

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: ROLE OF THE SHIFT SUPERVISOR

NO. B-100

EFFECTIVE DATE : 12-20-91

REVISED : 12-14-07

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 9-17-19

POLICY : The Shift Supervisor is responsible for ensuring that line staff carry out the mission of the Kern County Sheriff's Office in a conscientious manner and according to standards of high quality. In the accomplishment of this task, the supervisor will employ the following principles. Each Shift Supervisor will be evaluated on their abilities to apply these techniques equally to each and everyone they come into contact with while on duty.

PROCEDURE :

I. RESPONSIBILITIES OF THE SHIFT SUPERVISOR.

A. **LEADERSHIP** – The Shift Supervisor is responsible for providing effective leadership by:

1. Coordinating and providing the required materials and knowledge needed to achieve the goals of this division as well as department.
2. Creating and promoting enthusiasm, motivation, and professionalism in the work place to attain excellence.
3. Supporting staff as a group and on an individual basis to instill self worth and importance within the department. Note that this is not merely your shift.
4. Immediately ending any gossip, separation of shift, unit, or division. As Supervisors, it is our duty to ensure a pleasant environment for all employees.

B. **TRAINING AND LEADERSHIP** – The Shift Supervisor is responsible to the employee and the organization for:

1. Assisting the employee in developing job-related skills and abilities **in**

order to improve the quality of the employee and to meet the needs of the department.

2. The Shift Supervisor must ensure that all workers under his/her guidance are properly trained to perform assigned tasks and are kept up to date on new policies, products, and processes. Training may take the form of formal training, in-service training, or one-on-one training. This training should include positive and negative reinforcement of behavior of line staff and the principles of progressive discipline.

C. **COMMUNICATION** – The Shift Supervisor has a responsibility to:

1. Keep and promote a positive line of communications flowing so that the needs of the employee are met as well as the goals of the department.
2. Communicate clearly and simply with staff to prevent misunderstandings and resistance.
3. Keep all other supervisors, including the Records Administrator and Sheriff's Sr. Support Specialist, aware of all issues that could impact others. Utilize email to describe who was involved, the issue, and how it was resolved.

D. **REVIEW OF STAFF** – The Shift Supervisor has a responsibility to the employee and the department to ensure that all completed work meets the highest possible standards of quality and accuracy. Staff is expected to present themselves as knowledgeable and professional members of the Sheriff's Office. It is the responsibility of the Shift Supervisor to review staff and to evaluate job performance. In order to properly evaluate the work produced by employees, the Records Administrator has set up a system of review that ensures quality and points to deficiencies of personnel or procedures that, when corrected, enhances the delivery of services.

1. Document negative **and** positive behavior regularly to ensure a fair and honest evaluation.
2. Keep an ongoing log in the shift supervisor's PC of the problem, the date the issue was discussed, and the employee's response.

E. **SUPERVISION** – To be an effective supervisor, one must have the ability to:

1. Plan, coordinate, organize and assign duties to be performed by staff.
2. Solve problems that arise in the day-to-day operation of the work area.

3. Make decisions, help shape policy for the Records Section and the Sheriff's Office, and be accountable to the agency **and the line staff** for his/her decisions.
4. Promote and maintain consistency.
5. Maintain a high morale and be the best role model he/she can be.

F. **ADVISORY** –

1. The Shift Supervisor is an advisor to the Records Administrator. Such advisement would include information necessary for the preparation of budgets and acquisitions of personnel, products, services, and supplies.
2. The Shift Supervisor communicates areas of success or points to problems that need to be corrected.

II. RATING CATEGORIES FOR THOSE WHO SUPERVISE

- A. **COORDINATING WORK WITH OTHERS** – (Minimum Standard) Whenever possible Shift Supervisors should plan ahead and consult with other supervisors **and the Administrator** prior to taking any action on issues which will have an effect on the other shifts. Any issues that may affect other facilities, divisions or bureaus must go to the Records Administrator first.

1. EXAMPLES OF UNACCEPTABLE CONDUCT:

- a. Failure to extend employee's shift in order to maintain minimum staffing levels on other shifts.
- b. Unnecessarily allowing incomplete work from your shift to spill over to the following shift.
- c. Failure to inform other shift supervisors about incidents or information that has an effect on them.
- d. Failure to make appropriate arrangements and take appropriate precautions when prior knowledge exists about unusual occurrences or potential problems.

- B. **ACCEPTANCE OF RESPONSIBILITIES** – (Minimum Standard) Shift Supervisors are expected to be willing to undertake all tasks assigned to

them and to accept responsibility for all assignments their shifts complete or fail to complete.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Making excuses rather than holding employees accountable for not completing tasks on time or correctly.
- b. Failure to consult with Supervisor and/or Records Administrator for further direction or clarification when unsure what is expected.
- c. Failure to meet deadlines on assigned staff work.
- d. Failure to take appropriate disciplinary action or make appropriate recommendations and documentation regarding discipline when situations warrant doing so.

C. **ESTABLISHMENT OF WORK STANDARDS** – (Minimum Standard) Shift Supervisors are expected to clearly define acceptable performance levels for subordinate, monitor the quality and quantity of work being performed, and give assignments to staff in terms of results which are desired.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Failure to immediately correct subordinates when they are observed making errors or behaving inappropriately.
- b. Failure to complete oral counseling forms when it is appropriate.
- c. Failure to justify ratings on the Employee Performance Report Forms.
- d. Failure to give adequate and clear instructions to subordinates.
- e. Failure to monitor subordinate's work to ensure it is being done correctly or to determine if more direction or training is needed.

D. **TRAINING AND LEADING STAFF** – (Minimum Standard) Shift Supervisors are expected to guide, direct, and train staff by providing growth through career development. This should be done by monitoring employees during the performance of their duties, developing in-services training courses in areas where further instruction is needed, and sharing information which pertains to the job.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Failure to recognize staff deficiencies through inspection of work being performed.
- b. Approving inadequate work.
- c. Preparing poor in-service training.
- d. Failure to point out a subordinate's poor performance at the time it is observed and to give instruction on how it should be corrected.
- e. Failure to give information to subordinates that would help them become more proficient.

E. **PLANNING AND ASSIGNING WORK** – (Minimum Standard) Shift Supervisors are expected to analyze workloads, set completion goals, distribute tasks evenly, coordinate resources effectively for maximum production, and establish priorities.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Allowing too many staff members off at the same time so that minimum staffing levels are not met.
- b. Failure to distribute work loads evenly.
- c. Failure to advise superiors of over staffing or under staffing and failure to document improper staffing levels.
- d. Allowing tasks to take too long before completion, thereby necessitating more staff.

F. **FAIRNESS AND IMPARTIALITY TO STAFF** – (Minimum Standard) Shift Supervisors are expected to treat each staff member equally and respectfully. Supervisors should assign challenging tasks evenly among staff members, thereby giving each employee an equal opportunity to participate and achieve.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Consistently assigning the same staff members to preferred work.
- b. Failure to address deficiencies in one while holding others

accountable for the same action, or lack thereof.

- G. **CONTROL OF STAFF** – (Minimum Standard) Shift Supervisors are expected to treat staff members like responsible individuals and to have confidence in the abilities of staff members for getting the job done.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Using offensive language during counseling sessions.
- b. Doing tasks rather than delegating them to subordinates.
- c. Failure to document instances of good or poor performance.
- d. Failure to communicate with staff in an effort to learn their interests, deficiencies, special skills, potential problems, etc.
- e. Failure to lead by example.

- H. **ADEQUACY OF INSTRUCTION** – (Minimum Standard) Shift Supervisors are expected to be proficient in each task subordinates under their direction are responsible for, in order to be able to present all the facts about a situation, explain what needs to be done, and make sure the facts are understood. When necessary, supervisors should explain why tasks must be done in a certain manner.

1. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

- a. Failure to give clear and adequate instruction regarding tasks that need to be accomplished.
- b. Failure to tell inquiring subordinates why tasks are to be done in a certain manner.
- c. Failure to inspect subordinates work to be sure it is being done correctly.
- d. Failure to learn each task required of subordinates.

III. ALCOHOL AND DRUG ABUSE POLICY

A. **Employee Responsibility**

1. Employees shall not report to work or be on standby when off duty

alcohol or drug use has impaired his/her ability to perform job duties.

2. Employees shall not possess or use alcohol, illegal drugs or prescription drugs without a valid prescription during working hours, while on official standby, on breaks or at anytime while on County property.
3. Employees shall inform their supervisor, before beginning work, when taking any medications, prescription or non-prescription, which may interfere with the safe and effective performance of job duties.
4. Employees shall not directly or indirectly sell or provide drugs or alcohol to any person while on duty. An employee shall not sell or provide drugs or alcohol to any on-duty County employee, regardless of their own duty status.
5. Employees shall submit immediately to an alcohol and/or drug test when requested to do so by a responsible manager or supervisor from the employee's department or other authorized manager or supervisor.
6. Employees shall provide, within 24-hours of request, proof of a current prescription for any drug or medication identified when a drug screen/test is positive or written documentation that a sample drug was provided by a physician, if the employee is taking the identified drug under orders of a physician. The prescription must be in the employee's name.
7. Any employee who is convicted of violations of a criminal drug statute as a result of activity, occurrences, or events, which are also in violation of the terms of the County of Kern Alcohol and Drug Abuse Policy, shall report the conviction to their department head within five (5) days following said conviction. Failure to provide such notification may result in disciplinary action pursuant to Rule 1700 of the Civil Service Commission Rules.

