



Kern County Sheriff's Office
Policies and Procedures

TITLE: INTRODUCTION		NO: A- 0100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 1/19/2020	REVISED: 8/9/2017	UPDATED: 8/9/2017

POLICY

The Sheriff-Coroner of Kern County exercises original jurisdiction in the unincorporated area of Kern County and provides supportive assistance and mutual aid to local and neighboring agencies for law enforcement duties pursuant to Section 26600 through 26778 of the Government Code.

Effective January 8, 2007, Sheriff Donny Youngblood made the decision to refer to the Sheriff's Department as Sheriff's Office. Included in this change are all policies and procedures.

To clarify the change, the National Sheriff's Association and the California State Sheriff's Association advised Sheriffs throughout the country and state to use the term "Office" rather than "Department."

Black's Law Dictionary defines the terms:

DEPARTMENT: "One of the major divisions of the executive branch of the government...generally a branch or division of governmental administration."

OFFICE: "A right, and correspondent duty, to exercise public trust as an office. A public charge of employment...the most frequent occasions to use the word arise with reference to a duty and power conferred on an individual by the government, and when this is the connection, public office is a usual and more discriminating expression...in the constitutional sense, the term implies an authority to exercise some portion of the sovereign power either in making, executing, or administering the laws."

The following is an excerpt from the recommendation:
"The Office of Sheriff is not simply another "department" of county government. The internal operation of an Office of Sheriff is the sole responsibility of the elected Sheriff. County department heads are subordinate to a county governing body because a "department" is truly only a division of county government...The Office of Sheriff has inherent common law powers and sovereignty granted under a state's constitution and/or state law. It is different from a county department which derives its limited authority from whatever is delegated to it by statute..."

For example, elected officials occupy offices, i.e., Auditor's Office, Coroner's Office, Sheriff's Office, District Attorney's Office, etc. vs. departments. Elected officials are more autonomous in nature than Department heads as they answer to the electorate.

The Kern County Sheriff's Office is organized and exists to facilitate compliance with the lawfully prescribed duties of the Sheriff-Coroner. Such duties include the preservation of the peace, arrest of offenders, investigation and suppression of public offenses, maintenance of the jail system, endorsement and service of processes and notices, attendance upon Superior and Municipal Courts, search and rescue of lost or endangered persons, and such other duties as may be required by law.

All commissioned officers, all department employees, and all citizens otherwise enlisted to aid the Sheriff-Coroner, shall function to effectively aid the Sheriff-Coroner in the performance of his outlined duties. This manual is a statement of policy of the Kern County Sheriff's Office, and is intended to assist in these functions.

There shall be no variation from the policies or procedures outlined in this manual except under prior approval of the Sheriff-Coroner, or by any ranking officer, in an emergency to the extent required by the situation. The actions of such ranking officer will be documented and forwarded as soon as practical to the Sheriff-Coroner.

It is the responsibility of administrators, managers, and supervisors to ensure that all members of the department read, understand and adhere to the applicable sections of this manual.

DIRECTIVE

This manual represents minimum guidelines. In all matters not specifically covered, members must follow the law, established police procedures, the philosophy and mission of this department, and their own best judgment.

The **Coroner** has the mandated duty to inquire into and determine the circumstances, manner, and cause of death in jurisdictional cases as enumerated in the California Government Code and the Health and Safety Code.

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The **Public Administrator** must protect the assets by taking immediate charge of property when someone died and:

- When the court has appointed no other executor or administrator.
- When property belonging to the person's estate is at risk of loss, damage, or misappropriation.
- When ordered by the Court.

Pursuant to the California Probate Code, Health and Safety Code, and the Government Code the **Public Administrator** is further charged to:

- Protect the decedent's property from waste, loss, or theft.
- Make burial arrangements.
- Conduct thorough investigations to discover all assets.
- Ensure that the estate is administered according to the decedent's wishes.
- Pay the decedent's bills and taxes.
- Locate persons entitled to inherit from the estate and ensure that these individuals receive their inheritance.

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POLICY

The Chief Deputy in charge of the Support Services Bureau is responsible for maintaining this manual and will distribute any additions, revisions, or updates in a timely manner. The adoption of any new policy or the revision of existing policy will occur only after approval by the Sheriff's Office Policies and Procedures Manual (DPPM) committee that consists of all Chief Deputies and the Undersheriff. The official version of the DPPM will be on SheriffNet, the Sheriff's Office's Intranet website. Revisions will be made to the DPPM on SheriffNet. The Support Services Bureau will be responsible for maintaining SheriffNet and placing any revisions of this manual into the SheriffNet website as well as the Sheriff's Office public website

Any member of the Sheriff's Office may request a modification of this manual by following the procedure listed below.

DEFINITIONS:

- Effective: Date policy originated.
- Reviewed: Date the policy was reviewed biennially per policy.
 - The Chief Deputy in charge of the Support Services Bureau or their designee will review all DPPM policies biennially.
- Revised: Date of a significant change or modification of an existing policy.
 - The Sheriff's Office Policies and Procedures Manual committee shall approve all revisions to DPPM polices.
- Updated: Date there is a minor change, such as: grammatic error, punctuation or minor word is changed.
 - The Personnel Division Commander may update DPPM policies with the approval of the Chief Deputy in charge of the Support Services Bureau.

PROCEDURE A: Revisions or Additions to Manual

Any member seeing the need for a new policy or modification of an existing policy will:

- Make recommendations for changes or additions in memo form, including reason for change or additions, citing specific circumstances, laws or other pertinent information, and section and/or language to be added or changed.

- Forward the memo through the chain of command to the Chief Deputy in charge of the Support Services Bureau.

Members of the chain of command who receive requests will:

- Make any comments, suggestions or recommendations on a separate memo and attach it to the original request.
- Forward the request to the next level in the chain of command.

The Chief Deputy in charge of the Support Services Bureau will:

- Review the request and all comments attached.
- If necessary, return the proposal to the author for additional clarification or justification.
- Submit the proposal to the DPPM committee for review;
- If the committee approves the proposal, seek approval or disapproval of the proposal from the Sheriff-Coroner.
- If disapproved by either the DPPM committee or the Sheriff-Coroner, send a memo notifying the originator of the request that it has been disapproved, along with the original request and all comments.
- If approved and the change will affect terms and conditions of employment, conduct meet and confer with the appropriate employee organization(s).
- Make the final change or addition to the appropriate section, noting the date of the revision.
- Keep a copy of the section that was changed in its original form for a period of five (5) years.
- Distribute the new/revised section to:
 - Kern Law Enforcement Association (KLEA)
 - Kern County Detention Officers Association (KCDOA)
 - Kern County Sheriff’s Command Association (KCSCA)
 - Service Employee’s International Union, Local 521 (SEIU)
 - Sheriff’s Office Human Resources Section Manager
 - The Human Resources Section Manager will upload the new/revised policy into the DPPM on the SheriffNet website.

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PROCEDURE B: Distribution of Manual Revisions

When a policy is revised, or added, the Support Services Bureau Chief Deputy will:

- Send the revision in Microsoft Word format to the Personnel Division Commander.

The Personnel Division Commander will:

- Send the revision to the Sheriff's Office Human Resources Section Manager
- The Human Resources Section Manager will upload the new/revised policy into the policy manual on the SheriffNet website and will forward the new/revised policy to the Technology Services Section Manager.
- The Technology Services Section Manager will upload any applicable new/revised policy into the policy manual on the Sheriff's Office public website.

Once the update is in SheriffNet, the Personnel Division Commander will:

- Notify the Training Section Lieutenant, by e-mail, as to the revision of the manual.

The Training Section Lieutenant will:

- Ensure the DPPM revision is distributed department wide in the form of a mandatory read training bulletin.

Directive B-1:

The official version of the DPPM will be on SheriffNet. Sheriff's administration will not distribute hard copies of DPPM revisions, nor track where hard copies of the manual are kept. Division or section managers and unit supervisors have the option of determining if and where a hard copy of the DPPM will be kept in their area of responsibility. It will be the division, section manager, or unit supervisor's responsibility to update any hard copy versions of the DPPM they choose to have available for their staff and volunteers.

Directive B-2:

SheriffNet is an Intranet web site maintained by the Technology Services Section. It can only be accessed by computers belonging to the Sheriff's Office and attached to our network. A few other selected sites will be allowed within the County Counsel's office. Access to SheriffNet requires the user to have a Sheriff's Office ID number and a password. A Sheriff's Office ID will be provided to all employees and selected volunteers.

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Policies and Procedures

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POLICY

The following definitions will govern terminology to be used in all Sheriff's Office communications. They are presented here to provide uniformity and clarification of terminology commonly used when discussing the operations and organization of the Kern County Sheriff's Office.

DEFINITIONS

Absence of the Sheriff-Coroner:

In the absence of the Sheriff-Coroner, the responsibility for the operations of the Sheriff's Office shall succeed to the Undersheriff. In the absence of the Undersheriff, the responsibility for the operations of the Sheriff's Office shall succeed to a Chief Deputy designated by the Sheriff-Coroner. In the absence of a Chief Deputy, the responsibility for the operations of the Sheriff's Office shall succeed to a Sheriff's Commander designated by the Sheriff-Coroner.

Such assignment shall remain in effect during the absence of the Sheriff-Coroner and the person acting in his capacity shall assume and be invested with the authority and responsibilities vested in the office.

Assignment:

Each division shall be composed of such numbers of deputies and civilian employees as may be assigned to it by the Sheriff-Coroner.

Beginning of Day and Week:

The Sheriff's Office day, for record purposes, shall begin at 0001 hours and shall conclude at 2400 hours. The Sheriff's Office week, for record purposes, shall commence each Saturday at 0001 hours. Any exceptions to the day and week established for record purposes will be in the form of a written directive.

Bureau:

A functional grouping of departmental work headed by a chief deputy who reports directly to the Undersheriff. Bureaus are normally comprised of Divisions.

Chain of Command:

The unbroken line of authority extending from the Sheriff-Coroner through a single subordinate at each level of command to the level of execution.

Command/Ranking Officer:

The term “Command/Ranking Officer” shall be construed to mean only the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, and Sergeants. All other officers are subject to the orders of the ranking officers. Sergeants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, and Lieutenants. Lieutenants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, and Commanders. Commanders are subject to the orders of the Sheriff-Coroner, Undersheriff and Chief Deputies. Chief Deputies are subject to the orders of the Sheriff-Coroner and Undersheriff. The Undersheriff is subject only to the orders of the Sheriff-Coroner.

Command/Ranking Officer (Detentions):

The term “Command/Ranking Officer (Detentions)” shall be construed to mean only the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, Detentions Lieutenants, Sergeants, and Detentions Sergeants. All other Detentions Deputies and Detention Officers are subject to the order of the ranking officers. Detentions Sergeants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, and Detentions Lieutenants. Detentions Lieutenants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, and Commanders. Chief Deputies are subject to the orders of the Sheriff-Coroner and Undersheriff. The Undersheriff is subject only to the orders of the Sheriff-Coroner. Any officer working in a mandatory or volunteer temporary assignment for a different classification will be subject to the orders of the ranking officers for that classification.

Command/Ranking Officer (Civilian):

The term “Command/Ranking Officer (Civilian)” shall be construed only to mean the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Civilian Section Managers, and Civilian Section Unit Supervisors. Section Managers are subject to the orders of the Sheriff-Coroner, the Undersheriff, Chief Deputies, and Commanders. Unit supervisors are subject to the orders of their Section Managers and the Sheriff’s Executive and Command Staff.

Command Staff:

This term refers to the planning group consisting of the Sheriff-Coroner, Undersheriff, all Chief Deputies, and all Commanders.

Commanding Officer:

Any command officer in charge of an organizational unit.

Commissioned Officer:

Members of the Sheriff’s Office as defined in Penal Code Section 830.1(a) and 830.1(c).

Complement:

The Sheriff’s Office is composed of such numbers of deputies and civilian employees as may be

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provided. They are of such ranks as designated by the Sheriff-Coroner.

Sheriff-Coroner-Public Administrator’s Office:

These offices are statutory/constitutional offices having exclusive powers and authority under state law and/or state constitution and are referred to in this publication as the Sheriff’s Office.

Sheriff’s Office Manual:

The manual of policies and procedures that contains the rules and regulations governing the conduct of personnel and the operation of the Sheriff’s Office. Compliance with the provisions of the Sheriff’s Office manual is required. Reserve members shall be governed by the office manual insofar as it applies. The Sheriff’s Office manual may also be referred to as the Department Policies and Procedures Manual (DPPM).

Deputy Sheriff:

Any commissioned member of the Sheriff’s Office as defined in Penal Code Section 830.1(a), except the Sheriff-Coroner.

Detail:

Members of the Sheriff’s Office, sometimes from more than one functional unit, grouped together for the accomplishment of a specified mission. When not engaged in continuing operation, the detail is called a special detail.

Detentions Deputy:

Any commissioned member of the Sheriff’s Office as defined in Penal Code Section 830.1(c).

Detention Officer:

Custodial officer as defined in Penal Code Section 831.

Directive:

Clarifies a policy or provides a guide toward a given action within a policy.

Division:

A functional unit comprised of sections in the Sheriff’s Office, whose head reports directly to a chief deputy, the Undersheriff, or the Sheriff-Coroner.

Facility:

Refers to one of the jail facilities operated by the Sheriff’s Office.

Gender:

The use of the masculine gender in any portion of the Sheriff’s Office manual includes the female gender, when applicable.

Lawful Order:

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Any written or oral directive issued by a ranking officer to any subordinate or group of subordinates in the course of duty which is not in violation of any law, ordinance, or Sheriff's Office rule or regulation.

May:

Indicates that action is permissive.

Member:

All persons appointed to the Sheriff's Office on a full or part-time basis, paid or non-paid, are designated as members of the Sheriff's Office. Part-time personnel are considered members of the Office during the time they are performing the duties of the Sheriff's Office.

Non-Peace Officer Personnel:

All members of the Sheriff's Office who do not fall within Penal Code Section 830.1.

Officer-in-Charge:

Is the general term used for any member who is in charge of an organization, bureau, division, section, detail, activity, or function by virtue of his or her rank, seniority, or designation by competent authority.

Policy:

What should, shall, may, or will be done; sets a definite course of action to guide present and future decisions.

Post:

A fixed point, duty, or location to which an officer is assigned.

Privilege:

Employment conditions, which are not rights, but are granted at the convenience of the Sheriff's Office.

Procedure:

A series of steps that states a particular and specific way of accomplishing a task.

Reserve Deputy Sheriff:

Any commissioned member of the Sheriff's Office as defined in Penal Code Section 830.6(a)(1).

Right:

In reference to conditions of employment, the term "right" shall designate those conditions specifically outlined by state or federal law, county ordinance or personnel rules, or labor contracts.

Search & Rescue Personnel:

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Those personnel who are defined in Penal Code Section 830.6(b).

Section:

Member(s) of the Sheriff's Office regularly grouped together or singularly assigned under one head for the purpose of accomplishing a specified task or function. Sections are normally comprised of units.

Seniority:

Unless otherwise specified by MOU, seniority shall be defined as follows:

1. Rank Held. If equal, Item 2 to be considered.
2. Time in Rank. Computed from the date an employee was officially promoted to that rank in a permanent, allocated position. If equal, Item 3 to be considered.
3. Time in Service. Time in service will be accrued commencing at such time the employee is hired as a full-time, permanent employee and will continue through that period which the employee is being compensated by the Sheriff's Office.
4. In the event the seniority of two or more employees remain equal after consideration of Items 1 through 3, the final ranking of the seniority shall be determined by lottery.

Seniority (Deputy Sheriff):

1. Rank Held. If equal, Item 2 to be considered.
2. Time in Rank. Computed from the date an employee was officially promoted to that rank in a permanent, allocated position. Rank is considered as being equal in all Deputy Sheriff classifications. If equal, Item 3 to be considered.
3. Time in Service will be defined as follows: Total length of unbroken employment with the Kern County Sheriff's Office in a permanent, full-time deputy sheriff classification. Such time starts on the date employed to any full time, permanent deputy sheriff, including the employment date as deputy sheriff trainee. The employment time included is limited to the classifications listed in the Memorandum of Understanding between the County of Kern and the Kern Law Enforcement Association. Work as an extra-help deputy sheriff, or any other temporary, part-time deputy position is not to be included in calculating seniority.
4. In the event the seniority of two or more employees remain equal after consideration of Items 1 through 3, the final ranking of the seniority shall be determined by lottery.

Seniority (Detention Officer and Detentions Deputy):

1. Rank Held. If the rank of two or more officers is equal, time in rank shall be considered.
2. Time in Rank. Time in rank shall be computed from the date the employee was officially promoted to that rank in a permanent, budgeted position. If two or more are equal in time in rank, time in service shall be considered.
3. Time in Service. Time in service shall be accrued commencing at the time the employee

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was hired as full-time, and will continue through that period in which the employee is being compensated by the Sheriff's Office.

4. Lottery. In the event the seniority of two or more officers remains equal after consideration of rank held, time in rank, and time in service, the final ranking of the seniority shall be determined by lottery. If requested, the Sheriff's Office agrees to allow one KCDOA shop steward from each facility to attend the lottery without loss of pay.
5. Time in rank and time in service shall utilize the unadjusted hiring or promotion date. Time off without pay shall not be subtracted for purpose of seniority during bidding.

