

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.1.5**

**DATE: 09/02/05**

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**SUPERSEDES: 07/24/97**

**SUBJECT:** TRAVEL PERMISSION

**AUTHORITY:** Not Applicable

**PURPOSE:** To define policy and procedures for granting travel permission to offenders.

**PROCEDURE:**

**I. IN-STATE TRAVEL**

- A. Offenders subject to the release rules in effect prior to mid-July 1987 shall secure written permission from a Parole Officer being before allowed to travel beyond the boundaries of the counties adjoining the residence county.
- B. Offenders released after mid-July 1987 have no travel restrictions within the state of Texas.
- C. In-state travel for sex offenders & Super Intensive Supervision offenders (SISP) shall comply with guidelines contained in the Parole Division policies specific to supervision of sex offenders and SISP offenders.

**II. OUT-OF-STATE TRAVEL**

- A. Parole Officers shall submit a Travel Permit request in the Offender Information Management System (OIMS) for offenders requesting out of state travel permission. Approval for travel is required from the Unit Supervisor, except as noted in II. B.3 below.
  - 1. Before permitting travel outside of the state, the officer shall determine that the travel is necessary and that the offender's adjustment is stable. Out-of-state travel permits shall not be issued solely to allow an individual to go to another state to seek residence or employment. Offenders requesting out-of-state travel must be in compliance with all conditions of release, have negative urinalyses for the prior three (3) consecutive tests and are current on fees before being considered for an out-of-state travel permit. Offenders in arrears of supervision payments shall not be considered for out-of-state travel except in the case of a genuine, verifiable emergency.

2. Parole officers shall run a criminal history check to insure that there have been no arrests or outstanding warrants prior to submitting the travel permission request.
- B. A temporary permit allows an offender to travel out-of-state for visits as long as 30 days, but not in conjunction with an interstate transfer. An offender who has requested transfer out of state may not travel to the proposed receiving state until transfer has been approved. The only limitation to this general rule, which applies to all members of the Interstate Compact, is when the original case file material specifically prohibits the offender's return to the sending state without that state's prior permission. Permission to allow travel to the sending state in this case shall only be requested by submitting a Compact Action Request (Interstate Commission for Adult Offender Supervision form).
1. An offender may, as a requirement of his Texas employment, be required to travel interstate on a frequent basis. So long as adequate supervision, reporting, and special condition compliance can be maintained, such permission may be approved. Guidelines for issuance of a temporary out-of-state travel permit for employment include the following: The offender shall be in compliance with conditions of release, current on fees, have verified employment that requires travel, no arrests or warrants (criminal history check) and must have had negative urinalyses for the prior three (3) consecutive tests before issuance of the travel permit.
  2. Once the temporary travel permit is completed in OIMS and approved by the immediate supervisor the travel permit is printed and one (1) copy of the permit shall be issued to the offender with instructions that he is to keep the permit with him at all times while out-of-state. The offender shall be given instructions to contact the parole officer upon return to Texas.
  3. Parole Supervisors are the approving authority for out-of-state travel requests for sex offenders and for travel due to employment.

C. Provisional Out-Of-State Travel Permit

A provisional travel permit is used to allow an offender to proceed to another state on an emergency basis. Provisional permits are issued in conjunction with Interstate Emergency Transfers or upon formal approval by the receiving state to accept the offender for supervision. Distribution of this permit is identical to that of the temporary permit.

### III. OUT-OF-COUNTRY TRAVEL

- A. Out-of-country travel is to locations that are not signatories of the Interstate Probation and Parole Compact. States and territories belonging to the Compact are the 49 United States, the District of Columbia, and the U.S. territories of Puerto Rico, the Virgin Islands, and Guam. Massachusetts is the only state that has not signed the Interstate Compact Agreement.

- B. Travel by offenders to locations beyond the jurisdiction and control of the Compact requires the approval of the Board of Pardons and Paroles (Board). Offenders wishing to request out of country travel must meet the criteria as stated in II.A.1. To request Board approval to allow a Texas offender to travel out-of-country, the field officer shall submit an E-transmittal in OIMS containing specific reason(s) for travel, dates of departure and return, mode of travel and destination address. Parole Officers shall staff with their supervisors and run a criminal history check prior to submitting the request.

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Bryan Collier  
Director, Parole Division