

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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FINGERPRINTS AND PHOTOGRAPHS		
<p>RATIONALE: <i>To ensure staff comply with state and federal law, as well as Division and Department of Health and Human Services' policies, regarding law enforcement investigations and the collection of fingerprints and photographs of minors.</i></p> <p><i>Related Policies, Applicable Standards, Statutes: UCA §80-6-608, Rule 27 Utah Rules of Juvenile Procedure</i></p>		
Original Effective: May 14, 2015	Revision: May 30, 2025	Next Review Due: May 30, 2028

I. DESCRIPTION

This policy outlines procedures to collect and share fingerprints and photographs of minors, primarily those aged 14 or older involved in felony-level offenses or with court orders. It specifies guidelines for obtaining these records, including when parental consent is required and how the information is stored within the CARE system. The policy emphasizes compliance with Utah state law (UCA §80-6-608) and the use of accurate, unedited digital photographs for identification purposes.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Bureau of Criminal Identification (BCI):** The state agency that maintains a repository of criminal records (submitted by state law enforcement agencies) used by criminal justice agencies for criminal investigations and other organizations for employment and licensing purposes.
- B. **Courts and Agencies Record Exchange (CARE):** The shared case management system used by JJYS and the Juvenile Court.

III. POLICY

A minor's fingerprints and photographs shall be obtained and shared in accordance with Utah Code §80-6-608.

IV. PROCEDURE

A. Fingerprints

1. Designated trained staff in detention centers shall collect fingerprints of each minor age 14 years or older as follows:
 - a) Staff shall collect fingerprints of a minor, age 14 years or older who is alleged to have committed an offense that would be a felony if committed by a person 18 years or older.
 - b) Staff shall collect fingerprints of a minor, age 14 years or older coming to detention with a court order for the purpose of being fingerprinted.
 - c) Staff shall collect fingerprints of a minor under 14 years of age if there is a valid court order. A court order in the form of a verbal authorization from a judge shall be documented in the minor's CARE record, including the date, time, and the name of the judge.
 - d) Before collecting fingerprints staff shall check CARE Critical Messages under Case Info to determine if fingerprints have already been collected for the minor. This will be indicated by the presence of a "Fingerprinted" Critical Message.
 - e) Staff who collect fingerprints shall submit them to BCI and shall enter a "Fingerprinted" Critical Message in CARE to indicate that the minor's fingerprints have been collected.

B. Photographs

1. Designated staff in detention centers shall take photographs of each minor age 14 years or older as follows:
 - a) Staff shall photograph each minor, age 14 years or older, who is alleged to have committed an offense that would be a felony if committed by a person 18 years or older.
 - b) Staff shall photograph each minor, age 14 years or older, coming to detention with a court order for the purpose of being photographed.
2. Staff shall only photograph a minor under 14 years of age if there is a valid court order to do so. A court order in the form of a verbal authorization from a judge shall be documented in the minor's CARE record, including the date, time, and the name of the judge.
3. Staff shall check CARE to determine if a minor already has a photograph in the system, and if so, shall take new photographs at least annually or more often if photos already in the system are outdated or if the minor's appearance has changed significantly.

4. Photographs shall be taken with division issued equipment and uploaded into CARE following the procedures in the operations manual. Photographs from social media shall not be uploaded to CARE as an official photo in CARE of the minor. Photographs shall:
 - a) Be taken in color without filters or editing.
 - b) Be taken in front of a plain white or a solid-colored background.
 - c) Be taken in full-face view directly facing the camera.
 - d) Show a neutral facial expression and both eyes open.
 - e) Be taken in clothing that the minor would normally wear on a daily basis.
 - f) Not show hats or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. The full face must be visible and the head covering must not cast any shadows on the minor's face.
 - g) If a minor normally wears a hearing device or similar articles, they may be worn in the photo.
 - h) Not be taken with the youth wearing eyeglasses. Remove eyeglasses if they cause a glare in the photograph.
 - i) Include from the shoulder up to the top of the head.
5. Staff shall refer all requests for photographs to the supervisor or the APD. Photographs may be released to the following individuals or agencies upon valid request:
 - a) State and local law enforcement agencies;
 - b) The Juvenile or District Court; or
 - c) Other facilities or programs within the Division.

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.



Brett M. Peterson, Director
Division of Juvenile Justice and Youth Services

05/30/2025

Signature Date