



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS - TRAINING</b>		<b>NO: G-200</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 02/06/2014</b>	<b>UPDATED: 11/10/2017</b>

## **POLICY**

All Sheriff's Office members who are authorized to carry a firearm are required to participate in regularly scheduled firearms training and qualifications. Members will plan to participate so that vacation and C.T.O. will not preclude their attendance within the scheduled period.

The mandatory firearms training schedule will be published by the Rangemaster in advance of the scheduled training so that all armed members of the Sheriff's Office will have due notice prior to the beginning of the training period. Armed members who fail to participate in scheduled firearms training are subject to discipline and shall explain in writing to their Chief Deputy their reason for not participating.

Any member required to participate in firearms training who is unable to attend due to long term illness, injury, maternity, or other excusable reason, will provide written notification to the Training Section, through their chain of command, as soon as possible. This notification will be accompanied by a doctor's excuse or statement to the effect the individual is unable to participate and will be sent to the P.O.S.T. Administrative Coordinator. If members are sick on the day of their scheduled training, they are required by Policy M-300 to notify the Training Section.

Any member required to participate in firearms training who misses a mandatory firearms training or qualification session may be reassigned by their Chief Deputy to an administrative position until they can be rescheduled to qualify. This includes those who fail to attend due to vacation, leave of absence, medical status, disciplinary status, or other excusable reasons. Upon return to full duty status, an officer who has failed to participate in mandatory firearms training will notify the Rangemaster and the Training Section of the change in status and will be scheduled for the training or qualification as soon as practical.

## **PROCEDURE**

During qualifications, members who fail to qualify the first time will be given an opportunity to remediate one time. Members who fail to qualify after two attempts may be immediately assigned to an unarmed assignment until they attend and successfully complete remedial firearms training. Successful completion of the qualification course includes a passing score and proficient handling of the weapon. Should a member fail qualifications repeatedly, demonstrate a lack of ability to safely handle a firearm, the member may be permanently removed from an armed assignment.

If a Sheriff's Office member fails the qualification course, the Rangemaster will:

- Notify the individual's Division Commander, Section Lieutenant, or the Watch Commander of the failure prior to the individual leaving the Range, or;
  - If practical, the Rangemaster may provide immediate remedial training, followed by another opportunity to qualify. (The Rangemaster will provide written notification of the remedial training to the individual's Division Commander).
- If verbal notification was made to the Division Commander, the Rangemaster will follow up that notification with written documentation.
  - In the case of a reserve deputy who is on duty, range staff will make the immediate verbal notification to the reserve's assignment commander and written notification to the Volunteer Services Commander and the reserve's area commander.
- Schedule the individual for remedial firearms training as soon as practical, but not more than 30 days (unless otherwise approved by the Administrative Services Bureau Chief Deputy) and provide written notification to the individual's Division Commander upon successful completion of the remedial training.
- Notify the Training Section Lieutenant in writing of the failure.

A Commander receiving verbal notification that one of their officers is at the Range and has failed to qualify will:

- Reassign the individual to an administrative or unarmed position pending successful completion of remedial firearms training.
- Immediately notify his/her Chief Deputy of the failure and the course of action taken.

The Chief Deputy will:

- Approve or disapprove the reassignment and determine if the individual's peace officer powers will be revoked pending successful completion of remedial firearms training.

The Training Section Lieutenant will:

- Provide written notification to the Chief Deputy in charge of the Administrative Services Bureau of those individuals who fail qualifications or have demonstrated problems in safely and efficiently handling a firearm.
- Ensure the Training Section has an effective plan for scheduling remedial training for those members who need to attend.

G-200-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 02/06/2014	<b>UPDATED:</b> 11/10/2017
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**DIRECTIVE A**

All scheduled firearms training courses will be completed using weapons as specified in § G-700 and G-701 of this manual, using ammunition issued or approved by the Rangemaster. Shotguns and special weapons (such as tactical rifles) training will be conducted by the Rangemaster or Assistant Rangemaster.

