



**Parole and Probation  
DIVISION DIRECTIVE MANUAL**

AG REVIEW BY:	ORIGINATION DATE: 03/19/1999	APPROVED BY: <b>JOHN ALAN GONSKA, CHIEF</b> <i>(original signature on file)</i>
REFERENCES:	DATE EFFECTIVE: 06/01/2006	SUBJECT: <b>Travel Permits</b>
PROCESSED BY: <b>KAREY YENTER</b>	REVISION DATE: 05/26/2006	DIRECTIVE NUMBER: <b>6.3.116</b>

**A. PURPOSE:**

To establish guidelines for the issuance of travel permits to parolees and probationers traveling to other states.

**B. POLICY:**

1. Parolees and probationers under the jurisdiction of the Division shall not be permitted to travel outside the State of Nevada without prior written permission;
2. Employees may issue written travel permits to those parolees or probationers based upon considerations of public safety and compliance levels;
3. The Interstate Compact rules and regulations governing travel permits shall be adhered to;
4. Travel permits shall not be issued to inmates or those offenders under residential confinement;

5. Travel outside of the United States is prohibited except:
  - a. In extreme circumstances as approved by the sentencing court/Parole Board;
  - b. When the subject has been deported.

C. **PROCEDURES:**

1. Out-of-state travel permits shall not exceed a period of thirty (30) calendar days. A full thirty-day travel permit shall be used with discretion and shall not be used for the purpose of enabling the offender to seek residence and/or employment in another state;
2. Except in cases of verified emergency, the offender shall be required to provide notice of a minimum of five (5) working days. Emergencies are defined as death or serious illness in the offender's immediate family, a situation which would impact the offender's employment status, or other emergency as approved by the supervising employee. The employee shall receive verification of the emergency prior to issuing the travel permit;
3. In non-emergency requests for travel permits, offenders must be in full compliance with all conditions of their parole or probation grant. The offender shall not be permitted non-emergency travel if there exists a restitution or supervision fee arrearage;
4. Upon issuance of the travel permit, the employee shall advise the parolee or probationer to register as a convicted person, as required in any and all local jurisdictions in which they are traveling;
5. The employee shall complete the Out-of-State Travel Permit with all required information. A specific expiration date of the permit shall always be included, as well as specific information as to location(s) of the offender, method of travel and with whom, dates of travel, and any additional information pertinent to the case, such as restrictions and special conditions. The employee shall instruct the parolee or probationer to contact their supervising employee upon return, and shall include a notation of such on the travel permit. The offender shall be given the original travel permit, and a copy placed in the file;
6. In the event the parolee or probationer is traveling to another state pursuant to Interstate Compact procedures, the expiration of the travel permit shall indicate that the offender shall return "upon request";
7. If the offender has been determined by the Division to be a sex offender, the additional guidelines located in the Division's Sex Offender Manual shall also be followed.