



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject

Facility Youth Transports and Escorted Trips

Section – Policy Number:

A: Security – 3.1

Supersedes:

II-A-3.1 (07/11)

II-A-3.1 (05/05)

II-A-3.1 (10/05)

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Date of Last

Review:

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Related Standards and References:

- [OAR 416-490](#) (Use of Isolation, Time-out, Special Program Placement, Physical Intervention and Restraint in OYA Facilities)
- [OAR 125-155-0420](#) & 0430 (Passengers & Passenger Summary)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security, Order
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-16 (Transportation of Juveniles)
- [OYA policy](#):
 I-C-2.0 (Use of State-owned Vehicles)
 I-C-9.0 (Mobile Communication Devices and Other Mobile Data Storage Devices)
 II-A-1.2 (Preserving Chain of Evidence)
 II-A-1.4 (Apprehension of Escaped Youth from OYA Facilities)
 II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities)
 II-B-1.1 (Use of Physical Intervention and Restraint in OYA Facilities)
- [OYA forms](#): YA 4005 (Facility Secure Transport Authorization)
 YA 4011 (Safety and Security Information)
- Attachment A: Secure Transport Youth-Staff Seating Matrix
- Attachment B: Non-secure Escorted Trip Youth-Staff Seating Matrix

Related Procedures:

- Facilitywide Procedure: [FAC I-E-4.0](#) (Youth Incident Reports)

Policy Owner:

Facility Services Assistant Director

Approved:



Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides facility staff standards when transporting or escorting an OYA facility youth outside of an OYA facility.

II. POLICY DEFINITIONS:

Escorted Trip: The escorting of an OYA youth from an OYA facility, community program, or community placement to a destination within the community, and returning the youth to that same placement.

Youth: A person in the legal and physical custody of the OYA either in an OYA facility or placed in the community under supervision, or a person in the legal custody of the Department of Corrections and the physical custody of OYA in an OYA facility.

Secure transport: A transport of a youth who is in restraints.

Secure vehicle: A vehicle equipped with screens and cages that separate a youth from staff. The vehicle may have tinted windows to prevent visual contact with the community.

Transfer: A movement and reassignment of supervision of a youth between community supervision and close custody or detention, OYA and DOC, or between OYA facilities.

Transport restraints: Restraints used to restrain youth during secure transports or trips. For compliant youth, security restraints include handcuffs, leg irons, belly chains, and transport belts. For non-compliant youth, soft arm and ankle restraints and back straps may be used in addition to the security restraints listed above.

III. POLICY:

Youth in OYA facilities may require transportation into the community for secure transports, transfers, medical trips, and escorted trips. Safety of staff, youth, and the public is the prime consideration when planning youth movement into the community. Any movement of youth can be unpredictable, and emergency situations may occur. To mitigate emergencies, OYA policy requires youth movement into the community be conducted in a planned manner conforming with OYA standards and policy.

These standards are applicable to all youth in the physical custody of OYA who are placed in a close custody facility.

Transporting passengers other than youth must follow state guidelines set forth in the Department of Administrative Services (DAS) rule (OAR 125-155-0420).

IV. GENERAL STANDARDS:

- A. Staff must complete youth transport and escort training provided by the OYA Training Academy before transporting or escorting youth or placing youth in restraints in preparation for transport.
- B. OYA Facility Trip Preparation

1. Youth Correctional Facilities (YCF):
 - a) The superintendent or designee will authorize the trip by reviewing all pertinent information regarding the youth and the planned trip, including a YA 4011 (Safety and Security Information), and sign a YA 4005 (Facility Secure Transport Authorization).
 - b) The escorting staff will possess a completed YA 4005. Any deviations from the trip conditions must be authorized by the superintendent or designee.
2. Youth Re-entry Facilities

