

State of Utah - Department of Corrections



Department Manual

<i>FH12 - Inmate Placement Program</i>	<i>PROCEDURE</i>
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<i>Authorized by:</i>	<i>Executive Director Brian Nielson</i>
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01.00 ORIENTATION/TRAINING

01.01 Staff

- A. IPP staff members may make training available to jail staff, allied agency personnel, and volunteers.
- B. It shall be the jail's responsibility to ensure that staff members have been appropriately trained in the operation of correctional facilities.

01.02 Inmates

- A. Inmates arriving in county jails should receive information about jail policy and rules from jail staff.
- B. The correctional case manager shall provide information regarding the Inmate Placement Program (IPP) including the process for requesting legal services.

02.00 PLACEMENT

02.01 General

- A. Inmates may be transferred to institutions in other states, including the Federal Bureau of Prisons, in accordance with a contract or a corrections compact agreement.
 - 1. Inmates placed into federal custody or the custody of another agency based on a detainer, writ, or other court order, do not fall under this policy.
- B. Inmates under the IPP's supervision may be housed in contract correctional facilities for management or treatment purposes.
- C. Placement shall be based upon available funding, available space, inmate balance with other states, a contract facility's ability to manage a specific inmate, and regionalization of inmates.
- D. Inmate placements in contract correctional facilities shall be subject to approval by receiving agency officials under terms of a contractual agreement.
- E. Receiving agencies shall be reimbursed for housing inmates at a current negotiated rate for correctional facilities. Counties in the State of Utah shall be reimbursed at the rate established by the legislature according to Utah Code § 64-13e.
- F. Inmate information is found in O-Track.
- G. Inmate placements under terms of the Utah Interstate Corrections Compact and the Western

Interstate Corrections Compact shall be subject to approval by the receiving state.

- H. Inmate placements with the Federal Bureau of Prisons shall be subject to approval by the executive director and the Federal Bureau of Prisons.

02.02 General Requirements

- A. The department may consider all inmates for placement in this program.
- B. The DPO may recommend inmates for placement in the program.
- C. When such programs are available, AP&P may refer parolees for placement in the PVP program, or other similar programs that may exist.
- D. The final approval/denial of a placement request shall be determined by the receiving agency and IPP director/designee.

02.03 DPO Referral to IPP - General

- A. Referral Process for County Jail
 - 1. A referral will be generated in O-Track.
 - 2. Medical and mental health will use the IPP module in O-Track for medical clearance.
- B. Screening Criteria for Referrals
 - 1. All current/active 1st-degree felony convictions where the loss of life occurred will be screened to determine if county placement is appropriate using the following criteria, which include, but are not limited to:
 - a. the aggravated circumstance;
 - b. violence history;
 - c. expected length of time to serve; and
 - d. institutional adjustment history.
 - 2. Inmates with a 1st-degree felony conviction where a loss of life occurred on the current/active offense(s) may be reviewed on a case-by-case basis, using the following process:
 - a. CAP;
 - b. expected length of time to serve;
 - c. type of crime;
 - d. violence history;
 - e. disciplinary history;
 - f. escape/absconson history;
 - g. institutional adjustment; and
 - i. Work history in prison
 - ii. Programming/treatment participation
 - iii. Other factors that identify patterns of behavior and institution adjustment
 - h. safety concerns.
 - i. If approved by the IPP, the referral will be forwarded to the IPP director for approval or denial.
 - ii. If approved by the IPP director, the referral will be forwarded to the DPO director for approval or denial.
 - iii. If approved by the DPO director, the referral will be forwarded to the executive director/designee for approval or denial.
 - iv. If approved by the executive office, the referral will be sent back to IPP for a referral to the appropriate county jail(s). The county or counties will then approve or deny placement through the IPP Module in O-Track.

