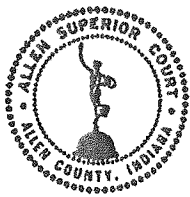


Security	
Standard <u>8-5-11</u>	<p>(a) Written policy, procedure, and practice provide that there are guidelines to govern the transportation of juveniles:</p> <ul style="list-style-type: none"> (1) outside the facility; (2) from one (1) jurisdiction to another; and (3) to court. <p>(b) Staff may use restraint equipment during transports to prevent injury or escape. Staff do not use belly belts or chains or leg restraints on pregnant girls. Staff do not handcuff youth together during transportation or restrain youth to the vehicle, other than a seatbelt.</p> <p>(c) The guidelines are available to all personnel involved in transporting juveniles.</p> <p>(d) Staff involved in transporting juveniles are required to be aware of and review the guidelines at least annually.</p> <p><i>Comment 1: Best Practice: Indicates that there is at least 2 staff involved in the transportation of juveniles.</i></p> <p><i>Comment 2: Transportation procedures should describe the process necessary to obtain authorization for exception to the guidelines for special transportation circumstances.</i></p>
Documentation Demonstrating Compliance	<p>Title, page number, and section of Policy demonstrating standard compliance with (a): Click here to enter text.</p> <p>Title, page number, and section of Procedure demonstrating standard compliance with (a): Click here to enter text.</p> <p>Title of document demonstrating Proof of Practice with (a): <i>(Suggested document(s): Transportation logs; Transportation order/approval)</i> Click here to enter text.</p> <p>Title of document demonstrating Proof of Practice with (b): <i>(Suggested document(s): Transportation guidelines; Photograph of restraint equipment; Training agenda)</i> Click here to enter text.</p> <p>Title of document demonstrating Proof of Practice with (c): <i>(Suggested document(s): Documentation of the location of the guidelines for staff access; Training agenda)</i> Click here to enter text.</p> <p>Title of document demonstrating Proof of Practice with (d): <i>(Suggested document(s): Documentation of staff annual review)</i> Click here to enter text.</p>

DEFINITION STANDARDS – COMPLIANCE COVER SHEET

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
<p>Staff Signature and Date:</p> <p> <input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached) </p>	<p>Auditor Signature and Date:</p> <p> <input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable </p>
<p>Notes:</p> 	



ALLEN SUPERIOR COURT – FAMILY RELATIONS DIVISION
ALLEN COUNTY JUVENILE CENTER

POLICY & PROCEDURE

SUBJECT: Transportation

NUMBER: 8-5-11

EFFECTIVE DATE: February 27, 2015

POLICY:

(a) The Allen County Juvenile Center (ACJC) shall provide the guidelines to govern the transportation of juveniles:

- (1) outside the facility;
- (2) from one (1) jurisdiction to another; and
- (3) to court.

(b) Staff may use restraint equipment during transports to prevent injury or escape. Staff do not use belly belts or chains or leg restraints on pregnant girls. Staff do not handcuff youth together during transportation or restrain youth to the vehicle, other than a seatbelt.

(c) The guidelines are available to all personnel involved in transporting juveniles.

(d) Staff involved in transporting juveniles are required to be aware of and review the guidelines at least annually.

PROCEDURE:

(a)(1, 3) All Local transport orders, temporary release(s) and full release(s) must have a temporary release or full release form completed prior to the transport. Admissions will update the information in Quest accordingly to match the completed form.

All Juvenile transport requests must be reviewed and approved by an Administrator or Designee.
When possible; two staff will accompany the Juvenile during transportation.

(2) A transport order must accompany all jurisdiction to jurisdiction transports. A transport order shall list the following items:

- Date of Birth
- Any/all Local and state identifying numbers
- Signed by a judge, magistrate, or hearing officer
- Correct date
- Affixed state seal if required

Guidelines
in FTM
Web?
In Vehicle

PROCEDURE CONTINUED:

- (b) The Transporting Officer will use hand and leg restraints with the exception of pregnant girls.
The use of belly restraints is prohibited by ACJC.
The Transporting Officer will not restrain residents together or to the vehicle.
- (c,d) Guidelines are provided to all transport trained personnel and reviewed annually. Transportation protocol is stored in each vehicle and upon request.

Approved by: Shane Armstrong, Director of Detention

Superintendent / Chief Probation Officer	Approved Date:
Judge	Approved Date:

ALLEN SUPERIOR COURT



FAMILY RELATIONS DIVISION

JUDGE STEPHEN M. SIMS
 JUDGE CHARLES F. PRATT
 MAGISTRATE LORI K. MORGAN
 MAGISTRATE THOMAS P. BOYER
 MAGISTRATE KAREN A. SPRINGER
 REFEREE DIANA LEE

ALLEN COUNTY JUVENILE CENTER

JOSEPH A. BRITA
 SUPERINTENDENT

KEVIN R. MANN
 ASSISTANT SUPERINTENDENT

ACJC VEHICLE SIGN OUT SHEET

DATE	TIME OUT	STAFF NAME (printed)	VEHICLE MAKE/COLOR	TIME IN	DATE
12/11	12:55	T. Ross	Impala	2:00	12/11
12/12	8:12	T. Ross	Impala	10:00	12/12
12/12	10:30p	T. Fowler	Impala	12:50	12/12
12/13	9:40pm	Shaffer	Impala	9:54	12/13
12/14	5:00am	Genevieve Murocki	Impala	5:57pm	12/13
12/14	12:30	R. Boyd	Impala	1:30	12/14
12/14	4:45	T. Fowler	Impala	5:55	12/14
12/15	8:20	T. Ross	Impala	10:40	12/15
12/15	10:40	T. Ross	Impala	11:40	12/15
12/15	2:00	T. Ross	Impala	2:40	12/15
12/16	8:42	T. Ross	Impala	12:35	12/16
12/16	2:10	T. Ross	Impala	4:00	12/16
12/17	3:45	S. Williams	IMPALA	16B	12/17
12/19	8:15	T. Ross	Impala	9:31	12/19
12/19	1:51pm	J. Beall	Impala	3:34p	12/19
12/22	10:23	T. Ross	Impala	11:15	12/22
12/22	6:00	T. Tonnson	Grey/mini van	9:15	12/22

Kim/vehiclessignout

TRANSPORTATION LOG

DATE	DESTINATION	PURPOSE	MILEAGE-OUT	MILEAGE-IN	DRIVER
2/24	Parkview	1 Res. Dr. Apppt	5301	5317	J
2/24	4638 W. 7th	1 Res. Dr. Apppt	5317	5326	J
2/25	3800 Newulson	1 Res. testing	5326	5342	J
2/25	CUS Estate	Pickup script	5343	5450	J
2/25	Court House	Files/Exec	5450	5455	J
2/25	Selfie scale				
2/25	Selfie scale	Freight shipping/Exec	5455	5367	J
2/26	B.O.H.	1 Res. Clinic	5367	5381	J
3/24	Parkview	Resident Doctor Apppt	5381	5398	RR
3/26	St. JR	relieve staff	5398	5403	RR
2/27	New Haven	Drop-off Sec p	5403	5424	J
2/27	Parkview	E.R.	5424	5429	J
2/28	Parkview	E.R. Pickup	5429	5435	RR
3/1	Court House	Files	5435	5440	RR
3/2	Parkview	Dr. Ben	5440	5444	J
3/2	Selfie scale	Pickup Table	5444	5450	J
3/3	B.O.H.	1 Res. Clinic	5450	5462	J
3/3	Selfie scale	File/pick-up	5462	5470	J
3/3	Parkview	1 Res. ER	5470	5476	J
3/4	Cass Co.	2 Res. D.O.C.	5476	5638	J
3/4	Court House	Files/quote	5638	5656	J
3/5	B.O.H.	1 Res. Clinic	5656	5668	J
3/5	Court House	Files/ship/clean	5668	5683	J
3/5	Selfie scale	Smack / Mill Bit	5683	5697	HA

STATE OF INDIANA)
) SS:

IN THE ALLEN SUPERIOR COURT

COUNTY OF ALLEN)

CAUSE NUMBER: 02D07-1311-JD-001670

IN RE: THE MATTER OF)
 [REDACTED])
 WITHERSPOON)
 A Delinquent Child)

MODIFIED
DISPOSITIONAL ORDER

COMES NOW [REDACTED] (Mother - Legal Custody), [REDACTED] (Probation Officer), [REDACTED] (Probation Officer), [REDACTED] (Public Defender), [REDACTED] (White's case supervisor). The Court having entered its Order in open court, now issues the following written order for the hearing held on February 26, 2015. The Petition For Modification Of Dispositional Decree having been granted and the Court having heard evidence and being advised in the premises hereby FINDS, ORDERS, ADJUDGES, AND DECREES:

1. RIGHTS:

- A. The child's rights and the nature of the hearing are explained to the child and parent, guardian or custodian(s) as required by law.
- B. The Court finds that said rights are understood by the child and parent, guardian or custodian(s).

2. MODIFICATION OF DISPOSITIONAL ORDER HEARING:

- A. The Court finds that the child was placed on probation on the following delinquent act(s):
Case 7, Count 1 - Escape (35-44.1-3-4(a)), a Class D Felony
- B. A Dispositional Modification hearing is held on the following probation violations:
Case 7, Count 7 - Violation of Dispositional Order Juv (Non-Status) (31-37-19 et seq.), a Violation
Case 7, Count 8 - Violation of Dispositional Order Juv (Non-Status) (31-37-19 et seq.), a Violation
- C. The Court takes judicial notice of the record and incorporates in this Order the findings, conclusions, reasons, and recommendations in the Child Support Worksheet dated February 26, 2015; Mental Health & Substance Abuse Assessment dated July 30, 2012; Predispositional Report dated February 13, 2013; Predispositional/Modification Reports dated May 12, 2014, April 25, 2014, May 21, 2013 and February 26, 2015; Predispositional Update Report dated January 13, 2014; Placement Board Staffing Report dated February 25, 2015; Psychological Evaluation dated May 2, 2014; and White's Residential and Family Services Monthly Progress Report dated February 19, 2015 that are consistent with the findings, conclusions and orders set forth hereinafter. The Court finds that services were provided as reported in said documents.
- D. In addition, by way of example and not limitation, the Court finds:
 - 1. The juvenile has an extensive history of incorrigible behavior.
 - 2. The juvenile minimizes delinquent behavior.

3. The juvenile's delinquent conduct is chronic and escalating and the juvenile has been offered ample opportunities to alter such behavior.
4. The juvenile must learn the logical and natural consequences of delinquent behavior.
5. The juvenile is in need of rehabilitation and will benefit from a highly structured environment.
6. The parent has little control over juvenile's behavior.
7. The juvenile has failed two residential placements.

3. REASONABLE EFFORTS:

- A. The Allen County Juvenile Probation Department is given responsibility for the placement and care of [REDACTED]
- B. The Court finds the following reasonable efforts were provided in order to finalize permanency plan:

Probation Supervision

Electronic Monitoring Program

Random Urinalysis

Substance Use Outpatient Treatment

Domestic Batterers Program

Home-based Casework Services

Thinking Errors

Individual Therapy

Family Therapy

Equine Assisted Psychotherapy

Medication Management

4. DISPOSITION:

- A. The Court now awards wardship of the child to the Indiana Department of Correction for housing in a correctional facility for children.
 1. The Court now finds detention is essential to protect the child or community and is in the child's best interests.
 2. The Court orders the child into detention at the Allen County Juvenile Center pending transportation to the Department of Correction.
 3. The Allen County Juvenile Probation Department is hereby ordered to provide copies of this Dispositional Order, the Petition to Adjudge Delinquency, the Predispositional Report, and a summary of the Court's information concerning the child to the Indiana Department of Correction.
 4. The Transportation Officer of Allen County Juvenile Probation Department shall execute this order by transporting the child, [REDACTED], to the Department of Correction.

- A. This disposition is consistent with the safety and the best interest of the child as is the least restrictive and most appropriate setting available close to the parent, guardian, or custodian's home, least interferes with family's autonomy, is least disruptive of family life, imposes the least restraint on the freedom of the child and the child's parent, guardian, or custodian; and provides a reasonable opportunity for participation by the child's parent, guardian, or custodian.

5. LEGAL SETTLEMENT:

- A. The Court finds the child's legal settlement to be with the Fort Wayne Community School system.

6. FINANCIAL OBLIGATIONS:

- A. The Public Defender Fee is waived.
B. The Juvenile Justice and Detention Center Services Fee is waived.
C. DOC reimbursement costs are deferred pending a financial review hearing.

7. NEXT COURT DATE:

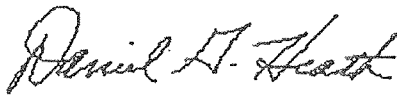
- A. The Court Orders Juanita Witherspoon to appear for a Hearing on Financial Review on 3/9/2015 at 1:30 PM in Judge [REDACTED] courtroom without further notice. Said parties are ordered to check-in at the Information desk in Room 114 of the Allen County Juvenile Center, 2929 Wells Street, Fort Wayne, Indiana, thirty (30) minutes before the hearing. You are hereby notified that failure to appear on the date and time shown above may result in a warrant being issued for your arrest.
B. The Court cancels the hearing previously scheduled for Placement Review on 3/9/2015 at 1:30 PM in Judge Daniel G. Heath's courtroom.

Dated: February 26, 2015



MAGISTRATE, ALLEN SUPERIOR COURT

Findings of Fact, Conclusions of Law, and/or Orders of the Magistrate recommended this date are approved.

 2/27/2015

JUDGE, ALLEN SUPERIOR COURT

NOTICE ISSUED BY COURT

County of Allen

I, [REDACTED] Clerk of said county, do hereby certify that Daniel G. Heath, whose genuine signature is appended to the foregoing Dispositional Order, was, at the date thereof, is Judge of the Court having juvenile jurisdiction in this county. In witness whereof, I have hereunto set my hand and affixed the seal of said Court at Fort Wayne, Indiana this day.

Dated:

Clerk:

ALLEN SUPERIOR COURT



ALLEN COUNTY JUVENILE CENTER

JUDGE DANIEL G. HEATH
 MAGISTRATE THOMAS P. BOYER
 MAGISTRATE LORI K. MORGAN
 MAGISTRATE ~~KAREN A. SPRINGER~~
 MAGISTRATE CAROLYN S. FOLEY

~~KARLENE S. THOMPSON~~
 SUPERINTENDENT

SHANE D. ARMSTRONG
 DIRECTOR OF DETENTION

FULL JUVENILE RELEASE

I, Toold Ross AGJC 449-8449
PRINT Name Address Phone Number

the ☐ parent ☐ guardian ☐ custodian ☐ conveyor of

[Redacted] DOC
PRINT Juvenile's Name Address Phone Number
W

assumes all responsibility of said juvenile

X

[Redacted Signature]
 Signature of (Parent) (Guardian) (Custodian)

R. L. [Redacted]
 Releasing Personnel

3-4-15
 Date of Release

0648
 Release Time
 (to be filled out by release personnel)

ALLEN COUNTY JUVENILE CENTER WILL NOT BE RESPONSIBLE FOR THE PERSONAL
 PROPERTY LEFT 30 DAYS AFTER RELEASE.

DOC Commitment

~~WARNING: INSTRUCTIONS~~

INTAKE DATE:

3-4-15

DATE 2/24/15 COUNTY Allen Co. CALLER (name) Rebecca Pines

(number) 260-449-8096

YOUTH'S NAME [REDACTED]

COMMITTING OFFENSES Viol. of Disposition Order X2 w/underlying
offense of Escape & 3rd Felony

DOB [REDACTED]

AGE 10

RACE [REDACTED]

RECOMMIT: Y (N) DOC# [REDACTED]

CONCERNS: Sexual Acting Out: Y (N) Suicide: Y (N) Pending Charges: Y (N)
Escape: Y (N) Assault: Y (N) Firesetting: Y (N) Psychiatric: Y (N) Medical: Y (N)
MEDS ORIGINAL CONTAINER [REDACTED] VERIFY NO CONTACTS-ONLY GLASSES ALLOWED [REDACTED]
OTHER [REDACTED]

