

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-3.1.5**

**DATE: 02/04/20**

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**SUPERSEDES: 09/02/05**

**SUBJECT:** CLIENT TRAVEL PERMISSION

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

**PROCEDURE:**

**I. IN STATE TRAVEL**

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

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

- A. Parole officers shall submit a travel permit request in the Offender Information Management System (OIMS) for clients requesting out-of-state travel permission. Approval for travel is required from the unit supervisor, except as noted in Section II.B.4 in this policy.
  - 1. Before permitting a client to travel outside of Texas, the parole officer shall determine that the travel is necessary, and that the client'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. Clients 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 be current on fees before being considered for an out-of-state travel permit. Clients in arrears of supervision payments shall not be considered for out-of-state travel except in the case of a verified emergency.

2. Parole officers shall run a criminal history and full Texas Department of Public Safety (DPS) Record of Arrest and Prosecution (RAP) check to ensure that there have been no arrests or outstanding warrants prior to submitting the travel permission request.
- B. A temporary travel permit allows a client to travel out-of-state up to 30 days, but not during an ongoing interstate transfer investigation request. A client who has requested an out-of-state transfer may not travel to the proposed receiving state until the transfer request investigation has been completed and approved by the receiving state. Unless emergency reporting instructions are provided in accordance with the Interstate Commission for Adult Offender Supervision (ICAOS), the parole supervisor (PS) must submit a Request for Reporting Instructions (RFRI) to the receiving state for review and approval. Permission to allow travel to the receiving state, in this case, shall be requested only by submitting an RFRI in the Interstate Compact Offender Tracking System (ICOTS).
1. A client 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 to include more than one (1) trip in a month. Guidelines for issuance of a temporary out-of-state travel permit for employment include the following. The client must:
    - a. Be following conditions of release;
    - b. Be current on fees;
    - c. Have verified employment that requires travel;
    - d. Have no arrests or warrants; and
    - e. Have had negative urinalyses for the prior three (3) consecutive tests before issuance of the travel permit.
  2. If a To Texas client is requesting temporary travel permit to the sending state, notification must be sent via a compact action request (CAR) prior to issuance of travel permit.
  3. Once the temporary travel permit is completed in the OIMS and approved by the immediate supervisor, the travel permit is printed, and one (1) copy of the permit shall be issued to the client with instructions that he is to keep the permit with him at all times while out-of-state. The client shall be given instructions to contact his district parole office upon return to Texas. Approved travel permits should include begin and end dates for travel. Multiple permits may be given to a client for the entire month.
  4. Parole supervisors are the approving authority for out-of-state travel requests for sex offenders and for travel due to employment. The request to travel for

employment should be submitted based on verifiable employment documents from the employer.

C. Provisional Out-Of-State Travel Permit

A provisional travel permit is used to allow a client to proceed to another state on an emergency basis. Provisional permits are issued in conjunction with expedited RFRIs or upon formal approval by the receiving state to accept the client for supervision. Distribution of this permit is identical to that of the temporary travel permit as noted in Section II.B.

III. OUT-OF-COUNTRY TRAVEL

A. Out-of-country travel is to locations that are not signatories of the ICAOS. States and territories belonging to the Compact include the 50 United States, the District of Columbia, and the U.S. territories of Puerto Rico and the Virgin Islands.

B. Travel by clients to locations beyond the jurisdiction and control of the Compact requires the approval of the Board of Pardons and Paroles (BPP). Clients wishing to request out of country travel must meet the criteria as stated in Section II.A.1 of this policy. To request BPP approval to allow a Texas client to travel out-of-country, the field officer shall submit an e-transmittal in the OIMS containing the following:

1. Specific reason(s) for travel
2. Dates of departure and return
3. Mode of travel
4. Destination address

Parole officers shall staff with their supervisors and run a criminal history and full DPS RAP check prior to submitting the request.

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