I. Policy Statement

The Division shall collaborate with allied agencies and strengthen inter-agency, community and legislative partnerships. The Division shall create opportunities to inform and educate the public about Division facilities and programs. A designated Division Public Information Officer (PIO) shall coordinate information and media communication.

II. Rationale

Coordination and collaboration with community agencies is important to maintain positive working relationships. Accurate information regarding Division programs and the Mission, Core Values and goals is necessary to improve community awareness and community relations.

III. Definitions

A. “GRAMA” is Title 63G, Chapter 2, of the Utah Code, also known as the Government Records Access and Management Act. GRAMA governs records maintained by State Agencies, including the Division, and establishes guidelines related to public access to those records.

B. “Public Information Officer” (PIO) is a person employed by the Division for the purpose of providing accurate information in a timely manner and coordination media events including releases, advisories, interviews and other news media contacts.

IV. Procedures

A. The Division Director, or designee, shall meet regularly, and as needed, with the Board of Juvenile Court Judges, the Department of Human Services Executive Leadership Team, the Utah Commission on Criminal and Juvenile Justice (as directed by the Department Director), the Utah Board of Juvenile Justice, the State Office of Education, and private partnerships and representatives of other agencies.
B. Division staff shall participate in relevant meetings with state and local Boards of Education, county human services, community councils, citizen groups, and other related agencies, as needed.

C. Program and facility administrators shall meet regularly, and as needed, with representatives of the Juvenile Court, law enforcement, and other allied agencies regarding policy development, service planning and coordination of services.

D. If a community agency or any person requests that the Division release information which may be protected information, such a request will be managed in accordance with Department of Human Services, Public Information Policy 01-06, and in compliance with the Government Records Access and Management Act (GRAMA). The request shall be sent to the Division Records Officer immediately, as requests are time sensitive.

E. Under the supervision of the Deputy Director and with guidance from the Division Director and Program Directors, Division Staff shall conduct community relations activities to inform and educate the public, law enforcement, news media, colleges and universities, courts, and allied agencies of the Division’s work, program and philosophies.

F. Staff may be designated to coordinate community relations activities for a facility or program including, but not limited to, public speaking, presentation, and/or interviews, with the approval of the APD and PD.

G. In accordance with DHS Public Information Policy 01-06 a Division PIO will coordinate media communication or in some cases, authorize staff to represent the Division with media. When any staff is contacted by the news media, staff shall:

1. Take the reporter’s name, outlet, deadline and contact information
2. Refer the news media to the Division PIO
3. Report the contact to their supervisor and APD
4. When leaving a voice message regarding contact, include information from G.1.
5. Never discuss or share information “off the record”
6. Report contacts regarding controversial or highly sensitive issues to the PIO and APD in person or by phone.
H. Staff May not represent the Department or the Division without prior APD and PIO approval. Staff shall not discuss matters that are private, protected, or controlled pursuant to Utah law and GRAMA, in accordance with DHS Public Information Policy 01-06.

V. 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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Brett M. Peterson, Director
Division of Juvenile Justice Services

12/12/19
Signature Date