B. Management Responsibilities and Guidelines

1. Managers and supervisors are responsible for enforcement of this policy.
2. Managers and supervisor may request that an employee submit to a drug or alcohol test when there is reasonable suspicion that an employee is under the influence of drugs or alcohol while on the job.

3. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a supervisor or manager to suspect that the employee is under the influence of drugs or alcohol such that the employee's ability to perform the functions of the job is impaired or the employee's ability to perform his/her job safely is reduced.
 - a. Slurred or incoherent speech.
 - b. The odor of an alcoholic beverage on the breath.
 - c. Unsteady walking and movement.
 - d. An accident involving County property.
 - e. Unusual appearance (i.e., glassy or bloodshot eyes).
 - f. Unusual or irrational behavior.
 - g. Possession of alcohol or drugs.
 - h. Information received from a reliable person with personal knowledge.

C. **Reasonable Suspicion Screen – Drugs and Alcohol**

1. Upon determination that reasonable suspicion exists to believe and employee is under the influence of alcohol and/or drugs, the employee's department head, or designee, may order the employee to provide a urine sample for testing.
2. The employee will be warned that refusal to provide a urine sample will be considered an insubordinate act, and may subject the employee to disciplinary action up to and including dismissal.
3. The employee may also elect to have blood drawn and analyzed in addition to a urine sample.

/jmw.9-17-19

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: WRITING/REVISING PROCEDURES

NO. B-200

EFFECTIVE DATE : 01-20-93

REVISED : 12-20-12

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 9-17-19

POLICY : In order to maximize the effectiveness of written procedures of the Records Section, the following procedures are to be followed by every person who writes or revises Records Section procedures. This procedure is intended to “standardize” the composition, style, and arrangement of Records Section procedures, thereby enhancing clarity, understanding, and proper implementation.

DIRECTIVE : **The Records Section consists of the Arrest Records Unit and the Crime Reports Unit. Every person who writes or revises any Records Section procedure will first read and familiarize himself/herself with the following instructions.**

PROCEDURE :

I. FORMAT

- A. The basic format (headings and layout) should be placed on: (Example A)
 - 1. Each desk, **and**,
 - 2. Network server.
- B. Open:
 - 1. The “procedure format” for new procedures, **or**,
 - 2. The specific procedure number, if revising.
- C. **TITLE** – The title of a procedure should be a few words or a short phrase which most clearly identifies the topic of the procedure.
- D. **NO.** – The procedure number.

1. Will be assigned by the Records Administrator if a new policy.
 2. Will remain the same for existing policies.
- E. **REFERENCE** – Indicates where the basis for the procedure was derived, such as:
1. State or Federal law.
 2. Fair Standard Labor Act.
 3. Sheriff's Office Policy and Procedures.
- F. **POLICY** – The general statement on the topic title. It should clearly and concisely describe who, what, when, where, and why the procedure is carried out.
- G. **DIRECTIVE** – If necessary, it is intended to call special attention to a very important action, duty, or responsibility in addition to the general **POLICY** statement.
1. Will include a **direct order** that will be followed **with no exceptions**.
 2. Shall always be in **bold** type.
- H. **PROCEDURE** – Intended to guide and direct employees by a series of logically sequenced steps which ensure that all precautions are observed and all proper actions are taken.

II. DEVELOPING AND WRITING A PROCEDURE

- A. Planning the Procedure
1. Before writing the procedure, write the following:
 - a. **TITLE**
 - b. **REFERENCE**
 - c. **POLICY**
 - d. **DIRECTIVE**

2. Before writing the procedure:
 - a. Develop an outline.
 - i. To ensure that all steps are identified, **and**
 - ii. To ensure steps are placed in proper (logical) order.
3. Compose a single sentence which clearly states the objective or goal of the procedure.
 - a. Be **brief but concise** so there is no room for misinterpretation.
 - b. A brand new person should be able to follow along with minimal assistance.
 - c. Begin a list of major steps necessary to achieve the goal or objective.
 - i. Identify possible problem areas, or concerns, and be sure that steps are developed to address these concerns.
 - ii. Examine each major step carefully and determine what, if any, minor or sub-steps are necessary to execute each major step accurately and completely.

NOTE: It may also be necessary to develop sub-steps of sub-steps, etc.
 - iii. Once all necessary major steps have been developed:
 - a). Arrange the steps in a logical sequence
 - b). Review your writing for clarity, brevity, spelling, and grammar.

B. Tracking Changes

1. Before preparing an electronic version of the procedure the user will ensure his/her "user information" has been entered into the PC.
 - a. Click on the "File" tab.
 - b. Click on "Options."

- c. Enter your last name in the "User name" field.
 - d. Enter your first and last initials in the "Initials" field.
 - e. Click "OK."
2. Turn on the "Track Changes" feature.
 - a. Click on the "Review" tab.
 - b. Click on "Track Changes."
- C. **Once you have completed the planning**, "smooth" your writing and arrange it in the formal, prescribed format, electronically.
1. The prescribed format for "numbering" steps in written procedures of the Records Section, in descending order, is:
 - a. Roman numerals (I, II, III, IV, V, VI, VII, VIII, IX, X, etc.). This will always be **bolded**, including the text written.
 - b. Capital letters (A, B, C, etc.).
 - c. Arabic numerals (1, 2, 3, etc.).
 - d. Small case letters (a, b, c, etc.).
 - e. Lower case Roman numerals (i, ii, iii, etc.).
 - f. Small case letters with right parenthesis (a)., b)., c)., etc.).
 2. When attaching examples of a completed step, refer to (and label) them as "Example A," "Example B," "Example C," etc.
 - a. Delete personal names, booking numbers, report numbers, etc. on all examples.
 - b. Replace all information with fictional names, numbers, etc.
 3. Carefully ensure that each sub-step relates logically to its immediate "major" step.
 4. While writing a procedure, always keep in mind that:

- a. You are writing it for others to use, **especially newly hired staff**.
 - b. You are writing a guide for completing the procedure accurately.
5. The initials of the procedure writer should be recorded at the lower left corner at the end of the procedure followed by the current date (i.e. /dl.09-29-09).
6. Under the “Insert” tab:
- a. Insert the header:
 - i. Ensure to suppress the header on page one:
 - ii. When editing the header, ensure the box next to “Different First Page” is checked so the header isn’t repeated on the first page.
 - b. Insert the footer to set your page numbers to print at the bottom center of each page (page X of Y).

III. FINALIZING THE PROCEDURE

- A. **Once you have completed writing (or revising) a procedure**, you must ensure the following reviews and approvals.
1. Two clerks from your shift must review and comment on the procedure.
 2. Next, all shift supervisors must examine the complete (revised) procedure.
 3. A designated supervisor will go to the appropriate network server and open the written/revised procedure.
 - a. Save the revisions under the appropriate procedure number on the shift supervisor’s network server.

NOTE: If the procedure was prepared (revised) by line staff, access the network server where it previously resided, and delete it.
- b. Email the “agreed to” procedure to the Records Administrator for final review.

- c. Once final approval is received, the Sheriff's Sr. Support Specialist will open the procedure and click on "Accept all changes" in the tracking feature.

IV. COPY AND DISTRIBUTION OF FINALIZED PROCEDURES

- A. Using the following paper color guide, place the procedure in the Records Section Procedures Manual.
 - 1. Staff Rules and Regulations – Buff
 - 2. Supervisors – Blue
 - 3. General Procedures:
 - a. Arrest Records – Pink
 - b. Crime Reports – Tan
 - c. Warrants – Green
 - 4. Release of Information – Goldenrod
 - 5. Computer Systems – Lilac

NOTE: All examples attached to a procedure shall be printed on white paper.

- B. The supervisor designated to copy and distribute the finalized procedure, must also update the table of contents located on the supervisor's network server with the latest revision date.
- C. Distribute the procedure to staff.
 - 1. Have a cover sheet which: (Example B)
 - a. Describes any changes made to an existing procedure, **or**
 - b. Briefly describes the new procedure.
 - c. Lists every employee's name, with a line to sign next to it.

- d. States the date the procedure was distributed to staff.
- 2. Once the cover sheet has all staff signatures, file the sheet in a designated location for future reference.
- D. The following will need to be uploaded onto the appropriate Section's webpage on SheriffNet once they have been updated:
 - 1. The procedure – To be saved as a .pdf file.
 - 2. The procedure examples:
 - a. For Arrest Records:
 - i. Will be required to be scanned in prior to uploading.
 - ii. All examples are to be saved as one .pdf file.
 - iii. Upload each attachment separately, as other units (i.e., substations) may only use some of the examples and uploading them separately allows easier access.
 - 3. The updated table of contents – To be saved as a .pdf file.

/jmw.09-17-19

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: EMPLOYEE'S PERFORMANCE EVALUATIONS (EPR'S) NO. B-250

EFFECTIVE DATE : 9-27-90	REVISED: 08-13-14
APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR	
REFERENCE : Rater's Guide/Kern Co Proc. SO P&P D-500	REVIEWED: 10-27-19

POLICY : Completing Employee Performance Reports (EPRs) is a very important function of supervision. The EPRs should be used as a tool to inform employees where they stand and how they can improve in their work performance. It is also used to set the job standards for all employees and provide guidelines to use when hiring. During the rating period, the supervisor should be keeping notes and supporting documentation in the employee's file of all incidents which may have arisen within the period. **A negative remark requires the employee's signature before it goes into their file** as confirmation the negative behavior has been discussed with the employee. Not only will this make the employee aware of how they are doing it also gives him/her time to improve. Supporting documentation will then be available when it is time to present the EPR and will assist the supervisor in constructing a fair and honest evaluation. After going over the EPR and the documentation collected during the rating period with the employee, the supporting documentation will be given to him/her. It is important to include goals to be achieved by the next rating period in the comment area on the evaluation.

