

## 52/2 DISTRICT COURT PROBATION TRAVEL POLICY

By state mandate, a probationer may not leave the state without consent of the court. During your probation term, any travel out of the state must be pre-approved by your supervising probation officer. Likewise, if you are on a regular testing program, you must obtain pre-approval for any in-state travel if that travel may impact your ability to report to the designated testing agency.

### **Requesting Permission to Travel**

Travel requests must be submitted in writing at least two weeks prior to the requested travel. *Submission of a request does not guarantee approval.* Once reviewed, your probation officer will contact you with a response. The request must include:

- Reason for travel
- Dates of departure and return
- Location/address of destination
- Telephone number where you can be reached while traveling
- Mode of transportation (driving, flying, etc). Verification may be requested (flight itinerary, hotel information, etc.)
- Phone number where you wish to be contacted in response to the travel request

### **Alcohol and Drug Testing**

You may be subjected to alcohol and/or drug testing during your travel. If required, you must locate a testing site at your destination and provide the contact information to your probation officer prior to departure. Please note, testing while traveling must be appropriately documented and may be required at specific times of the day.

### **Travel requests will not be considered in the following circumstances:**

- You are in non-compliance of any term of probation and/or have a pending violation hearing
- Request was submitted without sufficient notice (with the exception of emergency situations)
- Any fine/costs are outstanding or if you are behind in POE payments
- If the travel could negatively impact the goals of the probation term

**Travel is a privilege while on probation and is at the discretion of your probation officer. Failure to abide by the above rules could result in denial of future requests and/or a hearing for violation of probation.**

**I understand the above travel requirements:**

\_\_\_\_\_  
(Defendant Signature)

\_\_\_\_\_  
(Date)

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