

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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COMMUNITY RELATIONS		
<p>RATIONALE: Coordination and collaboration with community agencies is important to maintain positive working relationships. Accurate information regarding the Division’s mission, core values, goals and programs is necessary to improve community awareness and relations.</p> <p><i>Related Policies, Applicable Standards, Statutes: Government Records Access Management Act (UCA 63G-2); DHHS Policy 06-02 Media and Public Information; 01-02 Records Management and Access</i></p>		
Original Effective: August 11, 2004	Revision: June 2, 2023	Next Review Due: June 2, 2026

I. DESCRIPTION

The Division shall collaborate with allied agencies and strengthen inter-agency, community and legislative partnerships. The Division shall create opportunities to inform and educate the public about Division facilities and programs. A designated Department Public Information Officer (PIO) shall coordinate information and media communication.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **GRAMA:** is Title 63G, Chapter 2, of the Utah Code, also known as the Government Records Access and Management Act. GRAMA governs records maintained by State Agencies and establishes guidelines related to public access to those records.
- B. **Public Information Officer (PIO):** is a person employed by the Department for the purpose of providing accurate information in a timely manner and coordination of media events including releases, advisories, interviews and

other news media contacts.

III. POLICY

- A. The Division Director, or designee, shall meet regularly, and as needed, with the Board of Juvenile Court Judges, the Department of Health and Human Services Executive Leadership Team, the Utah Commission on Criminal and Juvenile Justice (as directed by the Department Director), the Utah Board of Juvenile Justice, the State Board of Education, Utah Crime Victims' Council and private-sector partners.
- B. Program and facility administrators shall meet regularly, and as needed, with representatives of the Juvenile Court, law enforcement, and other allied agencies regarding policy development, service planning and coordination of services.
- C. Staff may be designated to coordinate community relations activities for a facility or program including, but not limited to, public speaking, presentation, and/or interviews, with the approval of the APD and PD.
- D. Staff shall not represent the Department or the Division without prior APD and PIO approval. Staff shall not discuss matters that are private, protected, or controlled pursuant GRAMA, in accordance with DHHS Policy 06-02 Media and Public Information.

IV. PROCEDURE

- A. Division staff shall participate in relevant meetings with state and local boards of education, county human services, community councils, citizen groups, and other related agencies, as needed.
- B. If an allied agency or other person requests non-public information, such a request will be managed in accordance with DHHS Policy 06-02 Media and Public Information, and in compliance with GRAMA. The request shall be sent to the Division Records Officer immediately, because record requests are time sensitive.
- C. Under the supervision of the Deputy Director and with guidance from the Division Director and Program Directors, Division Staff shall conduct community relations activities to inform and educate the public, law enforcement, news media, colleges and universities, courts, and allied agencies of the Division's work, programs and philosophies.
- D. In accordance with DHHS Media and Public Information Policy 06-02, a Department PIO shall coordinate media communication or in some cases,

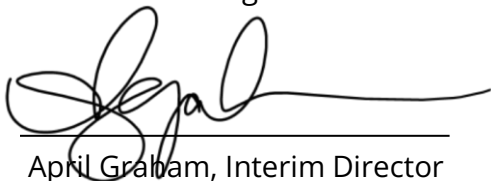
authorize staff to represent the Division with media. When any staff is contacted by the news media, staff shall:

- A. Take the reporter's name, outlet, deadline and contact information
- B. Refer the news media to the assigned Department PIO
- C. Report the contact to their supervisor and APD
 - 1. When leaving a voice message regarding contact, include information from G.1.
- D. Never discuss or share information "off the record."
- E. Report contacts regarding controversial or highly sensitive issues to the PIO and APD in person or by phone.

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

06/02/2026

Signature Date