The Rangemaster will keep a current record of all qualification results and submit these records to the Training Section. The Rangemaster will note any performance which indicates an officer needs additional training. The Training Section will arrange for such additional instruction through the use of Training Orders.

**DIRECTIVE B**

**Members will adhere strictly to all verbal and posted firearms safety rules and will fire weapons only at authorized targets.**

Members will:

- Treat all firearms as though they are loaded;
- Never point a firearm at anything they are not willing to shoot or destroy;
- Keep their fingers off the weapon’s trigger, and outside the trigger guard until they are on target, and they have made the decision to fire;
- Be sure of their target, and be aware of its surroundings.

Members will familiarize themselves with and adhere to § M-240, Training Rules-Firearms, of this manual

**DIRECTIVE C**

Other safe, approved firearms may be fired on the Sheriff’s Range, with the approval of the Rangemaster or Assistant Rangemaster, at times when it will not interfere with scheduled firearms training.

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 02/06/2014	<b>UPDATED:</b> 11/10/2017
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: INVESTIGATION OF FIREARMS DISCHARGES</b>		<b>NO: G-300</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> <b>August 1, 1990</b>	<b>REVIEWED:</b> <b>06/22/2018</b>	<b>REVISED:</b> <b>10/22/2009</b>	<b>UPDATED:</b> <b>06/22/2018</b>

It shall be the policy of the Kern County Sheriff's Office to investigate **all** incidents involving the use of lethal force or any discharge of a firearm by a member of the Sheriff's Office. Lethal force is any use of force that is likely to result in serious injury or death of any person. This policy does not apply to an intended discharge of a firearm during training or unintentional discharge on the firing line at the Range, unless the unintentional discharge results in injury.

**DIRECTIVE 1**

The commander, sergeant, and detectives assigned to an investigation will have full staff authority during the scope of the investigation.

**DIRECTIVE 2**

As deemed necessary by the officer in charge of the investigative team, officers involved in the incident, either as principals or witnesses, may be compelled to cooperate with the investigation. All such officers shall be afforded all rights and consideration applicable under Section 3300-3311 of the Government Code.

Prior to obtaining any compelled statements, the investigating officer will give the subject officer a complete pre-interview advisal as set forth in the Dictation Guide of Section D-300 of the Sheriff's Policy and Procedures Manual.

**PROCEDURE A – LETHAL FORCE INVESTIGATIONS**

Any officer who uses lethal force will:

- Request medical aid and assistance as needed;
- Preserve the scene;
- Notify the Communications Center of the incident.

The Communications Center will:

- Notify an on-duty field supervisor.

The Shift Supervisor who is notified in such cases will:

- Ensure that the scene is properly preserved;
- Instruct the Communications Center to initiate a call-out of investigative personnel;
- Assign personnel as available and necessary to identify and isolate any witnesses;
  - If a witness is unable to remain at the scene, a statement will be taken and complete personal information will be obtained.
- Assign an officer not involved in the incident to transport the involved officer to the closest Sheriff's station where they will be sequestered to prevent any unnecessary questioning;
  - The involved officer will be allowed and encouraged to contact his/her family to notify them of his/her well being and obtain support as needed.
- Provide a complete briefing for investigators when needed.

In cases of officer injury, the shift supervisor will:

- Assign an officer to accompany the injured officer to the hospital;
  - Take charge of the injured officer's equipment;
  - Receive a dying declaration when necessary.

The Communications Center will:

- Call out and notify personnel in accordance with the officer-involved shooting protocol.

The Detective Division Commander will:

- Maintain ultimate control of the investigation.

The Sergeant in charge of the investigation team will:

- Assign sufficient Detectives and Technical Investigators to the investigation;
- Assign duties to personnel on the investigative team as the situation dictates;
- Ensure that the incident is investigated following current, accepted policy investigative procedures;
- Coordinate with the field supervisor on who is responsible for writing reports;

G-300-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 10/22/2009	<b>UPDATED:</b> 06/22/2018
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- Involved officers in incidents with serious injury or death will not write a report.
- Forward all reports to the Detective Division Commander.

The Detective Division Commander will:

- Initiate a review of the incident according to DPPM Section G-600.

**DIRECTIVE A-1**

Procedure A will apply to any on-duty incident in Kern County, regardless of the jurisdiction, or any off-duty incident that occurs in the Sheriff’s Office’s jurisdiction.

**DIRECTIVE A-2**

Any off-duty incident in another jurisdiction in Kern County will be investigated by the agency of jurisdiction unless that agency requests the incident be investigated by the Sheriff’s Office. If the agency of jurisdiction investigates the incident, the Sheriff’s Office’s litigation officer, Detective Division Commander, and a Detective Sergeant will respond to assist the other agency.

**DIRECTIVE A-3**

Any incident that occurs outside of Kern County will be worked by the agency of jurisdiction. The Sheriff’s Office’s litigation officer, Detective Division Commander, and a Detective Sergeant will respond to assist the other agency.

**PROCEDURE B: SHOOTING OF AN ANIMAL**

An officer who shoots at an animal will:

- Ensure the weapon is safe;
- Check for injured persons and/or damage;
- Seek medical aid as necessary;
- Notify an on-duty supervisor, or the Rangemaster if at the range;
- Preserve the scene.

The supervisor will:

- Ensure the scene is preserved;
- Notify the on-duty Watch Commander;

G-300-3

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 10/22/2009	<b>UPDATED:</b> 06/22/2018
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- Notify the Detective Division Commander or Robbery/Homicide Sergeant in his/her absence.
- Notify the Internal Affairs Commander and Sergeant via email.

The Detective Division personnel will:

- Determine the scope of the investigation;
- Initiate the appropriate level of investigation;
- Initiate a review of the incident pursuant to DPPM Section G-600.

### **PROCEDURE C: UNINTENTIONAL DISCHARGES OF FIREARMS**

An officer who unintentionally discharges a firearm will:

- Ensure the weapon is safe;
- Check for injured persons and/or damage;
- Seek medical aid as necessary;
- Notify an on-duty supervisor, or the Rangemaster if at the range;
- Preserve the scene.

The supervisor will:

- Ensure the scene is preserved;
- Notify the on-duty Watch Commander;
- Notify the Detective Division Commander or Robbery/Homicide Sergeant in his/her absence.
- Notify the Internal Affairs Commander and Sergeant via email.

The Detective Division personnel will:

- Determine the scope of the investigation;
- Initiate the appropriate level of investigation;
- Initiate a review of the incident pursuant to DPPM Section G-600.

G-300-4

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 10/22/2009	<b>UPDATED:</b> 06/22/2018
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## **DIRECTIVE C1**

An unintentional discharge of a firearm at the firearms range or during training will be investigated by the Rangemaster who will forward a copy of the report to the Detective Division Commander. If the incident results in injury or death to any person, or the Rangemaster determines the investigation is too complex, the Detective Division will assume the investigation.

G-300-5

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/22/2018	<b>REVISED:</b> 10/22/2009	<b>UPDATED:</b> 06/22/2018
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: SAFETY OF FIREARMS</b>		<b>NO: G-0400</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> June 24, 2013	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b>	<b>UPDATED:</b> 11/10/2017

**POLICY**

Sworn employees assume a significant responsibility in protecting and serving the public. As a result, they are entrusted with a considerable level of public trust. Consequently, higher standards are placed upon their conduct. These higher standards extend to both on and off-duty conduct. This is particularly applicable when the off-duty conduct involves the consumption of alcohol. In order to remain beneficiaries of the public trust, we must balance the rights of our sworn employees with the responsibility to maintain the highest standards of professional and personal conduct.

