



Department of  
Rehabilitation & Correction

SUBJECT: <b>Offender Travel Permits</b>	PAGE <u> 1 </u> OF <u> 5 </u>  NUMBER: <b>100-APA-07</b>
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-07 dated 03/04/19
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>March 2, 2020</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to set forth the circumstances for allowing offenders under the supervision of the Adult Parole Authority (APA) 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 (DPCS) 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 supervise an offender 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 of Ohio.

**Monitored Time** - A period of time during which an offender continues to be under the control of the sentencing court or the APA, subject to no conditions other than leading a law-abiding life.

**Outside 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 offender shall be identified as a sex offender for supervision purposes if the offender is currently being supervised for a sexually oriented offense pursuant to ORC section 2907 or if the journal entry identifies the offender as a sex offender.

## V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that all inter-state travel by offenders under the jurisdiction of the APA must be authorized by a written travel permit signed by an APA staff member. Intra-state travel does not require written permission, excluding sex offenders, unless the parole officer has instructed the offender to obtain such permission prior to travel.

## VI. **PROCEDURES**

### A. **Inter-State Travel**

1. An offender under the supervision of the APA must obtain written permission from a parole officer or unit supervisor/designee to travel outside the State of Ohio. The travel permit must be staffed and approved by a unit supervisor/designee.
2. The parole officer shall collect the following information from the offender prior to issuance of a Travel Permit (DRC3073).
  - a. Name and relationship to person with whom the offender will be residing, address, including phone number where the offender requests to travel;
  - b. Reason for the travel;
  - c. Method of travel (e.g., automobile, train, airplane, or other public transportation);
  - d. Dates and length of stay; and
  - e. Persons accompanying the offender (if applicable).
3. For an offender classified as a sex offender, the case shall be staffed with the sex offender specialist/designee 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 fee requirements, including fines, court costs, restitution, supervision fees, or child support;
  - c. Progress while in programming;
  - d. Location of travel;
  - e. Individuals with whom the offender is traveling; and
  - f. Duration of the travel and risk factors that may develop as a result of travel.

4. 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 through a compact action request in accordance with Interstate Compact rules.
5. The parole officer shall explain any special instructions to the offender.
6. The parole officer shall inform the offender the place they are traveling may have felony registration and/or sex offender registration requirements and that the offender is responsible for complying with any requirements. The parole officer may waive the requirement to have the Travel Permit (DRC3073) countersigned by a law enforcement agency for truck drivers or day trips. The offender shall be notified that the Travel Permit (DRC3073) needs to be returned by the next business day upon his/her return to Ohio.
7. The parole officer shall record the dates and location of the travel in 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.
8. 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).

## **B. Intra-State Travel**

Sex offenders and sexually oriented offenders, as defined by Ohio Revised Code, must have a Travel Permit (DRC3073) and register with the appropriate local law enforcement agency. A travel permit shall be issued if the offender is away from his/her residence longer than registration law permits.

## **C. Travel Permits**

1. A 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 (2) weeks may be granted for Travel Permits (DRC3073) issued for thirty (30) calendar days 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. Any extension given shall be staffed with the supervisor/designee and documented.
2. Inter-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 (e.g., death or illness in family);
  - b. The travel is for recreational purposes and minimal effort has been made 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, unless travel is for verified employment or verified emergency (death or illness of family) which must be staffed with supervisor/designee for approval;
  - e. DNA sample has not been collected;
  - f. The requested travel is to a state wherein an application for Interstate Compact transfer has been filed unless the offender has approved reporting instructions, or the offender meets the criteria for probationer returning home after sentencing (excluding sex offenders);
  - g. The offender has failed to address items in the case plan (if applicable).
3. For all travel permits (Intra-State, Inter-State and Outside U.S.) on 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](mailto:DRC.victim.services@odrc.state.oh.us) to inform the Office of Victim Services (OVS) of the issuance of the Travel Permit (DRC3073), 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.

#### **D. Emergencies**

1. If an offender under supervision must travel immediately, for verified emergencies, 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 shall not exceed seven (7) calendar days.
3. When verbal permission by a parole officer is granted, the officer shall staff the case with the unit supervisor/designee no later than the next business day.

#### **E. Travel Outside United States**

1. If an officer and unit supervisor determine travel outside U.S. is essential, a written request shall be made to the appointing authority/designee explaining the reason, dates, and travel destination. No Travel Permit (DRC3073) shall be granted until approval is received from the appointing authority/designee.
2. If the offender is on probation or community control, the request to travel shall be submitted to the court for approval.
3. Permission for Compact cases to travel outside U.S. 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 incarcerated individuals in jails and correctional institutions must obtain a Travel Permit (DRC3073).

2. No offenders under supervision shall be permitted to travel to a state correctional institution without approval from the managing officer and written permission from the parole officer.

**Related Department Forms:**

Travel Permit	DRC3073
Monitored Time Conditions of Supervision	DRC3251