

Central Iowa Juvenile Detention Center

Transporter - Job Description

General Statement of Duties:

Provide safe and secure transportation of juveniles and contracted clients to and from detention, court, placement, appointments, and other approved destinations. All transportation positions are on call only.

Essential Duties and Responsibilities:

- A thorough pat search must be done before transporting.
- Determining and following the most direct route, always travelling on the most major roadway. Personal GPS required.
- Transporters must maintain adequate Auto Insurance and keep Proof of Insurance in their car.
- Transporters must have a cell phone and keep it on and with them at all times while transporting.
- Ability to accurately Log Depart time/mileage and Return time/mileage per trip.
- Functioning as a Liaison between JCS/DHS/Agencies/C.I.J.D.C. Staff.
- Knowledge and Resourcefulness in obtaining road/weather conditions. 511 app recommended.
- Completing payment E-voucher accurately and in a timely manner. Personal internet access required for employment.
- Calculating Departure and Trip time to ensure timeliness of all transports.
- Ability to function as a responsible person, providing good decision making skills.
- Provide safe and secure transportation for non delinquent contracted clients including infants and adults.

Insurance Regulations and Driving Records

CIJDC will access all employee driving records on an annual basis to ensure insurability of all current employees. Current employees may not have more than four moving violations within the last three year period. Potential employees and new hires may not have more than three moving violations within the last three years. Employees who are not insurable jeopardize their employment with CIJDC due to the liability incurred by the agency. Disciplinary action up to and including termination of employment could result from poor driving records in excess of the standards above.

Work Rules/Regulations

- No visitors along on the transport unless approved in advance by a C.I.J.D.C. Administrator.
- Belly chain, ankle shackles and hand-cuffs must be utilized on all **adjudicated or pending delinquent** juveniles.
- Non delinquent juveniles or other contracted, non restraint individuals may NOT be mechanically restrained.
- Avoid all unnecessary stops including excessive restroom breaks and sit-down meals when with the juvenile.
- In conversation with the clients; avoid personal detail, giving advice, being inquisitive, personal attachment.
- Proper CIJDC I.D. must be carried at all times.
- Submit E-vouchers the same day the trip occurs.
- Use proper escorting techniques for mechanically restrained juveniles.
- Dress must be appropriate and demonstrate professionalism.
- Only feed the juvenile a meal if it meets specified criteria.
- Travel directly to and from referred destinations unless the JCO/DHS/CIJDC approves it.
- Transporter and Juvenile/Client must be wearing a seat belt at all times and doors must be locked. Utilize child restraint seat when necessary.
- Make sure all property and medications are safely transported out of reach of the juveniles and transferred to a legal custodian/guardian.
- Thoroughly search your car prior to transporting a juvenile.
- Do not leave a juvenile unattended in your vehicle.
- All Traffic laws must be obeyed at all times.
- Never let a Juvenile out of your sight, only remove Shackles/Handcuffs upon JCO request.

CIJDC is an equal opportunity employer. All persons qualified are encouraged to apply and will be considered without regard to race, creed, color, sex, sexual orientation, national origin, religion, or disability. Veterans will be given preference as required by law.