

**Chapter 05 Intake**  
**Section 02— Interstate Compact Procedures**

**A. Purpose.**

The purpose of this section is to establish the procedures by which an offender may be permitted to leave Maryland on the same day that the intake process is completed.

**B. Scope.**

This section does not apply to interstate transfer requests arising outside of intake or the intake process.

**C. Eligibility.**

(1) If all of the following conditions are met, a probationer is eligible to leave Maryland on the same day that the intake process is completed. The probationer must:

- (a) Claim to have been living in another state at the time of sentencing;
- (b) Not be on probation for a sexual offense; and
- (c) Not be on parole or mandatory release.

(2) An intake reviewer shall assess the probationer's eligibility to leave Maryland by determining whether:

- (a) An out-of-state address appears on the probationer's probation order;
- (b) The probationer provides an out-of-state driver's license or identification card;
- (c) The probationer was previously supervised or monitored in Maryland;
- (d) The probationer is on probation for a sexual offense; and
- (e) The probationer is on parole or mandatory release supervision.

(3) In addition to making the determinations listed in paragraph (2), an intake reviewer shall assess a probationer's eligibility to leave Maryland by considering any other information tending to support or refute the probationer's eligibility.

**D. Supervisor's Review.**

(1) At the completion of the general intake process, the intake reviewer shall:

- (a) Enter the probationer's request to leave Maryland in the field notes; and
- (b) Submit the probationer's case material to the intake associate's supervisor for review.

(2) The supervisor who receives case material pursuant to paragraph (1) of this subsection shall review the case material and make the following determinations:

(a) Whether, pursuant to subsection C, the probationer is eligible to leave Maryland; and

(b) Whether the probationer's claim that the probationer lived outside of Maryland at the time of sentencing appears to be valid.

(3) If the supervisor determines that the probationer's claim appears to be valid and that the probationer is eligible to leave Maryland, the supervisor shall contact the deputy compact administrator for:

(a) A decision regarding the probationer's request; and

(b) Guidance and instructions.

(4) If the deputy compact administrator approves the probationer's request, the supervisor shall:

(a) Enter a field note to indicate that the deputy compact administrator approves the probationer's request to return to the probationer's home state;

(b) Include in the field notes any other instruction that the deputy compact administrator issues; and

(c) Complete and have the offender sign forms:

(i) DPP-ISC-10 ("Provisional Travel Permit"); and

(ii) DPP-ISC-2 ("Agreement of Applicant When Permitted to Go to Another State").

(5) Upon completion of the action set forth above in paragraph (4), the supervisor shall forward a copy the case material, including the completed interstate forms, to the:

(a) Deputy compact administrator; and

(b) Assigned agent or monitor.

#### **E. Other Interstate Compact-Related Requests.**

For all other matters arising at intake related to the Interstate Compact, the intake reviewer shall consult with the intake associate's supervisor.