

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES <b>Family Services Policy Manual</b>		<h1>153</h1>
Chapter:	Coordinating with Others	
Subject:	Sheriff's Transportation	Page 1 of 1
Approved:	Fredrick M. Ober, Division Director	Effective: 10/27/99 FINAL
Supersedes:	Social Services Policy 153	Dated: 9/3/99

## Purpose

To ensure the safety of the youth and the transporting officers the following procedure has been approved by the Executive Director of the Vermont Sheriff's Association.

### **SOCIAL WORKER/ESP WORKER/WOODSIDE STAFF TASKS**

- When secure transport is necessary, contacts local sheriff's department for assistance.
- If local sheriff cannot provide assistance, contacts other sheriff's departments as necessary.
- Completes the Sheriff's Transportation Information Form (FS-652). If any of the information is unavailable notes on the form.
- Provides form to the transporting officers. (ESP may telephone information to Sheriff's Department when a worker will not be called out, following up with the FS-652 by mail or facsimile transmission.) Retains copy for the youth's record.
- For youth detained at Woodside who need to attend a court hearing, notifies court of the need for secure transport.

Note: According to the agreement between the department and the Vermont Sheriff's Association, youth transported by sheriffs will be handcuffed and/or shackled in order to protect the safety of the transporting officer(s). Social workers should take this into account when deciding whether or not it is appropriate for a sheriff to transport a particular youth.