What is the date of disposition when wardship was granted to us? 2/26/15

Guardian [REDACTED]

Relationship Maternal

Phone Number [REDACTED]

PRIOR CHINS: YES [REDACTED] NO X DATES WARDSHIP: X

REASON: N/A

MEDICAID: YES ✓ # 103145029790 NO [REDACTED]

PVT INS: YES [REDACTED] NO [REDACTED]

IYAS (RISK ASSESSMENT COMPLETED) YES X NO [REDACTED]

Indeterminate sentence? YES X NO [REDACTED]

RESIDENTIAL PLCMNT/DATES 5/13/12 - 1/14/15

1/23/15 - 2/25/15 @ White's Residential

BIRTH CERTIFICATE AVAILABLE Yes

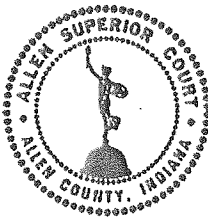
SS# [REDACTED]

Allen Co.

TO TRANSPORT

Sella - 3/24/15
Transport 3-4-15

JUDGE DANIEL G. HEATH
MAGISTRATE CAROLYN S. FOLEY
MAGISTRATE DANIEL G. PAPPAS



Chief Probation Officer
JAMIE L. MANN

Assistant Chief Probation Officers
STEVEN R. DOSTER
DIANNE J. MEADOWS

ALLEN COUNTY JUVENILE CENTER
ALLEN SUPERIOR COURT FAMILY RELATIONS DIVISION

2929 Wells Street, Suite 114, Fort Wayne, Indiana 46808-1599
(260) 449-8072 Fax: 449-8900

DATE: February 26, 2015

JUVENILE'S NAME: [REDACTED]
CAUSE: 02D07-1311-JD-001670
INTAKE OFFICER: [REDACTED]

Dear Parent/Guardian

Your son has been committed to the Indiana Department of Correction ☐ Juvenile Services. He is tentatively scheduled to be transported to the Logansport Juvenile Intake/Diagnostic Facility, 729 High Street, P. O. Box 209, Logansport, Indiana, 46947, on Wednesday, [REDACTED], 20__. The telephone number for the Intake/Diagnostic Center for male juveniles is [REDACTED]. Your son will remain at this facility for approximately two (2) weeks. Please pick up any personal belongings that your son might have with him at the Allen County Juvenile Center before he leaves for Logansport.

While at Logansport, your son will be going through a thorough assessment process. This is to gather information so that he may be placed at a juvenile facility that will best meet his needs. The assessment tools include interviews, medical/dental checkups, educational testing and other tests as needed. At the conclusion of his assessment, your son will be classified to one of the appropriate facilities.

All juveniles will be provided state-issue clothing, bedding and personal hygiene items while at the Intake Facility. The following items will be stored if received with the juvenile: envelopes (10), stamps (no greater than \$20.00 amount), legal materials (reasonable amount), religious metal and necklace (\$30.00 declared value), religious objects (as necessary to conduct approved religious activity), eyeglasses (1 pair), photographs (not larger than 8 X 10, no more than 10), correspondence (reasonable amount). Any items or quantities not listed above should be sent home to family members prior to the juvenile's transport to the Intake Facility. It is not mandatory that the above items be sent with each juvenile. The legal guardian may wish to wait until the juvenile is placed at his treatment facility in order to ensure that the youth has the appropriate clothing and personal items. NOTE: ALLEN COUNTY JUVENILE CENTER WILL NOT TRANSPORT ANY PROPERTY WITH THE JUVENILES. All medications sent with juveniles to the Intake Facility will be reviewed by the staff physician and/or staff psychiatrist for appropriateness in continuation. If medications are discontinued, they are destroyed. All medications sent should be properly labeled and in their original storage container. Any unidentifiable medications will be destroyed. It would be helpful if records including the diagnosis, symptoms requiring the need for medications, and prescribing provider were included.

Juveniles are not allowed visits during the Intake process. However, if they are held at the Intake Facility after they are classified to a treatment facility, they will be allowed one (1) visit per weekend by legal guardians and/or primary caretakers. The legal guardian will be mailed a letter if this situation applies to them. Visiting hours are 9:00 a.m. to 11:00 a.m.

The juveniles are allowed one (1) ten (10) minute collect call per week while at the Intake Facility. They can call anyone who will accept their collect call as long as there is not a No Contact Order. These calls typically take place Thursday through Sunday. The youth may receive correspondence from anyone as long as it does not contain any prohibited items, there is not a No Contact Order, or the individual is not incarcerated.

The juvenile does not need money while at the Intake Facility. If money is received, it will be put into a trust fund and forwarded to their treatment facility when they are transferred.

Juveniles are assigned a counselor upon their arrival at the Intake Facility. Legal guardians are encouraged to contact their son's counselor to check on his well-being or to provide that counselor with information regarding the juvenile.

The juvenile's committing Court and legal guardian will be mailed notification regarding the facility to which the juvenile has been classified.

The Department of Correction is continually striving to increase the treatment opportunities available to the youth of the state of Indiana. There are six (6) treatment facilities for males at which your son may be placed from the Intake Facility.

If you have additional questions not addressed by this information, please contact the Intake/Diagnostic Facility at



11. Radio Procedures:

☒ Hand Held Radio ☒ Cell Phones

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of radio procedures
while performing this job.

12. Restraints:

☐ Belts ☒ Handcuffs ☒ Shackles

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee knows how to use restraints listed
above and how they apply while transporting
out of the A.C.J.C.

