



## FAMILY ORIENTATION



# Department of Corrections Philosophy



# What we will cover today!

- Mail/Property
- Accounting
- Case manager questions
- Board of Pardons and Parole
- Inmate phones
- Education
- Medical
- Visiting process



A statue of Lady Justice, blindfolded and holding scales, is visible on the left side of the header.

# *Utah Board of Pardons & Parole*

The Mission of the Board of Pardons and Parole is to protect public safety through informed and just decisions that consider victim input, the accountability of those under our jurisdiction, risk reduction, and rehabilitation.

## **Created by the Utah Constitution to:**

- Make decisions on:
  - Parole
  - Prison release
  - Commutation
  - Executive clemency
  - Pardons
- Jurisdiction: Individuals in Utah Department of Corrections custody

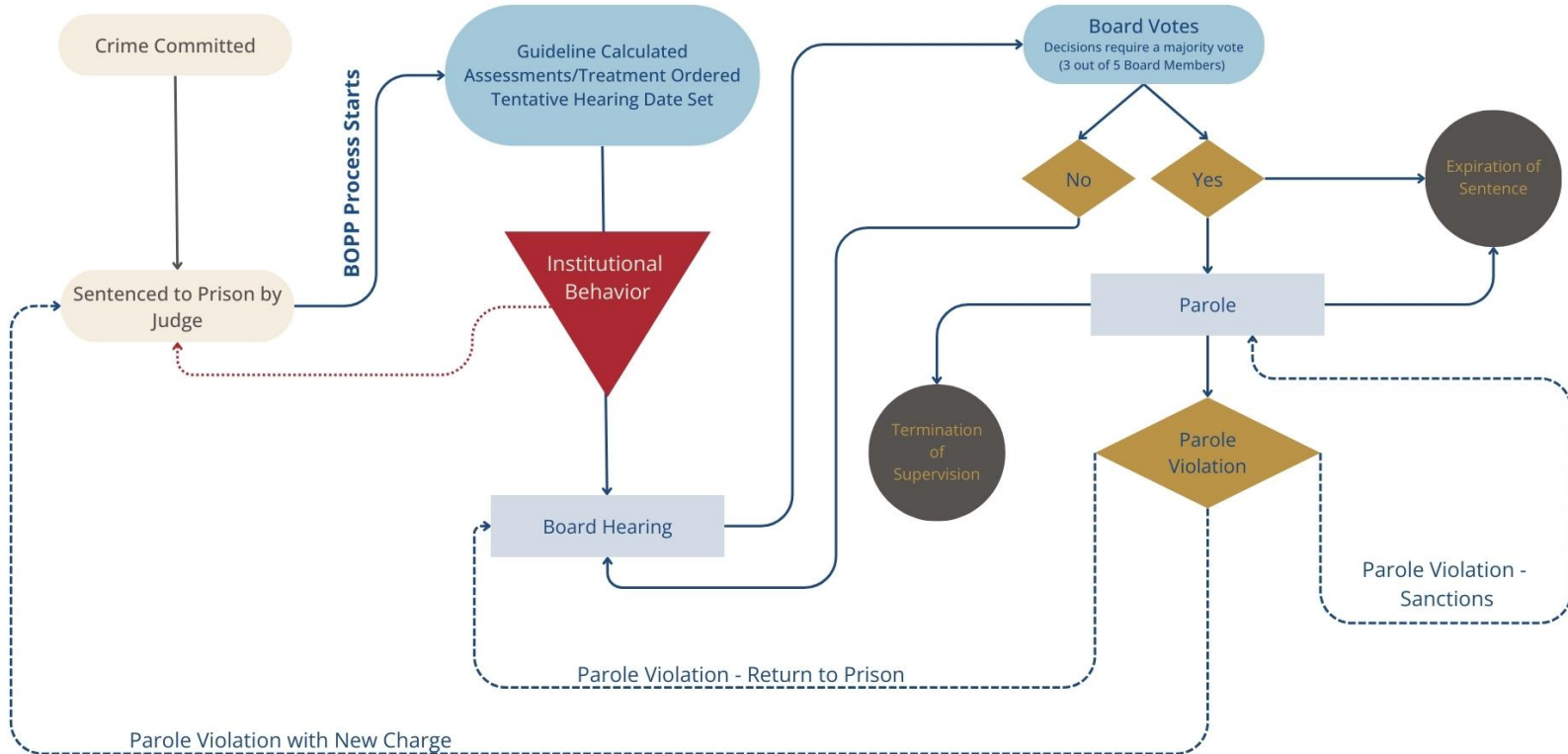
## **Structure:**

- 5 full-time Board members
- Up to 5 part-time (pro tempore) members
- Appointed by the Governor, confirmed by the Senate
- Serve 5-year terms



## Board of Pardons and Parole Post-Sentence Process:

This flowchart outlines the general process after a prison sentence, summarizing key stages that may vary based on individual circumstances.



# How the Board Calculates Time in Prison

Based on the sentence imposed by the judge, the Board makes three calculations. These, along with other considerations like nature of the offense and rehabilitation needs, guide the Board in setting a tentative date for an Original Hearing. All of this information is included in the Scheduling Review.

## Calculating Time in Prison:

### Expiration Date:

The maximum time a person can serve in prison, based on the judge's sentence.



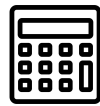
### Sentencing Guideline:

A recommended (but not mandatory) time to serve, calculated using a form from the Utah Sentencing Commission. The Board can release someone before or after this guideline.



