

Offsite Transport of Detained Youth

Effective Date:	12/4/25
Revised Date:	12/4/25
Issuing Authority: Chief Probation Officer	

621.1 PURPOSE:

To establish guidelines for offsite transport of detained youth housed in a Juvenile Detention and Assessment Center (JDAC) or Secure Youth Treatment Facility (SYTF).

621.2 DEFINITIONS:

Mechanical Restraints Determination (MRD) Form: An individualized risk assessment of each youth regarding factors related to the type of mechanical restraints used during an offsite transport.

Mechanical Restraint Determination levels:

1. 0-9 points: no restraints
2. Level 1: 10-50 points, handcuff behind back
3. Level 2: 51-75 points, waist restraints
4. Level 3: 76+ points, waist and ankle restraints

Mechanical Restraint Devices: Any device which immobilizes a youth's extremities and/or prevents the youth from being ambulatory (e.g., handcuffs, waist restraints, leg restraints, hobble, soft restraints, etc.).

Transporting Officers: Any sworn officer who transports a youth.

621.3 GUIDELINES:

- A. All staff who operate vehicles shall hold a valid license for the vehicle operated.

621.4 RESPONSIBILITIES:

- I. Sworn Officers:
Mechanical Restraint Determination Form
 - A. The Orientation Unit/Booking shall complete the initial Mechanical Restraint Determination (MRD) form.
 - B. When completing an MRD consider, but not limited to, the following:
 1. Youth, officer, and public safety
 2. Purpose of the transport
 3. Prior arrest(s) and sustained allegations

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4. History of violence towards others including staff and other law enforcement
 5. Gang affiliation
 6. Risk of flight (e.g., runaway, escape, attempted escape history, etc.)
 7. Known mental, physical, or developmental disabilities/limitations
 8. Known medical conditions (e.g., seizures, pregnancy/post-partum, etc.)
 9. Psychotropic medications
 10. Recent drug or alcohol use
 11. History of trauma (e.g., physical/sexual abuse, CSEC victim, etc.)
 12. History of gassing
 13. Suicidal history and current Suicidal Observation Status (SOS)
 14. Logistics of the transport, environment, weather, duration of transport
 15. Known medical and mental health conditions that would contraindicate certain restraint devices.
 16. The least restrictive form of restraints consistent with the legitimate security needs of each youth.
- C. When a MRD is completed, document the appropriate level in Caseload Explorer (CE).
- D. Caseload Counselors shall reassess the MRD on a monthly basis.
1. Reassess the MRD when a significant event (e.g., fight, attempted escape, new charge, etc.) occurs that results in a different restraint level, complete a new MRD, and update it in CE.
 2. Level of restraint overrides (up or down) require PCSII approval.
- E. Upon a youth's return to the JDAC, the IRO will complete the appointment in CE.
- II. Transporting Officers:
- A. Transporting Officers shall review the MRD or Daily Transportation Agenda (DTA) form to determine the level of restraints needed for the transport.
 - B. The number of officers needed for transport should be determined on a case-by-case basis.
 - C. If the level of restraint is overridden up or down, the justification must be documented in CE by a Transportation SPO/Designee or PCSI/II after hours.
 - D. Review CE, Jails Information Management System (JIMS), and Court records for pertinent information regarding security alerts, medication, and special needs.
 - E. Obtain documentation that must accompany the youth for the type and purpose of the transport including but not limited to the following:
 1. Required Court documents and/or minute orders

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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. County Jail commitment orders
- F. Confirm the youth's identity via JDAC/TF wrist band, booking records/photos.
- G. 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 appropriate and secure transport (e.g., history of violence, risk of flight, medical limitations, current suicide status, etc.).
 4. Advise/obtain the youth's next court hearing and/or release date.
- H. Conduct a review of the transportation route and delivery location.
- I. Ensure compliance with the Searches in Booking, Detention, and Treatment Facilities procedure prior to transportation.
- J. Search and visually inspect the vehicle prior to placing any youth inside.
- K. Ensure your audio recorder and/or video recorder is on and in working condition.
- L. During transport, if a youth requires restraints, ensure compliance with the Restraint Devices in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) procedure, training guidelines, and mechanical restraint determination level.
- M. Extended Transports:
 1. Allow for reasonable opportunities to use restroom for youth and staff.
 2. Provide adequate rest and refreshment periods for youth and staff.
- N. Adhere to applicable procedures (e.g., Radio Communications, Use of Force, Movement of a Non-Compliant Youth in JDAC/TF, etc.) when a youth becomes uncooperative, violent, and/or presents immediate security concerns during a transport.
- O. Activate the appointment in CE and document prior to transport.
- P. Log on with Sheriff's Dispatch prior to transport and ensure compliance with the Radio Communication procedure
- Q. When transporting to a Detention Facility or Juvenile Court Proceedings:
 1. Secure the 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.

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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.
- R. Upon returning the youth to the JDACs/TFs:
 1. Do not remove restraining devices until a search is completed.
 2. Deliver documents to the Intake Release Officer (IRO) for distribution to the appropriate personnel.
- 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.
- IV. Transportation Supervising Probation Officer (SPO)/Probation Corrections Supervisor I/II (PCSI/II) or Designee:
 - A. Prior to any transport, the SPO or designee shall review the completed MRD for accuracy. For after hours, the PCSI/II or designee shall conduct the review in the absence of the Transportation SPO.
 1. If the level of restraint is being overridden up or down, document the justification in CE.
 - B. Ensure the transporting officers reviewed all necessary documentation prior to transport.
 - C. Oversee the timely transportation of youth.
 - D. Ensure compliance with the Use of County Vehicles Procedure.
 - E. The Transportation SPO or designee shall:
 1. Collect and maintain all monthly vehicle inspection sheets for a period of one (1) year.
 2. Make vehicle inspections available to the Department Safety Officer/DCB Safety Coordinator upon request.
- V. Superintendent/Division Direction I/II:
 - A. Ensure compliance with applicable procedures.