

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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Facility Access		
<p>RATIONALE: The purpose of this policy is to ensure that the safety and security of Division facilities, staff, and minors is maintained and that confidentiality of minors and their families is preserved.</p> <p><i>Related Policies, Applicable Standards, Statutes:</i> Policy 01-02A Volunteer Code of Ethics; Policy 01-14 Personal Electronic Devices.</p>		
Original Effective: October 15, 2004	Revision: December 12, 2022	Next Review Due: December 12, 2025

I. POLICY STATEMENT

Access to Division facilities and programs shall be restricted to Division staff, staff of allied agencies, and other persons with direct responsibility for services. Members of the general public shall only be granted access to Division facilities with prior approval from the Assistant Program Director (APD), if they are authorized to visit an individual confined to a Division facility or if they are receiving Division services. News media representatives shall be granted access to Division Facilities with prior approval from the Division Director. All persons entering the secure area of a Division facility are required to be scanned by a metal detector.

II. DEFINITIONS

- A. **Allied Agencies:** Community partners and providers that contract with the Division or provide services for minors in Division care.
- B. **General Public:** Any person who has no direct connection with or responsibility to the Division or the Division’s clients.
- C. **Metal Detector:** A walk-through electronic device that gives an audible or other signal when it is close to metal.
- D. **Clean Scan:** A designation indicating that a person being scanned by a metal detector or wand is not in possession of prohibited metallic objects.
- E. **Wand:** A hand held electronic device that is passed over an individual by staff to detect metal items and gives an audible or other signal when it is close to metal.
- F. **Secure Facility:** A JJYS facility or section of a facility used to house minors in the custody of JJYS, by order of the courts, or by law enforcement in the interest of public safety.

- G. **Secure Area:** The portion of a facility where the general population of minors in a secure facility engages in their daily activities (includes visiting areas and hearing rooms).
- H. **Visitor:** An individual that is requesting access to the secure facility that is not a Division employee, law enforcement professional on official business or staff of an allied agency on official business.
- I. **Personal Electronic Device:** A device capable of collecting, storing, transmitting, or processing electronic data or images including, but not limited to: cell phone, tablet computer, personal music or video player, video game device, mobile network storage device, or other recording device.

III. POLICY

- A. Access to Division facilities and programs is restricted to Division staff, staff of allied agencies, and other persons with direct responsibility for services. Members of the general public shall only be granted access to Division facilities with prior approval from the Assistant Program Director (APD) of the facility.
- B. All facilities shall be equipped with walk through metal detectors and hand held "wand" metal detectors.
- C. All visitors and minors are required to receive a clean scan prior to entering any secure area of a Division facility. All staff will be required to receive a clean scan prior to entering a secure unit of a Division secure facility.
- D. Before entering the facility, staff shall ask visitors to leave all personal belongings in their vehicles or lockers provided in the facility, if available.

IV. GENERAL PROCEDURES

- A. Division staff shall not allow unauthorized visitors to enter any secure area of a Division facility/program without prior approval from the APD.
 - 1. Approval for access to the secure area of the facility shall be limited to individuals and groups who provide a specific service to the Division and its clients.
 - 2. Family or friends of Division staff, who are visiting the staff, shall remain in the reception area and be met by the staff member in this area. Family and friends shall not be allowed access to the secure area of the facility.
 - 3. Division staff shall deny access to persons who do not have legitimate business at the facility.
 - 4. In order to maintain safety, security and supervision, Division staff shall refrain from lingering at a facility/program where they are not scheduled to work without authorization from a supervisor or APD.
- B. Division staff shall allow access to agencies conducting investigations (e.g, law enforcement, child protective services or licensing).
- C. Known felons shall not be granted access to Division facilities or programs.

1. Exceptions may be made by the assigned Program Director for:
 - a. Contractors performing critical needs and facility projects who have limited access to minors and are supervised by a Project Manager or Division staff.
 - b. Volunteers who have met the security and clearance requirements of Code of Ethics for Volunteers, policy 01-02A, and only interact with a group of minors who are directly supervised by Division staff.
 - c. Such exceptions must be approved in writing and in advance by the APD.
 2. This restriction on access does not apply to:
 - a. Visits by parents or family members of minors in the care, custody, or control of the Division; or
 - b. Private providers contracted by DHHS/JJYS to provide services to minors.
- D. Individuals and groups may be allowed to participate in special events in a Division facility/program with prior approval from the APD in accordance with Volunteer Code of Ethics policy, 01-02A.
- E. Division staff shall prohibit visitors from using facility equipment or being involved in any facility programming, unless otherwise approved by the APD.
- F. The Division Director, in consultation with the assigned PD and APD, may limit access to division facilities/programs in exigent circumstances.