### Credit for Time Served:

Time already spent in custody for the crime reduces the maximum prison time.



**Form 1 - General Matrix**

Only score the single highest point action within a given category. Do not check multiple scores in a single category and then add them. Any negative points which are deducted for the most recent post conviction sentence gap period may not reduce the total score below zero.

**CRIMINAL HISTORY SCORING**

These guidelines do not create any rights or expectations. Matrix time frames refer to imprisonment only. Refer to the categorization of offenses with the exception of "Specific 2nd," which are the 2nd Degree Offenses of 2nd Possession of Firearms by Restricted Person, and Failure to Respond to Officer's Signal to Stop, and "Specific 2nd," which refers to 2nd Degree Felony Possession of a Firearm by a Restricted Person.

<b>PRIOR FELONY CONVICTIONS</b> (Separate adult case numbers)	1 One 2 Two 3 Three 4 Four or Five 5 Six or more	<b>PRIOR JUVENILE OR FIREARM CONVICTIONS</b> (Adult or juvenile)	1 Misdemeanor person offense (A)(3) 2 Felony person offense (2)(1)(5) 3 Felony person offense (A)(3) 4 Felony person offense (A)(3) 5 Felony person offense (A)(3) 6 Felony person offense (A)(3)
<b>PRIOR CLASS A MISDEMEANOR CONVICTIONS</b> (Separate adult case numbers)	1 One or two 2 Three to five 3 Six or more	<b>PRIOR JUVENILE ADJUDICATIONS WITHIN PAST 10 YEARS</b> (Offenses that would have been felonies if committed by adult) (2 class A adj. + 1 Felony)	1 One 2 Two to four 3 Five or more
<b>SUPERVISION HISTORY</b> (Adult only - Federal, AF&G, private, county, problem solving court removal*)	1 Prior revocation 2 Current offense on supervision	<b>MOST RECENT POST-CONVICTION CRIME-FREE GAP</b> (Count from date of sentencing or entry of plea to arraignment (if no prison) or date of release from prison. Gap ends at new offense date. (Excludes all class C, class B traffic and minor regulatory offenses per § 77-40a(1)(1))	1 Three to four years 2 Five to six years 3 Seven to nine years 4 Ten or eleven years 5 Twelve years or more

**TOTAL SCORE**

INDIVIDUAL'S NAME	DATE SCORED	TOTAL SCORE RANGES	CRIMINAL HISTORY RANK
SCORER'S NAME		16+ → V	
ACTIVE CONVICTIONS (MOST SERIOUS FIRST)	CRIME CATEGORY	12 - 15 → IV	
	TIME	8 - 11 → III	
	TOTAL	4 - 7 → II	
		0 - 3 → I	

**CRIME CATEGORY**

	1st Degree Person A	1st Degree Other B	2nd Degree Person C	2nd Degree Specific 2nd D	2nd Degree Specific 3rd E	2nd Poss 3rd Other F	2nd Poss Class A** G
V	120 MOS	84 MOS	54 MOS	32 MOS	24 MOS	14 MOS	12 MOS
IV	108 MOS	78 MOS	42 MOS	26 MOS	20 MOS	14 MOS	10 MOS
III	96 MOS	72 MOS	30 MOS	20 MOS	14 MOS	12 MOS	8 MOS
II	84 MOS	66 MOS	24 MOS	16 MOS	14 MOS	10 MOS	6 MOS
I	72 MOS	60 MOS	18 MOS	14 MOS	12 MOS	8 MOS	4 MOS

\* A problem solving court is a specialized court designated by the Utah Administrative Office of the Courts. Time problem solving court or RRM violations/penalties should not be counted as a conviction. An Order to Show Cause with revocation and actual removal from the problem solving court is required in order to count as a prior revocation of supervised sentence. An Order to Show Cause with revocation and actual removal is required to count as a prior revocation of supervised sentence.

\*\* Time periods only apply to Class A offenses sentenced to prison under § 76-3-209(1)(b). Form 1 applies to sentencing of misdemeanor offenses under § 76-3-209(1)(c). Concurrent enhancements (served at the same time): 10% of the shorter sentence added to full length of the longer sentence.

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## Calculating the Sentencing Guideline:

- Score Criminal History
- Use Matrix
  - Multiple charges may require use of additional matrices
- Rank Charges
  - Top charge - 100%
  - Concurrent sentences - 10%
  - Consecutive sentences - 40%





# Why Guidelines Might be Different

The Utah Sentencing Commission creates the Sentencing Guidelines used by both AP&P and the Board.

## When AP&P Calculates the Guideline:

- Happens before the judge gives a final sentence.
- Doesn't yet include if sentences are consecutive or concurrent.
- May not include open cases.

## When the Board Calculates the Guideline:

- Happens after sentencing is complete.
- Reflects if sentences are consecutive or concurrent, based on the judge's order.
- Includes all open cases once resolved.

Bottom line: The Board's guideline may be different from AP&P's because it's based on final, complete information.

**Form 1 - General Matrix**

Only score the single highest point option within a given category. Do not check multiple scores in a single category and then add them. Any negative points which are deducted for the most recent post conviction crime free gap period may not reduce the total score below 0.

**CRIMINAL HISTORY SCORING**

These guidelines do not create any rights or expectations. Matrix time frames refer to imprisonment only. Refer to the categorization of offenses with the exception of "Specific 3ds", which are the 3rd Degree Offenses of DUI, Possession of Firearm by Restricted Person, and Failure to Respond to Officer's Signal to Stop, and "Specific 2nd", which refers to 2nd Degree Felony Possession of a Firearm by a Restricted Person.

