

# FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE



**Title:** Statewide Transportation and Relocation System Procedures

**Related Policy:** FDJJ – 5000

## I. DEFINITIONS

**Commitment Manager or Specialist** – A department employee responsible for coordinating the placement of youth in residential commitment programs with the Department’s classifications, placement administration and the programs.

**Commitment/Transfer Packet** – A compilation of legal, health-related and social history documents provided to a residential commitment program for each committed youth.

**Facility** – For the purposes of this policy, a contracted or state-operated environment that provides custody, care, supervision or confinement of youth alleged or found to have committed a violation of the law. This includes but is not limited to secure detention and residential commitment programs.

**Facility Operating Procedure (F.O.P)** – Facility Operating Procedures are narrowly drawn guidelines by which a specific program or facility implements department rule or policy for its day-to-day operations. The F.O.P.s are reviewed annually and revised as needed.

**Home Detention** – The temporary custody of a youth when the youth is released to the custody of his or her parents, guardian, or custodian in a physically non-restrictive environment under the supervision of the Department of Juvenile Justice pending adjudication, disposition, or placement.

**Individual Healthcare Record** – The unified cumulative collection of records, histories, assessments, treatments, diagnostic tests and other documents which relate to a youth’s medical, mental/behavioral, and dental health, and which have been obtained to facilitate care while the youth is in the custody of a detention center or residential commitment program or which document care provided while the youth is in the custody of these facilities.

**Intrastate Transportation Network (ITN)** – The long distance route connecting each juvenile detention center in the State of Florida, which includes terminals at seven detention centers. The seven detention centers are Brevard, Broward, Duval, Okaloosa, Southwest, Pasco, and Orange. Each terminal is responsible for executing a designated transportation route on a daily basis, excluding weekends and holidays.

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**Juvenile Probation Officer (JPO)** – Serves as the primary case manager for the purpose of managing coordinating and monitoring the services provided and sanctions required for youth on probation, post-commitment probation or conditional release supervision. Whenever a reference is made to the tasks and duties of a Juvenile Probation Officer, it shall also apply to the case management staff of a provider agency contracted to perform these duties and tasks.

**Medication Distribution Record (MDR)** – Record to be utilized for non-healthcare staff to assist and document the delivery of medications when medical staff are not available and oral medications are necessary for the health and well-being of the youth during transport.  
(Attachment 1)

**Medication Receipt, Transfer & Disposition Form** – Form required by the Office of Health Services for all transports/discharges to identify medications, chronic conditions and follow up care indicated.  
(Attachment 2)

**Radio Frequency Electronic Monitoring Device** – An electronic surveillance bracelet securely affixed to a youth’s leg, which must be removed prior to transport.

**Residential Commitment Program** – A non-secure, low risk, high-risk, or maximum-risk residential delinquency program for committed youth.

**Secure Detention** – A physically restricting facility for the temporary care of youth pending adjudication, disposition or placement.

**Statewide Transportation and Relocation System (STARS)** – The automated youth transport system operated by the Department’s Detention Services that allows youth to be registered, transported and tracked throughout the state.

**Superintendent** – The person responsible for the overall operation of a juvenile detention center.

**Transport Order** – An official order, authorized by the Secretary of the Department of Juvenile Justice, which is generated through STARS for youth scheduled for transport.

**Transportation Coordination Center (TCC)** – Headquarters’ office serving as a “help desk” to each detention center, maintaining STARS and providing support to each detention facility, serving as a data collection center.

**Transportation Coordinator** – A certified detention officer whose primary duties are to register youth into STARS and to coordinate youth population movement to their appropriate locations.

**Trip Confirmation** – An identifying non-duplicated number automatically generated when a transportation request is made.

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**Youth Registration** – The registering of a youth requiring transportation in the Statewide Transportation and Relocation System, located at each juvenile detention center.

**Youth Transport Card** – Information card, which identifies a youth’s chronic conditions and medication. It is required to be placed on the outside of the youth’s transport packet. (Attachment 3)

**Youth Transport Packet** – Compilation of records necessary for the youth to be transported by Department or contracted provider staff.

