

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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YPA Case Files		
<p>RATIONALE: To establish a means whereby pertinent case information on each secure care minor can be made available to the YPA and other Division staff as necessary.</p> <p><i>Replaces: 08-02 YPA Case Files</i></p>		
Original Effective: July 2004	Revision: December 15, 2022	Next Review Due: December 2025

I. POLICY

- A. The Youth Parole Authority (YPA) administrative staff shall establish a new case file for each minor committed to the Division for Secure Care.

II. PROCEDURE

- A. The Administrative Office shall create and maintain a case file for each minor under the jurisdiction of the YPA.
- B. The file shall contain, but not be limited to the following documents:
  1. Court commitment order,
  2. Court conviction history,
  3. Calculated suggested length of stay,
  4. Hearing notifications,
  5. Hearing decisions,
  6. Hearing summaries,
  7. All written orders of the YPA member,
  8. Intake summary,
  9. Parole review report,
  10. Psychological or psychiatric evaluations, as appropriate.

- C. All information contained in the YPA files is private and controlled. Requests for controlled information shall be forwarded to the administrative officer and shall not be released without the written consent of the parties involved and in accordance with GRAMA regulations.

III. **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 Services Executive Management Team, and is approved upon the signature of the director.



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Dennis Martinez, Chairman  
Youth Parole Authority

12/15/2022  
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Signature Date



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Brett M. Peterson, Director  
Division of Juvenile Justice Services

12/15/2022  
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Signature Date