

State of Utah - Department of Corrections



Department Manual

FE06 - Offender Management Review (OMR)		POLICY & PROCEDURE	
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<u>Table of Contents:</u> 01.00 GENERAL PROVISIONS 01.01 Purpose & Scope 01.02 General Requirements 02.00 OFFENDER MANAGEMENT REVIEW 02.01 Housing Management Review Committee 02.02 Offender Attendance and Review 03.00 OFFENDER MANAGEMENT REVIEW SCHEDULE 03.01 OMR Schedule Details 03.02 OMR Unit Manager/Designee Responsibilities 04.00 OFFENDER MANAGEMENT COORDINATOR 04.01 OMC Responsibilities		<u>Cross Reference:</u> AC28 Release of Department Records & Information to Outside Parties AG40 Case Action Plans FD20 Privilege Level System FD22 Inmate Code of Conduct FH12 Inmate Placement Program	

01.00 GENERAL PROVISIONS

01.01 Purpose & Scope

Offender Management Reviews (OMRs) support the Department's mission by assisting offenders in attaining success through promoting education, programming, treatment, training, employment goals, and transition parole planning opportunities.

01.01 General Requirements

- A. The Utah Department of Corrections (UDC) and designated staff members conduct Offender Management Reviews (OMRs).
- B. Nothing in this policy or its corresponding procedure is designed or intended to confer due process rights on inmates or other individuals, revoke official discretion, or limit management flexibility.

02.00 OFFENDER MANAGEMENT REVIEW (OMR)

02.01 Housing Management Review Committee

- A. The OMR committee shall be composed of the unit manager/designee and at least one other staff member, which may include the housing lieutenant, the housing unit sergeant, and/or correctional officer, and other interested members (i.e., clinical and programming staff).
- B. The housing unit manager/designee shall chair the OMR committee and approve OMR committee decisions.
- C. The unit manager/designee shall be responsible for pre-screening inmates for possible OMR committee review and making necessary notifications to the inmate and/or referral to the OMR committee.
- D. Attendance and input from other unit staff members, education staff, assigned case manager, and other applicable and appropriate staff are highly encouraged.

02.02 Offender Attendance and Review

- A. The unit manager/designee shall ensure that inmates are pre-screened for possible scheduling to attend OMRs. Pre-screening shall be documented in O-Track. Pre-screening of OMRs shall be completed at least once each year, or as necessary for, but not limited to:
 - 1. management problems;
 - 2. progress of Case Action Plan;
 - 3. Board of Pardons and Parole report recommendations;
 - 4. privilege level matrix adjustments;
 - 5. transition/pre-release planning;
 - 6. work and program productivity;
 - 7. behavioral reports (including C-notes, IRs, TROs, unit logs, etc.);
 - 8. personal interviews with the offender;
 - 9. as requested by an inmate;
 - 10. at the written request of the offender; or
 - 11. other problems, concerns, or special needs that the OMR can address.
- B. The OMR committee shall meet at least once a week to ensure timely inmate review unless security or management circumstances prevent doing so.
- C. Suggested areas of review and discussion may include personal behavior through review of disciplinary records, chronological entries, unit log entries, TROs, and/or incident reports (IR-1s), and based upon the review; consideration shall be given to classification reassessment and possible overrides, an adjustment in the inmate privilege matrix level, and referral to the Board of Pardons and Parole.
- D. The following items may be reviewed in OMR, but are not limited to the following: CAP accomplishments and/or failures in areas of work, education, therapy, and leisure time activities.
- E. If the inmate fails to achieve the CAP priorities because of continual inaction or indifference, consideration shall be given to the following:
 - 1. referral to the Board of Pardons and Parole (BOPP);
 - 2. review of the offender's classification reassessment for accuracy and possible override considerations;
 - 3. review of transition/pre-release planning and coordination;
 - 4. consideration of special needs and concerns, including medical, psychological, visiting, family, gate passes, property, privileges, etc.;
 - 5. ensuring that an inmate with properly reported and recognized disabilities is managed in accordance with the Americans with Disabilities Act; and
 - 6. ensuring that any clearances are appropriate as established in policy and procedure.

03.00 OFFENDER MANAGEMENT REVIEW SCHEDULE03.01 OMR Schedule Details

- A. Offenders housed in DPO facilities shall be scheduled for OMR or Pre-screening minimally:
 - 1. once per year;
 - 2. within 30 days after transfer to a new prison housing facility;
 - 3. as determined by the unit manager/designee for management reasons; and
 - 4. at the time of transition/pre-release planning.
- B. The unit manager shall be responsible for creating and posting the weekly listing of offenders scheduled for OMR.
- C. The listing of offenders scheduled to attend OMR shall be posted in the housing unit for offender review at least 24 hours prior to the OMR meeting.

03.02 OMR Unit Manager/Designee Responsibilities

- A. Upon completion of an offender's classification reassessment document, the unit manager/designee may refer the offender for OMR if the offender has failed to satisfy the conditions of the CAP; and/or resources are not available in the housing facility or offender-accessible program facilities for the offender to succeed in their CAP goals.
- B. The unit manager/designee shall ensure that each offender is scheduled for the transition portion of their OMR when the offender is six months from release.

04.00 OFFENDER MANAGEMENT COORDINATOR04.01 OMC Responsibilities

- A. All offenders will be assigned an Offender Management Coordinator (OMC). The OMC should meet and talk with the offenders assigned to their caseload prior to the initial OMR on the housing unit. The OMC shall document the interaction in O-Track.
- B. The OMC should discuss with the assigned offenders, at a minimum:
 - 1. CAP priorities;
 - 2. current privilege level;
 - 3. expectations of the offender on the housing unit;
 - 4. complete a referral to OMR;
 - 5. possible release plans and release location;
 - 6. housing and management problems, i.e., gang affiliations;
 - 7. safety concerns; and
 - 8. ADA concerns.
- D. The OMC shall interview, utilizing positive and effective communication, their assigned caseload at least once a month and document the interaction in O-Track. These entries can be used to provide documentation to the case manager, Board of Pardons, and OMR decisions.
- E. The OMC will verify all programming and employment. They will also refer offenders to their case manager for additional information and enrollment to become CAP-compliant.
- F. The OMC should recommend moves based on the offenders' needs and input in relation to their CAP and where the offender is most likely to succeed.
- G. The OMC should ensure each offender is receiving the resources necessary for a successful reentry.