<b>PRIOR FELONY CONVICTIONS</b> (Separate adult case numbers)	2 One 4 Two 6 Three 8 Four or Five 13 Six or more	<b>PRIOR PERSON OR FIREARM CONVICTIONS</b> (Adult or juvenile)	2 Misdemeanor person offense (AD.B) 2 Felony firearm offense (76-10-5) 4 Felony person offense (AD.B) 6 Homicide offense (76-5-2)
<b>PRIOR CLASS A MISDEMEANOR CONVICTIONS</b> (Separate adult case numbers)	1 One or two 2 Three to five 3 Six or more	<b>PRIOR JUVENILE ADJUDICATIONS WITHIN PAST 10 YEARS</b> (Offenses that would have been felonies if committed by adult) (3 class A adj. - 1 Felony)	1 One 2 Two to four 3 Five or more
<b>SUPERVISION HISTORY</b> (Adult only - Federal, AP&P, private, county, problem solving court removal*)	2 Prior revocation 3 Current offense on supervision	<b>MOST RECENT POST-CONVICTION CRIME-FREE GAP</b> (Count from date of sentencing or entry of plea in abeyance (if no prison) or date of release from prison. Gap ends at new offense date. (Exclude inf. class C, class B traffic and minor regulatory offenses per § 77-40a-10(1)(7))	-1 Three to four years -2 Five to six years -3 Seven to nine years -4 Ten or eleven years -5 Twelve years or more

**TOTAL SCORE**

<b>INDIVIDUAL'S NAME</b>	<b>DATE SCORED</b>	<b>TOTAL SCORE RANGES</b>	<b>CRIMINAL HISTORY NOW</b>
SCORER'S NAME		16+ _____ → V	
ACTIVE CONVICTIONS (MOST SERIOUS FIRST)	CRIME CATEGORY	12 - 15 _____ → IV	
	TIME	8 - 11 _____ → III	
	TOTAL	4 - 7 _____ → II	
		0 - 3 _____ → I	

**CRIME CATEGORY**

	1st Degree Person	1st Degree Other	2nd Degree Person	3rd Degree Person Specific 2nd	2nd Other Specific 3ds	2nd Pass 3rd Other	3rd Pass Class A**
	A	B	C	D	E	F	G
V	120 MOS	84 MOS	54 MOS	32 MOS	26 MOS	16 MOS	12 MOS
IV	108 MOS	78 MOS	42 MOS	26 MOS	20 MOS	14 MOS	10 MOS
III	96 MOS	72 MOS	30 MOS	20 MOS	16 MOS	12 MOS	8 MOS
II	84 MOS	66 MOS	24 MOS	16 MOS	14 MOS	10 MOS	6 MOS
I	72 MOS	60 MOS	18 MOS	14 MOS	12 MOS	8 MOS	4 MOS

\*A problem-solving court is a specialized court designated by the Utah Administrative Office of the Court. Every problem-solving court or RIM violation/sanction should not be counted as a revocation. An Order to Show Cause with revocation and actual removal from the problem-solving court is required in order to count as prior revocation of supervised probation. An Order to Show Cause with revocation and actual removal is required to count current offense on supervision.

\*\*Time periods only apply to Class A offenses sentenced to prison under § 76-5-208(1)(b). Form 1 applies to sentencing of misdemeanor offenses under § 76-5-208(1)(c). Consecutive Enhancements (served one after another): 40% of the shorter sentence added to the full length of the longer sentence.

Concurrent Enhancements (served at the same time): 10% of the shorter sentence added to full length of the longer sentence.

2025 UTAH SENTENCING GUIDELINES

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# Structured Decision-Making Framework (SDMF)

The Board uses an evidence and policy-based system to guide parole decisions, considering multiple domains that impact successful reentry:

## Risk-Related Domains

- **Criminal & Supervision History:** Patterns of past criminal behavior and parole outcomes.
- **Risk Assessments:** LS/RNR, Substance Use, SO
- **Self-Control:** Ability to make responsible, consequential choices and display self-regulating behavior.
- **Programming:** Completion of required programs and additional activities (education, skills, etc.).
- **Institutional/Community Behavior:** Behavior while incarcerated and under supervision.
- **Offender Change:** Evidence of personal growth, improved thinking, and lasting behavioral changes.
- **Release Plan:** A realistic plan for life after release.
- **Case-Specific Factors:** Unique details about the case, offense, victim, or offender.

## Policy-Related Domains

- **Victim Considerations:** Impact on the victim (physical, emotional, financial harm).
- **Statutory Considerations:** Parole guidelines, aggregate minimums, laws relevant to an offense.
- **Community Considerations:** Community support/opposition and the crime's impact.

This framework ensures fair, consistent, and transparent decisions that prioritize on public safety while considering progress toward reentry.





# Contact the Board



[www.bop.utah.gov](http://www.bop.utah.gov)

Phone: (801) 261-6464

Email: [bopinfo@utah.gov](mailto:bopinfo@utah.gov)

Letters or other information sent to the Board are limited to 5 pages:

Mailing address: Utah Board of Pardons and Parole  
448 East Winchester Street, Suite 300  
Murray, Utah 84107

Email: [bopinfo@utah.gov](mailto:bopinfo@utah.gov)

Please remember to include the incarcerated individual's full name and offender number.



