UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
Policy: 05-18	**Page 1 of 4**
LAW ENFORCEMENT ASSISTANCE	
RATIONALE: Local law enforcement should be contacted and assistance requested as needed to maintain safety and security. *Related Policies, Applicable Standards, Statutes: JJYS Policy 05-01 Warrants; 05-02 Searches; 05-09 Evidence; 05-15 Incident Reports*	

Original Effective: July 2005	Revision: June 27, 2025	Next Review Due: June 27, 2028

I. DESCRIPTION

The policy outlines the Utah Division of Juvenile Justice and Youth Services (JJYS) policy regarding law enforcement assistance in both emergency and non-emergency situations. It details the procedures staff should follow when contacting law enforcement, including when to call, who to notify, and how to document the interaction. The policy emphasizes ensuring the safety and security of minors, staff, and visitors in Division facilities and programs.

II. DEFINITIONS

The following terms are defined for this policy as:

A. **Emergency situation:** Refers to an instance in which a minor, staff, volunteer, or visitor is in imminent danger or risk of personal injury. Emergency situations that may require law enforcement assistance include, but are not limited to, a fire, a riot, a hostage situation, a minor has barricaded themselves in their room and it is unsafe for the staff to enter or respond without posing a serious safety concern, or a minor brandishing a weapon.

B. **Law Enforcement Assistance:** Refers to assistance provided to Division staff by personnel of a law enforcement agency during an emergency or non-emergency event.
C. **Non-emergency situation:** Refers to an instance in which law enforcement assistance is needed for an event which is not an emergency, including, but not limited to, serving a warrant or pick-up order, retrieving evidence, supervising a search in the community, or interviewing a minor regarding potential criminal charges.

III. POLICY

A. Division staff may contact a local law enforcement agency for assistance when needed to ensure the safety and security of minors in the care, custody, or control of the Division, the staff, volunteers and visitors in Division facilities and programs.

IV. PROCEDURE

A. Emergency Situation Law Enforcement Assistance
    1. When staff believes an emergency situation exists which presents an immediate threat, staff shall first contact and request immediate assistance from a local law enforcement agency and then shall notify the facility Assistant Program Director or the next person in the chain of command.
    2. Staff shall follow the further crisis response instructions which are located in the emergency response manual in each Division facility or program.
    3. When law enforcement personnel are called to assist with an emergency situation, staff shall allow law enforcement personnel to take the lead in managing the emergency. Staff shall follow instructions and provide support when requested by law enforcement personnel.
    4. Staff shall allow law enforcement personnel to bring their weapons and other equipment as needed, into the Division facility or program when responding to an emergency situation. This is applicable even in secure facilities where such weapons and equipment are ordinarily restricted.

B. Non-Emergency Situation Law Enforcement Assistance: Staff may request law enforcement assistance:
    1. Whenever there is reason to believe a situation has become dangerous or is likely to become dangerous. If the threat is not immediate, staff shall first contact a supervisor and receive approval before calling law enforcement.
    2. For the purpose of filing criminal charges against a minor when there is reason to believe that the minor has been involved in unlawful activity in a division facility or program. Requests for this type of law enforcement assistance may only be made after the APD, or designee, has staffed the incident with the Program Director (PD) and the Division Director or designee. Law enforcement shall be contacted by a designated staff member from the Internal Review team for the purpose of referring a minor for charges.
    3. When it is found necessary to search the room of a minor in Division custody, in the minor's home or other community placement. Such a request shall be made by contacting the law enforcement agency's dispatch and requesting that an officer meet the staff at the residence or placement. Staff shall conduct such searches in accordance with Division Policy 05-02 Searches.
    4. To enforce a warrant (including a warrant for detention, also known as a pick-up order). Such a request shall be made by contacting the law enforcement agency's dispatch. (See Policy 05-01 Warrants for types of warrants and procedures).
    5. To retrieve evidence as outlined in policy 05-09 Evidence.

C. Documentation

    When law enforcement personnel assist Division staff in any emergency or non-emergency situation, staff shall complete an incident report in accordance with Division Policy 05-15 Incident Reports.

IV. 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.



06/27/2025

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

Signature Date