V. METAL DETECTOR PROCEDURES

- A. Visitors
1. Staff shall ask visitors to walk through the metal detector with staff paying close attention to the alarms on the metal detector.
 2. When a visitor reports having an implanted medical device, they will provide documentation of said device. A note shall be placed in the visitor log indicating the medical device.
 - a. If the visitor is unable to walk through a metal detector due to an implanted medical device, a wand shall be used to search the individual.
 3. Visitors may not enter a Division facility until they have a clean scan.
 - a. In the event that the metal detector does alarm, staff will identify where the metal was located on the alarm and ask the visitor again, "Do you have any items that might set off the metal detector?" After items are removed, staff will ask the visitor to enter the metal detector a second time, continuing to observe the metal detector's warning system, and alarms. If the metal detector alerts a second time, the visitor will be asked to remove the article that may be causing the alarm (belt, boots, and shoes). This shall be done within reason.

4. If the metal detector does not alarm, visitors may be allowed to enter the secure area.
5. Visitors who do not have a clean scan will be denied entrance to the secure area of a Division facility.

B. Staff

1. All staff shall be scanned by a metal detector and receive a clean scan by a metal detector prior to going to any secure unit. Staff shall walk through the metal detector with their hands to their sides. Those monitoring the metal detector will pay close attention to the alarms.
2. When staff report having an implanted medical device, they will provide documentation of said device to the APD. A note shall be placed in control indicating that this staff member will set off the alarm.
 - a. If the staff member is unable to walk through a metal detector due to an implanted medical device, a wand shall be used to search the staff member.
3. Division employees on official business may enter the secure area of the building unaccompanied after receiving a clean scan.
4. Staff members who do not have clean scans will be denied access to the secure area of a Division facility.

C. Allowable/Prohibited Items


1. Professional Visits
 - a. Allowable items include:
 - i. Authorized electronic devices (see policy 01-14 Personal Electronic Devices) may be allowed and used by professionals for official business only;
 - ii. Writing utensil;
 - b. Prohibited items include:
 - i. Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used as a weapon (e.g. tools, scissors, metal beverage container, sporting equipment);
 - ii. Bags, briefcases and the like; and
 - iii. Outside food items.
2. Family Visits
 - a. Prohibited items include:
 - i. Electronic devices;
 - ii. Weapons (e.g. sharp metal objects, knives, firearms, clubs) or anything that could be used or fashioned as a weapon (e.g. tools, scissors, metal beverage container, sporting equipment);
 - iii. Bags, briefcases and the like; and
 - iv. Outside food items.

3. Facility Staff (includes all employees working in a building or those who provide contracted services, including non-secure or administrative areas)
 - a. Employees shall leave personal belongings in their locker (where available) or administrative/designated area or personal vehicle.
 - b. If personal belongings are needed during the shift, they must be in a clear bag (provided by the facility).
 - c. Staff shall show the clear bag to control room staff prior to entering the units.
 - d. Personal electronic devices are prohibited unless approved by the APD (see policy 01-14 Personal Electronic Devices).
 - e. Prohibited metallic items include but are not limited to: knives, firearms and sharp metal objects. Metal beverage containers are not allowed in areas where minors have access.
 - f. Case Managers may bring their computer to team meetings in conference rooms of secure facilities for work related purposes.
4. Non-facility employees and volunteers
 - a. All items brought into the facility must be approved or pre-approved by a facility Supervisor or APD and documented.
5. The facility APD has discretion to prohibit any item from being brought into a secure area of a Division facility if the APD determines that the item poses an unreasonable risk to the safety or security of the facility or its occupants.

VI. 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 (Dec 19, 2022 11:33 MST)
April Graham, Interim Director
Division of Juvenile Justice and Youth Services

12/19/22
Signature Date