UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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DEVELOPMENT, COORDINATION, AND APPROVAL OF POLICIES AND PROCEDURES	
RATIONALE: To define the development, approval, and dissemination of policies and procedures and to establish a Policy Review Committee. Juvenile Justice and Youth Services (JJYS) policies and procedures establish guidelines for directing and controlling staff activities, including supervision of and interactions with minors served by JJYS. They do not regulate the general public or outside agencies.	

Original Effective: March 7, 2003	Revision: May 29, 2026	Next Review Due: May 29, 2029

I. DESCRIPTION

This policy outlines the requirements for all Utah Division of Juvenile Justice and Youth Services (JJYS) policies, ensuring they are consistent with applicable laws and the division's mission. It establishes a Policy Review Committee, composed of representatives from JJYS programs, to develop and propose revisions to policies. The policy defines the formal review process, which involves submission of revisions from the Policy Review Committee to the Executive Management Team (EMT), the assistant attorney general (AAG), and final approval by the JJYS Director.

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. **Policy Review Committee:** Develops and modifies JJYS policies in accordance with federal law, state law and policies of DHHS and functions under the direction of the JJYS Director and JJYS Executive Management Team (EMT).

C. **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.

III. POLICY

A. Policies and procedures shall be made readily available to all JJYS staff.
B. Policies and procedures which apply to minors served by JJYS shall be made available to the affected minors upon request.
C. Policies and procedures shall be consistent with applicable federal law, state law, policies of the DHHS, and the mission of JJYS and follow the format found in the DHHS style guide.
D. The development of policies and procedures shall be facilitated through the JJYS EMT and coordinated through the JJYS Policy Review Committee.
E. The Policy Review Committee shall incorporate youth and family voice as well as input from education, health care, and other partners when applicable.
F. Division administrative staff and supervisors shall actively train and support Division staff on all policies, and enforce adherence to the requirements of all Division and DHHS policies and procedures. Unless otherwise specified by the JJYS Director, the revised policy and procedures shall be effective 30 days after the policy revision date.
G. JJYS policies shall be renewed and approved at a minimum of every three years.

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) Juvenile Receiving Center
        d) Community Programs
        e) Case Management
        f) Training Bureau
        g) Internal Review
        h) Rural Representative
        i) Clinical Representative
        j) EMT Representative(s)
    2. Policy Review Committee members may serve for up to three years and their terms shall be staggered.

3. The Policy Review Committee co-chairs shall be appointed by the PDs and shall serve for two years and may be reappointed once.
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 AAG assigned to JJYS for review and input.
        3) Policy revisions shall then 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. Revision suggestions shall be forwarded to the EMT through the APD.

B. JJYS Policy Naming Convention
    2. Policy Names shall begin with "JJYS" (for example, JJYS 01-02 Code of Ethics).
    3. JJYS policy numbers shall not be reused after a policy has been published.

V. CERTIFICATION OF PROCESS

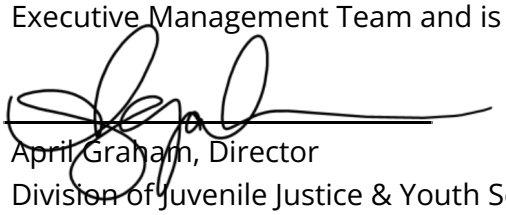
A. Policies shall be reviewed every three years by the Policy Review Committee to determine effectiveness and appropriateness.
    1. Policies may be reviewed before that time to reflect substantive changes.
    2. Policies shall remain in effect until revised and certified
B. The following statement 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

VI. Continuous Renewal

This policy shall be reviewed every three 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.



05/29/2026

April Graham, Director
Division of Juvenile Justice & Youth Services

Signature Date