



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 80-1	Subject: TRAVEL PERMITS / IN-STATE & OUT-OF-STATE
Reference: 46-23-1011, MCA ; 46-23-1021, MCA ; 46-23-1023, MCA ; 46-23-1115, MCA	Page 1 of 5
Effective Date: 06/01/00	Revision Dates: 07/02/01; 09/10/02; 03/06/04; 03/01/05; 08/01/05; 10/27/06; 08/20/07; 04/22/08; 03/02/09; 06/14/10; 08/10/11
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for authorizing in-state and out-of-state travel for offenders.

II. DEFINITIONS:

Extension – A travel permit granting the offender additional travel time beyond the original return date on the permit.

OMIS – Offender Management Information System – The Department of Corrections’ electronic data collection and reporting system.

Provisional Travel Permit – An in-state or out-of-state travel permit granting permission for an offender to travel to another district or state with the intent to transfer supervision through Probation & Parole Bureau or the Interstate Compact Unit.

Temporary Travel Permit – An in-state or out-of-state travel permit for the purpose of employment, personal business, education, or treatment. This permit is for offenders who plan to return to their assigned district or the state of Montana.

III. PROCEDURES:

Use <http://mycor.cor.mt.gov/HPIS/IT/Desktop/UserGuides/CCDOMISQuickReferenceGuide.pdf>, OMIS Quick Reference Guide, for information on entries to be made in OMIS. Some Probation & Parole (P&P) forms are generated by OMIS.

Most offenders under the supervision of the P&P Bureau must have a temporary or provisional travel permit to travel outside their designated travel district or the state of Montana.

PROCEDURE:

RESPONSIBILITY:

A. Offender will submit *P&P 80-1(D) Travel Permit Request* to supervising P&P Officer (Officer) prior to departure date as determined by Officer.

Offender

B. New *P&P 80-1(A) Travel Permit* is generated in OMIS and completed. Permit must be saved and retained in OMIS.

P&P Officer

Procedure No.: 80-1	Section: Travel Permits	Page 2 of 5
Subject: TRAVEL PERMITS / IN-STATE & OUT-OF-STATE		

- C. Officer reviews all information on travel permit for accuracy and completeness: P&P Officer
1. Reviews chronological notes, file materials and court-ordered or Board of Pardons and Parole (BOPP) conditions. Offenders should be demonstrating compliance with their supervision requirements.
 2. Officers may approve travel permits consistent with the offender's supervision level: P&P Officer
 - Level I supervision offender is limited to a maximum of seven (7) days.
 - Level II supervision offender is limited to a maximum of 15 days.
 - Level III supervision offender is limited to a maximum of 30 days.
 - Level IV offender is limited to 90 days.
 - Level V offender is limited to a maximum of 180 days.
 - Conditional Discharge from Supervision (CDFS) offender is no longer supervised by the P&P Bureau and is not required to obtain travel permits. (See *P&P 60-3 Conditional Discharge from Supervision/Early Termination of Deferred and Suspended Sentences.*)
 3. Offenders classified risk level I, II, III, or those who possess special conditions restricting travel, should have a written temporary or provisional travel permit for in-state travel outside their designated travel district. A written permit will be required for all out-of-state travel. P&P Officer/Offender
 - a. Verbal travel permits may be granted for up to 48 hours for in-state travel only. P&P Officer
 - b. All pertinent travel details must be documented in OMIS *Adult Chronological History*.
 4. Offenders classified risk level IV and V may travel in-state without a travel permit unless they will be outside of their travel district(s) for longer than 30 days. They must then receive written or verbal approval. P&P Officer/Offender
 5. When an offender's employment requires travel to and from several states, Officer will verify the need for the offender to work out-of-state. P&P Officer
 6. If the offender is employed as a "long haul" truck driver, Officer is to verify the offender's whereabouts by contacting the employer or the trucking company's "dispatcher," or by other means in the instance of a self-employed truck driver. Offenders will report by telephone according to their supervision level. P&P Officer/Offender

Procedure No.: 80-1	Section: Travel Permits	Page 3 of 5
Subject: TRAVEL PERMITS / IN-STATE & OUT-OF-STATE		

7. **Registered sexual or violent offenders** requesting a travel permit shall be approved or denied after Officer has reviewed the following:
- The sexual offender’s level designation and Risk and Needs Assessment;
 - The offender’s compliance with sexual offender treatment program;
 - The offender’s compliance with registration laws;
 - The *Adult Chronological History* for compliance with supervision conditions, court-ordered sanctions, restitution, etc.; and
 - The offender’s employment and residence.

P&P Officer

If the permit is denied, offender is given the reasons for the denial. All out-of-state travel for sexual/violent offenders will be staffed with, and approved by, a Probation & Parole Officer II (POII) or Regional Administrator (RA).

P&P Officer
RA or POII

8. Complete a travel permit for all offenders leaving a facility under the following conditions, with the exception of offenders discharging their sentences completely:
- Discharging to suspended sentences;
 - Paroling;
 - Released to conditional release status;
 - Placed on furlough;
 - Offenders going to prerelease (use *P&P 80-1(B) Prerelease Travel permit*), ISP or other adult community corrections program other than treatment facility; or
 - Offenders going to any type of treatment program (use *P&P 80-1(C) Travel Permit for Treatment*).