DIRECTIVE: The supervisor most directly familiar with the employee's work will complete the EPR. Use the Kern County Rater's Guide and Records Section "Minimum Standards" (Proc. A-100) for each evaluation to ensure employees are given equally fair ratings. Refer to the comments gathered during the rating period. Any difficult EPRs should be brought to the Sheriff's Sr. Support Specialist for review with the Records Administrator before the interview with the employee.

PROCEDURE:

I. PREPARING AN EPR:

- A. Using the EPR format on Shift Supervisor's personal computer, create the comments section. EPR format can be located by going to the Personnel page on SheriffNet.
 - 1. For supervisors, refer to Records Section B-100 – Role of the Shift Supervisor when filling out the "Employees Who Supervise" section of

the EPR.

2. Ensure that some part of the evaluation is on the signature page to show it as a continuation of what the employee is signing.
- B. Fill out the first page of the EPR appropriately, ensuring to include the following under "Comments":
1. Type "See attached".
 2. If an increment will be recommended, type "Increment recommended".
 3. If the employee is on probation and has passed probation, type "Recommended for permanent appointment".
- C. Route the EPR up the chain of command to be approved.
2. The supervisor reviewing the EPR will:
 - a. Turn on "Track Changes" and edit EPR appropriately.
 - b. All EPRs are to be routed to the Records Administrator for final review.

II. PRESENT THE EPR TO THE EMPLOYEE

- A. Gather all necessary items for the EPR:
1. The EPR itself.
 2. For an annual EPR, prepare the following items:
 - a. The "Required County Policies" checklist.
 - b. All policies noted in the checklist.
 - c. The employee's D-500 file.
- B. Present the EPR to employee and go over all categories.
1. Two supervisors should be present during the evaluation process if the EPR is considered to be a negative evaluation.
 2. Employee and supervisor presenting the EPR will sign in the appropriate places at the time the EPR is presented.

3. If giving an annual EPR, pull out all documentation from their previous rating period and give it to the employee.
- C. Route EPR appropriately.
1. The supervisor who gave the EPR will:
 - a. Place a copy of the EPR and "Required County Policies" in the employee's D-500 file.
 - b. Give a copy of the "Sheriff's Expectations" to the employee, with the original going in their D-500 file.
 - c. Route the original EPR and "Required County Policies" to their direct supervisor.
 2. That supervisor will:
 - a. Review and sign the EPR.
 - b. Route the EPR and "Required County Policies" checklist to Personnel.
 3. The employee's direct supervisor will delete all electronic documentation from the previous rating period.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: ABSENTEE CALENDARS

NO. B-300

EFFECTIVE DATE : 12-01-04

REVISED : 09-18-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 09-18-19

POLICY : Absentee calendars are prepared and maintained by Records Section supervisory staff for all personnel directly under their supervision. These “year at a glance” calendars are an important supervisory tool in the preparation of annual Employee Performance Reviews, justifying positive and negative behavior on the part of an employee, and have been used to justify disciplinary action during 90-day special evaluations or written reprimands. The use of a color-coding system to designate each type of absence allows the supervisor to more readily identify potential problems or patterns in an employee’s attendance and punctuality, and allow problems to be addressed in a timely manner. Absentee calendars are saved in each employee’s electronic folder on the appropriate supervisory network drive so all supervisors can update and review them when necessary.

DIRECTIVE : **ALWAYS COLOR-CODE ABSENCES ACCORDING TO THE REASON THE EMPLOYEE WAS OFF, NOT THE CATEGORY FROM WHICH BALANCES WERE AVAILABLE. UPDATE CALENDARS IMMEDIATELY WHEN AN EMPLOYEE IS TARDY OR CALLS IN SICK, NOTING THE REASON GIVEN ON THE NOTES PAGE OF THE ABSENTEE CALENDAR. ALL CALENDARS SHALL BE UPDATED AT THE END OF EACH PAY PERIOD AS TIME SHEETS ARE APPROVED.**

PROCEDURE :

I. PREPARE ABSENTEE CALENDAR

- A. At the beginning of each calendar year, or the employee’s first day assigned to Records, prepare the absentee calendar and notes for that year. (Example A-1 and A-2)
 - 1. To avoid the “halo effect” (which might cause a supervisor to make a judgment based on the time off used in previous years), “hide” the previous year’s notes.
 - a. Select the notes that need to be hidden.

- b. Click on "Format" in the taskbar.
 - c. Select "Hide & Unhide".
 - d. Click on "Hide Sheet".
 2. To unhide the notes:
 - a. Click on "Format" in the taskbar.
 - b. Select "Hide & Unhide".
 - c. Click on "Unhide Sheet".
 - d. Select the notes that you want to unhide.
 - e. Click on "Ok".
- B. Save the file to the RecordsSuper network drive.

II. USE ESTABLISHED COLOR CODING TO RECORD EACH EVENT.

- A. Using the color chart in Excel, color code the day of the month (block) for each day the employee was absent.
 1. Vacation – yellow
 2. CTO – light blue
 3. Personal Sick Leave – rose
 4. Family Sick Leave – light orange
 5. Training – light green
 6. Industrial Injury – tan
 7. Jury Duty – violet
 8. Disciplinary (Administrative Leave) – brown
 9. Leave Without Pay (LWOP) – lavender
 10. AWOL – light turquoise

11. Regular Day Off (RDO) – lime green
 12. Document tardiness in red (i.e., 4/m for four minutes, 1.75/H for an hour and 45 minutes).
 13. All holidays are to have the date colored red. If employee worked, it is to be indicated with a red “W” in the top portion of the block.
- B. If an employee was not absent the entire shift:
1. Color code the entire day per procedure.
 2. Enter the amount of time the employee was absent in the top portion of the block (e.g., 1 for one hour, .5 for a half-an-hour, etc.).
- C. If an employee changes days off with another employee; reflect their new days off for that week in green. On the back you should indicate changed RDOs; why they were changed; and who they change with, if applicable.

III. DAILY UPDATES OF ABSENTEE CALENDAR:

- A. When an employee calls in sick or is late, the supervisor will:
1. Immediately update the employee’s absentee calendar. This allows the supervisor to document the facts (i.e. time and reason) while the event is still fresh in their mind.
 2. Supervisors should also confirm that the reason noted by the employee on his/her e-mail agrees with that initially given by the employee.
- B. EXAMPLES OF UNACCEPTABLE CONDUCT:
1. Failure to update absentee calendars in a timely manner.
 2. Failure to consistently document punctuality issues for all employees.
 3. Failure to discuss or investigate discrepancies with employee.

IV. BIWEEKLY UPDATES OF ABSENTEE CALENDARS:

- A. Supervisors are responsible for confirming the following:
1. That all e-mails are received and available for comparison to the employee’s completed time sheet.

2. Reviewing the employee's leave balances in PERS and discussing any changes to the employee's time sheet if sufficient leave balances are not available.
 3. Investigating all discrepancies and if necessary discussing them with the employee prior to the time sheet being approved.
 4. Ensuring that all time off has been recorded completely and accurately on both the employee's time sheet **and** the absentee calendar.
- B. Update the absentee calendar for that year. (Example B)
1. The absentee calendar shall be color-coded according to the reason the employee was absent.
 - a. If other time is used, a notation of such shall be placed on the back of the absentee calendar.
 - b. Prior to an employee submitting their time sheet, they must have a doctor's note to use vacation or CTO when they do not have a sufficient amount of sick leave to cover an absence for being sick.
- C. Update the notes for that year. (Example C)
1. Date – Type in the date or date range the employee was off.
 2. Type – Color code it according to why the employee was off.
 - a. Late in red text will signify tardiness.
 3. Comments – Type the following information:
 - a. Why the employee was off. (i.e. Has a cold, last minute appointment, family emergency, etc.). Include all relevant details.
 - b. If employee was sick and had to use vacation or CTO due to not having enough sick leave available, make the appropriate notation in red. (i.e. Used 4 hours CTO, 4 hours sick leave).
 - c. If employee was tardy, put the reason why followed by how late they were in red text.

d. If the employee called in sick on a holiday or other overtime shift.

4. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

a. Failure to investigate or discuss discrepancies with employee.

b. Failure to properly color code absentee calendar.

c. Failure to document reason for absence.

d. Failure to document good and bad behavior.

V. REVIEW ABSENTEE CALENDARS FOR DEVELOPING PATTERNS:

A. Each time a supervisor updates the absentee calendar, they should review past entries for possible problems or patterns. Supervisors should stay on top of these issues and bring them to the attention of the employee as soon as they become apparent, utilizing progressive discipline if issues are not resolved in a timely manner. Examples of problems or patterns to look for are:

1. If the employee consistently calls in sick or arrives late on the same day or in conjunction with his/her regular days off.

2. If the employee consistently calls in sick after working overtime.

3. If their reason for last minute time off is always the same.

4. If punctuality becoming an issue.

B. **EXAMPLES OF UNACCEPTABLE CONDUCT:**

1. Failure to discuss patterns with employee in a timely manner.

2. Failure to utilize progressive discipline when the employee fails to improve.

3. Not holding all staff equally accountable for deficiencies in attendance and punctuality.

/jbm.09-18-19

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: NEW EMPLOYEES

NO. B-310

EFFECTIVE DATE : 10-19-06

REVISED: 09-18-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED: 09-18-19

POLICY : The Kern County Sheriff's Office is a para-military type organization with a rigid chain of command, strict rules and regulations, and a detail oriented work flow. This combined with a wide variety of databases; the levels of responsibility in decision making and independent judgment make our working environment far different from the private sector. As a result, it is incumbent upon all supervisors to ensure new employees have all the tools and information necessary to make this adjustment as easily and stress free as possible.

