Allow for reasonable opportunities to use restroom for youth and staff.
  2. Provide adequate rest and refreshment periods for youth and staff.
- U. Adhere to the Use of Force and Reporting Requirements Procedure for all use of force incidents.
- V. Adhere to 10-88 Soft Back Procedure, Code Red, Code Green, Movement of a Non-Compliant Minor in JDAC/TF, or other applicable procedures when a youth becomes uncooperative and/or presents immediate security concerns when feasible.
- W. Activate appointment in CE and document prior to transport.
- X. Log on with Sheriff's Dispatch or JDAC Central Control prior to transport. Follow standard radio procedure to document time, location, and mileage when beginning transport.
- Y. When transporting to a Detention Facility or Juvenile Court Proceedings:
1. Secure firearm in a lockbox prior to entering the facility.
  2. Restraining devices will not be removed from youth until they are within the confines of a secure holding area and have been searched for weapons and contraband.
  3. Unless otherwise directed, all mechanical restraints are to be removed during Juvenile Court proceedings.
  4. Ensure all necessary paperwork is properly exchanged and obtain the signature of the receiving official.
- Z. Upon returning the youth to the JDACs/TFs.
1. Do not remove restraining devices until PCO completes a search.
  2. Deliver documents to the Intake Release Officer (IRO) for distribution to the appropriate personnel.
  3. Complete the appointment in CE.
- II. Treatment Facilities:
- A. Gateway Phase 1: Adhere to Offsite Transport of Detained Youth procedure.
  - B. Gateway Phase 2: Each level within the program is determined at a Level Review. Restraint levels will be assessed at the Level Review for each youth.
  - C. Youth who have reached Phase 2, [REDACTED] will not be restrained offsite unless there is a documented safety concern.
- III. Medical Services and Forensic Adolescent Services Team (FAST):
- A. Schedule all off-site medical/mental health appointments in TechCare.
  - B. Include any special medical/mental health instructions in the comment section of the scheduled appointment.
  - C. Provide a copy of the appointment sheet and the Medical Consent: Order Permitting Medical Examinations, Immunizations and Medical Treatment to the transporting officers.
  - D. Shall review and process all orders received upon the youth's return to the facility.

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### IV. Probation Transportation Supervisors (PTS)/Probation Corrections Supervisor I/II (PCSI/II):

- A. Prior to any transport, review the completed MRD Form (Attachment A) for accuracy.
- B. Ensure the transportation officers reviewed all necessary information prior to transport.
- C. Oversee the timely transportation of youth.
- D. Ensure transporting officer(s) adhere to the Use of County Vehicles Procedure.
- E. Adhere to the Supervisor's Responsibilities in the Use of County Vehicles Procedure.
- F. Order, maintain and distribute vehicle safety equipment.
- G. Collect and maintain all monthly vehicle inspection sheets for a period of one (1) year.
- H. Make vehicle inspections available to the Department Safety Officer/DCB Safety Coordinator upon request.

### V. Superintendent/Division Direction I/II:

- A. Ensure all applicable procedures are adhered to maintain safe transports at all times.

#### **Guidelines:**

- A. Only department approved restraints are authorized for use on youth.
- B. The least restrictive form of restraints shall be used consistent with the legitimate security needs of each youth.
- C. In no case shall restraints be used as punishment or discipline or as a substitute for treatment.
- D. Staff shall follow training guidelines regarding the application/use of handcuffs, leg/waist and hobble restraints, checking for tightness and double-locking following each application.
- E. The affixing of hands and feet together behind the back (hogtying) is prohibited.
- F. Ensure all appropriate safety equipment including Cardio Pulmonary Resuscitation equipment is available in the county vehicles prior to transport.
- G. The hobble restraint cannot be used in concert with leg irons.
- H. All staff who operate vehicles shall hold a valid license for the vehicle operated.
  - I. Pregnant and post-delivery youth shall not be restrained by the use of leg irons or waist chains and may only be handcuffed to the front, in accordance with Penal Code Section 6030(f), Penal Code Section 3407 and Welfare and Institutions Code Section 222.
- J. Refer and adhere to the Use of County Vehicles Procedure regarding accidents, maintenance and inspection responsibilities.

#### **Inspections:**

##### External

Refer to the Policy and Procedure Inspection Matrix.

#### **Foundation:**

Assembly Bill 878

Assembly Bill 2530

Minimum Standards for Juvenile Facilities: Title 15, Section 1358

National Commission on Correctional Health Care (NCCHC)

Penal Code Section 6030(f)

Standards for Health Services in Juvenile Detention and Confinement Facilities

Welfare and Institutional Code Section 210.6

Welfare and Institutional Code Section 222

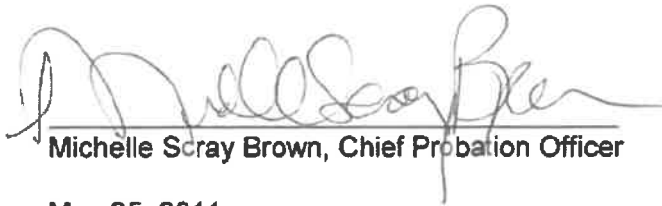
#### **Procedure References:**

1088, Soft Back

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Code Red  
Code Green  
Use of County Vehicles  
Use of Restraints in JDACs and TFs

Issued by:

  
Michelle Scray Brown, Chief Probation Officer

09/25/18  
Date

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Attachments:  
Attachment A – Mechanical Restraint Device (MRD) Form



TRACY REECE  
Chief Probation Officer

JULIE FRANCIS  
Assistant Chief Probation Officer

### MECHANICAL RESTRAINT DETERMINATION

Youth Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Youth DOB: \_\_\_\_\_ Booking Date: \_\_\_\_\_  
 Youth PIN: \_\_\_\_\_ Days in Custody: \_\_\_\_\_

Arrest History for WIC 707(b) (25):	
History of Possession of Firearms (25):	
History of Warrants (25):	
Felony Sex Offense (25):	
History of Mentally Fragile - (Per DBH/ITP/ITW) (25):	
Currently Mentally Fragile - (Per DBH/ITP/ITW) (75):	
Gang Association (25)	
History of Assaultive Behavior (Out of custody) (25):	
History of Running Away/Attempted Escape (25):	
Previous Escape (50):	
Adult Court (75):	
In Custody Assaultive Behavior (25)	
In Custody Behavior Problems (Non-assaultive) (5):	
<b>Total points</b>	

- No Restraint**      No restraint
- Level 1**            Handcuffs
- Level 2**            Waist restraint
- Level 3**            Waist and ankle restraints

Collateral Info/Comments:
Medical/Mental Condition:
Override Justification (PCSII/PTS):

Reassessment	
(Print Name)	Date

MRD Reviewed	
Transporting Officer (Print)	Date

**\*Complete a new MRD form when there is a change in the restraint level**