IPPO

D. **Out-of-state travel:** A written permit will be required for all out-of-state travel.

1. Offenders traveling out-of-state for the purpose of interstate transfer will be subject to specific reporting instructions given by the out-of-state Interstate Compact Office, i.e. provisional travel permit.
2. If a temporary out-of-state travel permit is allowed for employment, education, or treatment, verification must be made by contacting the employer, school, or treatment agency. Verification is up to the Officer’s discretion for one day travel for medical or other treatment, job seeking, training, etc. Officers will verify permanent employment or other long-term approved out-of-state activities when the offender travels out of Montana and returns daily. The temporary travel permits and the verifications in these situations will be within the time period established by the offender’s level designation.

OOS Interstate Office

P&P Officer

Procedure No.: 80-1	Section: Travel Permits	Page 4 of 5
Subject: TRAVEL PERMITS / IN-STATE & OUT-OF-STATE		

3. Out-of-state travel permits for vacation purposes for Level I, II, and III supervision offenders will include a specific address where the offender may be located. Officers should use discretion in verifying and approving the travel itinerary, travel companions, and destination. These decisions will be based on the nature of the proposed vacation and the offender's level and supervision history. P&P Officer
 4. Offenders on conditional release status may be allowed to travel out-of-state upon approval by RA or designee. P&P Officer
RA or designee
 5. Probationary status Officers must review requests for out-of-state travel permits with the RA/POII prior to approval. Officers will note staffing in the chronological notes. Probationary Status
P&P Officer
- E. Reporting Instructions:** Specific instructions indicating when offender is to report to supervising Officer are provided to offender. P&P Officer/Offender
1. Reporting instructions are requested from receiving state or receiving Montana Officer before a provisional travel permit is issued to an offender for the purpose of relocating to another district or state for continued supervision.
 2. Offender does not continue to contact the assigned Officer if reporting instructions are given by the receiving state or in-state Officer unless specifically instructed to do so pending acceptance in the receiving state or district.
 3. If the offender requests to return to Montana for supervision, the Deputy Compact Administrator or designee will provide reporting instructions. Deputy Compact Adm.
or designee
- F. Out-of-country travel:**
1. Offenders requesting to travel outside of the United States must be directed to the Deputy Compact Administrator or P&P Bureau Chief. It will then be determined whether further approval by the sentencing court for probationers, or the BOPP for parolees, is necessary. P&P Officer/Offender
Deputy Compact Adm.
P&P Bureau Chief
 2. If offender is granted permission for out-of-country travel, Officer will submit the travel permits and itinerary to the Deputy Compact Administrator. If the travel is required because of military duty, a copy of the military orders should also be included. P&P Officer
- G. New travel permit is generated in OMIS, is authorized and signed by Officer and offender, and a copy is given to offender. Original is placed in offender's field file. Permit is saved and retained in OMIS.** P&P Officer
1. In-state receiving P&P Officer is informed of travel authorization and permit is sent to the receiving field office/Officer or Administrative Support by fax or email.

Procedure No.: 80-1	Section: Travel Permits	Page 5 of 5
Subject: TRAVEL PERMITS / IN-STATE & OUT-OF-STATE		

2. One copy of provisional out-of-state permit is sent to the Montana Interstate Compact Unit (ISC Unit) for transfer cases only.
3. The ISC Unit will also receive one copy of temporary travel permits for sexual or violent offenders leaving the state.

H. Travel Permit Extensions:

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| 1. Extensions for Level I, II, and III supervision offenders for a period twice the length of their supervision level are requested through the RA or POII. | P&P Officer/Offender RA or POII |
| 2. The P&P Bureau Chief is responsible for approving or disapproving extensions beyond the RA's or POII's authority. | P&P Bureau Chief |
| 3. Supervision standards and telephone contacts are continued until the offender returns to the state and return reporting instructions must then be followed. | P&P Officer |
| 4. Interstate Compact offender extensions are requested through the Deputy Compact Administrator. Officer shall request reporting instructions from receiving state when issuing provisional travel permit. One copy of out-of-state permit extension is sent to the ISC Unit. | P&P Officer |
| I. Travel permits and verifications of extensions are filed in field file. Verbally authorized in-state travel or extension information is documented in the <i>Adult Chronological History</i> . | P&P Officer |
| J. If the offender is transferring to another district, copies of in-state travel permit and reporting instructions are forwarded by fax or email to the receiving field office, the P&P Officer or Administrative Support staff for distribution in the office. | P&P Officer |

IV. CLOSING

Questions concerning this procedure shall be directed to the RA, Deputy Compact Administrator and/or P&P Bureau Chief.

Form

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| P&P 80-1(A) | Travel Permit – OMIS |
| P&P 80-1(B) | Prerelease Travel Permit |
| P&P 80-1(C) | Travel Permit for Treatment |
| P&P 80-1(D) | Travel Permit Request |