

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

Policy No: 04-07	Effective Date: 08/11/04	Revision Date: 6/5/17
Subject: Safety and Health Practices		

**I. Policy Statement**

Division staff have a responsibility to provide and maintain a clean, safe, and healthy environment for the juveniles in our care. Staff shall encourage and assist juveniles in the acquisition of appropriate health and hygiene skills. Staff shall follow safety and health practices when providing services to juveniles.

**II. Rationale**

Division facilities/programs should be maintained and in good working order to ensure a clean, safe, and healthy environment for the juveniles in our care.

**III. Procedures**

- A. A toilet and sink with hot and cold running water shall be available to juveniles in all Division facilities/programs twenty-four (24) hours a day.
- B. Juveniles shall have access to a shower or bath daily to facilitate appropriate personal hygiene.
- C. Staff shall provide all juveniles access to laundry service. Laundry services will be sufficient to provide clean clothes. Linen and towels shall be changed and washed at least twice weekly per Health Department standards.
- D. Staff shall supervise and assist juveniles to clean their personal and group living spaces daily to maintain high standards of cleanliness and safety. Adequate equipment and cleaning supplies will be made available. When not in use, cleaning supplies shall be secured.
- E. Staff shall be responsible to make routine checks, observe general maintenance needs and report them to maintenance staff as outlined in the program/facility operations manual. Staff shall keep work areas clean and organized.
- F. Staff responsible for the preparation and handling of food shall employ hygienic food handling techniques in accordance with the JJS Juvenile Food Service policy 01-12.
- G. All dishes and utensils will be washed and sanitized after use per Health Department standards.

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- H. To ensure food is fresh and maintains its nutritional value, food will be stored at appropriate temperatures and used within a reasonable period of time in accordance with the JJS Juvenile Food Service policy 01-12.
- I. Garbage will be taken out daily, or more often as needed.
- J. Medical and dental services are available to juveniles in the custody of the Division to ensure good physical health is maintained. (See Chapter 7 of the Policy & Procedure manual for specific policies and procedures related to medical and dental services.)
- K. If a contagious or infectious disease is diagnosed, the program medical staff shall coordinate with the local health department to determine the need for any immediate action, appropriate precautions and the provision of health education services (<https://health.utah.gov/>).
- L. Juveniles will have clothing which fits properly, is suitable to the climate, and is in good repair. Clothes will be furnished either by the parent or the Division facility/program, according to the procedures in the operations manual. Staff shall encourage and assist juveniles to be clean, neat and dressed appropriately.

**IV. 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.

  
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H. Craig Hall, Chair  
Board of Juvenile Justice Services

6/5/17  
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Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

6/5/17  
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Signature Date