# Mail

## FREQUENTLY ASKED QUESTIONS

### What are the rules when writing letters to Inmates?



- **Physical** mail from friends and family needs to be sent to, Pigeonly, an off site mail processing center.
- The mail will be photocopied and sent to either CUCF or USCF.
- The mail teams and housing officers will deliver the mail.
- **Digital** mail can be sent to Pigeonly, who will print the message or picture to be delivered.

Two ways to send mail:

<https://corrections.utah.gov/family-and-friends/communication/>





## What is the Pigeonly address I use to write an Inmate?

Incarcerated Individual Name – Offender ID Number  
Utah State Correctional Facility -1700  
PO Box 96777  
Las Vegas, NV 89193

Incarcerated Individual Name – Offender ID Number  
Central Utah Correctional Facility -1701  
PO Box 96777  
Las Vegas, NV 89193

## Why does it take so long for mail to get to inmates?

Your mail will be sent to Pigeonly to be processed. After processing, Pigeonly will mail the copies to USCF or CUCF PO boxes, which is picked up from the post office every workday. The mail has already been screened by mailroom staff. The mail QR code is scanned and distributed to inmates the day after it is received.

Mail is processed in the order it is received and will usually go to the inmate within one to two days after it is received from the post office.





## Can Inmates have pictures?

Inmates are allowed to have up to 25 photos in their possession.

The photos cannot contain an inmate in them.

Photos cannot be sexually explicit or show gang signs.



## Why does it take so long for the offenders mail to reach their family members?

Outgoing mail is taken to the post office the same day it is picked up from the housing units.

You can check with the North West post office if you think there has been a delay.

**Address:** 801 N Redwood Rd, Salt Lake City, UT 84116

**Hours:** Open · Closes 5:30 PM

**Phone:** (800) 275-8777



# Property

## How do I pick up the inmate's property?

Step 1- Call the Property Unit - 801-522-7771 (USCF) or 435-528-6470 (CUCF) to see if there is property ready for pick up.

Step 2- Please call and schedule an appointment before coming to the prison. Property appointment availability - is Monday - Friday 7am to 5pm at USCF and 8am-3pm at CUCF.

Step 3- Arrive at the Property Pickup window to pick up the property. Drivers License, State ID or Passport are needed for verification.

The appointments are at ten minute intervals. To make an appointment please call 801-522-7771 or 435-528-6473. Staff will ensure the property is ready for pick up and confirm your information or that of the individual assigned for pick up. You must present a drivers license or a State ID when you pick up property. If you are going to be late for the appointment, please call so the staff don't leave the area or so that you can reschedule. There are no pets allowed on property, please make sure you leave them home.

**Utah State Correctional Facility:**  
1480 N 8000 W, Salt Lake City, UT 84116

**Central Utah Correctional Facility:**  
255 E 300 N, Gunnison, UT 84634



# What can I send to inmates?

You can send your inmate letters and pictures. Inmates can have 25 pictures in their possession.

You can purchase a magazine subscription for the inmate. The magazine must come straight from the vendor/distributor, and must contain the inmate's full name and offender number. Magazines cannot be sexually explicit, about gangs, about self defense, or guns/weapons.

Inmates must purchase their own books. Inmates can purchase books from approved vendors. There is also a list of FREE VENDORS that inmates can use to obtain books.

## How can I send items?

Family members often want to know if they can send offenders items like wedding rings or glasses. This process requires family members to send the items to the property unit for inspection.

Every inmate is allowed to have one wedding band style ring. The ring must be smooth, plain, no texture, ridges, patterns, or stones. Engravings on the inside only. The ring value must be \$75.00 or under. All rings must be sent directly from a vendor. The Property Unit does not accept any items from family/friends.

Glasses are accepted from a doctor's office or a vendor. Family/friends cannot send glasses to inmates. Sunglasses are only accepted if there is a medical or an ADA clearance. The lenses cannot be tinted. However, transition lenses are accepted.





# Inmate Accounting



## Upon Arrival at the Prison

When an inmate is brought to the prison, a bank account is established for them through Inmate Accounting with Zion's Bank.



## How can inmates receive money?

Inmates can receive money through:

- Family and Friends
- Inmate Payroll (*paid once a month*)
- Government Agencies (*US Treasury or IRS, Dept of Veterans Affairs*)
- Native American Tribes



# How can family & friends send funds to inmates?

## 1. Access Corrections

- MAIL (money order or checks) - PO Box 12486 St Louis, MO 63132
- TELEPHONE **1-636-888-7004**
- ONLINE/INTERNET

**accesscorrections.com** or **Access Corrections App**

*Please verify **the inmate name, inmate number and birthday** to ensure that the funds are applied to the correct inmate account.*

*The fee is \$6.95 per transaction for both telephone & web deposits.*

- KIOSKS (located at both USCF and CUCF)  
*This machine only takes cash or card payments. If using cash, the smallest bill accepted is \$5. The fee is \$3.50 per transaction.*



# How can family & friends send funds to inmates?

## 2. Inmate Accounting - money orders or cashier's checks only

Inmate Accounting  
14717 South Minuteman Drive  
Draper, Utah 84020

*(Payable to the inmate and include the inmate's number and the sender's name and address)*

**\*\*\*\* TO AVOID DELAYS OR LOSS OF FUNDS, PLEASE DO NOT SEND ANY FUNDS TO CUCF, USCF, OR TO PIGEONHOLE AT PO BOX 96777, LAS VEGAS, NEVADA!**

The diagram shows a Western Union Money Order form with several key areas highlighted by blue boxes and arrows:

- Senders legible first and last name** and **Senders full address**: Located at the top left of the form.
- UDC Finance / Inmate Accounting**, **14717 S. Minuteman Drive**, **Draper, UT 84020**: Located in the top right area.
- WESTERN UNION** logo and **WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Englewood, Colorado**: Located at the top of the money order form.
- PAY EXACTLY**, **PAY TO THE ORDER OF**, and **OFFENDER FULL NAME & #**: Located in the middle left section.
- Ex: Trust or Debt** and **PAYMENT FOR AGENCY #**: Located in the middle right section.
- PURCHASER'S ADDRESS**: Located below the pay to the order of section.
- PURCHASER'S SIGNATURE**: Located at the bottom right, with a note: "PURCHASER BY SIGNING THIS ORDER AGREES TO THE TERMS ON THE REVERSE".
- SENDERS ADDRESS - MUST MATCH THE ENVELOPES RETURN ADDRESS**: A label with an arrow pointing to the purchaser's address field.
- LEGIBLE SENDERS SIGNATURE- ALSO MUST MATCH SENDERS NAME ON THE ENVELOPE**: A label with an arrow pointing to the purchaser's signature field.

# How and where inmates spend their money?

- **COMMISSARY**

Items for purchase include notebooks, pens, snacks, personal hygiene products, and other similar items. (once a week)

- **PHONE (GTL) 877-650-4249**

The maximum amount that they can transfer at one time is \$25.

- **SEND MONEY OUTSIDE THE PRISON**

Inmates submit money transfer requests to Inmate Accounting;  
Allowable transfers and purchases include items such as books, magazines, music, and gifts or financial support to family and friends.



# Inmate's fees and other costs

- **Medical Charges**

- *\$2 Rx-copay for every prescription med; \$5 copay for doctor visits; misc medical items*

- **IDHO Fines and Restitution**

- *penalty for misbehavior, fighting, drug use and failure to obey direct orders*

- **Transportation**

- *\$63 per court appearance*

**\*\* Inmate Accounting will take up to 60% of an inmate's current balance, as well as 60% of any incoming funds until these obligations are fully paid.**

- **ORS Garnishment**

- *Inmate Accounting will take up to **50% of an inmate's payroll***

- **ORS Lien Levy**

- *Inmate Accounting will take everything except \$5 for 60 days*

- **Filing Fees**

- *Inmate Accounting will take up to **20% of an inmate's payroll***

- **Tuition Fees**

- *Promissory notes for classes/courses - to be paid within 2 years after discharge*

## QUESTIONS

TELEPHONE: 801 545-5662

EMAIL: [udcoffenderaccounting@utah.gov](mailto:udcoffenderaccounting@utah.gov)





# Medical Services

Correctional Health Services (CHS) provides the following essential healthcare services:

- Medical
- Dental
- Mental Health
- Optometry

Offenders may access non-emergent healthcare services by submitting a healthcare request form.

Nursing staff are available to address emergencies 24/7/365

<https://dhhs.utah.gov/chs/>



Utah Department of  
**Health & Human Services**  
Correctional Health Services





# Medical questions

**Q:** How do I get access to my incarcerated loved one's medical records while they are in a UDC facility?

**A1:** The offender can complete a GRAMA records request and return it to medical records. Unless indigent, the offender must also provide a blank money transfer to cover the cost of the copied records (25 cents per double-sided page). The records will be sent to the family member indicated on the form. The offender is required to pay for this service.

**A2:** The family can submit a records request using a system called GovQA (Corrections GovQA Records Requests). A power of attorney or offender signed authorization form is required in order to release the records. There is no fee for family members using this type of request.

**Q:** What do I do if I think my loved one was involved in a safety incident?

**A:** If a loved one is involved in a safety incident that requires family notification, the department will contact individuals designated by the offender.



Utah Department of  
**Health & Human Services**  
Correctional Health Services

# Medical questions

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**Q:** What information will I have access to with a signed medical information release form?

**A:** Once your loved one has signed a medical release information form, you will have access to their medical and dental records. You will NOT have access to substance use or mental health information.

**Q:** How do I learn more about my loved one's medical condition?

**A:** Upon arrival, the offender is offered a limited power of attorney form and asked if they would like to identify one designee to receive their medical information. The form is also available from the offender's case manager. Notarization of the form is required. The form is permanent unless the offender withdraws it. Only one designee can be named at a time.

The designee may contact the Family Medical Line to obtain information regarding their loved one's medical condition. The Family Medical Line representative will verify that a limited power of attorney form is on file and that the person calling is the named designee. Only medical information will be disclosed to the designee; the representative is prohibited from providing any other non-medical information.





# Inmate Phones

## How do I get a call from my loved ones?

Offenders must first fill out a telephone request form. The form is then sent to inmate phones for a review. Once approved the form will be mailed back to the inmate.

This takes around 2 weeks.

While inmate is getting your number approved, family members can set up an account with AdvancePay. This is the system that will allow family members to put funds for offenders to make calls.





## Who can I call for questions and answers?

ConnectNetwork can be reached at 1-877-650-4249

AdvancePay can be reached at 1-800-483-8314

Customer service is available 24/7, 365 days a year.

## How do I set up an account with AdvancePay?

To set up a new account, go to **connectnetwork.com** , and select “Create account”.

Sign into your connectnetwork account and ensure that you have added the Utah State Correctional Facility to your account.

