



STATE OF WYOMING  
DEPARTMENT OF CORRECTIONS

**ADMINISTRATIVE  
REGULATIONS**

**NUMBER**

**2.503**

**PAGE NUMBER**

**1 OF 5**

**SUBJECT: Furlough/Leave Program**

**I. PURPOSE:**

To establish guidelines and procedures governing the eligibility of inmates to be granted furloughs or leaves prior to the completion of their sentence. This program is intended to assist the inmate in preparing for successful re-entry into the community by having available the opportunity to maintain and/or re-establish family ties; provide for emergency leave to support family members during bereavement or serious illness; and finalize plans prior to release or parole.

**II. GENERAL:**

The Department of Corrections furlough program is limited to inmates of minimum or work release classification. Furthermore, the inmate must be at least nine (9) months from parole eligibility and/or discharge date.

The Chief Executive Officer may authorize an inmate supervised leave under the direct escort and supervision of department personnel when the inmate does not otherwise qualify for the furlough program.

Each institution within the Prison Division of the Department of Corrections, consistent with the Department's mission of Public Safety, will develop its Operational Memorandum within the limits and guidelines of this Administrative Regulation.

Chief Executive Officer shall have authority to grant or deny furloughs and leaves, except that the Director or designee will have the final authority on all matters pertaining to this program. Administrative decisions by Chief Executive Officers or the Director concerning program participation are discretionary and are not subject to appeal. Participation is a matter of privilege and is not a right. Furloughs or supervised leaves may be terminated by the Chief Executive Officer of the institution or the Director at any time.

Statutory Reference; 7-13-701; 7-13-702

**III. PROCEDURES:**

**A. General:**

Furlough programs may be provided to eligible inmates within the division of prisons. When an inmate does not qualify for the furlough program, supervised leaves may be granted under direct supervision and escort of department employees. All furlough/leave programs will include the following:

1. Written operational memorandums containing institutional procedures as

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III. PROCEDURES: (Continued)

A. General: (Continued)

2. Written rules of conduct specifying unacceptable behavior while on furlough/leave and sanctions which may apply. The inmate must agree in writing to specific conditions of conduct regarding non-use of drugs alcohol, possession of firearms, and other restriction as may be required.
3. A system of supervision to minimize inmate abuse of program privileges, including notification of local law enforcement agencies, testing for substance abuse, and regular surveillance and monitoring.
4. A complete record keeping system and evaluation system that includes:
  - a. Total number of furlough applications;
  - b. Number of applications approved;
  - c. Number of applications denied and reasons for denial;
  - d. Success and failure rates;
  - e. Program effectiveness;
  - f. Feedback from the community and law enforcement;
  - g. Impact on facility and staff;
  - h. Comments and recommendations;
5. The inmate will be responsible for all costs associated with an approved leave or furlough as determined by the Chief Executive Officer.
6. All furloughs or leaves will require a signed agreement which includes the specific itinerary of the inmate. The names, addresses and other identifying information will be included if the furlough or leave is with an approved sponsor.
7. The inmate will have signed extradition completed and on file at the institution of assignment.

B. Types of Furloughs or Leaves:

1. **Compassionate Furlough:** A furlough to enable an inmate to be at either the death bed or funeral of a direct relative (i.e. parent, parent equivalent, brother/sister or equivalent, spouse, child, step-child, or grandparent).

The Chief Executive Officer may authorize a compassionate leave for

inmates not eligible under furlough criteria. Such authorization will include appropriate security requirements.

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III. PROCEDURES: (Continued)

B. Types of Furloughs or Leaves: (Continued)

2. Family/Sponsor Furlough: A furlough to enable eligible inmates to participate in legitimate family activities. Inmates not having immediate family members, as defined in Section III, B. 1., may, at the discretion of the Chief Executive Officer of the institution, be granted a sponsored furlough with an approved sponsor.
3. Re-entry Furlough: A furlough to enable an eligible inmate to search for residence, employment, and other resources necessary to begin the transition from incarceration to community life.
  - a. An inmate will be eligible for a re-entry furlough only when the inmate is assigned to minimum custody, or an institutional work release program and is within forty-five (45) days of parole or release.
  - b. Re-entry furloughs will not exceed a total of ten (10) days.
  - c. Inmates granted re-entry furlough may be required to report to local law enforcement agencies or probation/parole agents as directed by the Chief Executive Officer of the institution.
4. Supervised Leave: Minimum security inmates who have been assigned to minimum status for a least ninety (90) days may be eligible for supervised excursions to the local community for such purposes as participating in community activities, performing community service or other activities as authorized by the Chief Executive Officer or designee.

Supervision and escort requirements will be a minimum of one (1) staff to every eight (8) inmates.

C. Location of Furlough or Leave:

1. Compassionate furloughs are restricted to the State of Wyoming unless prior authorization is given by the Director or designee.
2. Family furloughs are restricted to the immediate community of the institution.

3. Re-entry furloughs are restricted to the State of Wyoming and reported to Central Office prior to departure.

4. Supervised Leaves are restricted to the community of the institution.

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III. PROCEDURES: (Continued)

D. Sponsor Criteria:

Each Chief Executive Officer will develop criteria for sponsors. Criteria will include:

1. An NCIC check;
2. An orientation package that includes all conditions of the program and sponsor responsibility;
3. Verification that the sponsor can provide the mentoring relationship required in the program;
4. There are no legal impediments to the individual being a sponsor.

E. Frequency and Length of Leaves/Furloughs:

1. Compassionate furloughs do not have a specific number of allowable leaves per inmate. The Chief Executive Officer will determine the appropriateness of the request.

- a. Compassionate Furloughs will not exceed seventy-two (72) hours unless specific prior authorization is obtained from the Director or designee.
- b. If approved for a Compassionate Furlough the length will be determined by the Chief Executive Officer.

2. Family Furloughs under the sponsorship of immediate family members as defined in III. B. 1. of this Regulation are limited to the following:

- a. First Month . . . . . 4 hours or less  
Second Month . . . . . 8 hours or less  
Each Succeeding Month . . . . . 24 hours or less
- b. Inmates not having immediate family members available for furlough sponsors may be granted a sponsor leave up to a maximum of twelve (12) hours with an approved leave sponsor. Furloughs granted under this section will be structured as follows:

First Month . . . . . 4 hours or less  
Second Month . . . . . 8 hours or less

- 3. The total number of days allowed under the re-entry furlough program will not exceed ten (10) days.

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III. PROCEDURES: (Continued)

E. Frequency and Length of Leaves/Furloughs: (Continued)

- 4. Inmates approved for the supervised leave program may be granted one (1) four (4) hour supervised leave per month. The Chief Executive Officer may extend the length and number of leaves for participation in program related activities (i.e. A.A. meeting, community projects, etc.).

F. Victim Notification Requirements:

- 1. Institutional Operational Memorandums will allow sufficient time frames for meeting victim notification requirements.
  - a. In cases of notification offenders being approved for family furloughs, or re-entry furlough, the Victim Notification Program supervisor shall be notified ten (10) days prior to the placement date of departure.
  - b. In cases of notification offenders being approved supervised leave, the Victim Notification Program supervisor shall be notified ten (10) days prior to the first supervised leave, but need not be further notified of supervised leaves within the community of the institution.
  - c. In cases of notification offenders being approved for compassionate furlough, the Victim Notification Program supervisor shall be notified telephonically as soon as possible.

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Judith Uphoff, Director  
Wyoming Department of Corrections

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Effective Date

Comments: