



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	FPB 6.2.433 FACILITY OFFENDER TRAVEL
Effective Date:	04/22/2019 Page 1 of 4
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Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This requirement 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, Elkhorn, Nexus, and START.

I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities will follow this requirement for authorization of travel requested by offenders to ensure accountability and community safety.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

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 Contract Manager or designee.
3. Bedside visits and/or attendance at funeral services
 - a. The facility administrator or designee will inform an offender in a timely manner of the critical illness or verifiable death of a confirmed 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 a family member who 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.
4. Each 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 *FPB 6.2.433 (C) Location Log for Employment Travel* when travel for employment is more than 15 miles from the center and employment includes multiple locations.
 - b. The *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 *FPB 6.2.466 Inmate Workers*).
2. All travel outside the local community will be escorted and requires submission of travel requests to the Contract Manager or designee at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov) pursuant to III.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 a family member (as outlined in III.A.3 above); 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, verbally or in writing, and may 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 the job shall do so only with the written permission of the Contract Manager:
 - a. *FPB 6.2.433 (B) Facility Application for Offender Driving Privileges* will be completed and signed by offender and submitted to their counselor or case manager.
 - b. Additional approvals and signatures are obtained, including any special conditions or comments.
 - c. The *Application* is submitted to the Contract Manager or designee at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov) for final approval. Email subject line must read as follows: *Facility, Offender Last Name, First Name, DOC #, Driving Authorization*.
4. Prerelease Centers (PRCs):
 - a. All offender travel will be restricted to a 15-mile radius from the PRC and requires approval by the facility administrator.
 - b. The facility administrator, in concurrence with the Contract Manager, may authorize offender travel over 15 miles from the PRC as stated in III.C.1 above.
 - c. Offender travel will be escorted by PRC personnel if required by the Contract Manager.
5. Treatment Facilities and Assessment Centers:
 - a. Offenders must be escorted at all times during travel from the facility.
 - b. A travel permit is not required for escorted offenders traveling to medical appointments within 15 miles of the facility or center. Medical preauthorization must be completed and obtained if required. Documentation of the travel is made in the *FPB 6.2.433 (C) Location Log for Employment Travel* required in III.A.4 above.
 - c. Transportation:
 - 1) Standard vehicles with a minimum of 1 staff per every 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, 1 staff of each gender must be present.
 - 2) 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.
 - 3) 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.
 - 4) 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 offenders over 15 miles from the PRC, and all travel by offenders in a treatment or assessment center (except for escorted medical appointments and funeral visits within 15 miles of the facility), the offender and case manager initiate a request for travel by submitting *FPB 6.2.433 (A) Facility Offender Travel Request (Travel Request)* to the facility administrator or designee. The Case Manager should verify that all proposed travel arrangements, including all drivers, are legitimate.
 - a. The facility 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. The facility administrator may consult with Department personnel, if applicable (for example, Security Threat Group Coordinator, Victim Program Manager, Indigenous Persons Liaison).
 - c. Ineligibility for travel may be based on one or more of the following factors:
 - 1) 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;
 - 2) a documented criminal history that includes absconding from probation, parole, or community supervision;
 - 3) a documented prison history that includes possession of contraband for escape or materials used to remove restraints;
 - 4) a documented history of physical assault against correctional staff or law enforcement officers;
 - 5) the offender's presence in the community could present a threat to the safety of staff, the offender, or the public;
 - 6) 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;
 - 7) the offender currently has a pending discipline for a serious major rule violation, or has had 2 or more serious rule violations within the past 6 months; or
 - 8) the offender has failed to demonstrate program compliance.
 - d. The facility administrator or designee will forward the *Travel Request* to the Contract Manager or designee for review and signature.
2. Each *Travel Request* must be submitted to the Contract Manager or designee at [correquests\(at\)mt.gov](mailto:correquests(at)mt.gov) at least 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, Offender Last Name, First Name, DOC #, Travel Permit*.
3. Travel permits issued for employment at a single location may be approved for up to 90 days. Permits for employment at multiple locations may also be approved for up to 90 days. The facility will maintain a daily log of employment locations and make appropriate notifications when locations change.
4. If the *Travel Request* is not supported by both the facility administrator and Contract Manager, the FPB Chief or designee will make the final determination for approval or denial.
5. Requirements for Notifications by Facility
 - a. Upon approval of the *Travel Request*, appropriate facility personnel will make necessary notifications as directed by FPB staff.
 - b. Travel location and times are provided, and notifications are documented.
6. The Contract Manager or designee will make an appropriate chronological entry in the offender's record in the offender management system regarding approved travel.

E. OFFENDER RESPONSIBILITIES

1. The offender, offender's family, or others will be financially responsible for all expenses related to travel, except for travel of offender in a treatment facility if 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.
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 about this requirement should be directed to the FPB Chief.

V. REFERENCES

- A. §§ 46-23-1011; 46-23-1021; 46-23-1023; 46-23-1115; 53-1-203, MCA
- B. DOC 1.8.1 Victim Services; FPB 6.2.466 Inmate Workers

VI. FORMS

- FPB 6.2.433 (A) Facility Offender Travel Request*
- FPB 6.2.433 (B) Facility Application for Offender Driving Privileges*
- FPB 6.2.433 (C) Location Log for Employment Travel*