- v. If denied at any step, the referral will be sent back to IPP, and IPP will note the denial in O-Track's IPP module.
- 3. Inmates who fall under the following criteria may be referred to a county jail:
 - a. Inmates with 1st, 2nd, or 3rd-degree felonies;
 - b. Inmates with escapes more than five (5) years old (refer to "escape" under definitions);
 - c. inmates with detainers;
 - d. level 2 inmates (who are level 2 due to safety override or special requests for level 2 inmates with exigent circumstances) with the approval of IPP and the county jail;
 - e. with the exception of subsection (g), inmates with a hearing scheduled within ten years; if at any time the inmate receives a hearing date longer than ten years, they should be referred back to the prison for housing;
 - f. with the exception of subsection (g), inmates with a release date scheduled within 15 years; if at any time the inmate receives a release date longer than 15 years, they should be referred back to the prison for housing;
 - g. inmates with a sex offense conviction involving a child may be considered for jail placement even if they do not have a release date scheduled within 15 years or a hearing scheduled within ten years; and
 - h. inmates with a safety level 4 designation.
- C. All inmates within three years to a release date may be referred for housing.
- D. Placement of an approved Inmate:

The following factors will be considered when attempting to place an approved inmate into a county jail, not necessarily in this order:

 - 1. the area in which their family lives or the area they will parole to;
 - 2. their medical level, mental health level, and the medical and mental health level of the jail facility;
 - 3. programming needs;
 - 4. safety concerns;
 - 5. inmate's behavioral history; and
 - 6. institutional needs.
- E. Emergency Placement
 - 1. If emergency placement is necessary for reasons of protection and/or investigation, the deputy warden/designee shall:
 - a. ensure a referral is completed and approved in the IPP module of O-Track; and
 - b. immediately contact the IPP director or the IPP deputy warden.
- F. Referral Process for Out-of-State - Administrative
 - 1. The housing unit administration shall obtain approval for transport costs from the facility warden and then:
 - a. notify the IPP CPC of the inmate they want to be moved;
 - b. provide a written explanation as to why the inmate needs to be moved; and
 - c. forwarding warden authorization for transport costs to the IPP CPC.
 - 2. The IPP CPC shall obtain a medical clearance/history and complete a referral for out-of-state placement.

03.00 INMATE MANAGEMENT

03.01 General

- A. Inmates in contracted correctional facilities shall be subject to the policies of the Utah Department of Corrections as per contractual agreements and/or the receiving agency.

- B. Inmates under the supervision of the IPP shall be subject to and restricted by the Department's inmate classification system.

03.02 Classification Custody Assessment

When the initial classification has not been completed for emergency placement inmates because the inmate was moved before classification completion, the initial classification custody assessment shall be completed by the sending housing facility CCM and approved through that chain of command in accordance with FC04 "Inmate Classification."

A. In-State Placement

1. IPP jurisdiction the IPP CCM shall complete the reassessment of inmates under the jurisdiction of IPP in accordance with FC04 "Inmate Classification."
2. Approval of the reassessment will be in accordance with FC04 "Inmate Classification."
3. Inmates housed at contract county jails shall not be housed in a less restrictive custody level than designated by their assigned classifications. No exceptions to this policy shall be permitted without the written approval of the IPP director.

B. Out-of-State Placement

1. Reassessments shall not be done on out-of-state inmates until an inmate reaches a custody level in the receiving state, which is less restrictive than that designated by their latest Utah classification.
2. Reassessments of inmates housed in out-of-state institutions shall be completed electronically by the IPP CPC as needed/requested.
3. The IPP CPC shall inform the receiving state of the classification determination.

03.03 Disciplinary Actions

- A. An inmate violating the rules and regulations of the receiving agency and/or department may be subject to disciplinary action.
- B. If disciplinary action results in an inmate being removed from the program, all documentation shall immediately be forwarded to the IPP director/designee.
 1. Disciplinary actions requiring an inmate's return to the institution shall be considered major disciplinary.
 2. The IPPC/IPPL/IPPCCM shall coordinate travel arrangements for the inmate's return by adding a "CF to DPO" referral in the IPP module with a comment as to why.