DIRECTIVE : Training of all new staff shall be conducted in a systematic manner. Supervisors and employees will each utilize an ongoing check list to ensure training is thorough and consistent in the manner in which it is carried out. All new hires shall be provided the same opportunities for growth and shall be treated with patience and respect.

PROCEDURE :

I. DAY ONE AND TWO:

A. The primary focus of the first two days shall be to introduce the employee to their surroundings; basic policies and procedures; security measures to ensure compliance with DOJ mandates; and to give a general overview of the types of duties they will be expected to carry out on a day to day basis. Contingent upon the availability of California Law Enforcement Telecommunications System (CLETS) trainers, the order of training for days one and two may require some flexibility.

1. Introduce the employee to his/her co-workers.
2. Assign the employee a locker to secure their belonging. This shall include providing them with supplies and a binder to keep copies of written policy and procedures and any notes they may take during the training process.

3. Because DOJ mandates the Records Section remain a secure area, all employees shall complete CLETS training within their first week of employment, preferably no later than day two.
4. Quickly go over the various screens in the local Criminal Justice Information System (CJIS) to familiarize them with the types of information available to them during the daily routine. Always stress security, audit trails, and the need to restrict all inquiries to the performance of their “official duties”. This should take no longer than one hour.
5. During the first week supervisors shall allow 30-45 minutes per day for the employee to read the handbook in detail on their own. At the end of the week the supervisor shall meet with the employee one-on-one to answer any questions and collect the signed acknowledgment pages that accompany the handbook.
6. Give the employee a tour of the facility, pointing out the various exits should there be an emergency.
7. Instruct the employee how to access Auditornet to fill out their time sheet.
8. During the first few days, allow the new employee to spend at least two-hours at each of the main workstations to observe the daily routine. Ensure you are sitting them with a seasoned co-worker who has a good working knowledge of the task.

II. EMPLOYEE CHECK LIST

- A. During the first week of employment, as each topic is discussed with new employees, the responsible shift supervisor will document it on the “Employee Check List” by entering the date and his/her initials next to each topic or task. (Example A)
- B. All subsequent training will be documented in the same manner.
- C. Once the employee and supervisor concur that the employee has demonstrated the ability to carry out each task in a competent manner without assistance, the responsible supervisor shall initial and date each area accordingly.
- D. This check list shall remain in the possession of the employee’s supervisor, so that it can be reviewed often for future training. Once completed, it shall then be placed in the employee’s D-500 file for future reference.

III. TRAINING

- A. First and foremost, as a trainer, remember that what has become second nature to you as a seasoned employee will be confusing to someone new. There is a wealth of information to be learned in the form of terminology, databases, penal codes, and overall workflow.
1. Keep training as simple as possible, easing into the use of law enforcement terminology, explaining its meaning as you go.
 2. If a trainer is experiencing difficulties training a new employee on a specific task, allow someone else to take over. Sometimes the “chemistry” is not there. This does not mean the new employee cannot succeed.
- B. **Prior to learning a new task**, the employee shall be provided with a copy of the written procedure with examples.
1. The supervisor (or trainer) shall walk the employee through the procedure step-by-step to ensure understanding.
 2. Instruct the employee to continue in this step-by-step manner until they have a full understanding of the process.
 - a. A supervisor, or seasoned co-worker, may not always be present to answer their questions. Therefore, use of written procedures will allow them to know where to go for answers and how to find them in a timely manner.
 - b. Reference to written procedures is mandated by Sheriff’s Office and Records Section policy and procedure.
 - c. If they go to a co-worker in lieu of referring to written policy and are given the wrong information, they are just as responsible for the error as the person who gave them the wrong information.
- C. As a new employee has questions, the trainer shall always instruct the employee to pull the written procedure so that they may work through the process together.
1. This will allow the trainer to review written procedures to determine if wording needs to be simplified or if steps need to be added or deleted.
 2. Use of written procedures eliminates “quick answers” that can result in confusion or unauthorized changes to policy and procedure, based on an individual’s memory or interpretation.

3. Trainees should be allowed time to organize their notes and procedures so they are easy to refer to as they are learning new tasks.
- D. Trainees shall remain on each task for a minimum of one week, or until they have demonstrated the ability to successfully carry out each task with minimal difficulty.

IV. ACCOUNTABILITY

- A. Each task the trainee completes must be checked by supervisors (or their designee) for accuracy and completeness. Once a sufficient amount of time has elapsed (one to two months), only spot checks of the employees work will be required.
- B As errors are found, the supervisor shall:
1. Make a copy of the error.
 2. Go over the error with the employee.
 3. Have the employee initial the copy as confirmation it has been discussed.
 4. Place the copy in the trainee's D-500 file for future reference.

NOTE: If the trainer is not a supervisor, the trainer shall forward the documentation to the attention of the responsible shift supervisor who in turn will handle each incident as outlined above.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: MARIJUANA CHARGES

NO. B-350

EFFECTIVE DATE : 04-13-92	REVISED : 12-18-08
APPROVED BY : NATALIE MCGILL , RECORDS ADMINSTRATOR	
REFERENCE : HS 11361.5	REVIEWED: 07-13-20

POLICY : Per Health and Safety Code Section 11361.5(a), it is the responsibility of the Arrest Records Section to delete certain marijuana charges (which occurred after January 1, 1976) from an individual's record two (2) years after conviction or arrest if there was no conviction. The individual's record is to be cleared of any documentation of these charges so that it appears these arrests never existed. Due to staffing shortages and the limitations in technology, the Department of Justice and the Kern County Sheriff's Office's are currently unable to complete this task. The alternative is to omit this information when giving out criminal history information.

DIRECTIVE : **When giving out criminal history information, review rap and arrest information. If you discover the below designated charges, do not give information out on them.**

PROCEDURE :

I. RELEASING CRIMINAL HISTORY INFORMATION

- A. When giving out criminal history information, look for the following charges:
1. H&S 11357(b)
 2. H&S 11357(c)
 3. H&S 11357(d)
 4. H&S 11357(e) – This is an exception to the two (2) year destruction. Should be destroyed when subject turns 18.
 5. H&S 11360(b)
- B. If one or more of these charges are found, verify if the arrest or conviction was within the last two years.
1. If it was, release the information as per procedure.

2. If it was not:
 - a. If the arrest was **only** for that charge:
 - i. Treat the arrest as if it does not exist.
 - ii. If it's the subject's only arrest, it is to be treated as no record found.
 - b. If the arrest has **multiple** charges:
 - i. White out the charges if giving out a release summary.
 - ii. White out the charges if on the booking photo.
 - iii. Do not include the charges when typing out a criminal history.
3. If none of these charges are found, release the information as per procedure.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: ADULT AND JUVENILE SEALINGS

NO. B-410

EFFECTIVE DATE : 09-30-91

REVISED : 07-13-20

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE : Penal Code § 851.8

REVIEWED : 07-13-20

Welfare & Institution Code § 781

POLICY : Penal Code § 851.8 provides that a person who has been arrested or detained but no conviction occurred may petition the law enforcement agency or court having jurisdiction over the matter to seal and destroy all records of that arrest. In order to have a sealing granted, the subject has to be determined to be “factually innocent” by the court or by the law enforcement officer investigating the incident. The Records Section is required to provide individuals with such petitions.

Welfare and Institution Code § 781, those arrested as a juvenile may also submit a petition to seal and destroy their juvenile arrest record. Since Probation maintains all records of juvenile arrests the petition must be served upon them. Arrest Records will make all attempts to seal all juvenile records when an order is received to do so. (Example A)

DIRECTIVE : Always ask questions of the petitioner and research the case before accepting the completed petition to seal or before referring the individual to another agency. If you receive documents in the mail, ensure they read “Order to Seal” and that it is signed by the judge. Never seal based on a “Motion” or “Petition”. (Example B)

PROCEDURE :

I. PETITION TO SEAL AND DESTROY ADULT ARREST RECORD. (Example C)

A. When a subject request to submit a petition to seal and destroy an adult arrest record, review the arrest in CJIS to determine if the petition can be processed.

1. We can accept the petition if:

a. The arrest was within the last two years.

- b. The Kern County Sheriff's Office is the arresting agency.
- c. No accusatory pleading (court case) has been filed.
- 2. Do not accept the petition if:
 - a. The arrest is over two years old. Advise the subject to petition the court of jurisdiction directly.
 - b. The Kern County Sheriff's Office is not the arresting agency. Advise the subject to petition the correct arresting agency.
 - c. An accusatory pleading (court case) has been filed. Advise the subject to:
 - i. Petition the court of jurisdiction.
 - ii. Serve a copy of the petition to the district attorney at least 10 days prior to the court hearing.
- B. If we will accept the petition:
 - 1. Provide a copy of the petition to the subject.
 - 2. Advise the subject to fill out the upper portion of the petition only.
 - 3. Verbally provide the following information to the subject so that they can write it on the petition:
 - a. Date of Arrest.
 - b. Name of Arresting Agency.
 - c. Agency Case Number – Crime case number on arrest.
 - d. Charges – Codes only.
 - e. Disposition – This can be found in DA Case Inquiry (DADSP) in CJIS by running the crime case number.
 - 4. Review the petition. If information is missing, advise the subject to fill in the necessary information.
 - 5. Make a copy of the petition to give to the subject. Advise the subject:
 - a. To serve the copy on the district attorney.

b. If they do not hear a response within 60 days, the petition is deemed denied.

