

Sixth District Department of Correctional Services POLICY	Issue Date 01/25/93	Effective Date 02/05/19	Policy Number 2508-19
Subject TRANSPORTATION		Review Month December	Author 0135/0572/0655 (DGA/BMU/DRO)
Rescinds 2508-17	References State of Iowa DOC Policy WR/OWI-11		

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. Driving is a privilege which may be allowed to residents.

PROCEDURE:

1. During intake, the Probation/Parole Officer (PPO)/Residential Officer (RO) informs the resident of the transportation options (city bus, walking, bicycle, resident vehicle, vehicle transport by another person) 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:
 - 1) When doing non-security transports, staff uses the movement log book to record date/time and reason they log out of the facility and the date/time they return to the facility. Staff also uses a Department cellular phone (if available) to report and record their movements while transporting.
 - 2) Staff reports to the Residential Supervisor/on-call Supervisor immediately any lengthy delays or unusual behavior.
 - E. As requested by the Residential Division Manager, Residential Supervisor or PPO.

POLICY NUMBER 2508-19

PAGE 2 OF 4

PROCEDURE: (continued)

3. Staff uses a Department of Correctional Services vehicle to transport residents.
4. When transporting residents in a Department vehicle, staff imposes the following guidelines:
 - A. Residents show courtesy and respect;
 - B. Residents may not eat, drink or smoke in the vehicle;
 - C. The vehicle is kept clean.
5. PPO submits an Authorization to Operate Motor Vehicle Information (ICON ► Templates ► Report Template Generate ► RF or FED - Auth to Operate Motor Vehicle.docx – 2508A), to the Residential Division Manager or the Residential Supervisor for approval. The Residential Division Manager or Residential Supervisor may authorize resident requests to drive and maintain a vehicle at the facility based on the following considerations:
 - A. Valid driver's license;
 - B. Current insurance;
 - C. Driving record;
 - D. Need for driving privileges (i.e.: distance involved, incompatible bus schedule);
 - E. The resident's financial ability to afford vehicle maintenance;
 - F. Vehicle condition;
 - G. Resident is current on financial obligations.
6. If the Residential Division Manager or Resident Supervisor authorizes a resident to drive, the PPO submits an Authorization to Operate Motor Vehicle Information (ICON ► Templates ► FED - Auth to Operate Motor Vehicle.docx) or Hope House Resident Vehicle Information (2508A), places a copy in the Employment Information Log Book (HH – resident's file) and gives a copy to the resident.
7. The Residential Division Manager or Residential Supervisor may allow a resident to operate a vehicle belonging to another individual, provided the owner grants written permission and proof of current liability insurance which is confirmed by staff. Staff completes the Written Consent to Operate Motor Vehicle form (2508B).
8. Staff may inspect a resident's vehicle to ensure it is in good operating condition or for contraband, at any time.

POLICY NUMBER 2508-19

PAGE 3 OF 4

PROCEDURE: (continued)

9. Staff makes periodic checks with the agent to ensure that vehicle insurance is current.
10. OWI offenders are not permitted to operate any motorized vehicle including but not limited to scooters and bicycles.
11. The Residential Division Manager, Residential Supervisor or PPO may cancel a resident's authorization to drive for the following reasons:
 - A. Violation of facility rules;
 - B. Resident traffic violations;
 - C. Repeated parking violations;
 - D. The resident no longer meets the criteria needed for authorization of privilege; see Procedure #5, A-G.
12. Department of Correctional Services staff requests either assistance of local law enforcement or the Department High Risk Unit, for all security transportation.
13. 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 Driver Approval and Vehicle Information (2508C). 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 taping the copy to the Driver Approval and Vehicle Information form;
 - 2) Dating and initialing the form, and submitting paperwork to assigned staff for approval;
14. The Residential Supervisor assigns staff who reviews temporary authorization and determines whether to submit permanent authorization paperwork to PPO staff for approval. The staff 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.

POLICY NUMBER 2508-19
PAGE 4 OF 4

PROCEDURE: (continued)

15. 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 Approval and Vehicle Information form; see Procedure #13B.
16. 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:

Bruce Vander Sanden, District Director