



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 6.2.408	Subject: FACILITY OFFENDER TRAVEL
Reference: DOC 1.8.1; 46-23-1011, MCA; 46-23-1021, MCA; 46-23- 1023, MCA; 46-23-1115, MCA; 53-1-203, MCA	Page 1 of 5
Effective Date: 02/23/18	Revision Dates:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as ACCD 5.1.103 Offender Travel in Section 3.F. Offender Management; Transportation/Travel/Driving Privileges, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

The Probation and Parole Division will follow established procedures for authorization of travel requested by offenders placed in a contract facility to ensure accountability and community safety.

II. DEFINITIONS:

Chaperone – Person authorized by the facility’s approval process to accompany an offender when traveling; has shown himself/herself to be a responsible party and not under any correctional supervision. Chaperone will be the same sex as the offender, unless he/she is a spouse, parent, adult child, grandparent or sibling of offender, or has been approved by the facility’s administrator.

Immediate Family Member – An offender’s legal spouse, natural or adoptive parents and children, siblings, grandchildren, grandparents, corresponding in-law, or person/legal guardian documented as being primarily responsible for raising the offender, and any other member of the offender’s household.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

Prerelease and Treatment Facilities Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

VINE-Victim Information and Notification Everyday – An automated telephone, email, and text notification system that the Department purchases on contract from Appriss, Inc., which provides location and custody status updates about adult offenders under Department supervision.

III. PROCEDURES:

A. GENERAL REQUIREMENTS

1. An offender’s travel request may be denied if it results in a significant staff shortage that may affect the safe and orderly operation of the facility or if there are insufficient funds for the travel. Exceptions can be made on a case-by-case basis.
2. There will be no extensions of approved travel unless approved by the Prerelease and Treatment Facilities Contract Manager (Contract Manager) or designee.

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3. Bedside Visits and/or Attendance of Funeral Services
 - a. The Administrator or designee will inform an offender in a timely manner of the verifiable death or critical illness of a confirmed immediate family member.
 - b. An offender may request travel for a bedside visit for critical illness and/or to attend a funeral service.
 - c. Bedside visits will only be permitted for an immediate family member that is in imminent risk of death as determined by a physician or other medical professional.
 - d. Bedside visits will only occur in a hospital, hospice care center, or nursing home. Requests for other locations will be reviewed on a case-by-case basis.
 - e. Travel to a graveside funeral service may not be approved unless the only funeral service is at a cemetery.
4. The facility will establish permanent sign-in/out logs to detail offender destination; reason for trip; where offender may be reached; expected time of return and actual time of return.
 - a. Prerelease centers will use *PPD 6.2.408(C) Location Log for Employment Travel* when travel for employment is more than 15 miles from the center and employment includes multiple location; and
 - b. *Location Log* will be made available when requested by the Contract Manager or designee.
5. When overnight travel is anticipated and approved, offenders will stay in a county detention center unless the Contract Manager or designee has approved other arrangements, such as another PRC.
6. Notifications to a victim may be required for any approved offender travel.

B. INMATE WORKER TRAVEL

1. When leaving the facility, inmate worker must be supervised or escorted by facility staff or approved chaperone (see *PPD 5.1.101 Inmate Workers*).
2. All travel outside of the local community will be escorted and requires travel requests be submitted to the Contract Manager or designee at correquests@mt.gov pursuant to section D below.

C. TRAVEL RESTRICTIONS

1. Reasons for offender out-of-city travel approved through the travel request process include court appearances, medical reasons, and bedside visits and/or attendance of a funeral for an immediate family member (as outlined in section A. 3.); however, other reasons may be considered on a case-by-case basis.
2. Out-of-state travel will not be permitted unless pre-approved by the Department Director or designee and will require an escort by facility or Department staff.
3. Offenders will not operate any personal vehicle belonging to them or others and are not generally permitted to operate motor vehicles. An offender who may have a specific need to operate an employer's motor vehicle on a public roadway as a function of his or her job shall do so only with the written permission of Contract Manager:
 - a. *PPD 6.2.408(B) Facility Application for Offender Driving Privileges* will be completed and signed by offender and submitted to his/her counselor/case manager;
 - b. Additional approvals and signatures are obtained, including any special conditions or comments; and

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c. *Application* is submitted to Contract Manager or designee at correquests@mt.gov for final approval. Email subject line must read as follows: “Facility; offender last name, first name, DOC #; Driving Authorization.”

4. Prerelease Centers (PRC):

- a. All offender travel will be restricted to a 15-mile radius from the PRC and requires approval by the PRC Administrator.
- b. PRC Administrator, in concurrence with the Contract Manager, may authorize offender travel over 15 miles from the PRC as stated in C.1. above.
- c. Offender travel will be escorted by PRC personnel if required by the Contract Manager or designee.