All employees carrying or handling any firearm in a public place, while on or off-duty, whether the firearm is concealed or not (per DPPM G-700), shall not consume any intoxicating substance to the point where the employee is unable to or does not exercise reasonable care and/or control of the firearm. **For purposes of this section, intoxicating substance shall include (but are not limited to) alcoholic beverages, medication (both prescribed and over-the-counter), and/or controlled substances.** A violation of this policy shall be determined by a totality of the circumstances.



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS – INVOLVED OFFICER STATUS</b>		<b>NO: G-500</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 04/20/2005</b>	<b>UPDATED: 11/10/2017</b>

**POLICY**

The Sheriff's Office recognizes that often following an incident resulting in a life-threatening injury or death, officers suffer varying degrees of emotional trauma. In some cases, it may occur immediately or several hours, days, or months later.

In an effort to lessen this traumatic impact on the officer(s), and to aid the Sheriff's Office in an objective resolution of the incident, the involved officer(s) shall immediately be placed in an administratively deferred duty assignment. Such assignments will be made by the involved officer(s) Division Commander.

This deferred duty status shall be reviewed by the appropriate Chief Deputy, who will determine when the involved officer(s) may return to full duty status.

If the incident results in death, the appropriate Chief Deputy shall schedule an appointment with the county designated psychologist/psychiatrist at the earliest possible time. This is a mandatory appointment and shall be kept by the involved officer(s).

Continued counseling will be on the recommendation of the psychologist/psychiatrist and can include family members of the officer(s) involved.

Counseling shall be available to all officer(s) or other Sheriff's Office personnel directly or indirectly involved in the incident.

In all cases of an officer involved shooting, the Sheriff's Office shall offer its full support for the physical and emotional well being of all officers involved and their families, including but not limited to the Sheriff's Office peer counselors.

The involved officer(s) shall be allowed and encouraged to call their family and inform them of the incident and their well being as soon as possible.



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: CRITICAL INCIDENT REVIEW PROCESS</b>		<b>NO: G-600</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>REFERENCE: KCSOPPM G-300</b>			
<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 02/24/2021	<b>REVISED:</b> 02/24/2021	<b>UPDATED:</b> 02/24/2021

**POLICY**

A Critical Incident Review shall be conducted for all uses of force where the suspect dies or receives serious injuries that may result in death as a result of the incident. Deadly force is any force that creates a substantial risk of causing death or serious bodily injury. This policy does not apply to an intended discharge of a firearm during training or to an unintentional discharge on the firing line at the Range, unless the unintentional discharge results in injury. Any incident involving the unintentional discharge of a firearm or the shooting of an animal will be investigated and reviewed in accordance with KCSOPPM G-300.

In all cases where deadly force has been used by a member of the Sheriff's Office, a Sheriff's Office Critical Incident Review will be conducted by specified Sheriff's Office management personnel to determine compliance with Sheriff's Office policy.

The Sheriff-Coroner may convene the Critical Incident Review Board to investigate the circumstances surrounding any use of force or in-custody death incident at his/her discretion.

**DIRECTIVE 1 – BOARD MEMBERS**

The Critical Incident Review Board members will consist of all Chief Deputies or their designee. The Critical Incident Review Board may elect to invite any affected personnel they deem appropriate to be present for the presentation.

**DIRECTIVE 2 – DISTRICT ATTORNEY REVIEW**

At any time, the Sheriff-Coroner may have the case referred to the District Attorney's Office for a determination as to whether the use of force was in compliance with law. In the event deadly force was used, the incident will be referred to the District Attorney's Office for review.

**PROCEDURE A: CRITICAL INCIDENT REVIEW BOARD PROCESS**

When the investigation, mandated by KCSOPPM G-300 is completed, the Investigations Division Commander will forward all reports to the Internal Affairs Section. The Internal Affairs Section Lieutenant will assign an investigator to begin preparing the case for presentation and

will arrange for the Critical Incident Review Board to convene within ten (10) days of receiving the reports for all deadly force reviews, or as soon as practical. All other critical incident reviews will be conducted as soon as practical, taking into consideration the caseload of the Internal Affairs Unit and the one-year statute of limitations [GC 3304(d)].

