



Tennessee Department of Children's Services

## Protocol for Juvenile Justice Statewide Transportation

Supplemental to DCS Policy: 31.15, Guidelines for Transportation of Child/Youth by Regional Employees

In order to meet the needs of Juvenile Justice (JJ) youth, transportation is often required. When transportation assistance is needed, workers may utilize JJ Statewide Transportation. JJ Statewide Transportation promotes a systematic and efficient means of transportation while remaining safety and security minded. Reasons youth may require transportation include, but are not limited to: treatment, placement, judicial, or medical needs.

### A. Coordination and Assignment of Centralized Transports

#### 1. The JJ Transportation Manager:

- Assigns, monitors, and arranges transports. All assignments include times and locations of pickups/transfers of youth during regular business hours and after hours;
- Places appointments on the appropriate JJ Transportation Officer's Outlook calendar;
- Sends a verification email to the individual requesting the transport, JJ Transportation Officer(s) and the appropriate regional staff;
- Divides transportation into appropriate increments across regions; and
- Notifies the JJ Transportation Manager of any performance issues as it relates to Transportation Officers not answering phone calls, not answering emails timely, refusing to transport, etc.

#### 2. The Transportation Supervisor notifies the appropriate JJ Director of any performance issues related to the JJ Transportation that occurs during the regular work week or after hours.

### B. Making a Request for JJ Transportation Assistance

1. The individual requesting the transport sends an email clearly stating the current location and destination of the youth and the date/time JJ transportation is needed to: [EI DCS JJ Transportation](#). The documents/forms listed below are required to accompany the child/youth being transported:

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- Court order/commitment order or, in case of a child recently removed due to D/N issues, documentation from the file (for example the petition) or from the Regional Administrator or DCS attorney handling the case stating that a removal has occurred and DCS has the legal authority to transport;
  - [CS-0351, Transportation Request](#)
  - [CS-0206, Authorization for Routine Health Services for Minors](#)
  - [CS-0627, Informed Consent for Psychotropic Medication](#) (when the child/youth is prescribed psychotropic medication);
  - [CS-0813, Medication Transfer](#) (when the medication is being transported with the child/youth);
  - A copy of the child's TennCare card (or other health insurance card);
  - [CS0727, Initial Intake, Placement and Well-Being Information and History](#) and
  - Photo of the child/youth.
2. Priorities for transportation are in the following order:
- Placements
  - Court Hearings/Foster Care Review Board Meetings
  - Medical Appointment
3. A minimum of five (5) business days' notice is given when requesting transportation.
4. Notification of receipt of JJ Transportation requests are sent via email within one (1) business day. The Transportation Manager must be contacted by telephone for all same day requests.

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**CS-0001**  
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