6. Give the petition to the Sheriff's Senior Support Specialist or designee.

II. THE SHERIFF'S SENIOR SUPPORT SPECIALIST WILL:

A. Research to determine if petition is recommended to be approved or denied.

1. Retrieve the crime report to determine if notations were made by the arresting officer of factual innocence.

a. If officer indicates factual innocence, mark the petition as approved.

b. If no indication of factual innocence, mark the petition denied.

2. Prepare a letter to the district attorney asking for concurrence with your findings. (Example D)

a. Attach the copy of the petition and a copy of the crime report.

b. Route to the district attorney's office.

c. Retain originals until the district attorney has responded.

III. PETITION GRANTED, COURT ORDERED, OR DENIED:

A. **Petition denied:**

1. If no response is received from the district attorney within 60 days or they deny the petition:

a. Send a letter to the petitioner advising them their petition has been denied.

b. Place all documentation together and retain for two years.

B. **Petition Approved (Adult only) or Court Ordered (Adult and Juvenile):**

1. Using the "Records Sealing Checklist" the SSSS or designee shall: (Example E)

a. Fill in the subject's name and LAR number on the top of the checklist.

- b. Place an "X" in the "Yes" field to indicate it is a legitimate sealing.
- c. Verify if the record is on:
 - i. Fiche – For records prior to April 1986.
 - a). Fiche is located on the same row as the Crime Reports homicides are located.
 - b). The Registrations Unit also has fiche and will need to be contacted to do a search.
 - ii. Document Imaging
 - a). If the subject's release date was prior to 07/13/08 the Registrations Unit will need to search Questys to determine if there are booking and record of release files.
 - b). If the release date was within the last 2-3 years, then the teardown boxes located in building F basement need to be searched.
- d. Indicate if the entire LAR has to be deleted. The LAR does not have to be deleted if there are:
 - a. Other arrests.
 - b. Registration records.
 - c. Court ordered bookings.
- e. Fill in the booking number and court case number that is being sealed.
- f. Print out and attach the following documents:
 - i. Photo – Retrieve the photo from Cogent Mugshot system. Booking photos may not be available in CMS prior to 1993.
 - ii. Original Documents – Only place an "X" in this field if the original teardown was located.
 - iii. Fingerprints – E-mail ID and Latent to ask for the fingerprints. Include the following information when sending the e-mail:

- a). Subject's name.
 - b). Date of birth.
 - c). All relevant booking numbers.
 - d). LAR number.
 - e). Arresting agency.
 - f). Crime case number.
 - g). That the subject was an adult or juvenile at the time of arrest.
 - h). That the case is being sealed and all fingerprints need to be sealed.
- iv. CJIS Printouts –
- a). If the arrest date is on or after 02/16/96, run the subject in Involved Persons (INVPDSP) in CJIS and print out all records found that will be sealed.
 - b). If the arrest is prior to 02/16/96, there may be a record in Prisoner Management that needs to be printed.
 - c). If no CJIS arrest record is located for a juvenile sealing, stamp the sealing with the “No Juvenile Record” stamp and fill out accordingly.
2. Seal the records from the appropriate systems:
- a. Photo:
 - i. Right-click over the record in CMS.
 - ii. Select “Seal Record” to seal the photo.
 - b. Document Imaging – The Registrations Unit will delete all records being sealed in Questys.
 - c. CJIS – Delete all CJIS records appropriately. If necessary, contact all agencies who are responsible for the various CJIS entries to advise that their entries need to be sealed:
 - i. Inmate Records –

- a). Bookings can be deleted in Delete Booking (BKDEL) in CJIS.
- b). The LAR number can be deleted in Delete Local Arrest Record (LARDEL) in CJIS.
- c). The complaint can be deleted in Complaint Request (CMPRQMNT) in CJIS.
- ii. Probation – Olga Bautista – notify only, ITS needs to delete Probation records.
 - a). Phone – 868-4556
 - b). E-mail – Olga Bautista@kernprobation.org
- iii. Kern County District Attorney – Marta Muhsen – deletes DA Complaints.
 - a). Phone - 868-2323
 - b). E-mail – mmuhsen@kernda.org
- iv. Bakersfield Police Department – April Hares – deletes BPD records.
 - a). Phone – 326-3852
 - b). E-mail – ahares@bakersfieldpd.us
- v. Delano Police Department – Liz Salim – esalim@delano.ca.org – deletes DPD arrests.
- vi. Superior Court – Lidia Bravo – deletes warrants, court case information, etc.
 - a). Phone – 868-5432
 - b). E-mail – lidia.bravo@kern.courts.ca.gov
- vii. Juvenile Court – Angie Guantes-Duncan – handles juvenile court records.
 - a). Notify if a sealing is received, but no notations are in any juvenile court records.
 - b). Phone – 868-4229

- c). Fax – 868-4414
 - viii. County Information Technologies (ITS) Ron Nakagawa – deletes Probation and any other records that need to be deleted.
 - a). Phone – 868-2200
 - b). E-mail – helpdesk@co.kern.ca.us
 - d. Prisoner Management – To delete records from this system:
NOTE: A backup should be made before any changes are made to Prisoner Management.
 - i. Click on the Navigation Pane on the left side of the screen.
 - ii. Under “Queries”, double-click “Jail-Inmate-by-Booking”.
 - iii. Scroll to the booking number to be deleted.
 - iv. Right-click over the grey box next to the record to be deleted and click on “Delete Record”.
 - v. Save the changes being made.
 - vi. Distribute a new copy of Prisoner Management to each PC that has it.
 - e. KAFIS – Seal the prints in Web Archive.
 - i. Search for the booking number in the “Search Archive” field.
 - ii. Select the record and click on the “Seal” button.
 - iii. Enter the reason why the record is being sealed (i.e. Court ordered sealing in case BF123456A) and click “OK”.
 - iv. Go to “View Sealed Queue” and do a search for the record that was just sealed.
 - v. Select the record and click on “Confirm”.
3. If any report was made by the Kern County Sheriff’s Office about this arrest, forward a copy of the sealing to the Crime Reports SSSS.

4. Search for any entries on the "Record Request" form to determine if any criminal history was released for the arrest being sealed:
 - a. Send a letter to all agencies who have received information pertaining to the case being sealed. (Example F)
 - b. Delete all entries off of the record request form.
5. Verify if the arrest is on the rap sheet.
 - a. If the arrest is on the rap sheet, mail a copy of petition and/or court order to:

Department of Justice
Record Sealing Unit
P. O. Box 903417
Sacramento, CA 94203
6. Review any petitions that have been denied and attach any that are found for that sealing.
7. Forward the entire packet to the Records Administrator who shall:
 - a. Review all documentation for completeness and accuracy.
 - b. Seal all records that the supervisor or designee does not have the ability to seal.
 - c. Return all documentation to the supervisor processing the sealing order.
8. The supervisor processing the sealing order shall:
 - a. Create an envelope for all documents with the following information typed on the envelope:
 - i. Court case number.
 - ii. Destruction date which is three years from the date that the sealing was authorized.
 - iii. Subject's name.
 - iv. Subject's date of birth.
 - v. Subject's LAR number.

- b. The sealing is to be secured in the SSSS lateral cabinet.
- C. If no records were found:
 - 1. Place them in an envelope with the appropriate destruction date.
 - 2. Make a notation on the envelope that we have no records for that case.

IV. PULL SEALINGS MONTHLY TO BE DESTROYED.

- A. Sealings are to be reviewed each month. Any past the destruction date are to be pulled.
- B. Packets are to be reviewed to ensure everything has been sealed.
- C. Documents are to be shredded.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: AUTHORIZATION TO DESTROY RECORDS

NO. B-420

EFFECTIVE DATE: 08-01-13

REVISED: 09-18-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE : PC 799-806, PC 13103, Govt. Code 26202 REVIEWED: 09-18-19
PC 290, PC 457.1, PC 11170, PC 14200-14210,
PC 11108, PC 851.8, W&I 781.5, CCP 352.1

POLICY : The retention period for which documents created in the performance of our official duties are retained is based on local, state, and federal laws. In law enforcement and County government, documents cannot be randomly destroyed. You must carefully research each type of document, why it was created and for what purpose, to determine if there are any laws governing retention. Take into consideration whether the document can be obtained by other means, such as local or state databases; if the “original” is housed by another division or agency; and what is the likelihood it will be needed in the future for court proceedings, civil litigation or investigatory purposes. If ever in doubt it is best to consult County Counsel and all areas that use these documents in the performance of their duties before recommending destruction.

Retention periods for documents in the Records Section vary from one (1) year to indefinitely. A retention schedule has been created to assist staff and supervisors who are responsible for retrieving and destroying documents. Prior to destruction, you must submit a request to the Board of Supervisors via the chain of command. This request must describe in detail the types of documents to be destroyed; the time frame in which they were created; and the corresponding penal codes governing each document. Once it has been reviewed and signed by the Bureau Chief Deputy, County Counsel, and the Auditor’s Office, the request to destroy is submitted to the Board of Supervisors for their approval. Once all four signatures have been obtained, documents can be destroyed for the time frame outlined in the request. The Board of Supervisors will not sign off on a “blanket” destruction order. Requests for each type of documents must be submitted annually.

DIRECTIVE : **Always review the corresponding penal code or government code prior to preparing the “Authorization to Destroy” form to confirm the laws pertaining to retention have not changed. Requests shall be submitted annually at the beginning of the fiscal year (July). The only exception shall be when there is insufficient storage available to retain the documents longer than the required retention period (such as booking teardowns or images scanned into LERMS).**

PROCEDURE :

I. ALWAYS LABEL STORAGE BOXES FOR EASY ACCESS AND RETRIEVAL.

- A. On the outside of the box, indicate the type of documents and the time frame contained within each box (i.e. "Booking Teardowns April 1-5, 2013" or "Crime Reports Scanned Documents" April 1-15, 2013).
- B. Store boxes containing similar documents together, in date order, with labels facing outward for easy retrieval.

