

**EL PASO COUNTY SHERIFF'S OFFICE
DETENTION BUREAU
STANDARD OPERATING PROCEDURES MANUAL**

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<i>Chapter:</i> II. Security <i>Subject:</i> Out of State Extraditions		
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- I. **POLICY:** The El Paso County Sheriff's Office Detention Bureau will ensure the safe and secure extradition of inmates who have been arrested and are in custody in other states. The Warrants Unit will confirm the validity of an active warrant when the Sheriff's Office is notified that an inmate is in custody, in another state, on a warrant issued from El Paso County. If an active warrant does exist, the information will be forwarded to the District Attorney's Office for a determination as to whether the inmate will/or will not be extradited back to El Paso County. However, if the inmate has charges pending with the jurisdiction that made the arrest, the extradition may not be completed until all pending charges have been disposed. The Warrant Unit will initiate the extradition after it receives notification from the arresting agency that the inmate is ready for transport.

- II. **OBJECTIVES:** To establish guidelines for extraditing inmates to the El Paso County Jail when arrested in another jurisdiction outside the State of Colorado.

- III. **DEFINITIONS:**
 - A. **CUSTODY:** The immediate charge and control exercised by a governing authority over a detainee or inmate. (EPSO)

 - B. **FULL RESTRAINTS:** The requirement to place an inmate in a Black Box Setup. (EPSO)

 - C. **WARRANT:** A precept or writ issued by a competent magistrate authorizing an officer to make an arrest, a seizure, or to do other acts incident to the administration of justice. (Webster's)

- IV. **PROCEDURES:** The Warrants Unit shall arrange the transport with Security Transport Services when inmates are arrested in another jurisdiction. Under certain circumstances, it may be more cost effective for two EPSO deputies to complete the transport. In such cases, the Detention Operations Division Commander will review the file with the transport costs and will notify the Warrants Unit of the decision. If it is decided to be more cost effective for EPSO to conduct the extradition, the Warrants Unit will contact the Court Services Lieutenant and he will assign the two deputies to complete the extradition. Once travel arrangements have been made, they will be emailed to the Court Services Lieutenant and two deputies that will be completing the extradition. EPSO will also complete extraditions on F1 cases and some F2 cases.

A. OUT OF STATE ARREST:

1. As a vital component to the extradition process. Warrant Technicians will assist with the following:
 - a) If the subject is to be arrested out of state, combine all the information from the arresting agency on a yellow extraditions sheet and fax it along with copies of the warrant to the DA's office for approval.
 - b) Log the information in the appropriate areas.
 - c) Make up an extraditions folder.
2. Day Shift Warrants Personnel: If the subject is to be transported by a contract prisoner transport company, insure the following has been completed:
 - a) Insure that all local charges are completed.
 - b) Check to see if they have a signed waiver of extradition.
 - c) Check to verify if there is a signed waiver, get deadline pickup date and have a copy of the waiver faxed.
 - d) Find out any medical or behavior problems with the subject.
 - e) Fill out transport order form/ letter of authorization and fax it along with the copy of the warrant and waiver to the transportation company.
 - f) Log confirmation from the transport company once it is received into the cost.
 - g) If the subject is approved for transport, but refuses to sign a waiver of extradition, notify the District Attorney's Office so they may start a Governors Warrant.
 - h) Once the subject is in custody, place a stamp on the extradition sheet as completed, file it in the extradition file.
 - i) Insure that the warrant has been taken out of the system.
 - j) File all completed paperwork.

