UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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Facility Access	
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. *Related Policies, Applicable Standards, Statutes:* Policy 01-02-1 Volunteer Code of Ethics; Policy 01-14 Personal Electronic Devices; 04-06 Visitation.	

Original Effective:	Revision:	Next Review Due:
October 15, 2004	**June 19, 2025**	**June 19, 2028**

I. DESCRIPTION

This document outlines policy for access to JJYS facilities. It details who is permitted entry, the procedures for metal detection, and what items are allowed or prohibited. Access is restricted to staff, allied agency staff, and those with direct responsibility for services. General public access requires prior approval. All individuals entering secure areas must undergo metal detection, and specific rules apply to visitors, staff, and professionals regarding personal belongings and electronic devices.

II. DEFINITIONS

A. **Allied Agencies**: Community partners and providers that contract with the Division or provide services for minors in Division care.
B. **Clean Scan:** A designation indicating that a person being scanned by a metal detector or wand is not in possession of prohibited metallic objects.
C. **General Public:** A person who has no direct connection with or responsibility to the Division or the Division's clients.
D. **Metal Detector:** A walk-through electronic device that detects metallic items identified by an audible or other signal.
E. **Personal Electronic Device:** A device capable of collecting, storing, transmitting via Wi-Fi, or processing electronic data or images. This includes, but not limited to: cell phones, tablets, Wi-Fi enabled or data enabled

smartwatches and smart glasses, personal music or video player, video game device, thumb drives, or other recording or storage devices.

F. **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).
G. **Secure Facility:** A Division facility that is considered a place of confinement where minors are remanded, such as detention or long-term secure care.
H. **Visitor:** An individual requesting access to a facility that is not a Division employee, law enforcement professional on official business, or staff of an allied agency on official business.
I. **Wand:** A hand held electronic device that is passed over an individual by staff to detect metallic items identified by an audible or other signal.

III. POLICY

A. Access to Division facilities and programs is restricted to Division staff, staff of an allied agency, 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. News media representatives shall be granted access to Division facilities with prior approval from the Division Director.
C. JJYS secure facilities shall be equipped with walk through metal detectors and hand held wand metal detectors.
D. Visitors and minors are required to receive a clean scan prior to entering a secure area of a Division facility. Staff shall receive a clean scan prior to entering a secure unit of a Division secure facility.
E. Visitors shall leave all personal belongings in their vehicles or lockers provided in the facility, if available.

IV. PROCEDURES

A. Division staff shall not allow unauthorized visitors to enter a secure area of a Division facility or 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 a facility.

3. Division staff shall deny access to persons who do not have legitimate business at the facility.
4. Division staff entering a facility or program for the purpose of visiting youth shall receive prior approval from the facility APDs and the Case Management APD (for minors in JJYS custody). This shall be documented in a CARE note and reviewed every 90 days in a professional staffing.

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 01-02-1, and only interact with a group of minors who are directly supervised by Division staff.
   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 or 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, 01-02-1.

E. Division staff shall prohibit visitors from using facility equipment or being involved in facility programming, unless approved by the APD.

F. The Division Director, in consultation with the assigned PD and APD, may limit access to division facilities and programs.

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 show documentation of said device. Staff shall document on the approved visitor list indicating the medical device.
   3. 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.

4. Visitors may not enter a Division facility until they receive 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?”
    B) 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.
    C) If the metal detector alerts a second time, the visitor will be asked to remove the article that may be causing the alarm (e.g. belt, boots, or shoes). This shall be done within reason.
5. If the metal detector does not alarm, the visitor may be allowed to enter the secure area.
6. Visitors who do not receive a clean scan shall be denied entrance to the secure area of a Division facility.

B. Staff
    1. Staff shall be scanned by a metal detector and receive a clean scan prior to entering a secure unit. Those monitoring the metal detector shall pay close attention to the alerts and ensure a clean scan is given prior to allowing entry.
    2. The secure facility APD, or designee, shall be responsible for secure entry of individuals entering the secure facility. If the designated staff is not a supervisor or higher, the APD or other designated manager, shall conduct a weekly (at minimum) video review of the shift change clean scan entry.
    3. When a staff member reports having an implanted medical device, they will show documentation of said device. Staff shall document that a medical device is necessary on form 05-16A Implanted Devices-Metal Detector.
    4. 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.
    5. A Division employee on official business may enter the secure area of the building unaccompanied after receiving a clean scan.
    6. Staff members who do not have clean scans shall be denied access to the secure area of a Division facility.

C. Allowable and Prohibited Items
    1. Professional Visits
        A) Allowable items include:
            1) Authorized electronic devices (01-14 Personal Electronic Devices) used by professionals for official business only;

2) Writing utensil; and
3) Legal documents from the minor's attorney(s).

B) Prohibited items include:
1) 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);
2) Bags, briefcases, and the like;
3) Outside food items; and
4) Other outside items may not be delivered for minors residing in a JJYS facility.

2. Family Visits
A) Prohibited items include:
1) Electronic devices;
2) 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);
3) Bags, briefcases, and the like; and
4) Outside food items; and
5) Other outside items may not be delivered for minors residing in a JJYS facility.

3. Facility Staff (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), a 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) and kept in a secure area, out of contact with minors.
C) Staff shall show the clear bag to the staff member monitoring entry prior to their entering the units.
D) Personal electronic devices are prohibited unless approved by the APD (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 secure facilities for work related purposes.

4. Non-facility employees and volunteers may only bring items approved by a Supervisor or APD.

5. The facility APD has discretion to prohibit an item from being brought into 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 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

06/19/2025
Signature Date