II. READ ALL PENAL CODES AND GOVERNMENT CODES PERTAINING TO EACH TYPE OF DOCUMENT TO CONFIRM THEY ARE ELIGIBLE TO BE DESTROYED.

- A. The most common codes used by the Records Section are:
 - 1. **Govt. Code 26201** – Duplicate documents/records in which the original is stored by another division or agency.
 - a. Citations.
 - b. Daily deposit slips.
 - c. Audits
 - 2. **Govt. Code 26202** – Documents prepared or received in any manner other than pursuant to state statute or county charter and not expressly required by law to be filed and preserved.
 - a. Internal logs or worksheets.
 - b. Subpoenas.
 - c. Cash register tapes.
 - d. Service Requests (records, DA requests, 969 Packets)
 - e. List of deceased persons.
 - 3. **Penal Code 11170** – Child abuse and neglect. The retention period is 10-years unless there are new allegations; at which time the 10-year retention period starts over.

Note: Because Records is not notified of new allegations filed with other agencies, we have chosen to retain them indefinitely.
 - 4. **Penal Code 11108** – Any report in which there is an outstanding

CLETS or NCIC entry connected with the report.

- a. Serialized property such as vehicles and firearms.
- b. Outstanding missing persons.
- c. Outstanding wanted persons.

5. **Penal Code 13103** – Documents scanned into digital format in which the system does not permit additions, deletions, or changes to the original document. Can be destroyed pursuant to Govt. Code 26205.

- a. Inked fingerprint cards scanned into KAFIS.
- b. Documents scanned into LERMS.
- c. Registration documents scanned into Questys.

6. **Penal Code 14200-14213** – Outstanding missing persons. Once the person is found and no criminal action has been taken on the case after two (2) years, the case can be purged pursuant to Govt. Code 26202.

7. **Penal Code 290** – Registration documents for all sex crimes. Registration as a sex offender is a life-long requirement; therefore crime reports and arrest documents should be retained for appeals processes and/or future registrations in other cities/counties/states.

8. **Penal Code 457.1** – Registration documents for all crimes involving arson. Registration as an arson offender is a life-long requirement; therefore crime reports and arrest documents should be retained for appeals processes and/or future registrations in other cities/counties/states.

9. **Penal Codes 799-806** – Discusses the statute of limitation for each crime and the maximum sentence. Convictions for 25 years to life, life in prison, or the death penalty are eligible for multiple state and federal appeals. Documents should be retained until all appeals have been exhausted and the suspect is deceased. The only exception is homicide reports, which are retained indefinitely.

- d. PC 799 – Offenses punishable by death, life imprisonment without parole, or embezzlement of public money.
- e. PC 800 – Offenses punishable by imprisonment for eight years or more.

- f. PC 801 – Offenses punishable by imprisonment in state prison.
 - g. PC 802 – Offenses not punishable by death or imprisonment in state prison.
 - h. PC 803 – Tolling or extension of time period.
 - i. PC 804 – Commencement of prosecution.
 - j. PC 805 – Determination of applicable limitation period.
10. **Family Code 6228** – Spousal abuse reports, with or without and arrest.
11. **Civil Codes and Procedures 352.1** – Documents signed by the inmate at the time of booking or during incarceration. Must be retained 25 months. These include, but are not limited to:
- a. Booking sheets.
 - b. Property/clothing cards.
 - c. Field Arrest Data Sheets.
 - d. Keefe receipts.
- B. Using the Records Section Retention Schedule (Example A) determine which documents are eligible to be destroyed.

III. PREPARE THE AUTHORIZATION TO DESTROY (EXAMPLE B)

- A. Enter the current date.
- B. Enter the division or unit where records are currently housed.
- C. Clearly describe each type of document to be destroyed including:
 - 1. The date range(s) in which the document were created.
 - 2. Whether or not the document was converted to electronic format.
 - 3. Whether or not the original is housed in with another unit/division or agency.
- D. Next to each type of record, indicate the penal code or government code

that authorizes destruction.

IV. FORWARD THE “AUTHORIZATION TO DESTROY” FORM UP THE CHAIN OF COMMAND.

- A. The Records Administrator shall keep a copy for her files.
- B. The original shall be routed via email to the Bureau Chief Deputy’s secretary and the Division Commander.
 - 1. In the email request the Chief Deputy sign the authorization, **and**
 - 2. Forward it on to County Counsel.
- C. **DO NOT** destroy any documents until you have received copy signed by:
 - 1. The Chief Deputy Sheriff.
 - 2. Auditor – Controller.
 - 3. County Counsel.
 - 4. Chairman of the Board of Supervisors.

V. ONCE THE “AUTHORIZATION TO DESTROY” IS APPROVED.

A. Crime Reports –

- 1. Due to a high volume of reports and the time it takes to review each report, do not pull reports off the shelf until the signed authorization to destroy has been received.
- 2. Using the retention schedule, read each crime report thoroughly to confirm it meets the criteria to be purged. Look for:
 - a. Charges on face sheet that don’t agree with information in report. For example: Suspicious circumstance noted on face sheet but report concludes child molestation/abuse or homicide.
 - b. Notations of serialized firearms in the body of the report. (Do not destroy).
 - c. Check CLETS to confirm the missing person is no longer listed as missing.

B. All other documents –

1. Pull only those documents indicated on the "Authorization to Destroy" form.
2. Place boxes in the shredder room to be shredded.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: SUBPOENA DUCES TECUM

NO. B-500

EFFECTIVE DATE : 06-28-05

REVISED : 09-18-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE : Evidence Code Sections 1040, 1070, 1270, 1506, 1530, 1533, 1560,1561, 1563; Code of Civil Procedure Sections 1985-1987, 2020(d)(4), 2034, 2086; Government Code Sections 6251 known as the "California Public Records Act"; and Government Code Sections 68026, 68093, 68096, and 68097; Kern County Superior Juvenile Court Order, TNG.

REVIEWED : 09-18-19

POLICY : Government Code Section 6254(f)(1) and (2) of the Public Records Act describes information that is accessible to the public. All other records must be obtained by a Subpoena Duces Tecum (SDT).

A Subpoena Duces Tecum is not a court order. It is a process to receive certified copies of business records. A Subpoena Duces Tecum is usually directed to the Custodian of Records, and may require the custodian to appear at a set time and place with documents or records described in the subpoena. A subpoena may also request agency employees to appear in person for depositions.

Subpoenas may be for *criminal or civil* matters. The type of subpoena determines the way they are delivered, the amount of time you have to respond and the documentation that should be part of the Subpoena Duces Tecum. *See below for details regarding criminal or civil subpoenas.*

DIRECTIVE : Subpoenas for the custodian of records shall not be served in Records without first being received by Human Resources personnel located at Sheriff's Headquarters in building A. Check the subpoena for their time/date stamp.

Ensure the subpoena is signed and dated at the bottom. If not, contact the requestor to advise the subpoena is incomplete.

Juvenile records and 5150 incident reports cannot be obtained directly by subpoena and will not be released without a court order.

Read the subpoena thoroughly to ascertain if the requestor is authorized to receive the information being requested; Confirm the information is in fact housed in the

Records Section. If not, contact the appropriate division to confirm they received a copy of the subpoena, routing it to them if necessary.

Always document your steps on a copy of the subpoena that will be kept for your files. This includes any information you are waiting for; who you talked to and when; and when and where the documents or subpoena were routed.

PROCEDURE :

I. RECEIVING A SUBPOENA

- A. Record the date and time the subpoena was delivered to Records by affixing the time/date stamp.
- B. In order to know what documents are required, determine if the subpoena is in regards to a *Criminal* case or a *Civil* case.
 - 1. A **criminal** subpoena is indicated by a case between “The People of California versus the Defendant/Respondent.” The attorney can be from the Public Defender’s Office or a private attorney. (Example A)
 - 2. A **civil** subpoena is indicated by a Plaintiff/Petitioner versus a Defendant/Respondent (a person vs. a person). (Example B)
 - 3. A **civil deposition** subpoena indicated by the requestor being a subpoena service, who is used by an attorney to collect information in a civil matter. (Example C)
- C. Check the subpoena for the following information:
 - 1. The attorney’s name, law firm, address, and telephone number.
 - 2. The date of compliance or court date. The Custodian of Records or her designee must be given:
 - a. **Criminal Subpoenas** - Five (5) days to provide documents.
 - b. **Civil Subpoenas** - Fifteen (15) days to provide documents.
 - c. **Civil Deposition Subpoenas** - Twenty (20) days after the issuance of the deposition subpoena or 15 days after service, whichever is longer.

3. Determine whether certified copies will suffice or if the Custodian of Records (or designee) must appear in person with the documents. (Example D)
4. If instructions are not clear; the documents are not house in Records, or the subpoena is incomplete, the Custodian of Records or her designee should consult directly with the requestor.

II. CRIMINAL SUBPOENA

A. Kern County case -

1. Per Penal Code 1054, the Public Defender or Defendant/Respondent's Attorney's Office should be getting all their information through discovery and the District Attorney's Office is compelled to provide it.
 - a. Contact the District Attorney's Office to inform them you have received a subpoena.
 - b. In most cases the District Attorney will want a faxed copy of the subpoena and will try to satisfy the subpoena by providing documents to the requesting party.