The Internal Affairs Lieutenant or their designee will be present during the Critical Incident Review Board in order to coordinate the process.

The assigned Internal Affairs Investigators will present the case to the Critical Incident Review Board.

- The Internal Affairs Lieutenant will ensure that an audio recording is made of the presentation.

After the case has been presented and each Board member has had the opportunity to ask any clarifying questions of the investigators, the Board members will deliberate the case and decide if the actions of the involved member(s) were within Sheriff's Office policy. Only those personnel that the Board members determine to be necessary for the deliberations will remain present while the Board members deliberate the case.

- The Board's deliberations will **not** be recorded.
- The recording of the presentation will remain with the case file. The recording may be examined by the Board and may be reviewed during the course of an internal affairs investigation; otherwise it shall remain confidential.
- If any recording is referenced during any internal affairs investigation, the recording, along with other Skelly materials, shall be provided to the involved officer as required by law.

The review board will submit its written recommendation as to whether the use of force was within Sheriff's Office policy to the Sheriff-Coroner within three (3) days. The Sheriff will consider the Board's decision and render the final decision as to whether or not the use of force was within Sheriff's Office policy.

- The involved officer(s) will be notified of the results of the review(s) as soon as practical.
- Members, whose use of force was determined to be within policy and have been cleared to return to work by the designated psychologist or psychiatrist, will be removed from administrative leave as soon as possible.

## **PROCEDURE B – OUT OF POLICY**

When the Sheriff-Coroner rules a use of force to be outside of Sheriff's Office policy, the Internal Affairs Unit will prepare the case for presentation to the Disciplinary Review Board (DRB).

G-600-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 02/24/2021	<b>REVISED:</b> 02/24/2021	<b>UPDATED:</b> 02/24/2021
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The Internal Affairs Lieutenant will convene the DRB as soon as possible. The assigned Internal Affairs Investigators will present the case to the DRB and the appropriate discipline for the violation of Sheriff's Office Policy will be determined and imposed pursuant to the provisions of Procedure F of KCSOPPM D-300 (Employee Discipline-Misconduct).

**PROCEDURE C – AFTER ACTION REPORT**

The Professional Standards Section Commander, or their designee, will, with information provided by the board members, review not just the type of force used, but the entirety of the critical incident. This examination will cover, but is not limited to, tactics used or not used leading up to the use of force. After review, the Professional Standards Section Commander, or their designee, will identify and document any observations made by the Board and all recommendation for improvement in an after-action report. The recommendations for improvement may include training (both for the individual deputies involved and for the entire agency), policies, procedures, tactics, equipment, technology, organization, or any issues that could contribute to improving future individual or organizational performance.

The Professional Standards Section shall be responsible for conducting periodic reviews/audits of all recommendations made during a Critical Incident Review to support continuous improvements. An Executive Summary shall be completed after the review/audit and provided to the Undersheriff and all Chief Deputies.

Upon receiving an Executive Summary, the affected Bureau Chief will assign the report to a Division Commander, who will be responsible for ensuring any after-action issues or recommendations are handled. Any identified follow-up action will be completed, documented in memorandum format, and sent back to the Professional Standards Commander for archival.

G-600-3

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 02/24/2021	<b>REVISED:</b> 02/24/2021	<b>UPDATED:</b> 02/24/2021
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS-GENERAL PROVISIONS</b>		<b>NO: G-700</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 03/01/2005</b>	<b>UPDATED: 11/12/2007</b>

**POLICY**

The standard duty pistol for the Kern County Sheriff's Office is the Glock Model 22 or Model 23 semi-automatic pistol with the five (5) pound connector and the standard five (5) pound trigger spring.

