| UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES<br>POLICY AND PROCEDURES | |
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| **WARRANTS** | |
| **RATIONALE:** The Division is responsible for the safety and security of minors in Division custody. Warrants may be issued to address the safety of the community and the safety and accountability of the minor.<br><br>*Related Policies, Applicable Standards, Statutes: UCA 53-10-108, 80-5-201, 80-6-202, 05-15 Incident Reporting.* | |

| **Original Effective:**<br>**July 2, 2004** | **Revision:**<br>**September 1, 2026** | **Next Review Due:**<br>**June 27, 2028** |
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## I. DESCRIPTION

This policy outlines the specific circumstances under which each type of warrant (Warrant for Detention, Warrant for Return to Placement, Facility Warrant, and Warrant of Retake) is used and who is responsible for initiating the request. This provides clear guidance on the proper application and process for obtaining warrants for minors under the Division's jurisdiction or the Youth Parole Authority (YPA).

## II. DEFINITIONS

The following terms are defined for this policy as:

A. **Escape :** A minor leaving without authorization from a secure detention or secure care facility to which the minor has been committed. It includes leaving during transit to or from such a facility or while participating in sanctioned offsite activities.
B. **Missing:** A minor leaving without authorization from a community-based placement. It includes leaving during transit to or from such a program or while participating in sanctioned off-site activities.

C. **Warrant for Detention:** An order by a judge which commands that a minor under the jurisdiction of the Juvenile Court be detained in a place of confinement, (e.g., juvenile detention or jail).
D. **Warrant to Return to Placement:** An order by a judge which commands that a minor under the jurisdiction of the Juvenile Court be detained by law enforcement and returned to the previous community-based placement.
E. **Facility Warrant:** A warrant issued by the YPA which commands that a minor who is outside of secure confinement be returned to the secure facility.
F. **Warrant of Retake:** Issued by the YPA which commands that a minor under the jurisdiction of the YPA be detained in a place of confinement because the minor committed a violation of the terms of parole, and presents a potential threat to themselves or the community.
G. **Utah Criminal Justice Information System (UCJIS):** A secure computer network managed by the Utah Bureau of Criminal Identification. It links local, state, and federal databases to provide authorized personnel with critical public safety data.
H. **Terminal Agency Coordinator (TAC):** The terminal agency coordinator is responsible for entering data for the Division into UCJIS.

## III. POLICY

A. The Division shall issue or request that a court issue a warrant whenever a minor in the care of the Division has escaped or gone missing from their placement and presents a danger to themself or others, or has violated federal or state law.
B. Warrant for Detention
    1. A Warrant for Detention is used for a minor under the jurisdiction of the Juvenile Court.
    2. Only a judge may activate a Warrant for Detention.
C. Warrant for Return to Placement
    1. A Warrant for Return to Placement is used for a minor under the jurisdiction of the Juvenile Court.
    2. Only a judge may activate a Warrant for Return to Placement.
D. Facility Warrant
    1. A Facility Warrant is used for a minor who is under the direct supervision of a secure care facility and under the jurisdiction of the YPA.
    2. A Facility Warrant is issued by the YPA.

E. Warrant of Retake
    1. A Warrant of Retake is used for a minor who has been paroled from a secure care facility and is under the jurisdiction of the YPA.
    2. A Warrant of Retake is issued by the YPA.
F. Division staff shall request warrants in accordance with program operation manuals.
G. A case manager shall request that the TAC enter a warrant in UCJIS if a minor in the custody of JJYS who is over age 18 is absent without leave.

## IV. PROCEDURE

A. Warrant for Detention
    1. The assigned worker and their supervisor are responsible for drafting an affidavit for a Warrant for Detention and submitting it to the Juvenile Court when a minor:
        A) Is under Court jurisdiction and escapes from detention;
        B) Is missing from a Division community placement, including home placement;
        C) Demonstrates violent, aggressive, or unsafe behavior that creates a risk to self or others in violation of their needs assessment service agreement; or
        D) Violates federal, state, or local laws.
    2. The assigned home detention worker and their supervisor are responsible for drafting the Affidavit in Support of Home Detention Violation Warrant for minors who have violated the terms of their Alternative to Detention Contract.
B. Warrant for Return to Placement
    1. The case manager and their supervisor are responsible for drafting an affidavit for a Warrant for Return to Placement and submitting it to the Juvenile Court when a minor is missing from a Division community placement, including home-placement.
C. Facility Warrant
    1. A Facility Warrant may be requested from the YPA by a supervisor, APD in a secure care facility, or a case manager, when a minor escapes from a secure care facility;
D. Warrant of Retake
    1. A Warrant of Retake is used for a minor who has been paroled from a secure care facility and is under the jurisdiction of the YPA. The case

manager and their supervisor are responsible for drafting an affidavit for a Warrant of Retake and submitting it to the YPA when a minor:

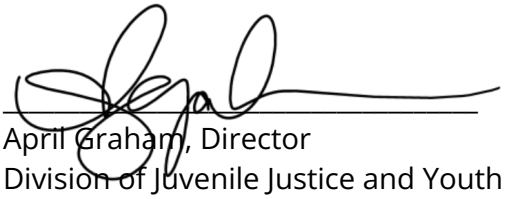
A) Violates the terms of their parole agreement while on parole from a secure care facility;
B) Is missing from a community placement, including home-placement,
C) Demonstrates serious or unsafe behavior that violates the rules of their placement; or
D) Violates federal, state, or local laws.

E. Division staff having knowledge that a minor has escaped or is missing shall follow policy 05-15 Incident Reporting to ensure proper notification regarding the incident. The facility APD or designee shall immediately notify the Program Director.
F. Staff shall complete an incident report for each incident in which a minor escapes or goes missing and shall follow policy 05-15 Incident Reporting to ensure that proper notification, classification and report dissemination has occurred.
G. Utah Criminal Justice Information System (UCJIS) Process
    1. The assigned case manager or designee shall complete the UCJIS entry form for the minor and submit it to the TAC.
    2. The TAC shall review the submitted information to ensure all required details are accurate.
    3. The TAC shall complete the entry of information into UCJIS by the conclusion of the next business day.
    4. As soon as practicable after a minor is booked into detention on a warrant ,but no later than 48 business hours after the minor is booked, the assigned case manager or designee shall provide notification to the TAC.
    5. The TAC shall clear the minor's UCJIS entry by the conclusion of the following business day.
    6. The “Commissioner and Director of BCI” will be notified if misuse of UCJIS information is suspected

## 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

09/01/2026
Signature Date