

Escorted Leave Eligibility Form (Sample)

Offender Name: _____ **Offender ID#** _____

Date: _____

Prerequisite for Escorted Leave Eligibility

In authorizing an offender's request for escorted leave, administrators must consider a variety of concerns including offender eligibility, public safety, staffing levels, and the needs of immediate family members.

In accordance with *DOC Policy 3.1.30, Offender Escorted Leave*, all newly admitted offenders will complete an escorted leave eligibility form upon admission as an **important** and preliminary step in establishing eligibility for leave **to visit a critically ill immediate family member, or to attend funeral services of a deceased immediate family member.**

Immediate family members include:

- an offender's legal spouse
- natural or adoptive parents
- siblings
- natural or adopted children, stepchildren, and grandchildren
- grandparents, or person verified as being primarily responsible for raising the offender in the absence of a parent

Admissions Staff

Admissions staff will provide the opportunity for offenders to list the names of immediate family members whose bedside visit or funeral service they may request to attend should such a need arise during incarceration. Designated staff will review the following list should an offender apply for escorted leave.

Name of Immediate Family Member	Town/City of Residence	Relationship to Offender
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