

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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OPERATIONS MANUAL		
<p>RATIONALE: The purpose of this policy is to ensure current Operation Manuals, specific to individual facilities/programs within the Division, are available to staff. Operation Manuals will establish guidelines for directing, and controlling activities of Division staff including staff supervision of, and interactions with, minors served by Division facilities/programs.</p>		
Original Effective: December 5, 2003	Revision: June 2, 2023	Next Review Due: June 2, 2026

I. DESCRIPTION

The Division of Juvenile Justice and Youth Services staff shall have a clear understanding of their responsibilities in order to properly execute their assigned duties. A current Operations Manual, specific to each Division facility/program, shall be made readily available to staff. Operations Manuals shall be consistent with federal law, state statute, administrative rule, policies of the Department of Health and Human Services, and the Division’s policies and procedures.

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 Division facilities/programs.
- B. **Division Policy:** is a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.

III. POLICY

- A. The Assistant Program Director (APD) or a designee shall train new staff on the program operations manual within 30 days of hire.
 - 1. Staff shall verify that they have read the operations manual of the program where they are employed.
- B. 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.

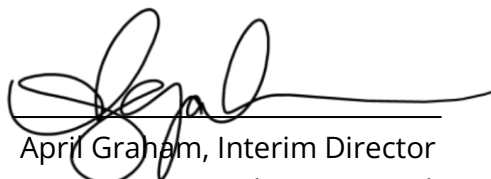
IV. PROCEDURE

- A. Each Program Director (PD) shall be responsible to develop and maintain an operation manual that accurately reflects specific and current program procedures.
- B. Operations manuals shall be updated every two years or as needed.
- C. Operational procedures may be more specific than Department and Division policy as indicated by the needs of the program, but may not contradict.
- D. An Operations Manual shall be readily available to staff at the program where they are employed, and on the Division's web site.

V. 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.



April Graham, Interim Director
Division of Juvenile Justice and Youth Services

06-02-2023

Signature Date