

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

Policy No: 01-01	Effective Date: 03/07/03	Revision Date: 09/06/19
Subject: Development, Coordination, and Approval of Policy and Procedures		

**I. Policy Statement**

Division 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 law, state law, policies of the Department of Human Services, and the Division's mission.

**II. Rationale**

The purpose of this policy is to define the development, approval and dissemination process of policy and procedures, and to establish policy coordination teams. Division policies and procedures are used to establish guidelines for directing and controlling the 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**

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

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

Division "Policy Review Committee" develops and modifies Division policies in accordance with federal law, state law and policies of the Department of Human Services ("DHS") and functions under the direction of the Division Director and Division Executive Management Team (EMT).

**IV. Procedures**

A. Policy Development

1. The development of policies and procedures shall be facilitated through the Division state office and coordinated through the Division Policy Review Committee.
  - a. Program Directors (PDs) shall designate representatives from each program to serve on the Policy Review Committee.
  - b. 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.

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- c. The Policy Review Committee will incorporate youth and family voice as well as input from education partners when applicable.
- d. The Policy Review Committee shall submit proposed revisions to the EMT for review and approval.
- e. Policy revision proposals developed by the Policy Review Committee are approved by the Division EMT and director.
- f. Once the policy has been reviewed and final revisions have been approved by the director, the revised policy and procedures shall be posted on the department website and distributed to all PDs, Assistant Program Directors (APDs) and designated office specialists.
- g. Revised policies shall be updated in the hard copy of the policy and procedure manual in each facility/program.
- h. APDs 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.

2. Division staff may recommend the development of policy and procedures, 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 website. 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:

1. "This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director."
2. Director's signature block

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3. Date of signature block

**VI. 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

10/11/2019

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Signature Date