

State of Utah - Department of Corrections



Department Manual

<i>FC09 - Gate Passes</i>	<i>PROCEDURE</i>
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<i>Authorized by:</i>	<i>Executive Director Brian Nielson</i>
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01.00 GATE PASS PROCESS

01.01 Class A & B Gate Pass Requirements

To be eligible for a Class A or Class B gate pass, an inmate should:

- A. be classification level 4;
- B. have a release date of 36 months or less;
- C. be free of any "Predatory" charge convictions within the last year (FC04);
 1. Disruptive Charges 6 Months
 2. Management Charges 90 days
- D. be eligible for contact visits;
- E. inmates will be ineligible for any of the following:
 1. escape from a correctional facility or other confinement;
 2. attempted escape;
 3. aiding or abetting an escape;
 4. escape from custody of an authorized offender work detail or other officially supervised placement of an offender;
 5. possession of escape-related paraphernalia; and/or
 6. any escape conviction.
- F. Be ten years from any conviction date for a juvenile escape-related event, including the following:
 1. escape from any correctional facility or other official confinement;
 2. attempted escape;

3. aiding or abetting an escape;
4. escape from custody of an authorized offender work detail or other officially supervised placement of an offender; and/or
5. possession of escape-related paraphernalia.
- G. have no more than two events within the last ten years in a consecutive 5-year period for any of the following accountability-type offenses (these do not require conviction):
 1. absconding or failure to report;
 2. AWOL (away from custody);
 3. walk away;
 4. unaccountability;
 5. evading; and/or
 6. fugitive status.
- H. have no active detainers;
- I. have no active felony warrants. Active misdemeanor warrants without a detainer shall be reviewed on a case-by-case basis;
- J. sign a waiver of extradition;
- K. be screened for CAP (Case Action Plan) compliance;
- L. no active Protective Orders for class A Gate passes; and
- M. must not be a Compact Inmate.

01.02 Application Process

A. General

1. After the inmate's qualifications for the position have been reviewed, the responsible DPO/UCI member shall submit the referral form for granting of a gate pass to the appropriate facility Captain/designee.
2. The UCI Job Coordinator will be notified by the captain/designee if the inmate fails the screening process.

B. Application Process

1. All inmate applicants should be screened to see if they meet the Class A or B Gate Pass eligibility requirements.
2. The appropriate A or B Gate Pass will be generated by the designated officer and signed by the Captain/designee:
 - a. the Class A Gate Pass shall be green and white;
 - b. the Class B Gate Pass shall be red and white; and
 - c. IPP coordinates with county jails for procedures.
3. If an inmate applicant meets the Class A Gate Pass criteria, the Captain/designee shall coordinate with the Assignment Office to facilitate the movement to the appropriate facility.

01.03 Approval/Denial Process

- A. The facility Captain/designee shall be the authority by which gate passes are approved.
 1. The designee shall be a deputy warden or a lieutenant only as approved by the deputy warden.
- B. The Captain/designee may deny or revoke any gate pass for failure to meet any requirement based upon other factors affecting the facility's safety, security, and management.
- C. Any questions or challenges regarding the captain's gate pass review shall be directed to the appropriate deputy warden.

01.04 Revocation Process

- A. A gate pass shall be revoked for violation of any eligibility requirement or as a security precaution.
- B. Those authorized to revoke a gate pass are any staff member who has information that a security breach could result if the inmate is allowed to retain the gate pass.
- C. The member who revokes a Gate Pass should:
 - 1. ensure the inmate is secured and returned to the housing facility;
 - 2. notify the facility Captain/designee;
 - 3. notify the housing facility Captain/designee to remove the inmate's name from the Master Pass List; and
 - 4. complete related incident and disciplinary reports.
- D. The housing unit Captain/designee will review all reports of gate pass revocations within five working days and rule on the permanence of the revocation.

01.05 Gate Pass Renewal Process

- A. Gate passes shall expire after one year.
- B. Before an inmate's gate pass expires, a BCI review shall be completed to check for warrants and protective orders.
- C. The gate pass will be renewed if there are no new warrants or other concerns and all other criteria are still met.
- D. Gate passes are void upon an inmate's parole. If an inmate later returns to prison, they must go through the gate pass screening and approval process again.