**II. STANDARDS/PROCEDURES**

**A. Placements in a Residential Commitment Program:**

1. Commitment Managers shall be responsible for coordinating the placement of youth in a residential commitment program utilizing the Statewide Transportation and Relocation System (STARS).
2. The Commitment Manager shall work with the Transportation Coordinator to coordinate an admit date to the commitment program. For youth on home detention, the Commitment Manager must coordinate a date and time when the youth must arrive at the detention center for transport.
3. The Commitment Manager shall notify the Juvenile Probation Officer and the receiving residential commitment program of the travel arrangements.
4. The Transportation Coordinator shall register the youth’s transport through STARS and provide the Commitment Manager with a confirmation number.
5. The Transportation Coordinator shall be responsible for communicating with the designated official at the residential commitment program concerning youth who are scheduled for placement each day, mutually agreeing on the pick-up time from detention.
6. For youth on medications and scheduled for ITN transport, the Juvenile Probation Officer will advise the youth and parent/guardian that a **7 day supply** of medications must accompany the youth at the time of transport, with the exception of routine Over-the-Counter medications and Epinephrine percutaneous injectables. Medications must be in the original container(s), and the container(s) must reflect valid prescription date(s) within the last **30** days for psychotropic medication and **90** days for other medications.
7. If a youth arrives at a detention center from home and nursing staff are not on site to view and verify medications, non-healthcare staff will review medication labels, determine last dose(s) provided, (by verifying with the parent/guardian if possible), and determine if medication is necessary during the transport of the youth. If determined to be necessary, non-healthcare staff shall document the delivery of medication to the youth requiring medication(s) utilizing the MDR (Medication Distribution Record).

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8. For ITN transport of youth court ordered Incompetent to Proceed the Juvenile Probation Officer will provide the detention center with the Incompetent to Proceed Checklist form and the accompanying packet. This packet must include the following documents:
  - a. Picture of the youth, if available;
  - b. JJIS Face Sheet;
  - c. Authorization for Evaluation and Treatment;
  - d. Suicide Risk Screening Instrument; and
  - e. Copy of the Incompetent to Proceed court order.
9. Residential commitment programs shall be responsible for transporting new admissions from the detention center to the program. Programs are responsible for coordinating pick-up with the Transportation Coordinator to ensure transport within two hours of the arrival of the youth at the detention center.
10. No trip shall be scheduled nor will it occur until a confirmation number has been generated and provided to the requestor by the Transportation Coordinator.

**B. Medication Acceptance Guidelines (to be utilized when youth is being transported):**

**Note:** The following are requirements for admission of a youth taking medication per Health Services Rule 63M-2, F.A.C.

1. Valid prescription defined as medication prescribed within in the last year and a current prescription medication as noted in the following.
2. Current prescription medications (filled within the last 30-90 days).
  - a. Psychotropic medication must be within 30 days. All other medications (including inhalers) should have a valid filled prescription within the last 90 days.
  - b. There should be **at least a 7-day supply** of medications in order to allow time for youth to be seen as required by a physician, and for medications to be filled by the contracted pharmacy, with the exception of routine Over-the-Counter medications and Epinephrine percutaneous injectables.
3. Receipt of medication in detention centers or residential commitment programs that accept direct admissions:
  - a. Only medications from a licensed pharmacy, with current, patient specific label intact on the original medication container may be accepted into the DJJ facility (Health Services Rule 63M-2, F.A.C.). Prior to administration or assisting in the delivery of medications, all of the following requirements must be met:
    - (1) There is no doubt about the substance in the medication container.
    - (2) The youth reports he or she is taking an oral prescription medication
    - (3) The above criteria noted in II B 1 and II B 2 have been met.
    - (4) Proper labeling including: name of youth, name and address of pharmacy, date of dispensing, name of prescribing health care professional, directions for use (route and number of times and quantity to be taken), expiration date, and warning

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statement, if applicable.

4. All medications received shall immediately be collected and placed in a bag labeled with the youth's identification information, and then secured in the designated area for medication storage.

Please note the type of packaging may vary (e.g. patient specific individual container or patient specific blister pack), as long as the label on the container meets the requirements and all medications inside the specific container have the same appearance as defined above.

