7-03/020.05 Out-of State Fugitives

The following procedures are to be used for the transportation of out-of-state fugitives, between the Men's Central Jail and Sybil Brand Institute, and the Los Angeles International Airport Los Angeles Police Department substation (LAX L.A.P.D.), where the transfer of the prisoner(s) to authorized agents of a requesting state may be effected.

The requesting agency will notify Sheriff and L.A.P.D. Fugitive Details of their arrival and departure plans, and the name of the prisoner(s) to be transported to LAX L.A.P.D. substation.

The police agency that files the fugitive case on the prisoner, whether Sheriff or L.A.P.D., shall send a teletype to the Transportation Bureau requesting transportation. If the prisoner is a male, Men's Central Jail Warrant and Detainer Unit, or if the prisoner is a female, Sybil Brand Institute Booking Office should be notified at least 24 hours prior to the time the prisoner must be transported to the airport.
The teletype shall include the following information:

- Prisoner's name, physical description and booking number
- Crime accused of, in the requesting state
- The name of the requesting state's authorized agent(s)
- Date and time the agent will be arriving at the LAX L.A.P.D. substation for transfer of custody

Sheriff's Transportation Bureau will transport weekdays only, between 1000 and 1400 hours. Circumstances requiring any special or unusual procedures must be arranged by telephone with the Transportation Bureau Watch Commander, as far in advance as possible. It should be emphasized in advance to agents from the requesting state, that it will be their responsibility to meet the transporting Deputies at the appointed time, at the LAX L.A.P.D. substation.

Transporting Deputies shall place in a paper bag the prisoner's booked property, money, and all property from the prisoner including jail items such as combs, folders, etc. A transmittal shall be prepared listing the property as stored and the money as deposited.

Upon arrival at the LAX L.A.P.D. substation the transporting Deputies shall check the agents' identification and give them the signed Waiver of Extradition (Appendix XIII) (sometimes called "Governor's Demand" or "Agent's Commission"). The transporting Deputies will also have the agent(s) complete the prisoner "Transfer of Custody" (Appendix XIV) form furnished by the Men's Central Jail, being especially careful to ensure that the time and date of the "Transfer of Custody" are accurate and complete. Upon return to the Men's Central Jail, the transporting Deputy will return the form to the Inmate Reception Center, Warrants and Detainer Unit and place it in the "Sheriff's Fugitive" tray for hand delivery, regardless which agency's prisoner was released. The form will then be transferred to the proper agency at Division 30 of the Los Angeles Municipal Court. The return of these forms is imperative. The forms are used by the court as the basis for dismissal of the fugitive case after the fugitive has been returned to the requesting state.

The prisoner's property and money deposit will be delivered to the agent(s). The agent(s) will sign the transmittal as a receipt for the property and money deposit. The copy of the transmittal will be submitted to the Transportation Bureau's Watch Sergeant for filing. The Unit secretary shall maintain a file for the receipts. This file shall be purged every two years.

Should the agents' departure time be in the late afternoon or evening, the agent shall nevertheless meet the transporting Deputies. The agents shall take custody of their prisoner(s) and property, and complete the "Transfer of Custody" form (provided by the transporting Deputies). The agents can then make arrangements with the LAX L.A.P.D. substation Watch Commander to temporarily house the prisoner(s) in their jail until time of departure.

Sometimes circumstances are such that an agent will be late or cannot meet the transporting Deputies at the LAX L.A.P.D. sub-station. If this happens, the transporting Deputy shall leave the prisoner, property, original "Waiver of Extradition ("Governor's Demand"), and the "Transfer of Custody" form with the L.A.P.D. Desk Officer, at the LAX L.A.P.D. substation. The L.A.P.D. Desk Officer can sign the transmittal for the property and money deposit.

Upon arrival of the requesting state's agent(s), the L.A.P.D. Desk Officer will check his identification and transfer the "Waiver of Custody" ("Governor's Demand"), the prisoner, and property to the agent. The agent will complete the "Transfer of Custody" form. The L.A.P.D. Desk Officer will then send the "Transfer of Custody" form via Department mail to "L.A.P.D. Fugitive Detail." The Fugitive Officer will then exchange the necessary paperwork the following court day, in Division 30 of the Los Angeles Municipal Court.