13. Security Consciousness:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee was security conscious at
all times

14. Snow Plow (Winter Only):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Comments: N/A

15. Seatbelt Procedures:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee understands Allen County seatbelt
policies.

16. Valid Drivers License:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Train PO valid Indiana driver license.

17. Vehicles and Service Center:

- ☒ Clinton St./Pontiac St. Service Center ☐ North Barn Service Center
☒ Oil Change Stickers ☒ Gas Card/Ticket Signature ☒ Gas Pumps/Gas Keys
☒ Car Wash (Mike's) ☒ Log Books ☒ Fluids

- ☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of all locations
and tasks listed above and how they apply
to this job.

18. Hospitals/Locations/Procedures:

- ☒ Dupont North ☒ Parkview Hosp. North ☒ Lutheran Hosp. ☒ St. Joe Hosp.
☐ Dr. Kintanar on Dupont ☒ Neighborhood Health Clinic ☒ Park Center

- ☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of procedures for locations
listed above.

19. Airport Policy and Procedures:

- ☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee was made aware of procedures
for airport locations.

20. Allen County Juvenile Center:

- ☒ Clerk's Office Room 111 ☒ Administration Office

- ☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of locations listed above
and how they apply to this job.

TRANSPORTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend Date: 2-6-13 Day of Training: 1st

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	II	✓	
2.	Accident Procedures (paperwork, etc.)	II	✓	
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	II	✓	
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	II	✓	
5.	Logansport- Boy's School/ Indianapolis Girl's School	II	✓	
6.	Key control	II	✓	
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	II	✓	
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	II	✓	
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	II	✓	
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	II	✓	
11.	Restraints: handcuffs, shackles, belts - (double lock, keeping restraints on outside building)	II	✓	
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	II	✓	
13.	Pat-down Searches of Residents	II	✓	
14.	Resident/ Staff Conduct out of Building	II	✓	
15.	Reporting Information to/ from doctor, hospital, and Court	II	✓	
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	II	✓	
17.	Staff Appearance (appointments, court, etc.)	II	✓	
18.	Confidentiality: residents do not discuss cases	II	✓	

Please note any comments or concerns:

[Signature]

Trainee's Signature

[Signature]

Trainer's Signature

2-6-13

Date

2-6-13

Date

TRANSPORTATION OFFICER
TRAINEE EVALUATION

Trainee Name:

Tim Tonwiscand

Training Date:

2-6-13, 2-11-13, 2-12-13

Trained By:

Todd A. Boss

1. Willing to perform routine task:

☐ Exceeds Expectations

☒ Meets Expectations

☐ Does Not Meet Expectations

Comments:

Trainee was willing to perform all task
as assigned.

2. Security:

☐ Exceeds Expectations

☒ Meets Expectations

☐ Does Not Meet Expectations

Comments:

Trainee was alert and focused on security
at all times.

3. Accident Procedures:

☐ Exceeds Expectations

☒ Meets Expectations

☐ Does Not Meet Expectations

Comments:

Trainee is aware of Allen county accident
procedures and how they apply.

4. City-County Building:

☒ Auditing

☒ Board of Health

☒ Commissioners

☐ ACS (computers)

☐ Print Shop

☒ County HR/Risk Management

☒ Purchasing

☒ Records-Birth/Death

☐ Exceeds Expectations

☒ Meets Expectations

☐ Does Not Meet Expectations

Comments:

Trainee is aware of all county offices
listed above and how they apply to this job.

5. Courthouse:

☒ Sheriff's Department-Civil Division

☒ Law Library

☒ Clerk's Office

☒ Allen County Juvenile Center's box

☒ CHINs waiting room

☐ Exceeds Expectations

☒ Meets Expectations

☐ Does Not Meet Expectations

Comments: Trainee is aware of all courthouse
locations listed above and how they apply to
this job.

6. Daily Duties:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee understand what daily duties
apply to this job.

7. Logansport/Indiana Girls School Transport:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee understands all procedures that
apply to location listed above.

8. Key Control/Key Box/Sign Out Sheet:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of location of key, sign out sheets
and how they apply to this job.

9. Locations:

☒ Probation Field Offices: North/South/East Allen ☒ Park Center ☒ T.B. Clinic
☒ YSC

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of all location listed
above and how they apply to this job.

10. Parking:

☒ City-County Building ☒ Court House ☒ Hospitals ☒ ACJC ☒ Park Center

☐ Exceeds Expectations ☒ Meets Expectations ☐ Does Not Meet Expectations

Comments: Trainee is aware of parking procedures
for locations listed above.

TRANSPORTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend

Date: 2-11-13

Day of Training: 2nd

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
2.	Accident Procedures (paperwork, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	<u>II</u>	<u>/</u>	<u>[Signature]</u>
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	<u>II</u>	<u>/</u>	<u>[Signature]</u>
5.	Logansport- Boy's School/ Indianapolis Girl's School	<u>II</u>	<u>/</u>	<u>[Signature]</u>
6.	Key control	<u>II</u>	<u>/</u>	<u>[Signature]</u>
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	<u>II</u>	<u>/</u>	<u>[Signature]</u>
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	<u>II</u>	<u>/</u>	<u>[Signature]</u>
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	<u>II</u>	<u>/</u>	<u>[Signature]</u>
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
11.	Restraints: handcuffs, shackles, belts - (double lock, keeping restraints on outside building)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	<u>II</u>	<u>/</u>	<u>[Signature]</u>
13.	Pat-down Searches of Residents	<u>II</u>	<u>/</u>	<u>[Signature]</u>
14.	Resident/ Staff Conduct out of Building	<u>II</u>	<u>/</u>	<u>[Signature]</u>
15.	Reporting Information to/ from doctor, hospital, and Court	<u>II</u>	<u>/</u>	<u>[Signature]</u>
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	<u>II</u>	<u>/</u>	<u>[Signature]</u>
17.	Staff Appearance (appointments, court, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
18.	Confidentiality: residents do not discuss cases	<u>II</u>	<u>/</u>	<u>[Signature]</u>

