

Idaho Department of Correction 	Standard Operating Procedures	CONTROL NUMBER: 701.04.02.014	PAGE NUMBER: 1 of 4
	OPERATIONS Community Correction	TITLE: Offender Travel	Approved: 03-20-2001 Reviewed: 08-17-2005 Next Review: 08-17-2006

This document was approved by Pam Sonnen, Administrator of Operations,
 on 09/27/2005 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER 701.

[Probation and Parole Supervision](#)

POLICY STATEMENT NUMBER 701.

[Probation and Parole Services](#)

POLICY DOCUMENT NUMBER 701.

[Probation and Parole Services](#)

DEFINITIONS

[Standardized Definitions List](#)

Travel Permit: Written documentation authorizing a client to engage in a behavior which has been approved by the supervising officer.

PURPOSE

To establish guidelines for documentation for offender travel.

SCOPE

This Standard Operating Procedure applies to all offenders under the jurisdiction and supervision of IDOC Community Corrections.

RESPONSIBILITY

District managers are responsible to implement this Standard Operating Procedure and to ensure that the practices in their districts are in accordance with provisions contained herein.

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GENERAL REQUIREMENTS

Offenders are to obtain permission to travel out of any designated area or district not allowed as outlined by their supervising PPO. Sex offenders generally will not be authorized to travel outside of their assigned district. The offender must carry the signed travel permit with them at all times and must produce said travel permit upon request by any law enforcement agency, IDOC personnel or it's designees.

International Travel: Travel outside the United States and its Territories (Virgin Islands, Puerto Rico) is generally not allowed. In those cases where International Travel is requested, the supervising officer shall first staff the case with the District Manager. If approval is granted, the District Judge or Parole Commission and Immigration and Naturalization Service should be notified. Should any of these parties object to the travel, the request should be denied.

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PROCESS STEPS

Responsible Role	Step	Task CIS Steps are in Bold
Offender	1	<p>Informs supervising officer of the desire to travel and furnishes all pertinent details regarding the travel.</p>
Supervising Officer	2	<p><i>For less than one week, in-state travel:</i></p> <ul style="list-style-type: none"> • Grants verbal permission. • Furnishes the offender with a travel permit (for parolees only). • Enters the travel information in the Travel Permit hyperlink of the Correctional Integrated System (CIS). • Prints the travel permit and obtains offender, PPO, and supervisor signatures • Provides the offender with the approved travel permit <p><i>For more than one week, in-state travel:</i></p> <ul style="list-style-type: none"> • Grants verbal permission • Furnishes the offender with a travel permit. • Enters the travel information in the Travel Permit hyperlink of the CIS. • Prints the travel permit and obtains offender, PPO, and supervisor signatures • Provides the offender with the approved travel permit <p><i>For out-of-state travel:</i></p> <ul style="list-style-type: none"> • Furnishes the offender with a travel permit. • Enters the travel information in the Travel Permit hyperlink of the CIS. • Prints the travel permit and obtains offender, PPO, and supervisor signatures • Provides the offender with the approved travel permit
Supervising Officer		<p>If the travel request is denied, an entry will be made under the Supervision Contact hyperlink in the CIS.</p>

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Responsible Role	Step	Task CIS Steps are in Bold
District Manager and/or Section Supervisor	3	Must approve any out-of-district travel for offenders on supervision for a sex crime.
Supervising Officer	4	<p>For offenders who receive treatment, services, or are employed in a neighboring state or district on an on-going basis:</p> <ul style="list-style-type: none"> • Grants verbal permission • Furnishes the offender with a travel permit. • Enters the travel information in the Travel Permit hyperlink of the CIS. • Prints the travel permit and obtains offender, PPO, and supervisor signatures • Provides the offender with the approved travel permit

For further assistance, see your designated Super User.

REFERENCES

None.

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