I. PURPOSE:

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

II. DEFINITIONS:

**Extension** – Granting additional travel time past the original return date on a travel permit.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices and interstate transfers.

**Provisional Travel Permit** – An in-state or out-of-state travel permit issued to an offender to travel to another district or state with the intent to transfer supervision through Probation & Parole.

**Temporary Travel Permit** – An in-state or out-of-state travel permit issued to an offender for the purpose of employment, personal business, education, or treatment with the intent to return to his/her assigned district or the state.

**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.

III. PROCEDURES:

**A. REVIEW OF TRAVEL REQUEST:**

1. When a victim has requested to be notified of an offender’s travel, the victim will be notified and provided the travel dates and location. Notification is documented in OMIS.

2. Before approving **PPD 6.1.211(B) P&P Adult Offender Travel Permit Request** submitted by an offender, P&P Officer reviews chronological notes; file materials; and court-, BOPP-, or DOC-ordered supervision conditions. Offender should be demonstrating compliance with supervision requirements.

3. Travel permits may be approved consistent with the offender’s risk category:
   a. High – limited to maximum of 7 days;
   b. Medium – limited to maximum of 15 days;
c. Moderate – limited to maximum of 30 days; and  
d. Low – limited to 90 days.

4. Offenders with a low risk category 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.

5. Offenders with a high, medium, or moderate risk category, or those who possess special conditions restricting travel, should have with them a printed, completed travel permit for in-state travel outside their designated travel district. Verbal permits may be given as follows:  
a. up to 24 hours for high-risk category;  
b. up to 48 hours for medium-risk category;  
c. up to 72 hours for moderate-risk category; and  
d. up to one (1) week for extenuating circumstances with POII approval.

6. When verbal approval for travel has been given, P&P Officer will document all pertinent travel details in offender’s OMIS Chronological History.

7. Each travel permit is generated in OMIS, reviewed for accuracy and completeness, and saved and retained in OMIS. Printed permit is signed by P&P Officer and offender, and a copy is given to offender.  
a. When a travel permit is generated in OMIS, a chronological entry is also generated, and the P&P Officer may add any further information to the entry as deemed necessary.  
b. If the offender is transferring to another district, copies of in-state provisional travel permit and reporting instructions are forwarded by fax or email to the receiving P&P Officer or administrative support staff for distribution in the office. In the case where verbal permission is given, a fax or email still must be sent.  
c. IPPO/POII will complete a provisional travel permit for an offender leaving a facility and discharging to suspended sentence, paroling, released on conditional release, or placed on furlough. In-state receiving P&P Officer is informed of travel authorization and copy of permit must be sent to the receiving Officer or administrative support staff by fax or email.

8. Travel Permit Extensions: Supervision standards and telephone contacts are continued until the offender returns to the state and return reporting instructions must then be followed.  
a. Deputy Chief (DC) or POII must approve or disapprove extensions for offenders with a high, medium, or moderate risk category.  
b. Verifications of extensions and verbally authorized extension information are documented in offender’s OMIS chronological history.

B. REGISTERED SEXUAL AND/OR VIOLENT OFFENDERS:

1. All out-of-state travel for sexual/violent offenders will be staffed with and approved by a POII or DC.

2. A requested travel permit shall be approved or denied after P&P Officer has reviewed the sexual offender’s:  
a. level designation and risk and needs assessment;  
b. compliance with sexual offender treatment program;
c. compliance with registration laws;
d. chronological history for compliance with supervision conditions, court-ordered sanctions, restitution, etc.; and
e. employment and residence.

3. If permit is approved, notification providing travel dates and location is made to victims who have requested to be notified of the offender’s travel and documented in OMIS record.

4. If the permit is denied, offender is given the reasons for the denial.

C. TRAVEL FOR EMPLOYMENT:

1. When an offender’s employment requires travel to and from several states, P&P Officer will verify the need for the offender to work out-of-state pursuant to section D.4. Out-of-State Travel.

2. If the offender is employed as a “long haul” truck driver, offenders will provide an itinerary and report by telephone according to their supervision level. Verification of the offender’s whereabouts is made by contacting the employer or the trucking company’s dispatcher, or by other means in the instance of a self-employed truck driver.

D. OUT-OF-STATE TRAVEL:

1. A printed travel permit will be required for all out-of-state travel.

2. P&P Officers on probationary status must review requests for out-of-state travel permits with the DC/POII prior to approval. Officers will note staffing in the chronological notes.

3. The procedures of PPD 4.6.203 Adult Interstate Commission Procedures are followed for offenders traveling out-of-state for the purpose of interstate transfer. One copy of provisional out-of-state permit is sent to the Interstate Compact Section for transfer cases only.

4. 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.
   a. verification is up to the P&P Officer’s discretion for 1-day travel for medical or other treatment, job seeking, training, etc.
   b. verification will be made for permanent employment or other long-term approved out-of-state activities when the offender travels out of Montana and returns daily.
   c. the temporary travel permits and the verifications in these situations will be within the time period established by the offender’s supervision level.
   d. out-of-state travel permits for vacation purposes for offenders with a high, medium, or moderate risk category will include a specific address where the offender will be located. Discretion should be used when 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.

E. OUT-OF-COUNTRY TRAVEL:

1. Offenders requesting to travel outside of the United States must be directed to the Deputy Compact Administrator or PPD Administrator or designees.
2. It will then be determined whether further approval by the sentencing court for probationers, or the BOPP for parolees, is necessary.

**IV. CLOSING:**

Questions concerning this policy should be directed to the Deputy Chief or P&P Officer II.

**V. FORMS:**

- PPD 6.1.211 (A) Travel Permit
- PPD 6.1.211 (B) P&P Adult Offender Travel Permit Request