03.04 Removal from Contract County

- A. A receiving agency may request the removal of an inmate by contacting the IPPC/IPPL/ IPPCCM assigned to that facility. In situations necessitating immediate removal of the inmate, the receiving agency shall contact the IPP director/designee.
- B. Upon receipt of the information, the IPPC/ IPPCCM shall:
 1. initiate required disciplinary proceedings, Board of Pardon and Parole (BOPP) actions, and classification follow-up, if necessary; and
 2. coordinate travel arrangements by adding a "CF to DPO" referral in the IPP module.
- C. Documentation from the receiving agency shall be forwarded to the IPPC/IPPL/IPPCCM.

03.05 Attempted Escapes

- A. If an inmate attempts to escape, the receiving agency shall immediately notify control one.
- B. Receiving agency officials and the IPP director/designee shall determine appropriate action.
- C. If the decision is to remove the inmate from the receiving agency, the process listed in 03.04 shall be followed.

03.06 Escapes

- A. If an inmate escapes, the receiving agency shall immediately notify control one at USCF and notify the IPP director/designee.
- B. Upon receipt of an escape notice, control one shall take appropriate action and notify the shift commander.

03.07 Visiting Regulations for In-State Placement

- A. Receiving agency administrators shall allow inmates visiting privileges according to their facility visiting policy.
- B. The IPPC/IPPL/IPPCCM shall coordinate between DPO and the facility on DPO restricted visitors as appropriate/determined.

03.08 Legal Access

- A. Legal access to the courts shall be afforded to inmates housed in in-state facilities under the supervision of the IPP through the contract attorneys.
- B. The contract attorneys are authorized to provide state inmates at these facilities with assistance as designated in the contract.
- C. Inmates shall receive legal access information in the initial OMR given to them by their IPPCCM.
- D. Legal access to the courts for inmates housed in out-of-state/federal institutions shall include:
 - 1. limited access or no access to Utah legal resources through the law library of the state to which they are transferred; and
 - 2. access to the Department contract attorneys for the legal assistance designated in the contract.
- E. If the sending state undertakes to defend any action or proceeding involving the custody of any of its inmates, the receiving state shall be reimbursed for any expense it may incur.
- F. If the receiving state agrees to defend any action or proceeding arising out of confinement in the receiving state or involving employees of the receiving state, the receiving state shall be responsible for providing an inmate constitutional access to the courts, in the same manner, it provides such access to inmates of the receiving state.

03.09 Board of Pardons & Parole

- A. The IPPCCM shall print inmate BOPP hearing notifications from O-Track on a daily or weekly basis and distribute them to the inmates.
- B. Upon notification located on the tentative/scheduled hearing screen in O-Track that an inmate's tentative or scheduled hearing is within 60 days or less, the IPPCCM shall print out a BOPP Application and give it to the inmate to complete and return, and request current information from the receiving agency.
- C. After receipt of this information and the application, the Institutional Progress Report (IPR) shall be completed by the IPPCCM in O-Track by the IPR due date.
- D. When determined, a Special Attention Memo is needed; the IPPCCM shall complete the report in O-Track. The IPP CA will complete the approval/denial process in the same manner.

03.10 Parole Case Transfer

The Re-entry team's responsibility for parole release work for offenders in the IPP shall be handled by the transition team with assistance from the IPPL/IPPCCM-assigned as per the designated process.

03.11 Offender Management Review (OMR)

- A. The IPPCCM shall hold OMRs face-to-face with UDC inmates in contract facilities within 30 days after intake and at least annually after the initial intake OMR.
- B. OMR may consist of:
 - 1. jail representative;
 - 2. AP&P representative;
 - 3. programming representative;
 - 4. education representative; and
 - 5. any other representative deemed appropriate by the IPPC/IPPCCM.
- C. The IPPCCM shall review all 1st-degree inmates in IPP for appropriate housing at least annually.
- D. OMRs in a county jail may be reviewed as a case management review or contact conducted by the IPPCCM.

