

Travel Authorization

628.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines and procedures governing an adult's request to temporarily travel beyond the restrictions of their supervision conditions. This policy applies to all designated personnel.

628.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Penal Code § 3453;
- Interstate Compact Act.

628.3 POLICY

In general, adults are expected to remain locally to comply with supervision conditions. In order to achieve their rehabilitative goals, an adult may temporarily travel beyond the restrictions of their supervision conditions with the prior and specific permission of designated personnel.

628.4 PROCEDURE

628.4.1 OUT OF STATE TRAVEL

- (a) Permission to leave the state may be granted for up to 30 days. Supervisor permission is required for longer periods, including extensions of an initial grant.
- (b) The following factors will be considered when an adult requests to leave the state:
 1. Travel supports rehabilitative goals;
 2. The adult's compliance and progress on supervision;
 3. Travel permit does not conflict with any laws, Court orders, or supervision requirements;
 4. Financial means available for the trip and return;
 5. Verifiable plan for travel;
 6. Verifiable reason for travel;
 7. Confirm travel plans do not conflict with scheduled Court dates;
 8. Compliance with Court-ordered financial obligations;
 9. Specific destination - address, as well as information regarding who lives at the address;
 10. Nature of the offense and whether the adult represents a substantial risk to the safety of others, including any victims;
 11. Laws and restrictions regarding 290 PC status;

Riverside County Probation Department

Policy Manual

Travel Authorization

12. Any other criteria deemed appropriate and in the interest of the community or adult.
- (c) If personnel have questions or concerns about granting a travel permit, they must consult with the supervisor.
 - (d) Any time an adult plans to leave the state, they must discuss those plans with designated personnel and secure a travel permit. After considering the legitimacy of the request and the above criteria, designated personnel may authorize, in writing, travel out of state. If authorized, the copy of the travel permit is to be given to the adult and the original is to be placed in the supervision file.
 - (e) When a travel permit is granted, designated personnel should, if appropriate, notify law enforcement at the adult's travel destination. The adult will be instructed to notify designated personnel upon their return to California. Should the adult's plans/destination change, they will be instructed to contact personnel or a supervisor and obtain permission. Any time a travel permit is given, a contact entry will be made in the Juvenile Adult Management System (JAMS) denoting the particulars. Once it is confirmed the adult has returned to California, a contact will again be made in JAMS giving the date of their return.
 - (f) If an emergency situation occurs which requires an adult to leave the state temporarily and they are unable to report in person to receive written permission, after considering the criteria for a travel permit, verbal permission may be given. Specific information, including an address where the adult can be reached, will be obtained by personnel. A contact will be made in JAMS. When verbal permission is granted, designated personnel should, if appropriate, notify law enforcement at the adult's travel destination.
 - (g) A travel permit may not be issued to an adult who intends to permanently reside in another state until interstate compact paperwork has been submitted, reporting instructions have been received from the receiving state and all interstate compact forms are signed.
 - (h) When an adult is required to periodically travel out of state as part of their employment, a travel permit may be given for up to six months. The adult will be instructed to notify personnel when this is required and the information will be noted in JAMS, including both departure and return dates.

628.4.2 IN-STATE TRAVEL

If supervision conditions require permission to travel a certain distance beyond their current residence, verbal permission can be given by designated personnel. Specific information, including an address where the adult can be reached, and their planned return date will be obtained and documented in JAMS. When verbal permission is granted, designated personnel should, if appropriate, notify law enforcement at the adult's travel destination. Should the adult establish legal residency within another county, follow procedures established in Policy 620 In-State Jurisdictional Transfers.

Riverside County Probation Department

Policy Manual

Travel Authorization

628.4.3 OUT OF COUNTRY TRAVEL

A Court order is required whenever an adult requests to travel outside the country. Should an adult make such a request, designated personnel will refer them to Court. Designated personnel should inform the Court of any laws or guidelines that would restrict them from traveling outside the country, such as 290 PC registrants.

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