

Sixth District Department of Correctional Services POLICY	Issue Date 02/01/93	Effective Date 12/10/17	Policy Number 104-17B
Subject TRAVEL PERMISSION		Review Month September	Author 0102 (JAL)
Rescinds 104-17A	References	Iowa Code 907.8(b); Admin Code 201.46.4 (5); IDOC: ISC-03; ICAOS 3.101-103	

PURPOSE:

This policy explains when and how travel permission is given to offenders on supervision.

POLICY:

Staff may issue travel permission to offenders on supervision.

PROCEDURE:

1. Staff considers an offender's request for travel as follows:
 - A. Employment requirements;
 - B. Family emergencies;
 - C. Educational pursuits;
 - D. Treatment needs;
 - E. Vacation.
2. Written permission is required for travel outside the State of Iowa. Staff generates the Travel Permission Form (104A) from ICON templates. The offender is emailed or provided the original; a file copy is retained. For Probation and Parole offenders out-of-state travel may be approved for **a maximum of forty-five (45) days** after consulting with the unit supervisor. **The permit is not extended.**
3. If a probation/parole offender plans to relocate for more than forty-five (45) consecutive days for any reason including treatment and employment, an Offender Application for Interstate Compact Transfer must be transmitted via the Interstate Compact Offender Tracking System. Refer to Interstate Compact Policy (1200).
4. Staff approves or denies an offender's request for travel based on the following criteria:
 - A. Location of victim(s) if applicable;
 - B. Sexual Offender Registry requirements and exclusion zone areas, if applicable;

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PROCEDURE: (continued)

- C. Offender's adjustment to supervision;
 - D. The Case Manager may grant approval for recreational travel if the offender is current with restitution and Department related fees. Travel permits are denied for offenders who are delinquent with restitution payments.
 - E. Level of offense;
 - F. Traveling companion(s);
 - G. Potential conflict with court appearances.
5. Staff informs offender whether travel permission is approved or denied and notes the decision in the offender's generic notes (Policy 103) and generates the appropriate document as noted in #2.
6. Parolees granted a travel permit must have a specific date of return to Iowa listed in the special instructions portion of the form.
- A. International travel approved is by the district director or designees (parole officer and supervisor). If approved, the parole agent will draft an agreement with the parolee indicating expectations while abroad and obtain parolee signature prior to departure, in addition to issuing a travel permit.
7. For Probationers, international travel and travel outside the continental United States to Hawaii, Alaska & US territories is permitted upon court ordered approval.

BY ORDER OF:

Bruce Vander Sanden, District Director