Once available, advancepay service will be available via the Dashboard on the left menu.



## Can I call an Inmate?

**No**....you can only receive calls.

In the event of an emergency, you may reach out the prison or the offenders case manager. Also...NO 3-way calls or the inmate will be suspended and your number blocked for a time.

## Calls aren't going through?

If the calls aren't going through from the inmate make sure to call you cell phone provider and removing the "GLOBAL SPAM BLOCKER."

Add these 2 numbers to your phone as a contact:

801-783-2472

801-999-8981

## How Much Does A Call Cost?

Local calls are: 10 cents per minute

Long distance calls: 19 cents per minute





# VISITATION

<https://corrections.utah.gov/family-and-friends/visitation-information/>

## How do I apply to visit my loved one?

Visitors must fill out an application form and be approved before being allowed to visit offenders at the Utah state correctional facility.

The visiting application can be found on our website

<https://corrections.utah.gov/visit-an-inmate/>

You may submit it by uploading all necessary documents online, or simply print it off, fill it out and submit it to us via email at [uspvisiting@utah.gov](mailto:uspvisiting@utah.gov). You may also bring in a physical copy and drop it off.

Once we have it, a background check is run. If you meet the visiting requirements we will send you an approval email along with video visiting credentials so you may have video visits if you wish.

The approval process is anywhere from 2-4 weeks.





## Utah Department of Corrections - Application for Visitation

☐ New Adult Application ☐ New Adult and Minor Application ☐ Renewal ☐ Information Change

### Inmate/Adult Applicant Information

Inmate Name (Last, First, Middle)		Inmate Number	Housing Unit	Relationship to Inmate:
Applicant Name (Last, First, Middle)		Applicant SSN	Applicant DOB	Applicant Phone Number
Previously Used Names (Maiden, Aliases, Nicknames, etc.)				Marital Status
Applicant Mailing Address		Country	Applicant Email	
City	State	Zip	Applicant Driver's License/ ID #	State
Guardian Name (Last, First, Middle) <i>If different from above applicant</i>		Applicant Relationship to Minors:		
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	
Minor Name (Last, First, Middle)	Minor SSN	Minor DOB	Relationship to Inmate:	

**Falsification of any information will result in a DENIAL.**

By signing below, you certify all the information provided is correct, and you agree to follow the visiting rules and all officer directions:

Printed Name		Signature	Date Signed
<b>Visiting Staff Section:</b>			
License:	Valid	Suspended/Denied	FBI Number:
State:	No Record	Record	SSN Number:
Nation:	No Record	Record	Warrant Number:
Warrants:	N/A	Active	
Thrive Status:	Entered	Cannot Be Entered	
Date Received:			
		Approved	Denied
		Comments:	
Officer Signature:			



## Utah Department of Corrections - Application for Visitation

☐ New Adult Application ☐ New Adult and Minor Application ☐ Renewal ☐ Information Change

### Acknowledgement

<b>Failure to answer the following questions honestly and completely will result in a denial.</b>	
<b>Answering "Yes" to questions 1 – 5 will require a written explanation.</b>	
1. Are you a current or former employee of the Utah Department of Corrections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you a current or former volunteer, contractor, or student intern for the Utah Department of Corrections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you a victim of the inmate ( <b>current and past crimes included</b> )?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are any of your family members victims of the inmate ( <b>current and past crimes included</b> )?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If this application includes minors, are any of the minor applicants a victim of the inmate ( <b>current and past crimes included</b> )?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you acknowledge that minor applicants may be only accompanied by the minor's grandparent or adult sibling only if a permission letter (see below) has been received and approved by visiting staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Do you acknowledge that minor applicants may not be accompanied by the minor's step-parent, step grandparent, step-sibling, or extended family members? (Exceptions may be made on a case-by-case basis)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you agree to follow the Visiting Rules, as outlined on corrections.utah.gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you agree to follow the Visiting Dress Code, as outlined on corrections.utah.gov?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Document Checklist

<b>Failure to include the necessary documentation will result in a denial.</b>	
Adults/Minors 16+: Color photo of state-issued ID(s)*	<input type="checkbox"/>
Minors: Color copy of Birth Certificate(s)	<input type="checkbox"/>
Non-Parent Guardians: Proof of guardianship for each minor	<input type="checkbox"/>
Adult Sibling(s)/Grandparent(s): Proof of relationship to each minor	<input type="checkbox"/>
Adult Sibling(s)/Grandparent(s): Written and notarized permission letter from each minor's parent/legal guardian	<input type="checkbox"/>
Visitors w/ Medical Devices: A doctor's note verifying medical device	<input type="checkbox"/>

For fastest service, please email this application and other documentation to [usvisiting@utah.gov](mailto:usvisiting@utah.gov) for USCF or [cucvisiting@utah.gov](mailto:cucvisiting@utah.gov) for CUCF

You may also mail applications to:  
Utah State Correctional Facility, Attn: Visiting PO Box 165300, Salt Lake City, UT 84116  
Central Utah Correctional Facility, Attn: Visiting, P.O. Box 898, Gunnison, UT 84634

\*If you submit this application via email, the photo needs to be a JPEG or PNG type file. PDF and other file types will not be accepted.



# How long until my loved one can have visits?



Offenders who are committed to the Utah state correctional facility must go through a process called Receiving and Orientation (R&O).

R&O offenders are allowed 1 video visit per month after you have been approved for visitation.

Once moved to population, Offenders will be eligible for visits based on a privilege matrix.

