

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

Policy No.: 01-01	Effective Date: 03/07/03	Revision Date: 01-19-16
Subject: Development, Coordination, and Approval of Policy and Procedures		

**I. Policy Statement**

The Division of Juvenile Justice Services staff shall have a clear understanding of their responsibilities in order to properly execute their assigned duties. Policies and procedures shall be made readily available to all Division staff. Policies and procedures which apply to juveniles served by the Division shall be made available to the affected juveniles. Policies and procedures shall be consistent with applicable federal laws, state law, policies of the Department of Human Services, and the Division's Mission and Core Value Statements.

**II. Rationale**

The purpose of this policy is to define the policy and procedures development, approval, and dissemination process and to establish policy coordination teams. Division policies and procedures are used to establish guidelines for directing and controlling activities of Division staff including staff supervision of, and interactions with, juveniles served by the Division. Division policies and procedures are not used to regulate the general public or outside agencies.

**III. Definitions**

Division "Policy" is a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.

Division "Procedures" identify a series of steps followed in regular order to implement policy.

The Board of Juvenile Justice Services ("Board"), as established by Utah Code 62A-1-105, is comprised of seven (7) members who are appointed by the Governor of the State of Utah. The function of the Board is to develop and modify Division policies in accordance with federal law, state law and policies of the Department of Human Services ("DHS"). See DHS policy and procedure (1-2), Policy-Making Authority of Division Boards.

**IV. Procedures**

A. Policy Development

1. Policy and procedures development shall be facilitated through the State Office and coordinated through the Division Policy Review Committee.

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

Policy No.: 01-01	Effective Date: 03/07/03	Revision Date: 01-19-16
Subject: Development, Coordination, and Approval of Policy and Procedures		

2. Program Directors shall designate representatives from each Program Office to serve on the Policy Review Committee.
  - a. The Policy Review Committee shall meet regularly to review and propose revisions of each Division policy in accordance with the approved revision schedule established by the Committee.
  - b. The Policy Review Committee shall submit proposed revisions to the Executive Management Team for review and approval.
  - c. Policy revision proposals developed by the Policy Review Committee and approved by the Director will, when practical, be forwarded to the Board (30) thirty days in advance of the next scheduled Board Meeting.
  - d. Once the policy has been reviewed and final revisions have been approved by the Board, the revised policy and procedures shall be posted on the Division web site and distributed to all Program Directors, Assistant Program Directors and designated Office Specialists.
  - e. Revised policies shall be updated in the hard copy of the Policy and Procedure manual in each facility/program.
  - f. Assistant Program Directors shall ensure that revised policies and procedures are trained, changes are implemented, and Operation Manuals are updated where needed, in each facility/program. Unless otherwise specified by the Division Director, the revised policy and procedures shall be effective (30) thirty days after the policy revision date.
  
3. Division staff may recommend policy and procedure development, or revisions at any time by forwarding suggestions to the Policy Review Committee.

**B. Policy Format**

Division policies and procedures shall be written in a common policy and procedures format.

**C. Access to Policy and Procedures**

Division policy and procedures shall be made available through the Division's web site. Printed copies shall also be available from the State Office and each facility/program office.

**V. Certification of Process**

- A. The following statement and sections shall be added to the end of all Division policies requiring Board approval:

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

Policy No.: 01-01	Effective Date: 03/07/03	Revision Date: 01-19-16
Subject: Development, Coordination, and Approval of Policy and Procedures		

1. This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.
2. Board Chairman's signature block
3. Date of signature block

**VI. Signature and Effective Date**

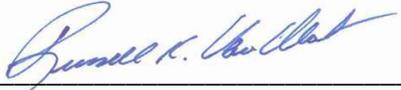
A. The following shall be added to the end of each policy:

1. Director's signature block
2. Date of approval

**VII. 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 Board of Juvenile Justice Services, and is approved upon the signature of the Director.

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

January 19, 2016  
\_\_\_\_\_  
Signature Date

  
\_\_\_\_\_  
Susan V. Burke, Director  
Division of Juvenile Justice Services

January 19, 2016  
\_\_\_\_\_  
Signature Date