

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

TRAVEL PERMITS – ADULT

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for issuing adult travel permits.

Definitions:

Interstate Travel Permit: Written permission granted to an offender subsequent to their official request to relocate/transfer their community supervision to another state through the Interstate Commission for Adult Offender Supervision (ICAOS) process. This type of permit should only be issued by a Probation Officer (PO) assigned to the Interstate Compact Unit (ISU) pursuant to ICAOS rules.

Temporary Travel Permit: Written permission granted to an offender whose terms and conditions prohibit them from leaving the supervising state. Temporary travel outside the supervising state is defined as travel not to exceed 31 calendar days. This type of temporary travel may be authorized by the PO, with Division Director (DD) approval. In addition, the Court may authorize out of state travel. Travel out of the country may only be authorized by the Court.

Guidelines:

- I. Interstate Travel Permit:
 - A. Shall only be issued subsequent to an offender's official request to relocate/transfer their community supervision to another state through the ICAOS process.
 - B. Shall only be issued by a PO from the ISU or their designee.
 - C. Shall only be issued pursuant to ICAOS rules.
 - D. Shall be issued in written form and can be located in Caseload Explorer (CE) under documents – IC – Transfer Travel Permit.

- II. Temporary Travel Permit:
 - A. Shall only be issued for temporary travel that does not exceed 31 calendar days.
 - B. Shall only be issued for interstate travel. Travel out of the country requires authorization by the Court.
 - C. May be issued at the discretion of the PO, with DD signature and approval.
 - D. In general, temporary travel is not permitted by the Department. If a verified and established need is presented by the offender, officers will assess the request for temporary travel to determine the appropriateness. In review of an offender's request for granting temporary travel, officers shall take into consideration case history, victim information, reason/need for travel, ability to comply with terms/conditions of probation while temporarily away, ability to continue required treatment programs, etc.
 - E. Shall be issued in written form and can be located in CE under documents – Travel Permit Request Form. A copy of the signed permit shall be provided to the requestor, the original signed document shall be placed in the case file, and a copy of the signed document shall be uploaded into CE documents.
 - F. All actions related to approval or denial of a temporary travel permit shall be documented in CE under events.

- G. ICAOS rules relating to notification requirements in victim sensitive cases shall be adhered to if travel is granted.
- H. If an offender is currently under ISC supervision and requests to temporarily travel out of state for non-relocation purposes, the supervision PO shall complete the travel permit following the steps outlined above. The supervision PO shall notify the ISU when a temporary travel permit is approved so that the ISU can comply with ICAOS rules, as applicable.
- I. The offender shall be instructed to report to the Probation Department, as directed, within forty-eight (48) hours of the expiration of the temporary travel permit.


Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

Interstate Commission for Adult Offender Supervision (<https://www.interstatecompact.org/>)

Issued by:



Tracy Reece, Chief Probation Officer

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