All authorized personnel will carry the standard duty pistol on their person while on duty except when:

- Attending to duties within a Sheriff's Office facility or working an administrative assignment, in which case the pistol will be easily accessible;
- Ordered otherwise by competent authority.

Only Sheriff's Office authorized armorers may make repairs or modifications to Sheriff's Office owned pistols. Only Glock certified armorers may make repairs or modifications to privately owned pistols carried on-duty.

All pistols carried on-duty will be inspected regularly by a Sheriff's Office Armorer. The condition and configuration of the pistol will be recorded in a permanent file. Sheriff's Office Armorers will immediately correct and report any unauthorized modifications in writing to the Personnel Division Commander.

Duty pistols will be kept clean and presentable. Duty pistols will be maintained on a regular basis in accordance with instruction provided by the Training Section.

Lateral Deputy Sheriffs coming into the Kern County Sheriff's Office will be directed to report to the Rangemaster for evaluation of their proficiency in the use of a Glock. In determining whether the lateral must attend the Glock Transition course prior to carrying a Glock on duty, the Rangemaster will take into consideration the lateral's prior experience and training in the use of firearms, the type of weapon the lateral has carried on duty in his/her prior position, and his/her performance at the Range in the handling of a Glock. Prior to being authorized to carry a Glock on duty, the lateral will be required, at a minimum, to pass the Sheriff's Office standard qualification course with a Glock, demonstrate a clear understanding of the operation of the Glock, and demonstrate proficiency in field stripping the weapon.

Deputies carrying firearms approved for duty use under previous versions of this policy may continue to carry that firearm until they have completed transition training. Provisions of that policy as they relate to firearms other than the Glock Model 22 and 23 will remain in effect until the Sheriff's Office transition is complete.

Prior to being authorized to carry a Glock on duty, Lateral Detentions Deputies will be required to pass the Sheriff's Office standard qualification course with a Glock, demonstrate a clear understanding of the operation of the Glock, demonstrate proficiency in field stripping the weapon, and complete the Force Options training course.

## **PLAIN CLOTHES**

Authorized personnel assigned to plain clothes or administrative assignments may carry the Glock Model 27 pistol as their duty weapon, after complying with the following requirements:

- The deputy's Division Commander has so authorized;
- The deputy has qualified with the Model 27 according to procedures established in Section G-200 of the Policies and Procedures Manual; and
- If the Model 27 is a privately-owned pistol, have the weapon inspected and approved by the Rangemaster.

Sworn staff members carrying a concealable firearm while not in complete uniform should conceal the weapon whenever practical. If circumstances make it impractical to keep the weapon concealed, the staff member is to be clearly identified as a Sheriff's Office member by displaying the Sheriff's Office badge and/or Sheriff's Office identification card prominently outside of his/her clothing.

Any non-peace officer staff member authorized by a Concealed Weapons Permit to carry a firearm will carry the firearm concealed at all times.

## **RESERVE DEPUTIES**

Reserve deputies commissioned on or after January 1, 1995 will carry the firearm issued to them by the Sheriff's Office at the time they received their commission. That is the only weapon they will be allowed to carry on-duty until they complete the transition training, after which they will carry the Glock Model 22 or 23.

## **AMMUNITION**

Deputy Sheriffs assigned to uniformed duty and Detentions Deputies while assigned to armed duties shall carry their duty weapon fully loaded with Sheriff's Office approved ammunition and in addition, shall carry a minimum of two additional magazines fully loaded with Sheriff's Office approved ammunition.

Deputy Sheriffs assigned to plain-clothes duty in the field shall carry the prescribed duty weapon, fully loaded with Sheriff's Office approved ammunition and in addition, shall carry a minimum of one additional magazine fully loaded with Sheriff's Office approved ammunition on their person in a manner most convenient to the deputy.