5. Treatment Facilities:

- a. Offenders must be escorted at all times during travel approved through the travel request process.
- b. Transportation:
 - i. Standard vehicles with a minimum of one (1) staff per every three (3) offenders present must be used to transport offenders for medical appointments, etc. Transporting staff must be of the same gender as offender(s). If mixed gender transport is required, one (1) staff of each gender must be present.
 - ii. Upon return to facility, escorting staff will brief the supervisor on the offender’s demeanor and behavior during the travel period. The supervisor will notify the facility mental health staff if offender’s demeanor indicates a need for religious or mental health counseling.
 - iii. Escorting staff are authorized to terminate the travel at any time if it is determined they cannot maintain their own security or safety, or that of the public or offender. If travel is terminated, the escorting staff will file an incident report upon return to the facility, including a copy to the Contract Manager.
 - iv. Escorting staff may complete a search of the vehicle prior to departure and before the offender is placed back in the vehicle anytime the offender has left the vehicle.

D. TRAVEL REQUESTS:

1. For travel by PRC offender over 15 miles from the center, and all travel by offenders in a treatment facility, the offender and case manager initiate a request for travel by submitting *PPD 6.2.408(A) Facility Offender Travel Request* to the Facility Administrator, or designee. The case manager should verify that all proposed travel arrangements, including all drivers, are legitimate.
 - a. Administrator or designee will consider each travel request individually with consideration given to the offender’s behavior, progress in program participation, and the risk the offender may pose to the community.
 - b. Administrator may consult with Department personnel, if applicable (i.e. security threat group coordinator, victim program manager, American Indian liaison).
 - c. Ineligibility for travel may be based on one or more of the following factors:
 - i. a documented criminal history that includes a disposition for an escape or escape attempt from within the secure perimeter of a jail or correctional facility, from a work detail, or while on a transport by a correctional or law enforcement agency;
 - ii. a documented criminal history that includes absconding from probation, parole or community supervision;
 - iii. a documented prison history that includes possession of contraband for escape or materials used to remove restraints;

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- iv. a documented history of physical assault against correctional staff or law enforcement officers;
 - v. the offender's presence in the community could present a threat to the safety of staff, the offender, or the public;
 - vi. the offender has had a mental status evaluation by Department mental health staff that indicates the leave would not be in the best interest of the offender or public safety;
 - vii. the offender currently has a pending discipline for a serious major rule violation, or has had two (2) or more serious rule violations within the past six (6) months; or
 - viii. the offender has failed to demonstrate program compliance.
- d. Administrator or designee will forward *PPD 6.2.408(A) Facility Offender Travel Request* to Contract Manager or designee for review and signature.

2. All *Travel Requests* must be submitted to the Contract Manager or designee at correquests@mt.gov at least two (2) business days prior to travel. Exceptions to the 2-business day notice will be considered on a case-by-case basis by the Contract Manager or designee and verbal permission may be given, however, *Travel Request* must be completed and submitted by email within 24 hours. Email subject line must read as follows: "Facility name: offender last name, first name, DOC #, Travel Permit."

3. Travel permits issued for employment at a single location may be approved for up to 60 days. Permits for employment at multiple locations may be approved for up to 30 days. The facility will maintain a daily log of employment location and make appropriate notifications when locations change.

4. If the *Travel Request* is not supported by both the facility Administrator and Contract Manager, the Program and Facilities Bureau Chief or designee will make the final determination for approval or denial.

5. Requirements for Notifications by Facility:

- a. Upon approval of *PPD 6.2.408(A) Facility Offender Travel Request*, the appropriate facility personnel will consider necessary notifications based on registered person(s) in VINE and the offender's crime (law enforcement authorities, county attorney, and the P&P office of the city in which the offender will be traveling).
- b. Travel location and times are provided, and notifications are documented.

6. The Contract Manager or designee will make appropriate chronological entry in offender's OMIS record regarding approved travel.

E. OFFENDER RESPONSIBILITIES:

- 1. The offender, offender's family, or others will be financially responsible for all expenses related to the travel, except for travel of offender in a treatment facility and travel is for medical reasons.
- 2. Offender will have a copy of the approved travel permit with them during their travel and will provide the permit to law enforcement if there is law enforcement contact during the travel.
- 3. Offender must comply with all conditions established in the travel plans. Failure to comply will be cause for disciplinary action, up to arrest and detention pending action by the Department. Any violations of the law while on travel pass may result in prosecution of the offender.

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4. In the event of an emergency, the offender will immediately contact the facility for direction. The Facility Administrator or designee will inform the Contract Manager or designee of the circumstances and request assistance if necessary.

IV. CLOSING:

Questions concerning this policy should be directed to the Prerelease and Treatment Facilities Contract Manager or designee.

V. FORMS

- PPD 6.2.408 (A) Facility Offender Travel Request
- PPD 6.2.408 (B) Facility Application for Offender Driving Privileges
- PPD 6.2.408 (C) Location Log for Employment Travel