04.00 PROGRAM MANAGEMENT04.01 Inmate Records

O-Track contains the inmate's basic incarceration history. Other records deemed necessary by the IPP director may be maintained by IPP for the management of the inmates and may be maintained by the IPP and/or receiving agency.

04.02 Inmate Placement Referral – Out-of-State Placement

- A. The inmate placement referral provides the receiving agency with information regarding an inmate being considered for placement.
- B. The federal/out-of-state referral shall contain the following:
 - 1. face sheet;
 - 2. commitment orders;
 - 3. photograph;
 - 4. detainers;
 - 5. medical/dental information (medical history, medical release form, and medical transfer form);
 - 6. reassessment evaluation (current);
 - 7. BOPP status and conditions;
 - 8. presentence, post-sentence report (if available), 90-day diagnostic report, parole violation, and probation violation report;
 - 9. signed BOPP waiver (federal and interstate placements);
 - 10. C-notes (immediate past 12 months);
 - 11. confidential incident reports;
 - 12. disciplinary reports (immediate past 12 months); and
 - 13. work and program reports.
- C. When a Utah inmate is approved for out-of-state placement the IPP Correctional Program Coordinator (CPC) shall email notification of the final travel plans to, but not be limited to, UDC Records, DPO Assignment, and Control One.
- D. The IPP CPC shall email notification of a parole release from the out-of-state location for Utah ICC inmates or return of the Utah ICC inmate to Utah, to the following, but not be limited to, UDC Records, DPO Assignment, and Control One.

04.03 Compassionate Transfers Out-Of-State

- A. The inmate shall be required to reimburse the department for all travel expenses, two round

trips, for compassionate out-of-state transfers. Estimates: one trip to get the inmate to the out-of-state housing placement and the transport officers back to Utah and the second trip to get the transport officers to the out-of-state placement, pick up the inmate and return with the inmate to Utah for a cause. The cost of flights, hotels, food, rental cars, and any other associated expenses shall be included in the reimbursement costs.

- B. The inmate shall be required to have immediate family in the state they request. Name, phone number, and address shall be provided for verification.
- C. The inmate waives their right to have a personal appearance before the Utah Board of Pardons and Parole and shall sign a Waiver of Personal Appearance Form.
- D. The inmate shall have all court cases completed. Inmates with pending court cases shall not be eligible.
 - 1. If an inmate fails to inform of pending court cases and successfully transfers out-of-state, it shall be the inmate's responsibility to pay for transport back to Utah for cause (See H 4. below).
 - 2. Transport costs shall be taken from the remaining funds being held in the inmate's transportation fund.
 - 3. To return to the same (out-of-state placement) state, after a court case has been completed, the inmate shall request a new cost estimate for two round trip transport costs and deposit the monies in their transportation fund before the transport occurs. Otherwise, the inmate will remain in Utah.
- E. The compassionate transfer application shall be approved/denied through an OMR review to determine if an out-of-state housing privilege is appropriate. The OMR shall review:
 - 1. programming goals, successful completions, etc.;
 - 2. disciplinary history;
 - 3. c-notes; and
 - 4. overall incarceration behavior.
- F. OMR shall complete data entry in O-TRACK OMR notes to document the denial if OMR denies the application.
- G. If OMR approves the application, it shall be noted on the form and forwarded to the facility warden. The warden shall review, then forward the approved form to IPP for further processing.
- H. Upon IPP's final approval for a compassionate transfer, the IPP CPC shall obtain an estimate of transportation for two round trip costs from the DPO Transportation Unit and notify the inmate and the Inmate Accounting office of the estimated costs.
 - 1. The warden/designee shall authorize the creation of a "transportation trust account" in the name of the inmate.
 - 2. The inmate shall have deposited in their trust account the estimated amount of travel costs prior to being referred to a requested state.
 - a. The inmate has six months to deposit the required funds.
 - b. If more time is needed the inmate shall write to the IPP CPC for an extension. If granted the inmate and IFAO shall be notified in writing by the IPP CPC.
 - 3. After completion of travel, the inmate trust account shall be billed for the actual travel costs.
 - 4. The remaining balance shall be held until the inmate paroled or returns to Utah for a cause. ("Cause" may be, but is not limited to: court actions, Board of Pardons & Parole (BOPP) actions, inmate behavior, etc.)
 - 5. Any remaining balance shall be forwarded to the inmate upon parole or return to Utah after expenses are paid.
- I. If the receiving state requests that a compassionate transferee be returned to Utah for cause,