B. INITIAL PREPARATION:

1. Many factors can occur that will delay the completion of an extradition.
 - a) The factors vary from whether or not the inmate waived extradition;
 - b) Whether a Governor's warrant is required;
 - c) Or if the inmate's health is at issue.
2. While waiting for the extradition to occur, Warrant Technicians will work with the Deputies assigned to the extradition and will complete the following:
 - a) Conduct a general information check on the inmate to include the following:
 - 1) Arrest information
 - 2) Medical problems
 - 3) Behavior problems
 - b) Make contact with the holding facility and request any disciplinary records on the inmate.
 - 1) Advise the Court Services Lieutenant of the information obtained.
 - 2) The Division Commander and/or Lieutenant will then make a determination as to how the inmate will be extradited, i.e., by Sheriff's Office personnel or the contracted transport company.
 - c) The determination to extradite will be made based on a number of factors, to include:
 - 1) Charges: Out of state extraditions resulting from any of the charges listed below will be brought to the attention of the Division Commander and the method of extradition will be determined by the appropriate Chain of Command:
 - Murder in the First Degree. 18-3-102
 - Murder in the Second Degree 18-3-103
 - Assault in the First Degree 18-3-202
 - First Degree Kidnapping 18-3-301
 - Sexual Assault in the First Degree 18-30-402
 - Escapes or persons with history of escapes or attempts
 - 2) Security/escape risk: Should an inmate be determined as an extreme security or escape risk (any history of escape from any secure facility, or any major connection to a gang or organized crime, if we have confirmed intelligence that the inmate would pose a substantial threat) the Division

Commander will be notified and the method of extradition will be determined by the appropriate Chain of Command.

- 3) Media coverage
- 4) Location
- 5) Distance required to travel
- 6) Cost of extradition
- 7) Timing
- 8) Manpower concerns
- 9) Medical concerns
- d) Prepare an arrest packet that includes the following:
 - 1) Two certified copies of the warrant(s)
 - 2) Photograph of inmate
 - 3) The teletype received from the arresting agency pertaining to the inmate's arrest.
 - 4) Custody report
 - 5) Personal property sheet(s)
 - 6) Money Receipt form
 - 7) Contact numbers and information on the holding agency.
- e) Prepare a travel packet that will include:
 - 1) Maps and any other directions received (if driving).
 - 2) Airline itineraries and tickets (if flying).
 - 3) Federal Firearms Authorization letter.
 - 4) Diagram of the airport showing the layout and gate information. This information can usually be obtained from the travel agent or the Colorado Springs Airport.
 - 5) Rental car information, to include confirmation number.
 - 6) Hotel Information and confirmation number.
 - 7) Agency contact numbers and information.
- f) Prepare a transport kit that will include:
 - 1) Required restraints
 - 2) Jacket with pockets
 - 3) Cell phone
 - 4) Set of full restraints
 - 5) Leg brace
- g) Contact the Budget Office to obtain per diem and credit card.
 - 1) Deputies will be given a Visa Card
 - 2) A Petty Cash Expense Sheet will be used to document any charges and expenses that occur during the extradition.

C. EXTRADITION PREPARATION:

1. Once the extradition is ready to proceed and a mode of transportation determined, the holding agency will be contacted to verify the inmate is in custody and ready for extradition.
2. Deputies will inform the holding agency of the appropriate time they will be at the facility to take custody of the inmate.
3. Depending on whether the facility is a Federal, State or County correctional facility, specific procedures may be in place concerning the release of individuals in custody.
4. The following procedures will adhered to for the pick up of inmates:
 - a) Federal Facilities
 - 1) Inmates can be picked up on weekdays only.
 - 2) Inmates are released during business hours (8-5); hours may vary based on facility.
 - b) State Facilities
 - 1) Inmates can be picked up on weekdays or weekends with prior approval.
 - 2) Inmates are released during normal business hours (8-5), unless prior approval has been obtained.

- c) County Facilities
 - 1) Inmates can be picked up any day of the week.
 - 2) Inmates are released any hour of the day.

