

State of Utah - Department of Corrections



Department Manual

<i>FH14 - Sex Offender Temporary Release Notifications</i>	<i>PROCEDURE</i>
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01.00 SEX OFFENDER TEMPORARY RELEASE NOTIFICATIONS

01.01 General

- A. Sex offender inmates on work crews that leave a secure compound must remain under Department supervision. Notification of these inmates will be made to the local law enforcement agencies of the work sites.
- B. Any sex offender shall not work in areas restricted by statute as described in 77-27-21.7.

01.02 Process for Notification

- A. Inmates who are sex offenders shall not be granted off-property work assignments until:
 1. they have been approved for and maintain a gate pass under the criteria in accordance with FC09 Gate Passes;
 2. notification is made to the local law enforcement agency in the area of the work assignment; and
 3. notification shall include the scheduled itinerary, dates, and times of the off-property work assignment.
- B. Initial notification will be given in the manner described below.
 1. Staff members who process off-property work assignment clearances shall notify the respective local law enforcement agency as soon as possible.
 - a. A record of all notifications, including who was contacted and when, shall be documented and maintained by the staff member making the notification.
 - b. The Correctional Administrator or Jail Commander of the unit shall be responsible for ensuring that clearances are appropriately reviewed and signed before distribution.

2. If the destination of the off-property work assignment changes, the off-property work assignment will be considered an initial off-property work assignment and shall be processed accordingly.