

## **Copper Lake School / Lincoln Hills School Intra Department – Inter Agency Youth Transportation Requests**

### **General Information**

LHS is available Monday through Friday to assist with the transportation of County and State Sanction Youth and youth committed to a type I Juvenile Correctional Institute.

Currently, the optimum days for the southern counties are Thursday / Friday and Monday / Tuesday.  
Lincoln

Hills School will assign one transportation unit to the southern counties to meet transportation needs on those days. Additionally, one transportation unit will be assigned to assist the northern counties on the same days. Other transportation units may be available based on need or already deployed near your county, please confirm with the LHS Shift Supervisor at the time of your request. Due to operational needs CLS/LHS transportation will have priority scheduling but we will make every effort to accommodate county needs immediately or arrange a mutually agreeable alternate date.

Transportation can be requested for the following:

- New commitments to reception at Copper Lake School or Lincoln Hills School. Transportation staff must be provided with a Judgment of Conviction indicting placement to either institution
- Returning youth to CLS/LHS after revocation of aftercare, sanctions, or change of placement.
- Transporting a youth from a Type 2 residential care center (RCC) to CLS/LHS for a sanction.
- Participation in a Transition Team meeting by bringing a youth the home community when the meeting is held there.
- Transportation home upon release from CLS/LHS.

### **Scheduling transportation with LHS**

- Call the LHS at 715- 536- 8386. After the automated prompt messages press 0.
- When the operator answers indicate that you are requesting transportation and ask for the Shift Supervisors office.
- The Shift Supervisor will need the requested date and time of transportation and will confirm arrangements at the time of your call. Please indicate whether the request is for a male or female youth.
- All youth needing transportation must be in custody, at a detention facility, or under the supervision of law enforcement at the time of pick-up

### **Transportation Considerations**

- County agencies will continue to be responsible for transportation of youth to court appearances initiated by the county, such as dispositional hearings on new delinquency adjudications. The Division of Juvenile Corrections at LHS will be responsible for transportation for state initiated matters such as extension hearings.
- For additional information or to assist in scheduling difficulties please call: Bruce Sunde, CLS/LHS Security Director at 715-536-8386, extension 1270