

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
Policy: 01-07		Page 1 of 2
OPERATIONS MANUALS		
<p>RATIONALE: The purpose of this policy is to ensure that current operations manuals, specific to individual facilities and programs within the Division of Juvenile Justice and Youth Services (JJYS), are readily available to staff. These manuals establish guidelines for directing and controlling the activities of JJYS staff, including their supervision of and interactions with minors served by JJYS facilities and programs. This ensures staff have a clear understanding of their responsibilities to properly execute their assigned duties.</p>		
Original Effective: December 5, 2003	Revision: Oct. 16, 2025	Next Review Due: Oct. 16, 2028

I. DESCRIPTION

This policy ensures that up-to-date Operations Manuals are available to all staff within the Division of Juvenile Justice and Youth Services, specific to each facility and program. These manuals provide essential guidelines for staff activities, including their supervision and interaction with minors, ensuring clear understanding of their responsibilities.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Operations Manuals:** Identify the specific procedures that guide, direct and control operations in JJYS facilities and programs.
- B. **Division Policy:** A statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.

III. POLICY

- A. A current Operations Manual, specific to each JJYS facility and program, shall be made readily available to staff.

- B. Operations Manuals shall be consistent with federal law, state statute, administrative rule, policies of the Department of Health and Human Services (DHHS), and the policies and procedures of JJYS.
- C. Each Program Director (PD) shall be responsible to develop and maintain an Operations Manual that accurately reflects specific and current program procedures. Operations Manuals shall be updated every two years or less, as needed.
- D. Operational procedures may be more specific than, but may not contradict Department and Division policy, as indicated by the needs of the program.
- E. An Operations Manual shall be readily available to staff at the program where they are employed, and on the Division's website.


IV. PROCEDURE

- A. The Assistant Program Director (APD) or a designee shall train new staff on the program operations manual within 90 days of hire. Completion of the training shall be documented in the Onboarding Manual.
- B. Staff shall verify that they have read the operations manual of the program where they are employed.
- C. The APD or a designee shall train all staff on an annual basis or as revisions to the operations manual occur. Verification of training shall be maintained in the employee's personnel file.

V. 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.



April Graham, Director
Division of Juvenile Justice and Youth Services

10/16/2025

Signature Date