The escorting staff will possess a completed YA 4005, work crew assignment authorization or community activity authorization. Any deviations from the trip conditions must be authorized by the facility superintendent or camp director.
3. OYA Facility Medical Trips:
 - a) Escorting staff may call ahead to the destination to confirm appointment and review any special security requirements with the hospital or office.
 - b) Health Services staff will ensure any necessary medical documentation is available to the escorting staff prior to the scheduled medical trip.
 - c) If a youth is being transported for the purpose of an MRI, the escorting staff will carry plastic flex cuffs and a pair of wire cutting pliers in order to secure and unsecure the youth as medically required during the MRI.
 - d) The youth will be transported in regular youth attire.
4. For security reasons, staff will take precautions to minimize youth knowledge of pending trips if possible. Staff will ensure the youth does not make any outside phone calls or receive visitors prior to a pending trip.
5. Staff must search the transport vehicle for prohibited items prior to placing youth in the vehicle.
6. Escorting staff must carry approved identification for each escorted youth in case of emergency or escape.
7. Prior to departure, the escorting staff will review with the youth the behavioral conduct expected while on the trip.

8. When more than one escorting staff is assigned to a secure transport trip, all restraints applied to the youth will be double-checked by a second escort staff for proper application and locking.
9. All escorted youth will be frisk searched before departure and upon return to the facility. Searches will be conducted according to OYA policy II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities).

C. OYA Facility Transfer Preparation

1. The facility that a youth is being transferred from will be responsible for ensuring that the youth, his/her case file, medical file, and personal property will be held at the receiving and discharge area of the facility prior to the scheduled time of transfer.
2. Staff may allow as many bags or boxes of property as space allows in the vehicle to be transported during the transfer. Any excess property will be tagged and stored at the sending facility until such time cargo space is available to transport the property to the youth's new location.
3. Staff must search the transfer vehicle for prohibited items prior to placing youth in the vehicle.
4. Staff must frisk search all escorted youth prior to the transfer. Searches will be conducted according to OYA policy II-A-2.0 (Searches of Youth and Youth Property in OYA Facilities).
5. Staff must ensure all escorted youth are dressed in yellow coveralls, underwear, bras (females), socks, and sandals.
6. When more than one escort staff is assigned to a secure transport transfer, all restraints applied to the youth will be double-checked by a second staff for proper application and locking.
7. Staff must apply restraints at the same level on all youth in the transport vehicle.
8. The escorting staff in charge of the transfer must:
 - a) Determine the youth seating in the transport vehicle;
 - b) Immediately report any unusual incidents to their supervisor;
 - c) Ensure he/she has the proper identification for each youth being transferred and the youth is properly identified prior to departure;
 - d) Have the appropriate files (youth case file and medical file) prior to departure from the facility.

D. Transport Vehicles

1. Staff will adhere to Department of Motor Vehicle rules, including the use of seatbelts. Youth will not, at any time, be left in an unattended vehicle, or handcuffed or otherwise secured to any part of a vehicle or fixed object.
2. Staff will not transport youth in their personal vehicles.
3. Staff will ensure the vehicle is safe and free from prohibited items before and after each transport, using search methods approved by the Training Academy.
4. Transport vehicles may be secure or non-secure, depending on safety, security, and the purpose of the transport.
 - a) A secure vehicle is preferred for secure transports.
 - b) If a secure vehicle is not available for a secure transport, a minimum of two staff must escort the youth in the unsecure vehicle.

E. Facility Youth Conduct

Unless authorized by the treatment manager or designated staff, staff must ensure youth do not:

1. Make telephone calls upon notification of a trip or transfer;
2. Take or receive property;
3. Enter into any contract or expenditure of funds; nor
4. Have social visits during the transfer or trip.

F. Escorting Staff Duties

1. The escorting staff must possess a current, valid Oregon driver license or adequate DMV classification to drive the transport vehicle.
2. The escorting staff must wear a current OYA identification badge.
3. The escorting staff must be alert and vigilant throughout the trip. Staff must not engage in any distracting activities such as reading newspapers, books, magazines, or use of electronic devices. Mobile phone use must be for work-related communication only.
4. The escorting staff's primary obligation is to prevent escape and protect the public. The staff will maintain a position enabling the viewing of the youth and blocking avenues of escape when

possible. The youth will be under the full control and responsibility of the escorting staff.

5. Only travel to and from the authorized destination will be permitted unless previously authorized by the treatment manager or designated staff.
6. Staff social visits are not permitted during transport trips or transfers.
7. Restraints will be removed by the escorting staff only as required for authorized examination as outlined on the YA 4005.
 - a) If the escorting staff determines security concerns override the removal of restraints, the authorizing manager will be consulted for instruction prior to the removal of restraints.
 - b) During medical emergencies, restraints may be removed on direction of the medical provider.
8. Staff are not permitted to smoke during transfers or trips.

