

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 04-01	Effective Date: 10/15/04	Revision Date: 01-19-16
Subject: Juvenile Rights and Responsibilities		

**I. Policy Statement**

Division staff will ensure that all juveniles in the care, custody or control of the Division are informed of their basic rights and responsibilities, and are afforded those basic rights. Staff shall notify juveniles of their rights and responsibilities during the orientation period, when they are admitted to a Division facility/program. Staff shall protect juveniles from discrimination, harassment, and abuse, while providing an environment that is fair, respectful and culturally competent.

**II. Rationale**

The purpose of this policy is to establish operational practices that reinforce the Division's commitment to creating a safe environment, ensuring that all juveniles are treated with dignity and respect and have equal access to all available services, including placement, care, and rehabilitation.

**III. Definitions**

“Discrimination” for the purposes of this policy, refers to any act, policy, or practice that regardless of intent, has the effect of subjecting any person to differential treatment, actual or perceived as a result of that person's actual or perceived race, color, religion, sex, national origin, ethnicity, ancestry, age, disability, sexual orientation, gender identity and expression, or based on that person's association with a person or group with one or more of these actual or perceived characteristics.

“GRAMA” is the Utah state Government Records Access and Management Act, in the Utah Code beginning with Title 63G-2, which establishes rules for the handling of records retained by the Division, including rules regarding any release of such records to the public.

**IV. Procedures**

A. Division staff bear the responsibility to ensure that each juvenile in the care, custody, or control of the Division is aware of their rights and responsibilities. Within forty-eight (48) hours of admission, staff shall inform the juvenile of:

1. Their basic rights.
2. The rules, procedures, and expectations of the facility or program.
3. Their grievance rights and procedures in accordance with Division Policy 04-08.

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4. Their right to review any and all information in their juvenile record or juvenile permanent file, which has been classified as "Public" or "Private" based on and in compliance with GRAMA regulations.
- B. Staff shall provide each juvenile a copy of the Division's approved written description of the rights of juveniles (attachment 04-01-A), and place a signed copy in the juvenile's file. Each juvenile has the basic right:
1. To be free from discrimination based on race, religion, color, gender, gender identity, sexual orientation, or handicap; be treated with respect, dignity, impartiality, and fairness;
  2. To be in a clean, safe environment, with equal access to all available services, including food and boarding, medical, dental, mental health, and treatment/rehabilitation programming;
  3. To not be subjected to corporal punishment, harassment, and abuse of any kind, intimidation, property damage, threats, assault or humiliation by any person;
  4. To have access to mail, phone calls, and visitation;
  5. To have equal access to public education and core curriculum;
  6. To practice their religious faith and participate in religious services on a voluntary basis, subject to the limitations necessary to maintain order and security;
  7. To have equal access and opportunity to participate in physical activity;
  8. To vote if eighteen (18) years of age or older and otherwise qualified, as of Election Day.
- C. Staff shall provide each juvenile a copy of the Division's approved written description of the responsibilities of juveniles (attachment 04-01-A), and place a signed copy in the juvenile's file.

Each juvenile has responsibilities which include, but are not limited to, the responsibility:

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1. To obey rules, follow procedures, schedules, and direction of staff while in Division facilities and programs;
  2. To treat other juveniles and Division staff with respect, and not engage in activity that is disruptive to the programming;
  3. To abstain from using verbal abuse, ethnic slurs, slander or obscene gestures;
  4. To maintain a clean room and living area;
  5. To not damage public or private property;
  6. To maintain body, clothes, and hair in a clean and odor-free condition;
  7. To abstain from the use of illegal drugs, alcohol, and tobacco;
- D. Staff shall provide each juvenile with a copy of any other approved written rules, procedures, and/or expectations that are specific to the particular facility or program.

**V. Continuous Renewal**

This policy shall be reviewed every three (3) years determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

January 19, 2016  
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Signature Date

  
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Susan Burke, Director  
Division of Juvenile Justice Services

January 19, 2016  
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Signature Date