5. Deputies will contact the Intake/Release area to take custody of the inmate.

D. VEHICLE EXTRADITIONS:

- 1. Vehicles used for inmate extraditions will be equipped with a cage, radio and first aid kit.
- 2. Two deputies will be assigned to execute the extradition. If the inmate is female, one of the deputy's assigned to the extradition will be female.
- 3. Once the travel arrangements have been made and a route determined, a copy of all maps depicting the route will be made.
- 4. The route should be highlighted and a copy will be provided to the Transport Unit Sergeant.
- 5. Upon arrival to the holding facility, deputies will make contact with the Intake/Release personnel.
- 6. Intake/Release personnel will be told who is being transported and provided with copies of the warrants contained in the arrest packet.
- 7. The following steps will be followed when taking custody of the inmate:
 - a) The deputies will inventory and document the inmate's personal property on the inmate's personal property sheet.
 - b) The amount of allowable property will be limited to what can be contained in a clear plastic, sealable type bag.
 - c) All excess property will be left with the holding facility.
 - d) The excess property will be the responsibility of the releasing agency.
 - e) Any money will be documented on the Money Receipt form.
 - f) After taking custody of the inmate, the deputies will conduct a thorough pat-search of the inmate.
 - g) The deputies will document the items found on the inmate during the pat-search on the personal property sheet.
 - h) The deputies will secure the inmate utilizing full restraints.
 - i) The deputies will sign any documentation required of the holding facility.
 - j) Copies of the signed documentation will be obtained as deemed necessary.
 - k) The deputies will secure the inmate's personal property in the trunk of the vehicle.
 - l) The deputies will secure the inmate in the right rear seat of the vehicle.
 - m) The deputies will seatbelt the inmate once seated.
- 8. Deputies will not stop except for gas, overnight stays, or for emergency reasons during the transport.

E. FLYING EXTRADITIONS: Extraditions requiring deputies to fly on commercial airlines pose many obstacles and require extensive planning. Extraditions of this nature may be required for a number of different reasons, to include the transport of high risk/security inmates, inmates with extensive medical problems, time constraints, or cost. Only those Deputies who have been certified in the FAA Flying Armed Class taught by a certified instructor will be authorized to participate in extraditions requiring the use of commercial airlines.

- 1. After departing the holding facility, the deputies will return to the airport utilizing the route previously planned. This will assist the Warrants Unit and other law enforcement agencies with a starting point in the event of an emergency or if contact needs to be made with the deputies for any other reason.
- 2. The following steps will be followed in preparing for and completing the extradition:

- a) Airline tickets, hotel reservations and rental car arrangements will normally be made through the Warrants Unit. It is absolutely critical that the warrants technician, in a timely manner, fulfill their obligation to notify the air carrier in advance of their intended travel.
- b) The arrest packet will be prepared by the technicians assigned to the Warrant Section and forwarded to the deputies executing the extradition.
- c) The deputies will contact local law enforcement and make necessary arrangements to house the inmate in airport holding facilities during any lay over.
- d) The deputies will contact the holding facility and provide them with the date and time the inmate will be picked up. Any background information, to include any security concerns or problems regarding the inmate will be obtained at that time. The deputies will check the inmate for additional criminal charges/history through local records and the Jail Management System.
- e) The deputies executing the extradition will review and thoroughly familiarize themselves with all Federal Aviation Administration regulations governing Law Enforcement Officers (LEO) flying armed with inmates.
- f) Only those deputies that have completed the FAA's Law Enforcement Officers (LEO) Flying Armed Class will be permitted to conduct an extradition involving air travel.
- g) The deputies will check in at the airline ticket counter and present their law enforcement credentials and firearms authorization letters to the airline agent.
 - 1) The airline agent will verify the identification and make a copy of the federal firearms letter.
 - 2) All airlines require a photo identification card for law enforcement officers flying armed.
 - 3) The airline agent will provide deputies with a form regarding the firearms authorization.
 - 4) The form must be completed, signed and returned to the airline representative.
 - 5) The form comes in multiple copies with the agent, pilot and deputies each getting a copy.
 - 6) An extra copy is provided to the deputies, should they be required to change flights.
- h) Once at the security checkpoint, the deputies will identify themselves to airport security personnel and inform them of their business.
- i) The airport security personnel will verify the information against the deputies' law enforcement credentials.
- j) After verification, the deputies, along with the inmate, will be escorted through airport security and may sign the required law enforcement roster.
- k) Airport security personnel may decide to search the inmate utilizing a hand - held metal detector or conduct a physical search.