**C. Transports provided for Residential Commitment Program:**

1. The Juvenile Probation Officer will notify the residential commitment program three (3) working days prior to any scheduled court hearings so the residential commitment program can arrange ITN transport to the hearing(s).
2. When a youth must appear in court, the residential commitment program may elect to transport the youth to court using approved transportation procedures or may transport the youth to the local detention center for transport.
3. The residential commitment program shall register all youth who will be transported to court via the Intrastate Transportation Network (ITN) with a telephone call to the Transportation Coordinator, which will be followed up with email verification.
4. The residential commitment program shall provide program-related transportation services for youth such as, Medical, Dental appointments, work site and community service projects, appointments with community agencies and emergency transportation.
5. The residential commitment program shall provide a transport packet to detention center staff when a youth is delivered to the detention center for transport. The transport packet must include:
  - a. Photo of youth,
  - b. Expanded Face Sheet,
  - c. Authority for Evaluation and Treatment;
  - d. Medication (minimum 7 day supply);
  - e. Medication Administration Record (current medication order if applicable);
  - f. Suicide risk form/Mental Health Alert;
  - g. Current Health Related History and Comprehensive Physical Assessment;
  - h. Current Immunization record; and
  - i. Youth Transport Card.
6. Detention centers shall register and transport the youth to court. This applies to all court appearances, local and outside the catchment area.
7. The detention center receives the following information from the residential commitment program when the youth is delivered. The Detention Superintendent or his

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designee shall be informed if the required documentation in the transport packet identified above is not provided or the residential commitment program provides a partial packet when the youth is delivered.

8. Youth with the following Medical and Mental Health Conditions are not recommended to be transported on the ITN without a medical clearance by the designated Health Authority or ARNP.
  - a. Parenteral medications (denoting any route other than the route of the alimentary canal or mouth) (e.g., insulin, injectables, rectal suppositories etc., excluding those for constipation - this could be held for transport time only)
  - b. Allergic reaction requiring either intramuscular (Epi-Pen) oral medications within the last two days.
  - c. Asthma or Reactive Airway Disease with use of inhaler more frequently than every 3-4 hours.
  - d. Recent (within last 24 hours) vomiting or diarrhea.
  - e. Current active suicide alert youth with open wounds due to self-injurious behavior.
  - f. Youth who are in a "Mental Health Crisis." Mental Health Crisis as defined "when a youth's emotional or behavioral problem or serious psychological distress (e.g., anxiety, fear, panic paranoia, agitation, impulsivity, rage etc.) is so extreme it requires active mental health intervention but does not require emergency services.
  - g. Pregnant youth greater than 36 weeks Gestational Age.
  - h. Pregnant youth with specific instruction from a physician to refrain from extended car rides (regardless of Gestational Age).
  - i. No youth should be transported on the ITN currently suspected or isolated for Influenza (Flu or H1N1) without medical clearance.
  - j. Pregnant youth should meet the following requirements:
    - (1) Transports lasting greater than 3 hours should have a 5-minute period of rest every 3 hours, where the pregnant youth can get out of the van and stretch, stand and walk (this is to prevent blood clots as recommended by the American College of Obstetrics and Gynecology).
    - (2) Placement of the seatbelt with the lap belt to lie across the lap (below the belly) and the shoulder harness to cross the clavicle and between the breast areas.

**D. Releases from Residential Commitment Programs:**

1. The Juvenile Probation Officer, in coordination with the residential commitment program, shall be responsible for developing a transition plan, which includes the return of the youth home after completion of the program. Releases will be scheduled at times and on days convenient for the family, including weekends. The ITN does not transport over the weekends, so if the use of the ITN is included in the release plan, release dates need to be scheduled Monday – Friday.