B. Cases outside Kern County -

1. **Do not release original documents** – Certified copies are acceptable and have the same evidence value as originals.
2. **'Notice to Consumer'** - Pursuant to Code of Civil Procedure 1985.3, when the subpoena requests information on an individual who is **not** directly represented by the attorney serving the subpoena, the attorney must advise the subject of the record in writing that his/her contacts with law enforcement are being requested. The subject of record has 10 days to object.
 - a. **Is required** in Civil cases.
 - b. **Is not** required in Criminal cases.

III. CIVIL SUBPOENAS

- A. Read the subpoena thoroughly to determine if the attorney has already mailed a 'Notice to Consumer' to the subject whose information is being requested.

1. **If not**, contact the requestor and advise one is necessary.
 - a. Do not release information until one is received.
 - b. When the 'notice to consumer' is received check the court date on the subpoena to ensure the subject has 10 days to respond prior to court. If not, advise the requestor that we cannot comply until after the 10-day time frame has elapsed.
 - c. If no response is received within 10 days, the requested documents will be released.
2. All civil subpoenas **must** be accompanied by a statutory fee of \$15. Do not release documents until fees have been received.

IV. PREPARING THE DOCUMENTS

- A. Once the requested documents have been retrieved:
 1. **Crime Reports Only** – Redact all identifying information pertaining to victims, contacts, witnesses, etc., that is not allowed to be released per the California Public Records Act. (Refer to Records Section P&P D-100 – *General Guidelines for Release of Reports*).
 2. **Arrest Records Only** – Retrieve documents in the same format as outlined in Records Section P&P D-230.
 3. **Requests for fingerprints - must** be retrieved, copied, and certified by the CAL-ID Unit.
 4. Use the blue certification stamp on each document.

Note: If a document contains multiple pages place the certification stamp on page 1 and the blue 'copy' stamp on all subsequent pages. For clarification: The original report is considered a 'document'; a supplemental is considered a separate 'document'; a registration form is a 'document' and a descriptive sheet is separate 'document'.

5. Complete the Declaration of Custodian of Records Form. (Example E)
Note: Some attorneys or attorney services will provide you with their version of a declaration form which can be used in lieu of

Kern County's version.

6. Make a Xerox copy of all documents.
 - a. One copy of requested documents.
 - b. One copy of declaration form and entire subpoena.
 - c. One additional copy of the first page of the subpoena.
7. Place all requested documents in chronological order, oldest on top.
8. Place the original subpoena and declaration letter on top of the requested documents.

V. PRODUCE DOCUMENTS AS OUTLINED IN EVIDENCE CODE SECTION 1560-1562

- A. Place all **original** documents in a 9 X 11 manila envelope and seal it.
- B. On the front of the envelope, tape a copy of the original subpoena's first page or request.
- C. Prepare an outer 10 X 13 manila envelope as follows:
 1. Bakersfield Superior Courts and Public Defenders - Write the court case number, court division, and court date.
 2. If the subpoena is from another county or private attorney who has indicated he/she want copies delivered directly to them, address the outer envelope according to the address noted on the subpoena.
 3. Requests from an Attorney's Service – call the attorney's service and advise the information is ready. In some cases they may choose to pick it up in person, in lieu of it being mailed.
- D. Place the 9 X 11 manila envelope containing the documents inside the larger 10 X 14 envelope and seal it.
- E. Route as follows:
 1. **Kern County Superior Courts** - hand deliver to Superior Court – Criminal Division before the court date.

2. **Kern County Public Defenders** – place in the designated pick-up tray at the public counter or law enforcement counter.
 3. **All others** – unless otherwise instructed, mail via U.S. mail to the address noted on the face of the subpoena or request.
- F. Xerox copies –
1. Staple all Xerox copies together with the subpoena on top.
 2. Make a notation in the upper right hand corner of the subpoena of the date and method in which the subpoena was routed, and to whom.
- G. File subpoena in alphabetical order by defendant in the designated file cabinet.

VI. PURGING SUBPOENA RECORDS

- A. Adult subpoenas will be retained for two (2) years.
- B. Juvenile subpoenas will be retained for five (5) years.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: NCIC VALIDATIONS

NO. B-610

EFFECTIVE DATE : 04-08-92

REVISED : 10-27-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 10-27-19

POLICY : On a monthly basis, the Department of Justice generates and routes a list of all WPS entries in NCIC to the responsible agency. This validation list is to verify that all entries are valid/outstanding warrants.

DIRECTIVE : Only those felony warrants which have been approved for extradition should state "Full extradition unless otherwise noted in miscellaneous field". The only exceptions will be PC 187, PC 207, PC 286, and PC 288, which do not require prior-approval.

PROCEDURE :

I. CHECK THE ACTIVE WARRANTS (WACLTACT) IN CJIS.

A. If warrant is active:

1. Ensure warrant is a felony.
2. Check the as is box on the printed NCIC validation list. (Example A)

B. If warrant is inactive:

1. Go to WADSPRES and enter warrant number.
2. Make notation of why warrant is inactive (i.e. booked, recalled, cited, etc.)
3. Make notation of bail amount and charges on the validation list for all warrants that are inactive due to aging.

- C. Go into WPS3 via CLETS to cancel the warrant. (Example B)
 - 1. Enter the File Control # (FCN) from the validation list.
 - 2. Enter exact name from the validation list.
 - 3. Enter the current date on Date of Cancellation, hit enter.
 - 4. Confirm with message from CLETS stating "Warrant cancelled" and make notation on validation list.
 - 5. Check the cancel box on the NCIC validation list.

- D. Send an email listing all warrants inactive due to aging to the District Attorney Extraditions group and cc: The Sheriff's Sr. Support Specialist noting:
 - 1. Warrant number.
 - 2. Charges.
 - 3. Bail Amount.
 - 4. Advise warrant(s) is inactive due to aging.

- E. Send an email to Agency Terminal Coordinator (ATC) at Comm. Center and cc: The Sheriff's Sr. Support Specialist, advising list has been reviewed.

- F. Print out any e-mails sent, and return the validation list and corresponding emails to Sheriff's Sr. Support Specialist.

- G. Sheriff's Sr. Support Specialist will retain documentation for two years.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: WPS VALIDATIONS

NO. B-615

EFFECTIVE DATE : 02-16-11

REVISED : 04-16-12

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 10-27-19

POLICY : On a quarterly basis the Department of Justice generates and routes a list of all warrants entered into WPS to the responsible agency. This validation list is to verify that all entries are valid/outstanding warrants and to extend the purge date of those warrants. The purge criteria require a review of misdemeanor warrants every three years, and felony warrants every five years. At the end of the 90 day review period, any record not extended will be purged from WPS.

PROCEDURE :

I. WHEN THE LIST ARRIVES.

- A. Immediately process the "Acknowledgement of the Receipt of Wanted Persons System WPS Record Purge List": (Example A)
1. Fill it out completely.
 2. Fax it to the number noted on the form.
 3. Attached the form to the validation list so it can be retained with the list.

II. CHECK STATUS OF WARRANT IN DISPLAY WARRANT RESEARCH (WADSPRES).

- A. Check status of the warrant to see if it is active or not.
1. If it is active, proceed to step B.
 2. If it is inactive:
 - a. Note the reason next to the entry on the list:
 - i. Inactive/Aging.

- ii. Recalled.
 - iii. Booked.
 - iv. Cited.
 - v. Court Served.
 - b. Note the date the warrant became inactive.
 - c. Proceed to step III.C.
- B. Compare issue date on warrant to that on the list.
 - 1. If the issue date is the same, proceed to step C.
 - 2. If the issue date is different:
 - a. Hit "F11" to check the next issuance of the warrant until the one with the same issue date is located.
 - b. Note down the same information as outlined in step II.A.2.
- C. Compare the expiration date of the warrant to the purge date on the list.
 - 1. If the expiration date is more than two weeks after the purge date, write an "E" next to the entry on the list to indicate that it will need to be extended.
 - 2. If the expiration date is less than two weeks after the purge date, write Ø next to the entry on the list.
- D. Check the "ENT" and "TOW" for each record. (Example B)
 - 1. "ENT" refers to the entry level:
 - a. 1 – No bail misdemeanor warrant or a felony warrant.
 - b. 2 – Felony warrant.
 - c. 3 – Non-transportable felony warrant.
 - d. 4 – Non-transportable misdemeanor warrant.

2. "TOW" refers to the type of warrant:
 - a. M – Misdemeanor.
 - b. F – Felony.
3. For any misdemeanor warrant in entry level 1:
 - a. Check the warrant in CJIS to see if it has a bail.
 - i. If the warrant has a bail, write an "M" next to the entry on the list to indicate that it will need to be modified to entry level 4.
 - ii. If the warrant has no bail, proceed to step III.
4. For any felony warrant in entry level 1 or 2, proceed to step III.
5. For any misdemeanor warrant in entry level 4:
 - a. Check the warrant in CJIS to see if it has a bail.
 - i. If the warrant has a bail, proceed to step III.
 - ii. If the warrant has no bail, write an "M" next to the entry to indicate that it will need to be modified to entry level 1.

III. MAKE NECESSARY CHANGES IN CLETS.

- A. For any warrant with a notation to extend the purge date:
 1. Go to WPS2 via CLETS.
 2. Type in the FCN and name that is found on the list.
 3. Scroll to the bottom and click the box next to "Modify Purge Date".
 4. Click "Send Msg" and a message will return that the purge date was extended.
- B. For any warrant with a notation to modify the entry level:
 1. Go to WPS2 via CLETS.
 2. Type in the FCN and name that is found on the list.

