

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 04/25/19	Policy Number 2338-19
Subject <b>TRANSPORTATION (ANCHOR Residential)</b>		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2338-17	Reference 6JDDCS Policy 105, 124		

**POLICY:**

Staff requires residents to arrange for acceptable transportation to and from work, school, pass and furlough. Staff authorizes all transportation arrangements in advance, except for emergency situations. Staff may provide transportation to facilitate program requirements.

**PROCEDURE:**

1. During intake, the Probation/Parole Officer (PPO), Residential Officer (RO) informs the resident of the transportation options (city bus, walking, bicycle, vehicle transport by an approved driver) and procedures for staff approval of transportation.
2. Staff encourages residents to arrange their own transportation whenever possible. However, staff provides transportation to residents if necessary in the following circumstances:
  - A. Severe weather conditions;
  - B. Medical emergency;
  - C. Facility recreational/business function;
  - D. If there is a potential for danger to, or a concern for the safety of the resident due to distance, neighborhood traveled, and/or time of night of travel;
  - E. As requested by the Residential Supervisor, Treatment Services Manager or PPO.
3. Staff uses a Department of Correctional Services vehicle to transport residents.
4. The use of personal vehicles for the purpose of transporting residents is prohibited.

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**PROCEDURE:** (continued)

5. When transporting residents in a Department vehicle staff:
  - A. When doing non-security transports, a pass application in kiosk is completed noting date, time, location, departure and return time. Staff utilizes the Mileage Log (124A) located in the vehicle to note date, location and miles traveled. Staff also uses a Department cellular phone (if available) to report and record their movements while transporting.
  - B. Staff reports to the Residential Supervisor/on-call Supervisor immediately any lengthy delays or unusual behavior.
  - C. Possess and carry a valid Driver's license;
  - D. Visually inspects the vehicle to ensure it doesn't contain illegal or unsafe materials from the previous use;
  - E. Obeys all motor vehicle laws;
  - F. Ensure residents are not eating drinking or smoking in the vehicle;
  - G. Keeps the vehicle clean;
  - H. Ensures all occupants are wearing a safety belt;
  - I. Operates the vehicle in a safe manner using "defensive driving" techniques;
  - J. Do not allow residents to operate the vehicle.
  - K. Ensure two (2) staff are present whenever possible. If only one (1) non-certified staff is available to transport, the staff is of the same gender as the offender, when possible.
6. Staff requests either assistance of local law enforcement or the Department High Risk Unit, for all security transportation.
7. Staff requires residents to have advance approval to be transported by the driver of a personally owned vehicle. Any staff may give temporary, fourteen (14) day approval for such transportation if:
  - A. The driver provides a current Iowa driver's license.
  - B. The staff completes the Application to Transport ANCHOR Resident (2338A). Each car being used to transport the resident is listed for approval. The staff member authorizes temporary approval by:
    - 1) Photocopying the driver's license and attaching the copy to the Driver Information for Resident form (2338A);

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**PROCEDURE:** (continued)

- 2) Dating and initialing the form, and submitting paperwork to assigned staff for approval;
8. The Residential Supervisor assigns RO staff who reviews and determines whether or not to approve or deny the driver. If there any concerns the staff consults with the RPPO for a determination. The RO's determination includes, but is not limited to the following:
  - A. A review of the DOT database to ensure the vehicle and license information is valid;
  - B. Review of the ICON system to verify that the listed driver is not under supervision of the Department of Correctional Services.
  - C. Conduct a check in Iowa Courts On-Line to determine if the listed driver has any pending charges, a no contact order with the resident, or charges that are of concern.
  - D. If there are concerns, the document along with comments regarding the concerns, are forwarded to the PPO for review. Once approved, the Approved Driver form is placed in the Approved Driver book.
9. Staff may allow requests made by residents, while out of the facility on authorized leave, to obtain a ride from a driver who has not yet applied for approval to transport the resident, if deemed appropriate. In such cases, staff instructs the resident to have the driver accompany the resident into the facility upon return and staff completes the Driver Information form; see Procedure #6B.
10. Staff allows residents, who are out of the facility on authorized leave, to obtain transportation from an unauthorized driver for the purposes of emergency medical treatment and to notify staff as soon as possible after the treatment.

BY ORDER OF:

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Bruce Vander Sanden, District Director