

<b>UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES</b>		
<b>Policy: 01-01</b>	<b>Page 1 of 4</b>	
<b>DEVELOPMENT, COORDINATION, AND APPROVAL OF POLICY AND PROCEDURES</b>		
<p><b>RATIONALE:</b> The purpose of this policy is to define the development, approval, and dissemination process of policy and procedures and to establish a Policy Review Committee. JJYS policies and procedures are used to establish guidelines for directing and controlling the activities of JJYS staff, including staff supervision of, and interactions with, juveniles served by JJYS. JJYS policies and procedures are not used to regulate the general public or outside agencies.</p>		
<b>Original Effective: March 7, 2003</b>	<b>Revision: November 3, 2020</b>	<b>Next Review Due: February 1, 2027</b>

**I. DESCRIPTION**

JJYS staff shall have a clear understanding of their responsibilities in order to properly execute their assigned duties. Policies and procedures shall be made readily available to all JJYS staff. Policies and procedures which apply to minors served by JJYS shall be made available to the affected minors. Policies and procedures shall be consistent with applicable federal law, state law, policies of the Department of Health Human Services, and the mission of JJYS.

**II. DEFINITIONS**

The following terms are defined for this policy as:

- A. **Policies:** Statements that define internal practices and requirements for the conduct of employees and the management of the division and describe “what” is to be followed.
- B. **Procedures:** Statements that define internal practices and requirements for the conduct of employees and the management of the division and describe “how” to implement a policy.
- C. **Policy Review Committee:** develops and modifies JJYS policies in accordance with federal law, state law and policies of the Department

of Health and Human Services ("DHHS") and functions under the direction of the JJYS Director and JJYS Executive Management Team (EMT).

### **III. POLICY**

- A. The development of policies and procedures shall be facilitated through the JJYS state office and coordinated through the JJYS Policy Review Committee.
- B. The Policy Review Committee shall incorporate youth and family voice as well as input from education, health care and other partners when applicable.
- C. APDs shall ensure that revised policies and procedures are trained, changes are implemented, and operation manuals are updated where needed, in each facility/program. Unless otherwise specified by the JJYS Director, the revised policy and procedures shall be effective (30) thirty days after the policy revision date.
- D. JJYS policies and procedures shall follow the format recommended by DHHS.

### **IV. PROCEDURE**

- A. Policy Development
  - 1. The JJYS Director, Deputy Director and Program Directors (PDs) shall designate representatives from each of the following programs to serve on the Policy Review Committee:
    - a) Secure Care
    - b) Detention
    - c) Youth Services Residential
    - d) Youth Services Community
    - e) Case Management
    - f) Training Bureau
    - g) Internal Review
    - h) Rural Representative
    - i) Clinical Representative
    - j) EMT Representative
  - 2. Policy Review Committee members may serve for up to three years and their terms shall be staggered.
  - 3. The Policy Review Committee chair and vice-chair shall be appointed by the PDs and shall serve as follows:
    - a) Vice-chair for one year; and
    - b) The Vice-chair shall assume the position as chair for the second year.

4. The Policy Review Committee shall meet regularly to review and propose revisions for each JJYS policy in accordance with the approved revision schedule established by the committee.
  - a) Review process:
    - 1) The Policy Review Committee shall submit proposed revisions to the EMT for review and approval.
    - 2) After a policy has been reviewed by EMT it shall be sent to the assistant attorney general (AAG) assigned to JJYS for review and input.
    - 3) Policy revision proposals developed by the EMT and the AAG shall be forwarded for review by the JJYS Director.
    - 4) Once the policy has been reviewed, and final revisions have been approved by the JJYS Director, the revised policy and procedures shall be posted on the Department website and distributed to all PDs, Assistant Program Directors (APDs) and designated office specialists.
  - b) Hard copies of JJYS Policy and Procedure shall be updated with the revisions.
5. JJYS staff may recommend the development or revision of policy and procedures at any time by forwarding suggestions to their immediate supervisor. The supervisor shall forward suggestions up the chain of command up to EMT.

## **V. CERTIFICATION OF PROCESS**

- A. The following statement and sections shall be added to the end of all JJYS policies:
  1. "This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the Director."
  2. Director's signature block
  3. Date of signature block
- B. Policies shall be reviewed every three years by the Policy and Procedure Committee to determine effectiveness and appropriateness.
  1. Policies may be reviewed before that time to reflect substantive changes.
  2. Policies shall remain in effect until revised and certified.

**VI. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the director.



Brett Petersen, Director  
Division of Juvenile Justice & Youth Services

01/31/2024

Signature Date