

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Offender Travel Permits	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 100-APA-07
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-07 dated 09/19/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 21, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth the circumstances for allowing offenders under the supervision of the Adult Parole Authority to travel outside and within the state of Ohio.

III. APPLICABILITY

This policy applies to all employees of the Division of Parole and Community Services and to all offenders under its jurisdiction.

IV. DEFINITIONS

Business Days – The days of the week, excluding Saturday, Sunday and any legal holiday.

Case Files - Files which are specific to an APA investigation and/or to each offender under supervision which contains all supervision/investigation data during the supervision/investigation period.

Field Officer Tablet (FOT) – Computerized data maintained by the parole officer assigned to the case that contains the chronological details involving contacts with the offender, social services agencies, law enforcement, etc. The tablets also contain all demographic information pertaining to the offender and documentation of staffing decisions.

Inter-State Travel - Travel between states, i.e. outside the State of Ohio to another state.

Intra-State Travel - Travel within the state.

Monitored Time Supervision – A period of time during which an offender continues to be under the supervision of the releasing authority and the Adult Parole Authority subject to no conditions other than leading a law abiding life, and when applicable, other specific conditions.

Outside Continental U.S. - Travel outside the boundaries of the United States, i.e., Mexico, Canada and other foreign countries.

Sending State – The state requesting transfer of supervision.

Sex Offender – An inmate with a documented commission and/or conviction of a sex or sexually Oriented offense as defined under section 2950.01 of the Ohio Revised Code.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that all inter-state travel by offenders under the jurisdiction of the Adult Parole Authority (APA) must be authorized by a written travel permit signed by an APA officer. Travel within the state does not require written permission unless the parole officer has instructed the offender to obtain such permission prior to intra-state travel.

VI. PROCEDURES

A. Inter-State Travel

1. When an offender, who is under the supervision of the Adult Parole Authority travels outside the State of Ohio, the offender must obtain written permission from an APA parole officer or unit supervisor.
2. An offender shall be informed of the requirement to obtain written permission regarding travel at the initial interview or first visit.
3. The parole officer shall collect the following information from the offender prior to issuance of a Travel Permit (DRC3073).
 - a. Name and relationship with whom the offender will be residing, complete address, including phone number where the offender requests to travel;
 - b. Reason for the travel;
 - c. Method of Travel (i.e. Automobile, train, airplane, or other public transportation);
 - d. Dates and length of stay; and
 - e. Persons accompanying the offender (if applicable).
4. Prior to authorizing a Travel Permit (DRC3073) on any offender who is classified as a sex offender according to Department Policy 103-SPS-02, Sex Offender Supervision, the case shall be staffed and approval received from the unit supervisor/designee. Further the supervising parole officer shall staff the case with the Sex Offender Specialist or designee, if available and shall take into consideration the following:
 - a. Whether the offender is actively involved in sex offender programming, including being current on programming fees, if applicable;
 - b. Compliance with supervision requirements, including payment of any outstanding fines, court costs, restitution, supervision fees, or child support;
 - c. Progress while in programming;
 - d. Location of travel;

- e. With whom the offender is traveling; and
 - f. Duration of the travel and risk factors that may develop as a result of travel.
5. Upon receiving the required information, the parole officer shall complete the Travel Permit (DRC3073).
 6. The parole officer shall determine if there is a registered victim. In cases where there is a registered victim, the Parole Officer shall send a copy of the completed Travel Permit (DRC3073) or an email to DRC.Victim.Services@odrc.state.oh.us to inform the Office of Victim Services (OVS) of the issuance of the travel permit along with the dates and location of travel. OVS shall notify the registered victim of the offender's intent to travel as deemed appropriate. Contact with OVS shall be recorded in the field officer tablet (FOT) notes.
 7. If the offender is supervised under the Interstate Compact for Adult Offender Supervision and the case has been designated a victim sensitive matter by the sending state, the sending state shall be notified by the supervising parole officer through a Compact Action Request in accordance with Interstate Compact Rules.
 8. The parole officer shall explain any special instructions to the offender.
 9. The parole officer shall also inform the offender that the jurisdiction that the offender is traveling to may have felony registration and/or sex offender registration requirements and the offender is required to have the Travel Permit (DRC3073) countersigned by the nearest law enforcement agency. The parole officer may waive the requirement of offenders employed as over-the-road truck drivers or day trips not requiring overnight accommodation to have their Travel Permit (DRC3073) countersigned by a law enforcement agency. In these situations, the parole officer shall review the offender's driver log to verify his/her travel. The offender shall be notified that the Travel Permit (DRC3073) needs to be returned to the parole officer by the next business day upon their return to Ohio.
 10. The parole officer shall record the dates and location of the travel in the FOT notes and maintain a copy of the Travel Permit (DRC3073) in the case file. The parole officer should check for any travel restrictions through the interstatecompact.org website to the state traveling to.
 11. The above travel procedures are also applicable to monitored time offenders and shall be explained to the offender when reviewing the Monitored Time Conditions of Supervision (DRC3251).
 12. No offenders under supervision shall be permitted to travel to a state correctional institution unless the Managing Officer or designee of the institution and the parole officer has granted permission in writing.