F. BOARDING THE AIRCRAFT WITH THE INMATE:

1. When airline agents arrive at the boarding gate, the deputies will identify themselves and inform them of the extradition.
2. The deputies will verify with the airline agent that the pilot received a copy of the Federal Firearms Authorization.
3. Some airlines will require the deputies to speak with the pilot or the pilot may want to speak with the deputies prior to being seated.
4. When practicable, the inmate shall be boarded before any other boarding passengers.
5. A deputy will be seated between the inmate and the aisle and the inmate will not be permitted to sit next to or directly across from any exit.
6. Flight attendants should seat the deputies and inmate in the rearmost seat of the passenger cabin.
7. The deputies will make seating arrangements at the time the flight is initially booked.
8. The following in flight precautions will be followed:

- a) The inmate will remain under the direct control of the deputies at all times while being transported by aircraft.
- b) Inmates escorted by deputies will be restrained from full use of hands.
- c) The safety of the flight and the safety of the public are of paramount importance.
- d) The deputies will have absolute control over their firearm at all times.
- e) The deputies will use discretion in regard to their firearm as to avoid alarming passengers or crew.
- f) Deputies will not surrender their firearm to anyone for any reason.
- g) The deputies will ensure that the inmate remains seated during the duration of the flight.
- h) At the discretion of the deputies, the inmate will be allowed to eat a snack or have something to drink.
 - 1) Most airlines provide plastic cups and utensils for this purpose.
 - 2) Under no circumstances will the inmate be given any type of metal or glass container or utensils.
9. If the inmate becomes violent or combative during the flight or at any other time, the deputies will use the necessary amount of force to control the inmate.
10. The deputies will then apply any additional restraints necessary and notify the flight crew.

G. ARRIVAL AT THE LOCAL AIRPORT:

1. Upon arrival, the deputies will allow all the passengers to depart the aircraft prior to moving the inmate.
2. Once the inmate has been escorted from the aircraft, the deputies' will proceed directly to the vehicle waiting to transport the inmate to the Criminal Justice Center.
3. The deputies will place any personal property belonging to the inmate, in the trunk of the vehicle, out of the inmate's immediate reach.
4. The deputies will have the inmate sit in the right rear passenger seat and secure the seatbelt, once the inmate is seated.
5. The deputies will then transport the inmate to the Criminal Justice Center.

H. EXTRADITION EXPENSE DOCUMENTATION:

1. The deputies will complete the Visa and Petty cash expense sheets.
2. All expenses charged on a company Visa card will be included on the Visa Expense sheet.
3. The deputies will attach all receipts to the Visa Expense sheet, thereby, verifying the charges.
4. The deputies will document all expenses paid out of any petty cash on the Petty Cash Expense sheet.
5. The deputies will attach all receipts to the Petty Cash Expense sheet, thereby, verifying the expenses.
6. After the sergeant approves the completed expense sheets, the deputies will return the expense sheets to the Budget Office for verification.
7. Deputies will return the expense sheets to the Budget Office for verification.
8. The deputies will return any petty cash not used, to the Budget Office.

I. EXTRADITION COST RECOVERY PROCEDURES:

1. Warrant Technician Extradition Coordinator will receive approval from District Attorney's Office to extradite the inmate.
2. Arrange transportation.

3. Confirm travel arrangements.
4. Request a copy of the file from County Records.
5. Request copy of the bond paperwork and the pre-signed waiver (if applicable) from the Division Court Clerk.
6. Print a copy of Lexis Nexis showing any bonding information or if bond release was granted.
7. Received final transportation invoice.
8. Prepare Motion for Recovery of Extradition fees.
9. Complete Extradition Cost Recovery Check Sheet. Prepare Extradition File.
10. Present Extradition File to Inmate Services Commander or designee.