

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 1038</b>
	<b>SUBJECT: EXTRADITIONS</b>		Approved by: Sheriff Will Akin 11/17/2022
	ISSUED: 09/29/2016	REVISED: 11/18/2022	CANCELS:
	CALEA References:		

**1038.1 PURPOSE AND SCOPE**

- (a) To establish Clay County Sheriff's Office policy regarding procedures, travel and lodging, security, and conduct in the extradition of prisoners.

**1038.1.1 DEFINITIONS**

- (a) **Extradition** – the transporting of a prisoner to or from a location outside the state of Missouri

**1038.2 POLICY**

- (a) All extraditions will be under the direction of the Sheriff and the Detention Division Commander.

**1038.2.1 GENERAL**

- (a) In most cases, two members of the Sheriff's Office will go on an extradition. One member will be designated as the agent by the Sheriff or Detention Division Supervisor. The agent will be in charge and their name will appear on all necessary paperwork. It will be the responsibility of the agent to see that the extradition is handled in a professional manner. The assigned personnel will take a security belt, handcuffs, and shackles. Personnel must carry their department approved firearm and personal Sheriff's office identification at all times (commission card and badge).

**1038.2.2 ARRANGEMENTS**

- (a) The Extradition Clerk will make all necessary provisions for travel and lodging, and will prepare all necessary paperwork for the extradition. The agent will be given a packet containing the paperwork, travel and lodging arrangements, credit cards if needed, expense check, (to be cashed before leaving Kansas City), and any special instructions pertaining to the extradition. The agent will check all paperwork with the Extradition Clerk prior to leaving. Travel and lodging arrangements should not be altered in any way unless an emergency arises or there are issues that arise during the trip. Issued credit cards or cash will be used to pay for the room, meals and car rental. In the event the extradition is a driving trip using a County vehicle, the Extradition credit card will be used for gasoline.
- (b) The state reimburses for meals, but this does not include snacks, coffee breaks, etc. Any food or drink other than with a meal is at the expense of the individual.
- (c) It is the agent's responsibility to obtain receipts for all legitimate expenses and no expense will be allowed without a receipt. (Refer to the Travel policy)

### 1038.2.3 AUTHORITY

- (a) Authority to transport a prisoner from out of state back to Missouri will result from one of the following three actions:
1. Waiver of extradition: in which case a waiver of extradition signed by the prisoner before a Judge must be returned with the prisoner if possible.
  2. Governor's Warrant: The Missouri Governor warrant and all attached paperwork must be returned with the prisoner.
  3. Agreement of Detainer: The agent will be given an "Agents Appointment" before leaving, which will serve as their authority to receive and transport the prisoner.
- (b) NOTE: Waivers of Extradition or Governor warrant will be obtained at the time the prisoner is picked up for return to Missouri. If at all possible, deputies will obtain the original Waiver of Extradition signed by the prisoner; if one is not available, the deputy must obtain a copy before transporting the prisoner.

### 1038.2.4 DEPARTURE

- (a) Arrangements for transportation of the extradition personnel from the Sheriff's Office to the airport will be arranged through the Extradition Clerk. If traveling by commercial airline, the agent will check in at the ticket counter and will advise the ticket agent that they are traveling on official business and are armed. Since weapons are to be carried on commercial airlines, special permission from the Transportation Security Administration (TSA) must be requested and granted. This request will be made by the Extradition Clerk and proof of granted permission will be provided to the agent in charge of the trip.

### 1038.2.5 ARRIVAL

- (a) Upon arrival, deputies will contact the agency holding the prisoner for the following information:
1. Advise where the deputies will be staying;
  2. Provide a phone number the deputies may be reached at;
  3. Advise the time of intended pick-up;
    - i. Request that the prisoner be showered and have clean clothes;
  4. Inquire about any information that might assist in picking up the prisoner; and
  5. Establish arrangements for prisoner property, if the prisoner has excess.
    - i. If the prisoner has an excessive amount of property, they must make arrangements for its disposition, as it will not be transported back with them.

### 1038.2.6 TRANSFER TO AIRPORT

- (a) When picking up the prisoner, deputies must check the prisoner's property, search their person, and read the warrant to the prisoner. On arrival at the airport the guard will watch the prisoner while the agent returns the car and makes seating arrangements with the airline. The agent will request that the extradition party be boarded first and seated at the rear of the aircraft.

- (b) The prisoner should be seated in the window/bulkhead seat with at least one extradition team member between the prisoner and the aisle. If there are only two seats, the second team member should sit in an aisle seat directly across from the other team member, or in an aisle seat in the row directly in front of the other team member and prisoner. If meals are served, the prisoner should only be allowed plastic eating utensils, which the team members must ensure are returned to the attendant. Deputies should ensure the prisoner uses the restroom before boarding the airplane if needed, as they are not allowed to use the restroom on board the airplane.

#### 1038.2.7 ARRIVAL AT KANSAS CITY

- (a) Upon arrival at Kansas City extradition team members will be the last to leave the aircraft. Upon arrival at the detention center, the prisoner will be turned over to detention personnel and intake paperwork must be completed.

#### 1038.2.8 APPROPRIATE DRESS AND STAFFING

- (a) When on a flying extradition, if the prisoner to be transported is a male, at least one of the Sheriff's Office members on the extradition will be a male. If the prisoner to be transported is a female, at least one of the Sheriff's Office members on the extradition will be a female.
  - 1. If the extradition is a driving extradition, there are no requirements for male or female staffing.
- (b) Sheriff's Office personnel are expected to conduct themselves and dress as professionals at all times while on the extradition.
- (c) On the day of arrival at the releasing department's facility to pick up the prisoner for transport, extradition team members should be properly dressed in appropriate business casual clothing: no jeans, shorts, T-shirts, or non-business casual attire.

#### 1038.3 RECEIPTS AND PAPERWORK

- (a) On completion of the extradition, it will be the agent's responsibility to report to the Detention Division office as soon as possible and:
  - 1. Turn in all receipts to the Extradition Clerk.
  - 2. Deliver the waiver of extradition or Governors Warrant to the Extradition Clerk.
  - 3. Return all unaccounted-for expense money.
  - 4. Complete the extradition worksheet.
  - 5. Sign the claim so the expenses can be billed to the state.
  - 6. Turn in issued credit cards