

Transportation of Probationers and Arrestees

327.1 POLICY

As part of the field supervision process and detention services, the Yolo County Probation Department has the responsibility for transporting probationers who have been taken into custody or who are required to appear in Court. Additionally, at times, staff are tasked with transporting probationers to medical appointments, placement facilities, drug rehabilitation appointments and to other probation related destinations. Department employees must carefully plan the circumstances of the transportation including an assessment of potential problems when dealing with unstable or dangerous probationers, securing an appropriate county vehicle and acquiring assistance if needed. Officers from the Juvenile Detention Facility Transportation Unit will comply with established policies and procedures as set by the Superintendent of the Juvenile Detention Facility.

- (a) Persons under arrest who are being transported while in custody shall be handcuffed and searched for weapons and contraband per Departmental policy. Prior to placing the arrestee into the County vehicle, employees shall search the back seat area thoroughly. Once the vehicle is searched, the arrestee/probationer shall be placed in the back seat of the vehicle with the seat belt fastened on the arrestee/probationer.
- (b) Whenever possible, field officers should secure a caged car for transportation. If one is not available, a non-caged car may be used; however, another Department employee must sit in the back seat next to the arrestee/ probationer. If a radio is available, local law enforcement dispatch must be contacted and apprised of the arrest and the transport destination. When transporting a probationer, employees must always call in to Dispatch and relay their starting point, beginning and ending mileage and ending location.
- (c) Staff are **prohibited** from using their own personal vehicles to transport clients.

327.2 OUT OF CUSTODY JUVENILE TRANSPORTS

At times, Department Officers are required to transport out of custody juvenile probationers to and from programs (ie. the Yolo County Construction Program (YCCP) or other similar programs). The following procedures are to be followed when transporting juveniles to and from such programs.

- (a) Obtain the appropriate vehicle to be used for the transport—multiple juveniles being transported at the same time may require a larger vehicle such as a van.
- (b) Log on with Dispatch advising of the destination where you will be driving to and picking up the juvenile (home residence).
- (c) Upon arrival at the youth's residence, advise Dispatch that you have arrived at your destination.
- (d) Contact the youth at his or her residence.

Yolo County Probation Department

Policy Manual

Transportation of Probationers and Arrestees

- (e) Ensure that any large items to be transported with the youth, such as back packs and duffel bags are secured in the trunk of the vehicle. In the case of a van, ensure the items are placed in a location in the van which can not be accessed by the youth.
- (f) At any time prior to the transport, for officer safety reasons, an officer may pat search the juvenile to ensure they are not in possession of any weapons. In the case of a male officer transporting a female juvenile, a female officer should be summoned to pat search the female juvenile.
- (g) Ensure that the juvenile is wearing a seat belt.
- (h) Inform Dispatch that you will be transporting a juvenile from your current location (home residence) to the program's address or in the case of multiple juveniles in the same transport, to the location of the next juvenile to be picked up. Provide Dispatch with your starting mileage.
- (i) In the case of multiple juveniles in the same transport, follow the above procedure until all juveniles to be picked up are in the transport vehicle.
- (j) Contact Dispatch and advise them of the program's address where you will be transporting the juveniles.
- (k) Upon arrival at the program, inform Dispatch that you have arrived at your destination and your ending mileage.
- (l) Ensure that all large items previously placed in the trunk of the vehicle or in the case of a van, out of juvenile's access, are returned to the juvenile(s).
- (m) Contact Dispatch and advise them you will be returning to the Probation Department. Upon arrival at the Probation Department advise Dispatch of your location.
- (n) When transporting juveniles from a program back to their home residence follow the aforementioned procedure, informing Dispatch when you leave the Probation Department and at each stop including your corresponding mileage.
- (o) Juveniles are to be returned to their home residence unless pre-approval is obtained from a Supervisor to leave the juvenile at another location.