

JUVENILE TRANSPORT COURT ORDER: INSTATE

(Documentation for Juvenile Transports is sent separate from general transports per the direction of Finance & Administration Cabinet)

- 1) Court Order issued by Judge received by County Sheriff's Office for a Juvenile Transport
- 2) County Sheriff's Office schedules transport depending upon length of drive, number to transport, sex of the juvenile prisoner
- 3) Upon completion of the transport, the Transport Order along with completed Body Receipts are given to the County Sheriff's Administrative staff to complete the Kentucky AOC-34 Form.
 - a. Each transport (possible TO and FROM) is reported on separate boxes
 1. Mileage is based upon the allowance posted on the Finance Cabinet website. (July, Aug, Sept 2023 - \$.46)
 2. Formula on Form AC-34 allows for Guard Mileage (driving to and from the holding facility) and for prisoner mileage one way (Half of the guard's mileage)
 3. An Extra Guard Fee of \$5.00 per hour can be claimed if two deputies transport multiple juveniles during same transport operation. There is NO hourly rate reimbursement for the first guard.
- 4) The completed AC-34 forms and supporting documents are used at the end of the month for the Sheriff's Monthly Fee Claim Summary (Form DOA52). Juvenile transports are now reported separately per the request of Finance and Administration).

