



Tad Fletcher
Chief

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TRAVEL REQUEST FORM

Probationers seeking permission to travel must submit this form **ONE WEEK** prior to our office for approval for a planned vacation, work-related, or family-related travel.

NO EXCEPTIONS!

Probationers on house arrest are not eligible for travel unless there is a documented family emergency or permission from the courts. The following requirements must be met for permission to travel:

1. All fees must be current: Probation, fines and/or treatment must be current.
2. Treatment attendance must be current, all sessions that will be missed while traveling must be preapproved by your counselor.
3. Clients must show adequate progress in treatment: good attendance and participation are a must with positive behavior change noted by counseling staff. Travel plans must be discussed with your counselor in advance and have her/his approval.

NOTE: Clients may be required to submit to alcohol and drug testing prior to leaving and directly upon return. An alcohol monitoring device and/or GPS unit may be required before travel.

Name: _____ PLEASE PRINT NAME _____ Date: _____

Purpose of trip: _____

Where you will be going: _____

Address you will be at: _____

Dates you will be gone: Beginning _____ Ending _____

Are you in a Specialty Court? YES NO if yes, Which Court: _____

COUSELING STAFF USE ONLY

Counselor: _____ PLEASE PRINT NAME _____ Agency: _____

Client's participation is: Outstanding Satisfactory Poor

Counselor approves of travel: YES NO

Client owes fees: YES NO Balance owed: \$ _____

Counselor's Signature: _____ Date: _____

ALTERNATIVE SENTENCING STAFF USE ONLY

Client owes DAS fees: YES NO Balance owed: \$ _____

Client's travel has been: APPROVED DENIED

Reason for denial: _____

Officer's Signature: _____ Date: _____