

Corrections Division	
Chief Deputy Kevin Burton	
Procedural Order	

To: All WCSO Staff

From: Chief Deputy Burton

CC:

Date: 01-February-2013

Re: Pre-Trial (O.R.) Releases

#13-02

Arrestees being held in the Weber County Correctional Facility (WCCF) prior to an appearance in a court having jurisdiction may be entitled to be interviewed by WCCF staff for pre-trial release. An arrestee being held without any disqualifying circumstances listed below may be released on his/her Own Recognizance (O.R.) upon a promise to appear in a specified court.

DISQUALIFYING OFFENSES

Arrestees do not qualify for pre-trial release consideration if currently:

- A. charged with a capital offense;
- B. charged with a felony while on probation or parole for a felony conviction;
- C. charged with a felony while awaiting trial on a previous felony charge;
- D. held by order of probation or parole officer.

Additionally, arrestees will not be interviewed for an O.R. release prior to arraignment if charged with any of the following offenses:

<i>Aggravated Arson</i>	<i>Aggravated Rape</i>	<i>Aggravated Burglary</i>
<i>Aggravated Kidnapping</i>	<i>Aggravated Robbery</i>	<i>Aggravated Sexual Abuse of Child</i>
<i>Aggravated Sexual Assault</i>	<i>Child Kidnapping</i>	<i>Commitment</i>
<i>Criminal Homicide</i>	<i>Failure to Appear (Warrant)</i>	<i>Felony Child Abuse</i>
<i>Forcible Sexual Abuse</i>	<i>Forcible Sodomy</i>	<i>Kidnapping</i>
<i>Mayhem</i>	<i>Object Rape</i>	<i>Object Rape of Child Rape</i>
<i>Rape of Child</i>	<i>Robbery</i>	<i>Sexual Exploitation of Minor</i>
<i>Sexual Abuse of Child</i>	<i>Sodomy of Child</i>	<i>Violation Probation/Parole</i>
<i>Violation of Protective Order</i>		

O.R. PROCESS

Interview

When Admission/Release staff determines an arrestee qualifies for an O.R. interview, staff shall complete an interview using the "WCCF Own Recognizance Score Sheet" to record the arrestee responses and other required information. A final risk level score will be determined and recorded on the score sheet. Using the final score, staff shall compare the "risk" score with the current "charges" using the O.R. release matrix and determine release eligibility. Both the score sheet and the matrix are to be maintained in the Booking area.

Admission/ Release staff shall then complete an "Own Recognizance Interview Sheet" located in the Jail Management System (JMS).

O.R. Release

If an arrestee is determined to be eligible for O.R. release, staff shall prepare a Promise to Appear (PTA) to be provided to the arrestee. This form is called "Order Releasing Defendant, Promise to Appear, and Waiver of Extradition". This form should identify the court and the date the arrestee should appear at that court. This form is maintained in the Booking area.

Documentation and Dissemination

Copies of the information generated by the O.R. process shall be disseminated as follows:

- A. Copies of the "Own Recognizance Score Sheet" and the "Own Recognizance Interview Sheet" shall be forwarded to the Admission/ Release Bureau Commander.
- B. Copies of the "Own Recognizance Interview Sheet" shall be forwarded to the appropriate court.
- C. Copies of the "Order Releasing Defendant, Promise to Appear, and Waiver of Extradition" form shall be forwarded to the appropriate court and to the WCSO Records Unit.

COURT ORDERED O.R. INTERVIEWS

The court routinely requests O.R. interviews be done for "information only". Admission/ Release staff shall follow the same process outlined above to accomplish court-ordered O.R. interviews.