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2. The original Individual Healthcare Record is to accompany the youth to their final destination.
3. The residential commitment program, when notified by the Juvenile Probation Officer that all family transportation options have been exhausted will:
  - a. Transport the youth home, if the youth's residence is within 75 miles of the commitment program.
  - b. Transport youth no less than 75 miles to a location pre-arranged with the Juvenile Probation Officer, if a youth under the jurisdiction of the Department is returning home between 75 and 300 miles from the program. The meeting point for the transfer of the youth must be flexible so that the round trip can take place within 8 hours.
  - c. Register the youth with the local regional detention center for ITN transport when the youth's residence is over 300 miles from the commitment program.
  - d. Request assistance from the residential transport liaison for sex offenders 19 years of age or older who are scheduled for release. This request must include all information received from the Juvenile Probation Officer.
  - e. Coordinate with the detention center when to deliver the youth to the detention center for release transport.
4. The Juvenile Probation Officer is responsible for coordinating with the parent/guardian so the youth transported by the ITN is met at the designated detention center within 60 minutes of arrival. The Juvenile Probation Officer will identify a secondary person to pick up the youth if the parent/guardian does not arrive within the required time frame.
5. The Juvenile Probation Officer shall provide the detention center within their catchment area with the following information:
  - a. The name and phone number of the person who will pick up the youth upon arrival at the detention center.
  - b. The name, phone number and cell number of secondary person if the youth is not picked up within the required timeframe.

**E. Residential Commitment Program to Residential Commitment Program Transfers:**

1. The residential commitment program shall transport youth who have been administratively transferred from one residential commitment program to another residential commitment program when the new program is within 100 miles of the transferring program. If the new program is over 100 miles, the sending program may request that the youth be transported on the ITN. This request will be made through the Commitment Manager.
2. The sending residential commitment program shall be responsible for delivering the youth and shall provide the completed Medication Receipt, Transfer & Disposition Form. If the youth is on medications, the transport packet shall include the Medication Distribution Record along with the medications. This information shall accompany the

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youth to the detention center for the ITN van at the specified time. The receiving residential commitment program will be responsible for picking the youth up from the detention center in the program's catchment area at the specified time.

3. The detention centers shall provide transportation for transfers to a new commitment program if the youth is in secure detention, awaiting placement after the transfer or if the transfer placement is outside of the residential region.
4. The Transportation Coordinator shall register the youth's transport through STARS and provide the Commitment Manager with the confirmation number.
5. Commitment Managers shall be responsible for registering youth for residential commitment program-to-residential commitment program transfers.

**F. Transports for Youth on Home Detention:**

1. The Commitment Manager will advise the Juvenile Probation Officer of the placement. The youth may be held in secure detention for one night prior to the beginning of the transport.
2. The Juvenile Probation Officer will immediately notify the Commitment Manager and the Transportation Coordinator if the youth will not be reporting to the detention center for transport.
3. The Juvenile Probation Officer will inform the youth and parent/guardian to arrive at the detention center at the scheduled date and time with all required documents for an ITN transport.
4. The Transportation Coordinator will immediately report when a youth fails to arrive for transport by emailing whoever received the confirmation for ITN transport.
5. The Transportation Coordinator shall cancel the scheduled transport within STARS and notify the Transportation Coordination Center when the youth fails to appear for transport.
6. The Juvenile Probation Officer will follow up with the youth and parent/guardian to determine why the youth failed to arrive at the detention center for transport, and if necessary will request an order to take into custody.

**G. Interstate Compact Transports:**

1. Interstate Compact shall coordinate with the Transportation Coordination Center, providing all necessary information concerning flights, physical descriptions and other information necessary to ensure the transport can be successfully completed. This information will be printed on the face of the Transportation Order and will be electronically mailed to the local transportation coordinators involved in the transport. Interstate Compact arrangements are to be made with the Transportation Coordination Center prior to 2 p.m. for youth requiring transportation assistance the next day.
2. The Transportation Coordination Center shall register all transportation services for cases involving Interstate Compact, and notify the appropriate detention center to execute



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the transport. Each detention center must have trained transportation staff for airport deliveries and pickups.

**H. Detention:**

1. The Detention Superintendent or their designee shall be responsible for transportation services in their catchment area, designating a Transportation Coordinator who handles day-to-day activities and reports directly to the assistant superintendent who provides oversight for transportation.
2. The Transportation Coordinator shall enter and coordinate transport requests for all youth originating at their designated detention center. Registration of youth shall include working with regional commitment staff to schedule transports for youth being placed in residential commitment programs.
3. The Transportation Coordinator shall coordinate with the Juvenile Probation Officer to ensure required documents are at the detention center prior to the youth being transported.
4. The Transportation Coordinator shall assist with retrieving youth being placed, who may be on home detention or electronic monitoring, to ensure the youth is delivered to the detention center in time for the scheduled transport.
5. The Transportation Coordinator shall notify the Transportation Coordination Center each Friday morning of the availability of vans for transportation for the next week.
6. The Transportation Coordination Center shall disable vans noted by the local Transportation Coordinator as surplus or relocated to another detention center in the STARS program.
7. Each secure vehicle shall include two detention transporters, one of which must be gender appropriate for the youth being transported.
8. In case of an emergency, vehicle breakdown, or accident, the detention transporters shall contact, in addition to the sending program, one of the following: the nearest detention center, residential placement, Department of Corrections facility, or law enforcement agency for appropriate assistance. If a youth in custody escapes, one staff shall remain to control the other youth and call for assistance. The second staff shall pursue the escapee.
9. Youth and staff are not permitted to eat, smoke, and play radios or taped music while youth are in the vehicle. Detention transporters must observe all traffic laws. All persons riding in state vehicles or personal vehicles while on state business shall use seat belts.
10. Detention transporters shall report any problems with vehicles to the Transportation Coordinator. Detention transporters shall fill out their vehicle log sheet (noting any problems with the vehicle) and ensuring there is at least a half tank of gas in the vehicle at the end of the work day.

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**I. Transportation Coordination Center (TCC):**

The Transportation Coordination Center is located within the Department of Juvenile Justice Headquarters. The Transportation Coordination Center shall be responsible for the following:

1. Troubleshoot issues that involve transports with the Transportation Coordinators.
2. Maintain the locations database for any new locations that need to be added to the system.
3. Reconcile temporary youth in the JJIS database (for the purposes of transport).
4. Act as a back-up requestor site for any detention center (such as when computer problems arise).
5. Optimize and generate the transportation manifest to ensure maximum usage of vehicles and personnel.
6. Review the transportation manifest.
7. Develop reports using data contained in the database to provide required information to the Legislature.
8. Provide assistance to Transportation Coordinators.
9. Coordinate transport requests for Interstate Compact.
10. Coordinate Interstate Compact transport with the Transportation Coordinators to ensure they have all the necessary information needed for the transport or pick-up (e.g., physical and clothing descriptions, locator numbers, flight information and where the youth is to be transported once back in Florida, etc.)

**III. RESPONSIBILITY AND DUTIES**

**A. Residential Services**

1. The Commitment Manager is responsible for contacting the Transportation Coordinator, where the youth is detained, to arrange transportation of a committed youth for placement in a residential commitment program.
2. The Commitment Manager should not register youth to travel to placement on Monday. The ITN does not transport over the weekends, so admission dates need to be planned accordingly. All requests to register a youth will be documented and confirmed by email.
3. The Commitment Manager shall notify the Juvenile Probation Officer and the receiving program of the planned placement and transportation arrangements.
4. The residential commitment program shall be responsible for transporting new admissions from the local detention center to the program.
5. The residential commitment program shall provide program-related transportation services for each youth, such as, Medical/Dental appointments, work site/Community Service projects, counseling appointments with community agencies, emergency transportation, transportation

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to and from home visits and releases/discharges.

6. The residential commitment program shall transport youth who have been administratively transferred from one residential commitment program to another residential commitment program, when the new program is within 100 miles of the transferring program.
7. The Commitment Manager shall be responsible for registering the youth with the Transportation Coordinator for program-to-program transfers.
8. The residential commitment program shall be responsible for transporting youth to the local detention center for program transfers.
9. The residential commitment program, in coordination with the Juvenile Probation Officer, shall be responsible for developing a transition plan that includes an anticipated release date and identifies any known transportation concerns.