- the inmate shall be required to reimburse the department for all travel expenses upon return.
- J. If a Utah Interstate Transfer inmate in a receiving state desires to return to Utah or transfer to another receiving state for extenuating compassionate circumstances, they shall write to the IPP CPC, stating their desires and circumstances.
 - 1. If approved, the inmate shall have the correct amount of funds for the travel in their account before transfer.
 - 2. After completion of travel, the inmate's trust account shall be billed for the actual travel costs.
 - 3. Any remaining balance shall be forwarded to the inmate upon parole or return to Utah after costs have been paid if the inmate is returned to Utah.
 - K. An inmate who elects to withdraw their request for compassionate transfer after the final Utah approval or fails to deposit the estimated travel costs by the specified date of six months from the sending of the cost estimate to the inmate shall be considered ineligible to apply for a compassionate transfer for two years.
 - L. The following classes of inmates shall not be eligible for consideration for transfer out of Utah for compassionate reasons under terms of the Utah Interstate Corrections Compact or the Western Interstate Corrections Compact. Inmates who have been convicted of a:
 - 1. capital offense and are awaiting execution; or
 - 2. sex offense and have not been given a release date or have not successfully completed the Sex Offender Therapy Program (SOTP).

04.04 Interstate Compact/Federal Institution Request for Placement in Utah

- A. Upon receipt of a request for placement:
 - 1. a file shall be established and placed in the "incoming pending" file; and
 - 2. the referral shall be staffed by the IPP director/designee and the IPP CPC:
 - a. if denied, a letter shall be sent to the sending state or Federal Institution noting the reason for the denial; and
 - b. if accepted, the IPP CPC/designee shall continue with the referral to the next step with a DW review via email sent by the IPP CPC:
 - i. if approved, the referral continues to the next step with LEB review if the inmate has STG affiliation;
 - ii. if denied, the referral will be denied and a denial form sent to the requesting state by the IPP CPC; or
 - iii. LEB STG investigator shall be sent pertinent STG referral information in order to make a determination:
 - A. if approved, the referral continues to the next step with a security DW review via email created by the IPP CPC; or
 - B. if denied, the referral will be denied and a denial form sent to the requesting state by the IPP CPC;
- B. If an emergency placement, the IPP CPC shall contact the IPP director to discuss placement without waiting for the security DW review via email as noted above.
- C. Utah will not accept inmates with serious medical problems or who have extraordinary medical requirements, as determined by the Clinical Services Bureau (CSB) administrator.
- D. Upon review by the security deputy wardens, if the placement is approved:
 - 1. the requesting agency shall be notified of the decision and any special conditions regarding placement by the IPP CPC;
 - 2. the IPP file shall be moved from "incoming pending" to "active" by the IPP CPC;
 - 3. travel arrangements shall be coordinated by the IPP CPC; and

- a. notification of final travel arrangements for the incoming ICC or federal inmate shall be emailed to, but not limited to, UDC Records, DPO Assignment, and Control One.
- 4. a copy of the referral packet shall be sent to the UDC Records office and the R&O Captain, along with notice of acceptance of the transfer.
- E. If the placement is denied, the sending agency shall be notified in writing by the IPP CPC/designee, and all packet material shall be destroyed or sent back to the sending agency at the discretion of the IPP CPC; and noted in the IPP records.
- F. Supervision of inmates confined in Utah for another state or the Federal Bureau of Prisons shall include:
 - 1. inmates confined to a Utah institution pursuant to the terms of the compact or contracts with other states and the Federal Bureau of Prisons are subject to the policy and rules of the Utah Department of Corrections;
 - 2. The facility warden/designee shall ensure that progress reports are forwarded to the IPP CPC as requested by the sending state;
 - 3. Recommendations for assignment to a less secure institution shall follow Utah classification as prescribed in FC04, "Inmate Classification," and actual transfer of the inmate to a less secure facility shall not take place until written permission is received from the sending state; and
 - 4. all discharges from custody shall be made pursuant to the applicable laws, statutes, and regulations of the sending state.
- G. The facility warden/designee where the inmate is housed may request, in writing, the return of an inmate to the sending state.
 - 1. Justification for the return of an inmate to the sending state shall include supporting documentation that the inmate is a severe threat to the secure and orderly operation of the institution.
 - 2. All requests for the return of an inmate to the sending state shall be sent to the IPP director.
 - 3. Approval/disapproval to return an inmate to the sending state shall be at the discretion of the IPP director.
 - 4. Final travel arrangement notification for the return of the inmate to the sending state or Federal Bureau of Prisons shall be emailed to, but not limited to, UDC Records, DPO Assignment, and Control One, by the IPP CPC.

04.05 Interstate Compact/Federal Institution Placement (Utah Initiated Administrative Transfer)

- A. An inmate may be considered for Interstate or Federal Bureau of Prisons transfer if one of the following conditions exist:
 - 1. by their institutional behavior, they are determined to be a threat to the orderly operation of the DPO;
 - 2. there is reason to believe the inmate's personal safety would be in jeopardy if they were to remain in an institution within the state (this shall be verified through investigative and intelligence reports); or
 - 3. extenuating compassionate circumstances that the transfer is in the inmate's best interests and shall have a verified support system in the requested state.
- B. The executive director must approve all transfers to the Federal Bureau of Prisons in writing.
- C. UDC-initiated interstate transfers shall have the warden's authorizing signature for payment of transport costs.
- D. The reason for the transfer shall be forwarded to the IPP director and the IPP CPC in writing before the referral begins.
- E. Each referral shall be staffed by the IPP director/designee and the IPP CPC.

1. If the request is approved:
 - a. copies of appropriate information shall be forwarded to the receiving agency; and
 - b. a file shall be made on the referral and placed in a pending agency acceptance file.
2. If the request is denied, the warden/designee shall be notified, and the referral should be noted in the IPP database and c-noted in O-Track.
- F. When a reply is received from a receiving agency if the inmate was accepted for placement, notification of acceptance shall be sent to the warden/designee and the DPO director's Correctional Program Coordinator (CPC);
 1. the request shall be made to the transportation unit to transport the inmate to the designated location;
 2. notification of the final transport plans shall be emailed to, but not limited to, UDC Records, DPO Assignment, and Control One.
 3. all referral information shall be moved from the "pending" to the "active" file.
 - a. If the inmate was denied for placement, notification of denial shall be sent to the warden/designee, should be noted in the IPP records, and a referral may be forwarded to alternate receiving agencies for consideration.
- G. Emergency Placement for UDC-Initiated Interstate and Federal Transfers
 1. If an emergency placement is necessary for administrative reasons, the facility warden shall authorize payment for the transfer costs.
 2. The deputy warden/designee shall contact the IPP director/designee or the IPP CPC with the appropriate information.
 3. The IPP CPC shall review the referral with the IPP director and shall decide the appropriate state/states to send a request to.
 4. The IPP CPC shall make phone contact with the state/states and shall mail the Interstate Packet using an overnight service or scan and email the information.
 5. Upon approval from the receiving state, the IPP CPC shall:
 - a. notify the UDC Transportation Unit, and a travel order is initiated;
 - b. notify the appropriate warden;
 - c. notify the DPO director's Correctional Program Coordinator (CPC);
 - d. notify UDC Record, DPO Assignment, and Control One of the final transport plans, and others as appropriate;
 - e. make the appropriate IPP record entries; and
 - f. make an IPP file and place an active file.
 6. If the request is denied by the receiving state, the IPP CPC:
 - a. shall notify the appropriate warden of the denial;
 - b. may forward a referral to alternate receiving agencies for consideration; and
 - c. shall make the appropriate IPP record entries.

