

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

ADULT EXTRADITIONS

Authority:

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Purpose:

To establish guidelines for adult extradition collaboration with the San Bernardino County Sheriff's Department (SBCSD).

Definitions:

Extradition: The surrender of an alleged criminal under the provisions of a treaty or statute by one authority (such as a state) to another jurisdiction to try the charge.

Transportation Security Administration (TSA): An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

Responsibilities:

I. Division Director I/II of the Extradition Program:

- A. Shall coordinate and maintain recruitment for the program on an annual basis.
- B. Shall select and provide oversight of the Extradition Coordinator.
- C. Shall select Probation Officers to participate in the program.
- D. Shall provide program administration/management and participant oversight, to include, but not limited to, ongoing training coordination and adherence to all Federal, State, County, and Department program requirements, training, policies, procedures, laws, Memorandum of Understandings (MOUs), etc.
- E. Shall receive, review, and promptly respond to all SBCSD extradition requests sent to the "Probation, Extradition Requests" [REDACTED] mailbox in the absence of the Extradition Coordinator.

II. Extradition Coordinator or their designee:

- A. Shall be the rank of Supervisor or above.
- B. Shall be the sole Point of Contact (POC) for maintaining communication with TSA, receiving updates from TSA, and providing/coordinating required extradition training to the Probation Officers participating in the program.
- C. Shall ensure participating Probation Officers adhere to all applicable Federal, State, County, and Department program requirements, training, policies, procedures, laws, MOUs, etc.
- D. Shall receive, review, and promptly respond to all SBCSD extradition requests sent to the "Probation, Extradition Requests" ([REDACTED]) mailbox.
- E. Shall, when organizing an extradition, use the "Probation, Extradition Officers" email [REDACTED] to notify all active officers, ask for their availability, and set a deadline for their response.
- F. Shall, when selecting officers to participate in an extradition based on their provided availability, rotate selections in a fair and equitable manner. In making officer selections, the Extradition Coordinator may take into consideration any applicable elements that could affect the transportation, such as the gender of the probationer, etc.

- G. Shall email the Probation Officers selected for the extradition with all pertinent details of the transport and set a deadline for their confirmation response. A CC should be sent to the Officers assigned supervisor in order to corroborate availability.
- H. Shall provide all necessary documentation, information, signatures, etc. to SBCSD's extradition unit, prior to travel, and in a timely manner.
- I. Shall ensure proper documentation is completed in Caseload Explorer (CE) no later than two (2) calendar days following the completion of the extradition by all involved individuals.

III. Probation Officers Selected to Participate in the Extradition Program:

- A. Shall meet the minimum qualifications:
 - 1. Be qualified to work in an armed assignment
 - 2. Have a "Meets" or above in all job standards on their WPE for the past two (2) years
 - 3. Not be the subject of a County or Department Investigation
 - 4. Not be a probationary employee
 - 5. Commit to a minimum of two (2) years of availability and service in the program
 - 6. Obtain approval for participation from their assigned Supervisor and Division Director(s).
- B. Shall successfully complete and maintain any required TSA training.
- C. Shall successfully complete and maintain any required Homeland Security training.
- D. Shall, as directed, successfully complete and maintain any additional outside agency extradition training.
- E. Shall successfully complete and maintain all required Probation Department extradition training.
- F. Shall ensure compliance with all applicable Federal, State, County, and Department training, requirements, policies, procedures, rules, laws, MOUs, etc.
- G. Shall, when notified of the need for officers to participate in an extradition, respond to the Extradition Coordinator within one (1) business day, regarding their availability. Officer shall obtain prior approval from their assigned supervisor and include them as a CC in their response.
- H. Shall complete all required CE documentation using Supervision > Extradition no later than two (2) calendar days following completion of the extradition.
- I. Shall use the designated Employee Management and Compensation System (EMACS) activity code to delineate time worked on an extradition.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.


Foundation:

Title 49 Code of Federal Regulation CFR 1544.219 Carriage of Accessible Weapons
MOU Between the County of San Bernardino Probation Department and San Bernardino County Sheriff's Department for Adult Extraditions Collaboration

References:

Force Options: Use of Force and Reporting Requirements for Community Corrections
Incident Report

Issued by:


Michelle Scray Brown, Chief Probation Officer Date 2/16/21

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