Minnesota Department of Corrections

Policy:	**104.210**	**Title: Sheriff's Expense Claim**
Issue Date:	**5/3/16**	
Effective Date:	**5/17/16**	

AUTHORITY: Minn. Stat. §243.17

PURPOSE: To reimburse the necessary expenses of sheriffs and other peace officers incurred while conveying Minnesota Department of Corrections' (DOC) offenders and adjudicated delinquent juveniles committed to the custody of the Commissioner of Corrections, as well as those costs incurred by the sheriff or other peace officers in conveyance of the DOC prisoners to and from court in connection with all post-conviction, writ of habeas corpus, or intrastate mandatory disposition of detainer proceedings.

APPLICABILITY: Sheriffs and other peace officers conveying DOC offenders and adjudicated delinquent juveniles to the custody of the Minnesota DOC, and sheriffs conveying a Minnesota DOC offender or adjudicated delinquent juvenile to and from court in connection with all post-conviction, writ of habeas corpus, or intrastate mandatory disposition of detainers proceedings.

POLICY: All requests for reimbursement are made in compliance with Minn. Stat. §243.17. Reimbursement for mileage, meals, and lodging while traveling to and from the correctional facility is at the rate allowed by AFSCME, Council 5, AFL-CIO, plus an additional rate of $10 per day for each sheriff or peace officer traveling to and from the facility. Not more than one additional officer is allowed for every two additional offenders.

Offender-initiated court action in connection with a writ of habeas corpus is reimbursed.

DEFINITIONS: None

PROCEDURES:

A. The sheriff or designee transports the offender(s) or adjudicated delinquent juvenile(s) to or from the correctional facility, providing the records/intake personnel with documentation from the court supporting the movement.

B. For cases involving transportation of a new commit, writ, post-conviction, or intrastate mandatory disposition of detainer proceeding, a facility records staff member, intake staff member, or master control staff member completes the time/date and signs the upper portion of the Sheriff's Expense Claim (attached) and presents the original of the claim to the sheriff/designee. This signature indicates that the claim is for transportation occurring in connection with a new commit, writ, post-conviction, or intrastate mandatory disposition of detainer proceeding. Payment is not processed if the signature of facility records, intake, or master control staff is not present.

C. The sheriff/designee completes the Sheriff's Expense Claim and forwards the original to the financial services unit at the central office.

D. Financial services staff audit the mileage, meals, and lodging on the Sheriff's Expense Claim and process the reimbursement. Reimbursements and documentation are retained in financial services.

INTERNAL CONTROLS:

A. Processed Sheriff's Expense Claim form reimbursements and associated documentation are retained by financial services in accordance with financial services payment retention schedules.

REVIEW: Annually

REFERENCES: Minn. Stat. §589.35

SUPERSESSION: Policy 104.210, "Sheriff's Expense Claim," 8/5/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Sheriff's Expense Claim (104.210A – iShare budget site form)

/s/
Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services