04.05 Interjurisdictional Transfer of Inmates (International)

IPP shall coordinate Interjurisdictional Transfers of inmates in accordance with UCA § 77-28b and Federal treaties. In accordance with UCA § 77-28b and Federal Treaties inmates will be notified of such transfer exists and the process in which to apply through the inmate handbook.

04.06 Clothing

- A. Receiving contract county jails not supplying inmate clothing, Utah State Prison clothes shall be supplied and worn.
- B. Clothing shall be clearly marked and readily identifiable as inmate clothing.

04.07 Billings/Reimbursements (County Jails)

- A. As per the contract, receiving agencies shall submit a monthly contract housing billing to the IPP by the tenth working day of the following month for reimbursement.
 - 1. All medical and dental expenses shall be handled as outlined in the contractual agreement.
 - 2. Mileage and security reimbursement requests shall be attached to the monthly contract housing billing and submitted to the IPP by the tenth working day of the month.
 - a. IPP shall verify and process for payment.
 - 3. Reimbursement for UDC-approved substance abuse and/or Sex Offender Treatment programs shall be paid according to UDC "AG49 County Jail Programming Payment" policy at the rate authorized by the legislature.
 - 4. Reimbursement for UDC/IPD approved programs/classes shall be paid at the rate authorized by the legislature in Utah Code § 64-13e.
- B. IPP shall audit the monthly contract housing billings, SA/SO billings, and programs/classes for accuracy and process the billings for payment.

05.00 STANDARDS05.01 Standards

- A. The UDC Correctional Standards Compliance Monitoring Unit will monitor and audit jails to the Utah Correctional Standards. IPP will provide input and documentation from jail contract reviews.
- B. Notice of compliance and/or non-compliance will follow the process outlined in attachment D.
- C. Immediate corrective action and notification shall apply to events of an exigent nature involving imminent security, life safety, and/or like conditions. A determination of immediate corrective action by the IPP director is not subject to the challenge.

05.02 Reviewer Responsibilities

The IPP staff shall:

- A. complete contract monitor training as instructed;
- B. know the UDC Jail Contracts which include Attachment C, the Correctional Standards, & Attachment D;
- C. inspect, review, document, and rate contractual terms, standards, and conditions;
- D. report deficiencies within the correctional standards through the chain of command; and
- E. follow-up on deficiencies, complete reviews, and reports.

06.00 WORK ELIGIBILITY06.01 General

- A. An inmate may be allowed conditionally to exit the county jails under appropriate supervision for the purpose of an authorized work program if established requirements are met.
- B. Contract monitors for the contracts between UDC and the county jails for the Housing of State Inmates shall be under the supervision of the Inmate.
- C. An inmate shall be entered on the work eligibility List to be allowed to exit the county jail for authorized work programs.
- D. The supervision of work crews is a critical function. Approval of a ratio shall be determined by the IPP director in accordance with the work crew security plan.
- E. Two classes of work eligibility Lists shall be maintained.
 - 1. Class A list shall be for on or off property assignments.

2. Class B list shall be for on-property assignments only.
- F. Work opportunities at the county jails are a privilege, not a right, and may be terminated at any time based on safety, security, and management consideration.
- G. An inmate who has been entered onto the work eligibility List shall be eligible for authorized work programs within IPP.
 1. When an already approved inmate is transferred to another contract facility, that facility must review the eligibility for their approval before allowing the inmate to participate in the work program.

06.02 Requirements

To be eligible for the Class A or Class B work eligibility List, an inmate shall meet the criteria as outlined in the DPO Gate Pass Policy FC09 "Class A & B Gate Pass Requirements," with the exception of the provisions regarding contact visits and PML level, as these are not utilized in contract county jails-

06.03 Application Process

- A. The IPPCCM assigned to the county jail shall initiate an inmate's request to be placed on the work eligibility List.
- B. The inmate shall meet the requirements established for the requested employment (as verified by a thorough review of the inmate's file by the inmate's IPPCCM).
- C. The Contract County Jail shall run a BCI check for warrants.
- D. After the inmate's qualifications for the position have been verified by their IPPCCM, the IPPCCM shall screen the request with the county jail commander/designee.