G. Secure Transports

1. The following types of youth transfers require secure transports:
 - a) Between youth correctional facilities;
 - b) From a re-entry facility to a youth correctional facility for higher security reasons (e.g. behavior violations);
 - c) From a community placement to a detention facility or youth correctional facility; and
 - d) To or from a Department of Corrections facility.

2. Any escorted trip from a youth correctional facility must be a secure transport (e.g., medical appointment, funeral, bedside visit).

3. Security restraints

Security restraints must be used during secure transports. Security restraints are designed to restrict and control individual movement for the purpose of preventing escapes during transports or escorts.

Only approved restraint devices described in OYA policy II-B-1.1 (Use of Physical Intervention and Restraints in OYA Facilities) may be used by staff when transporting youth.

- a) For compliant youth, security restraints include handcuffs, leg irons and transport belts.

- b) For non-compliant youth, soft arm and ankle restraints and back straps may be used in addition to the security restraints.
- c) Mesh hood/spit socks or spit shields may **only** be used when a youth spits or threatens to spit.
- d) All restraint devices will be used as the manufacturer intended and in adherence to Training Academy standards.
- e) Approved non-metallic (soft) restraint devices may be used for some types of medical transports.
- f) Staff must consult with Health Services staff prior to applying restraints on pregnant youth. Restraints used on pregnant youth must not put the pregnant youth nor the fetus at risk.

4. Staff-to-youth Ratio

The Youth-Staff Seating Matrix (Attachment A) sets the standard for minimal staff-to-youth ratios depending on the vehicle security.

- a) Secure vehicle: One staff may transport up to two youth. At least two staff are required to transport three or more youth.
- b) Non-secure vehicle: At least two staff are required to transport one or more youth.
- c) Any deviation from the matrix must be determined by the superintendent/camp director or designated manager based on safety and security issues related to the individual transport, such as:
 - (1) The youth's mental or emotional state;
 - (2) The youth's risk to re-offend;
 - (3) The youth's escape/run or assault history;
 - (4) The youth's behavior history;
 - (5) The purpose of the transport; and
 - (6) The planned length of the transport.

- 5. Rest stops and transfer of custody will be made at secure facilities at reasonable intervals, based on the length of the transport and the needs of the youth.

- a) Secure facilities include other close-custody facilities or local state/county facilities/offices.
 - b) Exceptions to allow transfer of custody at non-secure settings may be granted by the superintendent/camp director or designated staff when:
 - (1) The transfer location is planned in advance and is a controlled area with minimal exposure to the public; and
 - (2) Such transfer is considered to be a minimal risk to public safety.
6. Staff will carry a mobile communication device during the transport.
7. Following the transport, staff will:
- a) Complete a YA 4005 documenting specific information about the transport, including starting and stopping time, and any unusual incidents that occurred. A copy of the YA 4005 will be kept in the youth's case file.
 - b) Staff will complete a Youth Incident Report (YIR), if necessary.

H. Secure Commercial Transports

- 1. Staff transporting youth by air will establish any security limitations or requirements by contacting airport security and the airline selected at least two hours prior to the flight departure time.
- 2. The majority of airports and airlines insist the escorted youth be in restraints at all times. If assistance is needed, the escorting staff will contact the airport security or local authorities.
- 3. The aircraft crew will be advised through airport security officials of the transport situation and that restraint equipment is being used for the escort.
- 4. Advance requirements will be made for appropriate security at the landing site and for ground transportation.

I. Non-secure Transports and Escorted Trips

- 1. The following types of youth transfers may be non-secure transports:
 - a) Between re-entry facilities; and
 - b) To a re-entry facility or community placement.

2. The following types of youth escorted trips may be non-secure:
 - a) To and from community job assignments or work crews;
 - b) To and from appointments within the community from re-entry facilities;
 - c) To and from community activities; and
 - d) To and from home visits.
3. OYA staff must escort DOC youth (youth in OYA physical custody and Department of Corrections legal custody) during any escorted trip or transfer.
4. Staff may allow authorized contracted persons to escort adjudicated youth (youth in OYA physical and legal custody) during community work assignments and community activities from re-entry facilities. Such authorized contracted persons must have completed a community Safety and Security Orientation.

