

<b>UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES</b>		
<b>Policy: 01-05</b>	Page 1 of 2	
<b>LEGAL ASSISTANCE FROM ATTORNEY GENERAL</b>		
<b>RATIONALE:</b> Due to the complexities of drafting policies and procedures, court procedures, interpreting case law, statutes, and contracts, the Division requires the legal expertise of the Office of the Attorney General.		
<b>Original Effective: August 11, 2004</b>	<b>Revision: February 5, 2026</b>	<b>Next Review Due: February 5, 2029</b>

**I. DESCRIPTION**

This policy outlines the procedure for Division staff to submit requests for legal opinions, representation, and general legal questions to the Division Director or designee, who then coordinates with the Office of the Attorney General. It also requires the immediate forwarding of all documents suggesting legal action, such as subpoenas or complaints, to the Division Director or designee for proper legal review and coordination with the assigned attorney.

**II. POLICY**

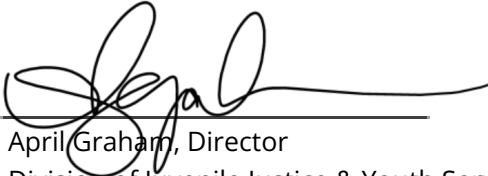
- A. Requests for legal opinions and representation shall be submitted to the Division Director or designee, who reviews and forwards, as needed, those requests to the Division's assigned attorney with the Office of the Attorney General.
- B. Legal questions from Division facility or program staff regarding the law, administrative rules, policy, and contracts, shall be submitted to the Division Director or designee. At the discretion of the Division Director or designee, legal questions may be submitted to the assigned attorney with the Office of the Attorney General for review to ensure the legality of form and content. Staff members requiring engagement with the Office of the Attorney General for regular work duties must first secure authorization from the Division Director or their appointed designee.
- C. All documents and other forms of communication received by Division staff, Youth Parole Authority members, and volunteers, imposing or suggesting legal action or lawsuits, including; subpoenas, complaints, summons, and orders to show cause, shall be immediately sent to the Division Director or designee upon receipt, for

review and coordination with the Office of the Attorney General to provide a proper legal review.

**III. 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.



April Graham, Director  
Division of Juvenile Justice & Youth Services

02/05/2026  
Signature Date