3. Click on the arrow next to the "Entry Level" box, and select the appropriate level.
 4. Click "Send Msg" and a message will return that the entry level was modified.
- C. For any warrant that is no longer active:
1. Run the FCN number in MONSTR in CLETS to see if the warrant is active.
 - a. If it is still active, go to WPS3 via CLETS.
 - i. Type in the FCN and name that is found on the list.
 - ii. Put in today's date in the "Date of Cancellation" field.
 - iii. Click "Send Msg" and a message will return that the entry was canceled.
 - iv. Write that the warrant was canceled next to the entry.
 - b. If it is no longer active, write that the FCN was not present next to the entry on the list.
- D. Once the list is complete:
1. Note down any abnormalities when processing the list, including:
 - a. FCN record not present on warrants that should still be active.
 - b. Unable to modify a warrant in CLETS.
 - c. Any warrant in entry level 3.
 2. Turn the list over to the Sheriff's Sr. Support Specialist, who will:
 - a. Address any issues on the list.
 - b. Retain the list for two years.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: CORRECTIONS ON RAP

NO. B-650

EFFECTIVE DATE : 11-01-90

REVISED : 11-14-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 11-14-19

POLICY : As SID and FBI raps arrive they must be viewed for accuracy and completeness before they can be entered into CJIS and added to an individual's LAR. If errors in name, our OCA#, or agency name are found, a notification is sent to DOJ and FBI requesting corrections and a corrected copy of rap (if manual).

DIRECTIVE : Any corrections needing to be done to a subject's rap sheet are to be attempted in JADE first. If JADE will not allow a change, then the Error Correspondence form can be used.

PROCEDURE :

I. VIEW RAP FOR POSSIBLE ERRORS, DUPLICATE LAR NUMBERS, OR INCORRECT LAR NUMBER. (EXAMPLE A)

A. Pull LAR's to confirm questionable area:

1. LAR Numbers -

a. Transposed #'s or typos – go to step II. (Example B)

b. Duplicate LAR's. (Example C)

i. Forward to the Sheriff Support Specialist.

ii. Once Sheriff Support Specialist processes their part, forward to Sheriff Senior Support Specialist.

B. Refer to step II if other errors are found in the following:

1. Arrest Date.

2. Incorrect booking agency.

3. Incorrect name of subject.

II. ATTEMPT TO FIX THROUGH JADE.

- A. Most errors can be fixed through JADE, such as:

1. Duplicate LAR.
2. Transposed numbers in the LAR.
3. Arrest Date.
4. Incorrect booking agency.
5. Incorrect name of subject.

- B. Refer to C-390 JADE on how to make these corrections.

- C. If changes can not be done through JADE, processed to step III.

III. FILL OUT CORRECTION REQUEST. (EXAMPLE D)

- A. If correction needs to be sent to DOJ:

1. Mark first letter with "x" for DOJ.
2. Mark second letter with "x" for FBI.
3. Make three (3) copies of correction request forms.
4. Staple two together and mail to DOJ labeled "Attn: Error Correspondence".
5. Staple supporting documents (copies of incorrect raps, etc.) to third copy of correction request form
6. Place third copy and supporting documents in pending request file located at the Civil desk.

**RECORDS SECTION
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: SECURED INCIDENTS/DUMMY FILES

NO: B-800

EFFECTIVE DATE : 04-21-97

REVISED : 09-18-19

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 09-18-19

POLICY : It may become necessary to secure an incident in LERMS or a case file from the shelf for either security or investigative reasons. The case file will be kept in the Record Administrator's office. Records supervisors may secure the records in LERMS. Anyone inquiring about the file must make a request to the Records Administrator or Records supervisors for access.

DIRECTIVE : Each person who has access to the file must sign the record inquiry sheet on the jacket. The report may not be removed from the Records Section. Reports in LERMS that have been secured can only be viewed by those who were given access.

PROCEDURE :

I. PREPARING A DUMMY FILE

- A. Remove the file from the shelf and replace with a "dummy" jacket that has the following written on it.
 - 1. The case number in the top, right corner.
 - 2. The words "Dummy File" in the top left corner.
 - 3. The notation, "See Records Administrator" written in the body of the jacket.
- B. No filing should be placed in a dummy jacket.
- C. Place the file in the Records Administrator's locked file cabinet.

II. INQUIRIES

- A. Requests for the file must be made to the Records Administrator or Records Supervisor.
 - 1. Each person who requests access to the file may view it at the law enforcement counter and must sign the record inquiry form.

III. SECURE A REPORT IN LERMS

- A. Before securing a report in LERMS, make sure the main report, any supplemental reports, arrest reports, and vehicle impound reports have been merged. If portions of the report are not ready to be merged, you can still secure the report in LERMS as long as the main report has been merged.
- B. Ask LEO for the names of personnel who will need access.
- C. Under case search in LERMS, search for the report by the report number that needs to be secured. Once found, open the report to begin securing following the below instructions.
 - 1. Select the black down arrow to the right of the review icon.
 - 2. Click on Lock
 - 3. Delete the Bureau information and a list will appear of all LERMS users.
 - 4. Select all personnel who need access. (Note: Automatically select all Records Supervisors and the Records Administrator from the list including yourself.)
 - 5. Click on Save. The report is now secured and all personnel who were given access will appear in the history.
 - 6. Close out of the report and a lock symbol will appear in the lock column in case search.
- A. Any additional reports added will automatically be secured once created. Only the personnel who were given access will be able to view or merge the report in Mobile, Merge, and LERMS.

IV. GIVING ADDITIONAL PERSONNEL ACCESS TO A SECURED REPORT

- A. If additional personnel need access to a report previously secured in LERMS repeat steps C through C-5 in section III of this policy.

V. UNSECURE A REPORT IN LERMS

- A. Open the secured report.
- B. Select the black down arrow to the right of the review icon.
- C. Click on Lock
- D. Click on Unlock. The report is now unsecured.
- E. Close the report and the lock symbol will disappear from the lock column.

**SUPPORT SERVICES DIVISION
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES**

TITLE: BOOKING STATISTICS

NO. B-900

EFFECTIVE DATE : 09-18-12

REVISED :

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 10-26-19

POLICY : Booking statistics are done on a daily basis to determine how many bookings Arrest Records processes at any given time. This information is used when preparing a shift bid, planning for a heavy amount of bookings on a holiday, or if administration requests to see how many subjects we process during a certain time frame. Due to the various types of subjects booked on a daily basis, Arrest Records must manually count all records to obtain accurate statistics.

DIRECTIVE : **Statistics are to be taken on a daily basis to ensure they are kept up-to-date and minimize the amount of time needed to calculate them.**

PROCEDURE :

I. SUPERVISOR OR DESIGNEE WILL PREPARE STATISTICS FORM FOR CURRENT YEAR

- A. Open the previous year's statistics form.
- B. Immediately save the form:
 - 1. Change the year in the name of the file to the most current year.
 - 2. Save in the "Booking Stats" folder.
- C. Set up the form for new stats to be taken.
 - 1. Erase all stats collected from the form.
 - 2. Change the dates on the form to the current year.
 - 3. Change the font color on all county holiday's to red.
- D. Modify the formulas in each "Average" field, if necessary.

1. Click on the box for the appropriate "Average" to check.
 2. Verify how many times a day happens in that month. (For example how many Saturdays in the current month; how many Mondays, etc.)
 3. Verify if the formula is correct. (Example A)
 - a. If the formula is correctly dividing by the number of times that day appears in the current month, nothing needs to be changed.
 - b. If the formula does not show the correct number of times the day happens:
 - i. Left click behind the number.
 - ii. Delete it.
 - iii. Replace it with the correct number.
 - iv. Hit enter.
- E. Remove or add a formula in the "Daily Totals" fields, if necessary.
1. If a date is indicated in the appropriate column, but no total is showing in the "Daily Total" for that column:
 - a. Click on the field where the "Daily Total" would be.
 - b. Click on the "Auto Sum". (Example B)
 - c. Left-click and hold the first box with a number in that same column.
 - d. Drag the mouse up so it highlights three fields. (Example C)
 - e. Hit enter.
 2. If a date is not indicated in the appropriate column, but there is a total showing in the "Daily Total" for that column, delete it completely.

II. COMPILE THE BOOKING STATISTICS

- A. In CJIS access Booking-Generate Log (BKGENLOG). (Example D)

1. Fill in the appropriate date and time period you want to count.
 - a. The time periods are:
 - i. 0700-1459.
 - ii. 1500-2259.
 - iii. 2300-0659.

NOTE: When running the 2300-0659 time period, the "TO DATE" has to be changed to the next day.

2. Hit enter to display the results.

B. Count the number of entries on each screen.

1. There will either be:
 - a. Zero entries due to a continuation from the previous arrest.
 - b. One entry.
 - c. Two entries.
2. Do not count federal arrests or AES bookings. Those are indicated by:
(Example E)
 - a. "FED-CONTRACT US" will always be in the information.
 - b. AES bookings will have "AES" listed under CHG
 - c. No address will be included.
3. Once CJIS displays "END OF DATA":
 - a. Verify the time of the last booking.
 - b. If it is at least one hour prior to the end of the "TO TIME":
 - i. Change the "FROM TIME" to one minute after the last time noted on the arrest entry.

- ii. Count any additional bookings, if any.
 4. Enter the total number under the appropriate date.
- C. Once all dates have been counted:
 1. Verify that dates have been completed.
 2. If one of the dates looks too high or too low to be normal, re-count it.
 3. For each section under “8-Hour Shift Booking Stats” and “Total Bookings”:
 - a. Highlight the totals and days.
 - b. Click on “Sort & Filter”.
 - c. Click on “Sort Z to A”. (Example F)
 4. Save the form.