**B. Probation and Community Intervention**

1. The Juvenile Probation Officer will inform the youth and parent/guardian to arrive at the detention center at the scheduled date and time with all required documents for an ITN transport.
2. For youth on medications and scheduled for ITN transport, the Juvenile Probation Officer will advise the youth and parent/guardian that a **7 day supply** of medications must accompany the youth at the time of transport. Medications must be in the original container(s), and the container(s) must reflect valid prescription date(s) within the last **30** days for psychotropic medication and **90** days for other medications.
3. If a youth fails to arrive at the designated date and time for transport, the Juvenile Probation Officer will follow up with the youth and parent/guardian to determine why the youth failed to arrive at the detention center for transport, and if necessary will request an order to take into custody.
4. The Juvenile Probation Officer will notify the residential program three (3) working days prior to any scheduled court hearings so the residential commitment program can arrange ITN transport to the hearing(s).
5. For youth court ordered Incompetent to Proceed, the Juvenile Probation Officer shall complete the Incompetent to Proceed Checklist including all required documents.
6. The Juvenile Probation Officer, in coordination with the residential commitment program, will be responsible for developing a transition plan that includes an anticipated release date and the return of the youth home after completion of the program, identifying any known transportation concerns.
7. If all family transportation options have been exhausted the Juvenile Probation Officer, in coordination with the residential commitment program will meet at a pre-arranged location, if the youth under the jurisdiction of the Department is returning home between 75 and 300 miles from the program. The meeting point for the transfer of the youth must be flexible so the round trip can take place within 8 hours.

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8. The Juvenile Probation Officer will document efforts the Juvenile Probation Officer and family have taken to secure alternative transportation prior to requesting an ITN transport for a youth to return home.
9. Prior to requesting an ITN transport for a youth to return home, the Juvenile Probation Officer must document all efforts the Juvenile Probation Officer and the family have made to secure alternative transportation and, having been unsuccessful, the necessity of ITN transport. The Juvenile Probation Officer will notify the residential commitment program of the need for ITN transport.
10. The Juvenile Probation Officer will coordinate with the parent/guardian so youth transported by the ITN are met at the designated detention center within 60 minutes of arrival.
11. The Juvenile Probation Officer will provide the detention center with the name(s), and phone number(s) for person(s) identified to take custody of the youth within 60 minutes of the youth's arrival at the detention center, and contact information on the secondary contact person(s) if the parent/guardian fails to arrive within the allotted timeframe.
12. The Interstate Compact Administrator shall make flight arrangements and register youth with the Transportation Coordination Center for cases involving Interstate Compact.

**C. Detention Services**

1. Each detention center shall maintain JJIS/STARS software and coordinate the transportation of youth in the care and custody of the Department in their catchment area with Commitment Managers, residential commitment programs and Juvenile Probation Officers.
2. Detention Services shall provide two transporters per vehicle to execute the daily manifest and to pick-up and drop off each youth to the designated location.
3. Local detention centers will perform their own local transports to courts, medical appointments (from detention only), and any other local appointment the youth may have while in secure detention.
4. Mechanical restraints consisting of waist chains, metal handcuffs, and leg cuffs shall be applied to all youth entering a secure vehicle before departing any facility. The use of this equipment shall be consistent with Protective Action Response Rule 63H-1.001-1.016.
5. Communication between detention centers, residential commitment programs and Juvenile Probation Officers shall include the sharing of critical information regarding a youth's medication/dosages and health/mental health issues. The sharing of this information is even more critical when youth are to be held overnight at any detention center while in transit.
6. When nursing staff are not on-site, and a youth arrives at a detention center from home, non-healthcare detention staff are responsible for reviewing medication labels, determining last dose(s) provided, (by verifying with the parent/guardian if possible), and determining if medication is necessary during the transport of the youth. If determined to be necessary, non-healthcare staff shall document the delivery of medications to youth requiring medication(s) utilizing the MDR (Medication Distribution Record).

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7. All receiving detention centers shall be ready to accept youth when the transporters arrive at their centers.

**IV. ATTACHMENTS**

*Attachment 1 - Medication Distribution Record (for youth being transported)*

*Attachment 2 - Medication Receipt, Transfer & Disposition Form*

*Attachment 3 - Youth Transport Card*