06.04 Approval/Denial Process

- A. IPP shall be the authority by which the work eligibility list shall be approved.
- B. OMR may deny or revoke any work eligibility for failure to meet any requirement or consensus of OMR or individual appropriate IPPC/jail administrator based upon other factors affecting the safety, security, and management of the county jail.
- C. After OMR has approved or denied the work eligibility List request, they shall forward the information to the IPPC.
- D. The IPPC shall:
 1. review the application for accuracy, legitimacy, and other factors which may affect the community;
 2. if approved, sign the application and forward it to the IPP office specialist for placement on the work eligibility List; or
 3. if denied, sign indicating such and forward to the IPP office specialist for placement on the denied portion of the work eligibility List.
- E. Results shall be noted under OMR in O-Track.

06.05 Revocation Process

- A. An inmate may be removed from the work eligibility List for violation of any eligibility requirement or as a security precaution.
- B. Those members authorized to revoke an inmate from the work eligibility List are the:
 1. IPP director/designee;
 2. sheriff of the county jail;
 3. assigned IPPC/IPPL/IPPCCM;
 4. IPP CA; and

5. jail commander/designee of the county jail.
- C. The member who revokes the work eligibility shall ensure the inmate is secured and returned to the county jail, notify the IPPC, who shall ensure the inmate's name is removed from the work eligibility List, and complete the related incident and disciplinary reports.
- D. OMR shall meet within two weeks and determine the permanence of the revocation.
 1. Results of the OMR shall be forwarded to the IPPC.
 2. After the review, the IPPC shall forward the results to the IPP Office Specialist to be entered under OMR in O-Track.

06.06 Work Eligibility/Privilege Levels

- A. IPP work eligibility status will be identified with a 3-character assignment, Zy3, or Zz3.
- B. IPP staff shall ensure that state inmates arriving at county jails receive information about the privilege level system regarding work eligibility criteria while housed at the county jail.
- C. IPP staff will review and submit work eligibility forms for state inmates housed at county jails.
- D. Inmates eligible for work while housed at a county jail shall have an OMR note entered by IPP into the O-Track system indicating the approved work eligibility status.
 1. Class A list shall be for on or off property assignments
 2. Class B list shall be for on property assignments only
- E. A three-character privilege code shall be entered into O-Track.
 1. Zz3 shall be entered for Class A status.
 2. Zy3 shall be entered for Class B.
- F. An inmate who has been approved work eligibility, Class A or Class B, and given a privilege level Zy3 or Zz3 shall be eligible for authorized work programs IPP.
 1. When an already approved inmate is transferred to another contract facility, that facility must review the eligibility for their approval before allowing the inmate to participate in the work program.

06.07 Privilege Level Adjustment (PML)

If an inmate's work eligibility is revoked, the following shall occur:

- A. the IPPC/IPPL/ shall notify the IPP office specialist;
- B. the IPP office specialist shall make a note of the change in OMR notes in O-Track; and
- C. the IPP office specialist shall change the PML in O-Track to the level it was at before they received an IPP PML.

06.08 Work Eligibility Renewal Process

- A. Work eligibility approval shall expire one year after approval.
- B. Prior to an inmate's work eligibility approval expiring, the IPP office specialist shall ensure a new BCI is run to check for warrants and protective orders as well as check detainers in O-Track.
- C. If there are no new warrants or other concerns, and no detainers, the existing work eligibility shall be renewed for another year, and the work eligibility List will be updated with a new expiration date by the IPP office specialist.
- D. If there are new warrants or other concerns, the IPP office specialist will notify the IPPCCM, and the existing work eligibility shall be immediately revoked by the IPP CCM.