B. Travel Permits

1. Travel Permit (DRC3073) shall not be approved for time periods of more than forty-five (45) consecutive calendar days. A verbal extension of up to two-weeks may be granted

for travel permits issued for thirty days (30) or less in circumstances in which the offender's daily employment requires them to be out of state and he/she is not a sex offender. The extension shall not exceed the forty-five (45) calendar days and shall be staffed with the supervisor/designee and documented. The ability to meet contact standards shall be considered when approving travel and/or extensions.

2. Out-of-state travel shall not be granted to an offender when:
 - a. The offender has pending felony or serious misdemeanor charges, unless travel is for a verified emergency (i.e. death or illness in family);
 - b. The travel is for recreational purposes and the offender has made minimal or no effort in payment of child support, restitution, supervision fees, fines, or other financial obligations;
 - c. An offender is scheduled for an out-of-custody violation hearing,
 - d. The offender has had a violation hearing within the past ninety (90) calendar days, or had any sanction imposed within ninety (90) calendar days, unless travel is for verified employment to and from with staffing and approval of unit supervisor or unless travel is for a verified emergency;
 - e. DNA sample has not been collected; or
 - f. The requested travel is to a state wherein an application for interstate compact transfer has been filed.
 - g. The offender has failed to complete any of the objectives associated with the case plan (if applicable).

C. Emergencies

1. In the event an offender under supervision must travel immediately, due to the death or serious illness of an immediate family member, the parole officer may give the offender permission to travel outside the State of Ohio. Verbal permission shall only be given in these circumstances and is not to be given in non-emergency situations. The parole officer shall collect all information and document the travel as described in Section VI.A of this policy.
2. Verbal permission that is given shall not exceed seven (7) calendar days.
3. When verbal permission by a parole officer is granted, the officer shall staff this case with the unit supervisor the next business day.

D. Intra-State Travel

1. Sex offenders and sexually oriented offenders, as defined by Ohio Revised Code, must have travel permits and register with the appropriate local law enforcement agency as required when requesting transfer outside of the county to include halfway house placement. Issuance of travel permits to sex offenders must also be completed in accordance with Department Policy 103-SPS-02, Sex Offender Supervision. Once the offender reports to the receiving unit, the receiving unit must sign and fax or scan the Travel Permit (DRC3073) to the sending unit the same day of the offender's arrival.

2. In instances when the sending and receiving officers are within the same unit, the unit supervisor or designee shall notify the receiving officer of transfer, determine if a travel permit is necessary and document accordingly in NOTEC. Regardless, the sending officer will notify the offender of their duty to register in the jurisdiction to which they are transferring.
3. The parole officer shall determine if there is a registered victim. In cases where there is a registered victim, the parole officer shall send a copy of the completed Travel Permit (DRC3073) or an email to DRC.Victim.Services@odrc.state.oh.us to inform the Office of Victim Services (OVS) of the issuance of the travel permit along with the dates and location of travel. OVS shall notify the registered victim of the offender's intent to travel as deemed appropriate. Contact with OVS shall be recorded in the field officer tablet FOT notes.

E. Travel Outside of Continental United States

1. If an officer and unit supervisor determine that travel outside the continental United States is essential, a written request shall be made to the Managing Director of Operations/designee—explaining the reason, dates, and travel destination. The Managing Director of Operations/designee, upon reviewing the written request, will either approve or disapprove the travel request.
2. If the offender is on probation or community control, the request to travel shall also be submitted to the court for approval.
3. Permission for compact cases to travel outside the continental United States must be obtained from the sending state. The unit shall make the request through a Compact Action Request in ICOTS.

F. Jails/Correctional Facilities

1. Offenders requesting permission to visit inmates in jails and state correctional institutions must also obtain a Travel Permit (DRC3073) to visit these facilities.
2. If the facility is a state correctional institution, prior to the offender being issued a travel permit, the parole officer shall submit a letter to the Managing Officer or designee requesting the offender be granted permission to travel to the institution. This correspondence shall include the following information:
 - a. Name;
 - b. Institution Number/Docket #1/CCIS#;
 - c. Inmate and number of person visiting;
 - d. Relationship to inmate; and
 - e. Date(s) of visit.
3. If approval is received from the institution that the offender may travel to the facility, the parole officer shall issue the offender a Travel Permit (DRC3073), along with a copy of the letter from the Managing Officer or designee approving the visit. The offender shall have the Travel Permit (DRC3073) countersigned by the institution.

4. An offender shall not be allowed to visit a state correctional institution until permission is received from the Managing Officer or designee of that institution.

Related Department Forms:

Travel Permit	DRC3073
Monitored Time Conditions of Supervision	DRC3251