## How many visits can my love one have?

The matrix is a privilege based system that offenders are given based on their behaviors.

This can change at anytime depending on how the offenders act.

### **ANTELOPE LEVELS:**

- a – No visits
- b –1 visit/month (video or barrier)
- c –2 visits/month (video or barrier)
- d –2 visits/month (video or barrier)
- e –3 visits/month (video or barrier)
- f –4 visits/month (video or barrier)

### **GENERAL POPULATION LEVELS:**

- g – 2 visits per month (1 In person and 1 video visit)
- h – 3 visits per month (1 In person and 2 video visits)
- i – 4 visits per month (2 In person and 2 video visits)
- j – 5 visits per month (2 In person and 3 video visits)
- k – 8 visits per month (4 In person and 4 video visits)
- l – 12 visits per month (6 In person and 6 video visits)



# How to I apply to have minors visit?

There is a spot to add minors to the application before it's submitted.

You must include the minor's birth certificate along with the application .

If the offender you are visiting was convicted of a sexual crime, the process must go through several areas for approvals. These include SOTP (Sex offender treatment) OMR (Offender management review) and the visiting team.

Visiting requires a notarized letter from parents (Mother or Father) not visiting before a minor can be approved.

## How do I submit a visit request?

To request a visit you will need to visit our website <https://corrections.utah.gov/family-and-friends/visitation-information/>

This link will show you our calendars and visiting availability.

You will be directed to fill out a google form which will appear on our end to review. If you entered all your information correctly, you will receive an approved or denied email. Requests will be reviewed within the 1-3 days. Request must be submitted at least 48 hours in advance.



# How to do a video visit?

On the day of your scheduled visit, you will need to go to the website [thrive.connectedcorrections.com](https://thrive.connectedcorrections.com)

On the homepage you will see a spot for a username and password. With the credentials you were provided, enter your information into these fields.

15 minutes before your visit starts, you will want to log on to avoid technical difficulties.

Video visits run for 30 minutes. They are on a timer, and will turn off automatically.

You may add as many approved visitors to your video visit as you would like once the original video visit is approved.





## Rules when arriving for an in person visit.

Visitors must arrive 30 minutes early for your visit. This gives us time to get you checked in, and time for the offenders to get down to their visit on time.

Visitors who arrive after that 30 minute mark may have to wait until the next movement time, which will be 15 minutes after the session starts.

You will go through a screening process where you remove all items from your pockets, jackets and shoes and place them in a bin which will go through an X ray machine.

All electronic devices or wallets must be left in your car or in the lockers provided.



# Visiting rules



Clothing standards- It is important that you review all clothing standards on the corrections website.

**Common clothing items that will not be permitted include:**

- Any clothing with a hood
- Tank tops
- Jeans or pants with tears in them
- Yoga style pants or leggings
- Open toed footwear of any kind (sandals, etc.)
- Low cut shirts
- Short, skirts, and dresses not reaching the knees

**Failure to abide by the clothing standard will result in not being allowed inside the facility (in-person visits) or having the video feed terminated (video visits).**

When arriving for your in person visit, please be aware of the following-

- Visitors are not permitted to have physical contact with offenders.
- Visitors may not share drinks with the offenders they are visiting.
- You may not bring anything in to the offenders. (Paperwork, Glasses, Medical supplies)
- Visitors may share a brief hug and kiss with the offenders they are visiting.
- Open mouth kissing, excessive, extended or lingering hugs are not permitted, and will result in a suspension.





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# Inmate Placement Program

## FREQUENTLY ASKED QUESTIONS

Why does the Utah Dept. of Corrections place state inmates in county jails?

- The State's prison system does not have adequate beds to house all inmates. This helps safely house inmates to prevent overcrowding and maintain safe staff-to-inmate ratios
- UDC has contracts with 20 different county jails throughout the state for about 1600 beds.
- Creates additional programming opportunities



# Inmate Placement Program



- State Case Manager Assigned to each jail
  - Initial meeting within the first 3 business days
  - Review their Case Action Plan and help them reach their goals
  - Face to face meeting minimally every 90 days thereafter
  - Help them prepare to successfully transition back to the community
- Access to State Medical and Mental Health
- Over 70 people working outside of jail in those communities
- Access to recreation, commissary, mail, phones visitation, and religious services, though the policies for these will vary from jail to jail.



# Inmate Placement Program

## Successes in the County Jails Last Year.

- **97** People Graduated High School
- **272** People Completed Substance Use Treatment
- **68** People Completed Sex Offender Treatment
- **388** People Completed Moral Reconciliation Therapy (MRT)
- **33** People Completed Vocational Building Trades





# CASE MANAGEMENT



Coming to prison can be a scary and tough situation for most people. Each of your loved ones will be assigned a dedicated Case Manager to help them transition and use their time wisely while incarcerated. We collaborate with with other divisions to help provide for a safe and healthy Re-Entry plan for when your loved one is released.

