

Policy Number: 09-003

# Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: FINANCE

## EXPENSE VOUCHERS

### I. POLICY

It is the policy of the Lucas County Sheriff's Office to arrange for the transport of prisoners held in jurisdictions outside of Lucas County. Sheriff's deputies are assigned to obtain these prisoners and return them to the Lucas County Corrections Center. Assigned officers are to receive reimbursement or an advance to offset expenses incurred in returning these prisoners. Reimbursements for expenses will be determined at the conclusion of the assignment.

### II. PROCEDURE

1. In the event a prisoner must be obtained from another jurisdiction, officers will be assigned to return them to the Lucas County Corrections Center.
2. The assigned officers will report to Personnel and request an official Expense Account Form. The assigned officers will also receive a reimbursement or cash advance on a scale determined by length of trip distance.
3. Should airline tickets be required, they will be obtained through contract agreement negotiated by the Lucas County Sheriff's Office. Airline tickets will be paid out of a separate account.
4. During the transport to the Lucas County Corrections Center, the assigned officers will turn in all receipts and a completed official Expense Account Form.
5. In the event expenses exceed the allotted cash advanced, assigned officers shall be reimburse through an additional allotment.