ONLY SENIORITY EARNED IN THE DETENTION DEPUTY/OFFICER CLASSIFICATION SHALL BE USED TO BID ON DETENTION DEPUTY/OFFICER SHIFTS/ASSIGNMENTS. ANY EMPLOYEE WHO IS DEMOTED TO A DETENTION DEPUTY/OFFICER CLASSIFICATION SHALL CARRY ANY SHERIFF'S OFFICE SENIORITY EARNED IN A HIGHER CLASSIFICATION TO THE NEW CLASSIFICATION.

Shall/Will:

Indicates that action is mandatory.

Should:

Indicates that action is encouraged.

Special Orders:

Written directives issued at the Sheriff's Office, bureau or divisional levels by the Sheriff-Coroner, or Bureau or Division head, consisting of specific instructions to govern a particular situation. Special orders are automatically canceled when their objectives are achieved. Sheriff's Office special orders affect the entire Sheriff's Office. Bureau or Divisional special orders affect only the Bureau or Division in which issued. A copy of all Bureau or Division special orders shall be forwarded to the Sheriff-Coroner.

Supervisory Officers:

Members of the Sheriff's Office assigned to positions requiring the exercise of immediate supervision over the activities of other members.

Sworn Personnel:

Members of the Sheriff's Office as defined in Penal Code Section 830.1(a), 830.1(c), or 830.35(c).

Training Bulletin:

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Bulletins regularly published by the Training Section designated to keep members of this office abreast of current police techniques and procedures, and detentions related issues. The bulletins act as a continuous training program and as a stimulus for further study. The information contained therein constitutes official Sheriff's Office policy on the subject matter under consideration in the absence of other instructions to the contrary.

Training Orders:

Official written or electronic notifications by authorized training staff to personnel who are to attend training as specified in the order. Sheriff's Office members shall comply with the training orders as they would with any other lawful order.

Unit:

Member(s) of the Sheriff's Office regularly grouped together for the purpose of accomplishing a specific law enforcement objective related to the Section in which they are assigned. Units vary in size and structure, depending upon their mission.

Watch:

A designated span of time within a 24-hour period during which personnel are actually engaged in the performance of their assigned duties.

Work Day:

Any day in which a member is directed to perform his or her duties. In cases where a member is detailed to consecutive hours of duty which cover portions of two successive days, the day commencing work shall be considered for record and detail purposes to be her or his "work day."

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POLICY

The Kern County Sheriff's Office is divided into Bureaus, Divisions, Sections, Units, and Details, to aid in the efficient and orderly performance of its duties. This organizational structure is set in part by the Board of Supervisors (budget units), and by the Sheriff-Coroner, the Undersheriff, and/or the Chief Deputies. No changes shall be made in the organizational structure without written approval by the Sheriff-Coroner or the Undersheriff.

ORGANIZATIONAL STRUCTURE

Chain of Command

- Sheriff-Coroner
- Undersheriff
- Chief Deputy as designated by Sheriff-Coroner
- Commander as designated by the Sheriff-Coroner

The Office of the Undersheriff consists of the following work divisions and sections:

- Financial Services Section
- Professional Standards Section
- Public Information Officer (PIO)

The Support Services Bureau is commanded by a Chief Deputy and consists of the following work Divisions and Sections:

- Personnel Division
 - Human Resources Section
 - Training Section
- Support Services Division
 - Technology Services Section
 - Records Section
 - Civil Section

- Coroner / Public Administration Division
 - Coroner's Section

- Public Administrator Section

The Law Enforcement Bureau is commanded by a Chief Deputy and consists of the following work divisions and sections:

Patrol Division

- Communications Section
- Metro Patrol Section
- Watch Lieutenants Section

Substations Division

- East Area Substation Section
- North Area Substation Section
- Northeast Area Substation Section
- South Area Substation Section

The Investigations Bureau is commanded by a Chief Deputy and consists of the following work divisions and sections:

Investigations Division

- Detectives Section

Internal Affairs Section

Special Investigations Division

- Tactical Response Section
- Narcotics Section
- Special Enforcement Section
- Volunteer Services Section

The Detentions Bureau is commanded by a Chief Deputy and consists of the following work divisions and sections:

Lerdo Facilities Division

- Compliance Section
- Detentions Watch Lieutenant Section
- Inmate Services Section

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- Population Management Section
- Lerdo Minimum Facility Section
- Lerdo Pre-Trial Facility Section
- Lerdo Maximum-Medium Facility Section
- Lerdo Justice Facility Section

Downtown Services Division

- Central Receiving Facility Section
- Court Services Section
- Virtual Jail Section

SHERIFF'S OFFICE ORGANIZATIONAL CHARTS

A complete and accurate organizational chart shall be maintained by the Commander in charge of the Personnel Division.

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