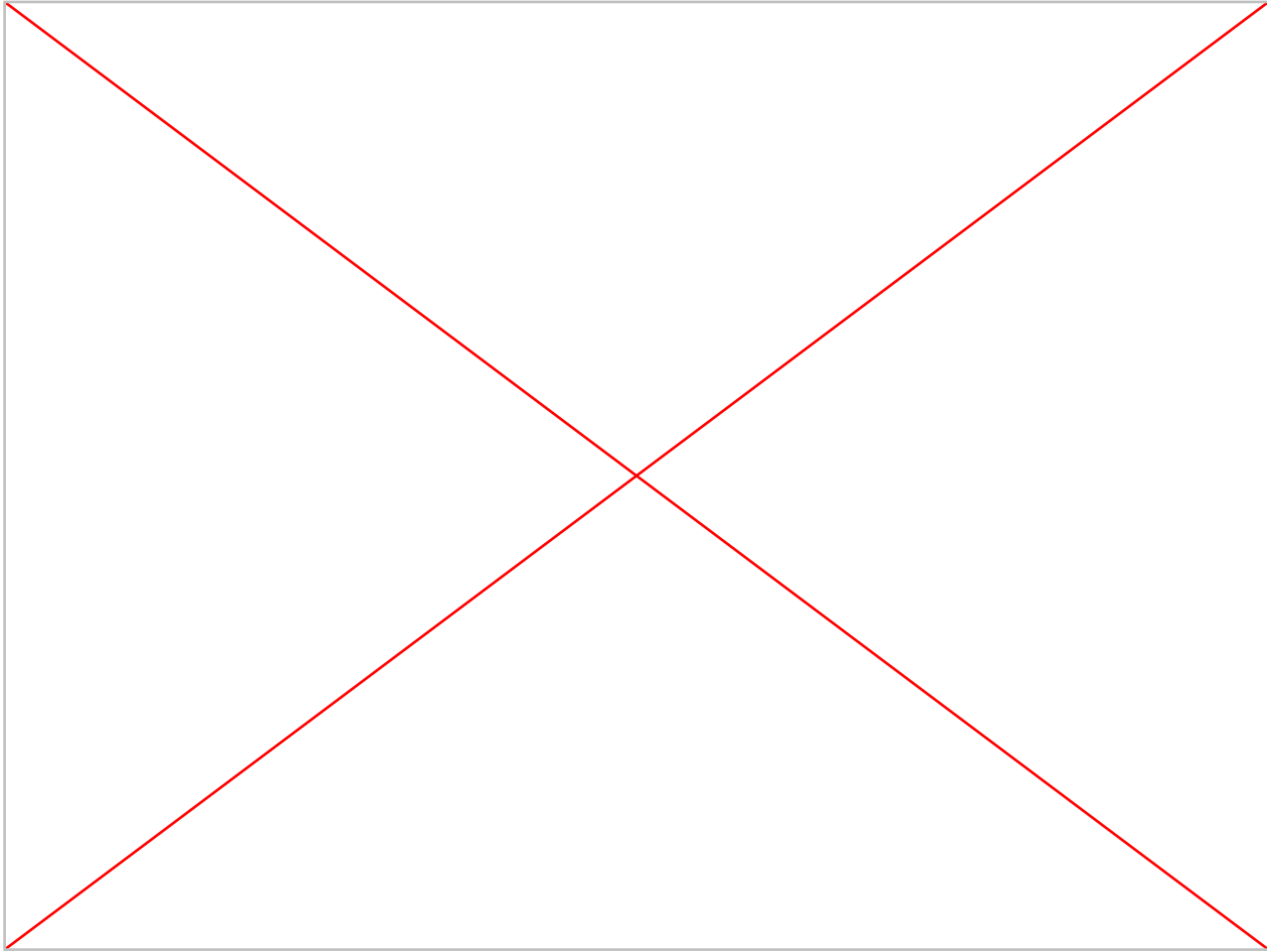
Their Case Manager will help with the following:

- Release/Discharge Planning from day one.
- Help determine a course of action.
- Serve as a Liaison between your loved one and the Board of Pardons, Treatment and Education.
- Help develop a Case Action Plan to include treatment, educational and life skills classes.
- Conduct multiple assessments with your loved ones to determine Risks, Needs, and Responsivity to treatment and programing. As well as for behavior and classification purposes.

We are there to help, support, and encourage your loved ones to take advantage of the programs, classes and opportunities that the Department of Corrections has to offer your loved ones to obtain the ideal stay mentioned in the previous video.

Yes, you are allowed to talk with their case manager. Just understand that they will not be allowed to share some protected information with you, but can encourage your loved one to contact you & be honest in sharing information.

What does the Ideal Stay look like?





UTAH DEPARTMENT  
OF CORRECTIONS



**EDUCATION & REHABILITATION**

# Education & Rehabilitation at UDC

- Education leads to better opportunities and reduces recidivism.
- A high school diploma makes individuals 2x to stay out of prison.
- A job certification makes individuals 3x more likely to stay out of prison.
- The more you learn, the better your chance.

# Education Programs

- Adult Education
  - High school diplomas/GED
  - ESL
  - Literacy
  - College and Career Readiness.



# Education Programs (CUCF & USCF)

- Higher Education
  - Associates Degrees
    - SLCC
    - Snow College
    - UPEP
    - Ensign College
    - USU (courses offered)
- Technical Training
  - USCF, provided by Davis Technical College:
    - Business, Welding, Culinary Arts, Graphic Design, IT
  - CUCF, provided by Snow College:
    - Building Trades, Culinary Arts

# Rehabilitation & Risk Reduction Classes

- Core Classes: Thinking for a Change, Anger Management, Victim Impact, MRT
- Life Skills: Inside Out Dad, Ideas for Better Communication, Self-Esteem, 7 Habits on the Inside, Unlock Your Thinking & Open Your Mind, Emotional Resilience, Getting Motivated to Change, and many more.

# FEEDBACK & QUESTIONS



<https://forms.gle/bWaZR69oct2hbdDi7>