5. Staff-to-youth Ratio

The Non-secure Escorted Trip Youth-Staff Seating Matrix (Attachment B) sets the standard for minimal staff-to-youth ratios for non-secure transports and escorted trips.

- a) One staff may transport/escort up to five youth;
- b) At least two staff must transport/escort six or more youth.
- c) The superintendent/camp director or designated staff may authorize exceptions to this standard based on a risk assessment of the following:
 - (1) The youth's mental or emotional state;
 - (2) The youth's risk to re-offend;
 - (3) The youth's escape/run or assault history;
 - (4) The youth's behavior history;
 - (5) The purpose of the transport; and
 - (6) The planned length of the transport.
6. Rest stops will be conducted at reasonable intervals, based on the length of the transport and the needs of the youth.

7. Following the transport, staff will:
 - a) Complete a YA 4005 or JJIS movement, if appropriate.
 - b) Immediately notify appropriate personnel of any youth misconduct that occurred during the transport. If necessary, staff will complete a YIR.

J. Unusual Incidents

1. The escorting staff will radio/phone the facility as soon as possible for notification and instructions for any unusual incident.
2. The escorting staff will complete a YIR if necessary.
3. When any youth misconduct occurs, the escorting staff may immediately discontinue the trip/transfer and return the youth to the facility or community placement.
4. If a youth escapes or is separated from the escorting staff, the staff will notify the Oregon State Police with a request for assistance and will notify the facility officer-of-the-day.
5. If a transport vehicle breaks down, the escorting staff and youth must remain with the vehicle until help arrives.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

Attachment A: Secure Transport Youth-Staff Seating Matrix

OYA Standard: Safety of staff, youth, and the public is the prime consideration.

Placement of youth and staff within the vehicle is affected by two variables: Number of youth being transported, and the availability of a secure vehicle.

Secure vehicle:

One youth (Y) One staff (S)	<table border="1"><tr><td>S</td></tr><tr><td>Y</td></tr></table>	S	Y	Two youth (Y) One staff (S)	<table border="1"><tr><td>S</td></tr><tr><td>Y Y</td></tr></table>	S	Y Y
S							
Y							
S							
Y Y							
Two youth (Y) Two staff (S)	<table border="1"><tr><td>S S</td></tr><tr><td>Y Y</td></tr></table>	S S	Y Y	Three youth (Y) Two staff (S)	<table border="1"><tr><td>S S</td></tr><tr><td>Y Y Y</td></tr></table>	S S	Y Y Y
S S							
Y Y							
S S							
Y Y Y							

Unsecure vehicle

One or more youth (Y) Two staff (S)	<table border="1"><tr><td>S S</td></tr><tr><td>Y</td></tr></table>	S S	Y
S S			
Y			

Secure van:

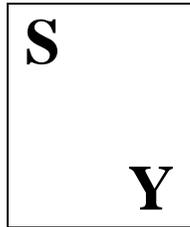
Two or more youth (Y) Two staff (S)	<table border="1"><tr><td>S S</td></tr><tr><td>Y Y</td></tr><tr><td>Y Y</td></tr></table>	S S	Y Y	Y Y
S S				
Y Y				
Y Y				

Attachment B: Non-secure Escorted Trip Youth-Staff Seating Matrix

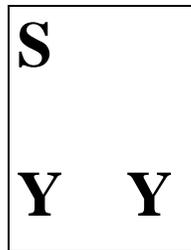
OYA Standard: Safety of staff, youth, and the public is the prime consideration. Vehicle may be secure or unsecured.

Unsecure vehicle:

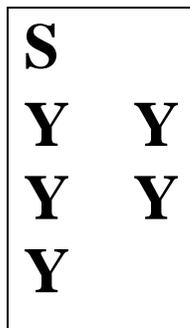
One youth (Y)
One staff (S)



Two youth (Y)
One staff (S)



Up to five youth (Y)
One staff (S)



More than five youth (Y)
Two staff (S)

