



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

Procedure:	PPD 6.3.404 COMMUNITY SUPERVISION OFFENDER TRAVEL
Effective Date:	02/23/2015 Page 1 of 3
Revision Date(s):	09/01/2019; 03/24/2021; 08/15/2023
Reference(s):	PFB 6.2.433; PPD 6.1.802; PPD 6.3.401; DOC 1.8.1; DOC 3.3.8; 46-23-1004, MCA; 46-23-1011, MCA; 46-23-1021, MCA; 46-23-1115, MCA
Signature / Title:	/s/ Jim Anderson, Public Safety Chief

I. PURPOSE:

Probation and Parole will follow established procedures for authorizing travel requested by offenders on community supervision to promote reentry efforts and ensure accountability and community safety.

II. DEFINITIONS:

Probation and Parole – Oversees the Probation and Parole regional offices and interstate transfers.

Registered Victim – A person registered with an automated notification system (for example, VINE) used by the Department and/or who is identified in OMIS as registered with the Department to receive location and custody status updates about offenders under Department supervision.

Travel Permit – Permission given to an offender to travel to another district or state. Permission may be granted verbally, in writing, or electronically.

Victim – The person against whom a felony crime has been committed, or a family member of that person. Other individuals may be recognized as victims on a case-by-case basis.

VINE-Victim Information and Notification Everyday – An automated telephone, email, and text notification system which provides location and custody status updates about offenders under Department supervision.

III. PROCEDURES:

A. TRAVEL REQUIREMENTS FOR SEXUAL OR VIOLENT OFFENDERS:

1. For offenders convicted of a sexual or violent offense, sentenced for stalking or negligent homicide, or whose original sexual or violent offense was pled down, for example, to criminal endangerment, all travel outside the offender’s district must be requested by the offender and reviewed by the P&P Officer.
 - a. For in-state and out-of-state requests for travel lasting longer than 30 days, the offender must make another request and the request must have the approval of a DC or POII.
2. Notifications are made to the victim as provided in III.C.5.a. below and to the local Probation and Parole office, which can determine whether it is necessary to notify local law enforcement.

B. TRAVEL REQUIREMENTS FOR ALL OTHER OFFENDERS:

1. Except as provided in III.A. above:
 - a. Offenders are allowed to travel in-state without permission for up to 5 days.
 - 1) Offenders who have court-ordered special travel restrictions or a MIIG-P&P travel restriction must obtain permission for any travel outside their district, regardless of the length of time.
 - b. Offenders shall request and obtain permission for in-state travel longer than 5 days and for all out-of-state travel.
 - c. For travel lasting longer than 30 days, the offender must make another request.

C. REQUIREMENTS FOR TRAVEL FOR ALL OFFENDERS:

1. An offender may make a travel request containing the information on the *PPD 6.3.404 (B) Offender Travel Permit Request*:
 - a. in person;
 - b. by telephone;
 - c. electronically, such as by email or text message; or
 - d. in writing, using the *PPD 6.3.404 (B) Offender Travel Permit Request*.
2. Before making a decision whether to approve the request, the P&P Officer reviews:
 - a. OMIS and VINE to determine if there is a victim who has registered for notification;
 - b. tier designation when applicable;
 - c. compliance with programming, such as sexual/violent, substance use, and/or mental health;
 - d. compliance with registration laws when applicable; and
 - e. OMIS chronological history for compliance with court-, BOPP-, or Department-ordered supervision conditions; court-ordered sanctions; restitution; etc.
3. P&P Officers on probationary status must review requests for out-of-state travel with the DC/POII prior to approval. Officers will note staffing in the Travel Permit module in OMIS.
4. The requirements of *PPD 6.1.802 Adult Interstate Commission Procedures* are followed for offenders traveling out-of-state for the purpose of interstate transfer. The P&P Officer will email the out-of-state travel information to the Montana Interstate Compact Section for transfer cases only.
5. When a travel request has been approved, the P&P Officer will document all pertinent travel details in the Travel Permit module in OMIS and inform the offender of the approved request verbally, in writing, or electronically.
 - a. If a victim has registered for notification, the P&P Officer will notify the victim(s), provide the travel dates and location, and document the notification in the Travel Permit module in OMIS.
 - b. Additional notification requirements for sexual and violent offenders are found in III.A.2. above.
6. If a travel request is denied, the denial and the reasons are documented in an OMIS chronological entry, and the offender is given the reasons for the denial.
7. For travel requests from offenders in facilities contracted with the Community Corrections Facilities and Programs Bureau, see *PFB 6.2.433 Facility Offender Travel*.

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D. OUT-OF-COUNTRY TRAVEL:

1. Subject to III.C. "Requirements for Travel for All Offenders" above, offenders requesting to travel outside of the United States must be directed to the Montana Compact Administrator and Public Safety Chief or designees. Except as provided below, this will be the final determination.
2. For parolees, the final determination will be made by BOPP.
3. For probationers, P&P Officers will review the judgment to determine whether there is an out-of-country travel restriction and will defer to this restriction.

IV. CLOSING:

Questions about this procedure should be directed to the POII or Deputy Chief.

V. FORMS:

PPD 6.3.404 (A) Travel Permit

PPD 6.3.404 (B) Offender Travel Permit Request