Please note any comments or concerns:

[Signature]
Trainee's Signature

2-11-13

Date

[Signature]
Trainer's Signature

2-11-13

Date

TRANSPORTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend

Date: 2-12-13 Day of Training: 3rd

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
2.	Accident Procedures (paperwork, etc.)	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
5.	Logansport- Boy's School/ Indianapolis Girl's School	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
6.	Key control	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
11.	Restraints: handcuffs, shackles, belts – (double lock, keeping restraints on outside building)	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
13.	Pat-down Searches of Residents	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
14.	Resident/ Staff Conduct out of Building	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
15.	Reporting Information to/ from doctor, hospital, and Court	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
17.	Staff Appearance (appointments, court, etc.)	<u>π</u>	<u>✓</u>	<u>[Signature]</u>
18.	Confidentiality: residents do not discuss cases	<u>π</u>	<u>✓</u>	<u>[Signature]</u>

Please note any comments or concerns:

[Signature]
Trainee's Signature

[Signature]
Trainer's Signature

2-12-13
Date

2-12-13
Date

TRANS. ORIENTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend

Date: 2-6-13 Day of Training: 1st

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
2.	Accident Procedures (paperwork, etc.)	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
5.	Logansport- Boy's School/ Indianapolis Girl's School	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
6.	Key control	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
11.	Restraints: handcuffs, shackles, belts - (double lock, keeping restraints on outside building)	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
13.	Pat-down Searches of Residents	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
14.	Resident/ Staff Conduct out of Building	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
15.	Reporting Information to/ from doctor, hospital, and Court	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
17.	Staff Appearance (appointments, court, etc.)	<u>II</u>	<u>✓</u>	<u>[Signature]</u>
18.	Confidentiality: residents do not discuss cases	<u>II</u>	<u>✓</u>	<u>[Signature]</u>

Please note any comments or concerns:

[Signature]
Trainee's Signature

[Signature]
Trainer's Signature

2-6-13
Date

2-6-13
Date

TRANSPORTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend

Date: 2-11-13

Day of Training: 2nd

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
2.	Accident Procedures (paperwork, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	<u>II</u>	<u>/</u>	<u>[Signature]</u>
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	<u>II</u>	<u>/</u>	<u>[Signature]</u>
5.	Logansport- Boy's School/ Indianapolis Girl's School	<u>II</u>	<u>/</u>	<u>[Signature]</u>
6.	Key control	<u>II</u>	<u>/</u>	<u>[Signature]</u>
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	<u>II</u>	<u>/</u>	<u>[Signature]</u>
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	<u>II</u>	<u>/</u>	<u>[Signature]</u>
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	<u>II</u>	<u>/</u>	<u>[Signature]</u>
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
11.	Restraints: handcuffs, shackles, belts - (double lock, keeping restraints on outside building)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	<u>II</u>	<u>/</u>	<u>[Signature]</u>
13.	Pat-down Searches of Residents	<u>II</u>	<u>/</u>	<u>[Signature]</u>
14.	Resident/ Staff Conduct out of Building	<u>II</u>	<u>/</u>	<u>[Signature]</u>
15.	Reporting Information to/ from doctor, hospital, and Court	<u>II</u>	<u>/</u>	<u>[Signature]</u>
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	<u>II</u>	<u>/</u>	<u>[Signature]</u>
17.	Staff Appearance (appointments, court, etc.)	<u>II</u>	<u>/</u>	<u>[Signature]</u>
18.	Confidentiality: residents do not discuss cases	<u>II</u>	<u>/</u>	<u>[Signature]</u>

Please note any comments or concerns:

[Signature]
Trainee's Signature

2-11-13

Date

[Signature]
Trainer's Signature

2-11-13

Date

TRANSPORTATION TRAINING CHECKLIST

Trainee's Name: Tim Townsend

Date: 2-12-13 Day of Training: 3rd

	TRAINING TOPICS	PARTTICIAPTED IN THE FOLLOWING	DISCUSSED	TRAINER'S INITIALS
1.	Security (consciousness, items in control, public, location to resident, parents/ relatives)	<u> </u>	<u> </u>	<u> </u>
2.	Accident Procedures (paperwork, etc.)	<u> </u>	<u> </u>	<u> </u>
3.	City County Building: Auditor's Office, BOH, Commissioners Office, County Printing, HR/ Risk Management, Purchasing	<u> </u>	<u> </u>	<u> </u>
4.	Court House: Room 208, Civil Division, Law Library, Clerk's Office 208	<u> </u>	<u> </u>	<u> </u>
5.	Logansport- Boy's School/ Indianapolis Girl's School	<u> </u>	<u> </u>	<u> </u>
6.	Key control	<u> </u>	<u> </u>	<u> </u>
7.	Other Locations: Computer Corner, TB Clinic, Area Hospitals	<u> </u>	<u> </u>	<u> </u>
8.	County Facilities: Probation Offices, D.C.S., Youth Service Center	<u> </u>	<u> </u>	<u> </u>
9.	Parking (locations, reimbursements) City/County Building, Courthouse, Hospitals, ACJC	<u> </u>	<u> </u>	<u> </u>
10.	Radio Procedures: (unit number, non-use of names, etiquette, etc.)	<u> </u>	<u> </u>	<u> </u>
11.	Restraints: handcuffs, shackles, belts – (double lock, keeping restraints on outside building)	<u> </u>	<u> </u>	<u> </u>
12.	Vehicle: seatbelts, fluids, gas card, wash tickets, checking/ notifying of damage, searching vehicle	<u> </u>	<u> </u>	<u> </u>
13.	Pat-down Searches of Residents	<u> </u>	<u> </u>	<u> </u>
14.	Resident/ Staff Conduct out of Building	<u> </u>	<u> </u>	<u> </u>
15.	Reporting Information to/ from doctor, hospital, and Court	<u> </u>	<u> </u>	<u> </u>
16.	In Public: escorting, no conversation with general public, bathroom, no food/ drink items, cigarettes, etc.	<u> </u>	<u> </u>	<u> </u>
17.	Staff Appearance (appointments, court, etc.)	<u> </u>	<u> </u>	<u> </u>
18.	Confidentiality: residents do not discuss cases	<u> </u>	<u> </u>	<u> </u>

Please note any comments or concerns:

Tim Townsend
Trainee's Signature

[Signature]
Trainer's Signature

2-12-13
Date

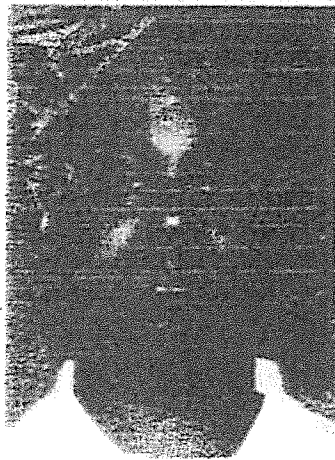
2-12-13
Date



INDIANA

OPERATOR DRIVER LICENSE

bmv.in.gov



4d DLN **18-14-2104**
4a Iss **04/16/2009** 4b Exp **03/30/2015**

1 **CONSENT**

2 **ADULT**

8 **142 GAY STREET**
FORT WAYNE, IN 4680



9 Class

9a End NONE

12 Res NONE

3 DOB **03/30/1976**

5 Transaction **04160935000141**

15 Sex **M**

16 Hgt **5-10**

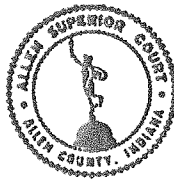
17 Wgt **220**

18 Eyes **BRO**

19 Hair **BLK**

Signature





JUDGE DANIEL G. HEATH
 JUDGE CHARLES F. PRATT
 MAGISTRATE THOMAS P. BOYER
 MAGISTRATE LORI K. MORGAN
 MAGISTRATE CAROLYN S. FOLEY
 MAGISTRATE DANIEL G. PAPPAS

ALLEN COUNTY JUVENILE CENTER

JAMIE L. MANN
 CHIEF OF PROBATION/SUPERINTENDENT

SHANE D. ARMSTRONG
 DIRECTOR OF DETENTION

PROTOCOL FOR TRANSPORTING A JUVENILE FROM ACJC
(MASTER COPY)

- No appointments/departure times shall be discussed with any juvenile at any time.
- Vehicle is checked out through Admissions and a visual inspection is done on interior and exterior of the vehicle.
- Transportation officers must leave at least twenty (20) minutes prior to all appointments to ensure being on time.
- Location and phone number of location must be given verbally to Admissions worker prior to departure; they shall be noted on the Transportation Check Sheet by the Admissions worker.
- Admissions worker shall do one (1) hour checks on the Transportation Detention Officer
 - a. Admissions worker shall communicate, "105" as being safe and secure.
 - b. Detention Transport Officer shall communicate, "106" as to being safe and secure.
 - c. Emergencies -- see "in cases of emergencies."
- A transportation radio is to be signed out for safety and security purposes.
 - a. Radios are located in Admissions (it should be on "Juv. Prob" channel)
 - b. Remember the radio number as this will be your assigned number (6 or 17) while out transporting.
 - c. You are required to call in your mileage before leaving for an appointment, arriving at the appointment, leaving from said appointment, and arriving back at the Center from appointments.
 - d. Never say resident's name over this radio.
 - e. Use only resident's initials to identify the resident over this radio.

In cases of emergencies: Utilize the radio to call into the center to give your current location, what's the emergency, and assistance if needed. The Center shall dispatch appropriate assistance.

- All vehicles are brought into the sally port prior to transporting a juvenile.
- Mileage is written down prior to leaving as well as called into Admissions.
- Juvenile is told all rules are still in effect as in the facility before you leave.
- Juvenile is placed in handcuffs and shackles.
 - a. Key holes on handcuffs facing towards them.
 - b. Key holes on shackles facing down towards the ground.
- Handcuffs and shackles must not be removed from the juvenile outside of the facility.
 - a. You may remove handcuffs if needed but shackles must remain on (vice versa)
 - b. Try to handcuff hand/leg to rail or bed if possible if needed to remove restraints.
 - c. **Never will both handcuffs and shackles be removed at the same time.**

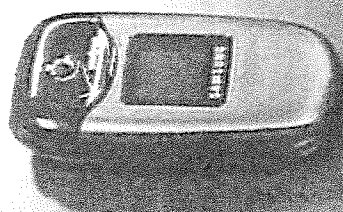
Note: If special situations require removal of all restraints (i.e. MRI), staff **MUST** get an Administrators approval.

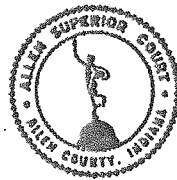
(b)
 PHOTOGRAPH

- Transportation officer must remain with juvenile at all times while outside the facility.
 - a. Staff shall remain between any outside door and the juvenile.
 - b. Staff shall remain within a reaching distance of the juvenile.
- Public must not have any conversation with juveniles unless it's a physician, parent or legal guardian – try to stay in between public and juvenile if possible.
- Parents or legal guardians shall be the only ones attending outside appointments.
 - a. Other relatives are not permitted to attend appointments.
 - b. At any time staff shall feel uncomfortable with others showing up to appointments, notify Admissions via radio and approval to leave said appointment may be given by a supervisor.
- No food or drinks are to be given to the juvenile outside of the facility, unless it is given by a physician.
- No use of phones, cell phones, game boys or any other electronic devices may be used by the juvenile.
- If no parent is available, the Transportation Officer will sign for all paperwork with "ACJC" behind their name.
- Transportation officers must be aware of their surroundings and for safety issues.
- Upon return to the facility, push button on speaker box, located outside the garage to notify Central Control for entry into the garage.

Note: Juveniles are not to exit the vehicle until the garage door is securely shut.

Special Note: Most vehicles are equipped with 2% tinted glass for concealment purposes of the juvenile; all rear windows & sliding cage screen must remain up or closed at all times to ensure confidentiality/safety.





JUDGE DANIEL G. HEATH
 JUDGE CHARLES F. PRATT
 MAGISTRATE THOMAS P. BOYER
 MAGISTRATE LORI K. MORGAN
 MAGISTRATE CAROLYN S. FOLEY
 MAGISTRATE DANIEL G. PAPPAS

ALLEN COUNTY JUVENILE CENTER

JAMIE L. MANN
 CHIEF OF PROBATION/SUPERINTENDENT

SHANE D. ARMSTRONG
 DIRECTOR OF DETENTION

PROTOCOL FOR TRANSPORTING A JUVENILE FROM ACJC
(VEHICLE COPY)

- No appointments/departure times shall be discussed with any juvenile. *Available upon Request*
- Vehicle is checked out through Admissions and a visual inspection of the vehicle.
- Transportation officers must leave at least twenty (20) minutes on time. *Ensure being*
- Location and phone number of location must be given verbally to the Admissions worker. *to departure;*
- Admissions worker shall do one (1) hour checks on the Transportation Detention Officer
 - a. Admissions worker shall communicate, "105" as being safe and secure.
 - b. Detention Transport Officer shall communicate, "106" as to being safe and secure.
 - c. Emergencies – see "in cases of emergencies."
- A transportation radio is to be signed out for safety and security purposes.
 - a. Radios are located in Admissions (it should be on "Juv. Prob" channel)
 - b. Remember the radio number as this will be your assigned number (6 or 17) while out transporting.
 - c. You are required to call in your mileage before leaving for an appointment, arriving at the appointment, leaving from said appointment, and arriving back at the Center from appointments.
 - d. Never say resident's name over this radio.
 - e. Use only resident's initials to identify the resident over this radio.

In cases of emergencies: Utilize the radio to call into the center to give your current location, what's the emergency, and assistance if needed. The Center shall dispatch appropriate assistance.

- All vehicles are brought into the sally port prior to transporting a juvenile.
- Mileage is written down prior to leaving as well as called into Admissions.
- Juvenile is told all rules are still in effect as in the facility before you leave.
- Juvenile is placed in handcuffs and shackles.
 - a. Key holes on handcuffs facing towards them.
 - b. Key holes on shackles facing down towards the ground.
- Handcuffs and shackles must not be removed from the juvenile outside of the facility.
 - a. You may remove handcuffs if needed but shackles must remain on (vice versa)
 - b. Try to handcuff hand/leg to rail or bed if possible if needed to remove restraints.
 - c. Never will both handcuffs and shackles be removed at the same time.

Note: If special situations require removal of all restraints (i.e. MRI), staff **MUST** get an Administrators approval.

- Transportation officer must remain with juvenile at all times while outside the facility.
 - a. Staff shall remain between any outside door and the juvenile.
 - b. Staff shall remain within a reaching distance of the juvenile.
- Public must not have any conversation with juveniles unless it's a physician, parent or legal guardian – try to stay in between public and juvenile if possible.
- Parents or legal guardians shall be the only ones attending outside appointments.
 - a. Other relatives are not permitted to attend appointments.
 - b. At any time staff shall feel uncomfortable with others showing up to appointments, notify Admissions via radio and approval to leave said appointment may be given by a supervisor.
- No food or drinks are to be given to the juvenile outside of the facility, unless it is given by a physician.
- No use of phones, cell phones, game boys or any other electronic devices may be used by the juvenile.
- If no parent is available, the Transportation Officer will sign for all paperwork with "ACJC" behind their name.
- Transportation officers must be aware of their surroundings and for safety issues.
- Upon return to the facility, push button on speaker box, located outside the garage to notify Central Control for entry into the garage.

Note: Juveniles are not to exit the vehicle until the garage door is securely shut.

Special Note: Most vehicles are equipped with 2% tinted glass for concealment purposes of the juvenile; all rear windows & sliding cage screen must remain up or closed at all times to ensure confidentiality/safety.

(d)