G-700-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 03/01/2005	<b>UPDATED:</b> 11/12/2007
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS-SHOTGUNS</b>		<b>NO: G-701</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> <b>December 1, 1992</b>	<b>REVIEWED:</b> <b>11/10/2017</b>	<b>REVISED:</b> <b>7/1/2011</b>	<b>UPDATED:</b> <b>11/10/2017</b>

**POLICY**

The Kern County Sheriff's Office has adopted the Remington 870, 12-gauge shotgun as the official shotgun to be issued to Sheriff's Office personnel.

Authorized personnel may also carry their own shotguns in lieu of Sheriff's Office issued shotguns, providing that the weapon complies with the specifications and policy outlined in this chapter. Deputies using personally owned shotguns are responsible for all maintenance and repairs.

Privately-owned weapons must be inspected and approved by the Sheriff's Office Rangemaster before being put into service. Personal shotguns must also be inspected by the Rangemaster following any modification or repair.

Nothing in this section shall prohibit the use of other shotguns or specially modified shotguns by authorized personnel assigned to Special Weapons and Tactics (SWAT), Sheriff's Emergency Response Team (SERT), or Special Investigations Division (SID). These units receive special training with specialized shotguns and it is an advantage to the Sheriff's Office to utilize that expertise in its law enforcement mission. The requirements for the use of these specialized weapons in general law enforcement are:

- The shotgun must be 12-gauge,
- The deputy must qualify with the gun during general Sheriff's Office qualifications, and
- Directive A will apply.

Any other policy or procedure governing the use of special weapons by personnel assigned to these units will be set forth in the unit/division policy and procedure manual.

**GENERAL PROVISIONS**

The only shotgun authorized by the Sheriff's Office is:

- Remington 870 or its variants, black, blue, or other subdued finish with 14, 18, or 20-inch barrel. Shotguns with 18 or 20 inch barrels may be equipped with a magazine extension tube. Deputies may carry an alternate shotgun due to tactical considerations when so authorized by the deputy's section lieutenant and with Rangemaster approval.



- Shotgun stocks may be black composite material or a collapsible stock of good quality. The stock shall not interfere with the ability to secure the shotgun and shall be approved by the Rangemaster prior to being carried in the field.
- Sights may be bead, ghost ring, or rifle type. A Red-Dot or Holographic sight may be used to co-witness the fixed sights. Privately-owned sights must be of good quality, shall not interfere with the ability to secure the shotgun and shall be approved by the Rangemaster prior to being carried in the field.
- Accessories such as side-saddle shell holders and weapon-mounted tactical lights must be inspected and approved by the Rangemaster.
- Shotguns must be equipped with a sling. The purpose of the sling is to carry the weapon when both hands are needed for other purposes, which is critical for officer safety.
  - Any personally owned sling must be approved by the Range Master. Tactical slings may only be attached to shotguns assigned to an individual Deputy, and only after that Deputy has attended Sheriff's Office Training in the use of tactical slings.
- Personnel with personally-owned shotguns equipped with 14-inch barrels must comply with all State and Federal regulations relative to the possession and use of these weapons.
- Ammunition issued by the Sheriff's Office will be the only authorized ammunition for duty use. Personnel who wish to carry additional rounds, in excess of Sheriff's Office issue, must purchase the **exact** ammunition issued by the Sheriff's Office.
  - The standard issue shotgun ammunition will be 00 buckshot.
  - The Sheriff's Office Rangemaster may issue shotgun slugs to individual deputies when so authorized by the deputy's division commander, and after the deputy has successfully completed Sheriff's Office training in the use of shotgun slugs.
    - Shotgun slugs may be used when necessary to destroy large animals in compliance with Section G-100 of this manual, or when necessary to resolve an immediate, life threatening situation.
    - Shotguns must be equipped with adjustable sights to be approved for use with slugs.

**DIRECTIVE A:**

The Sheriff's Office Rangemaster will maintain records of all shotguns utilized by members of the Sheriff's Office. Records will include the serial number of the approved shotgun, and a description of approved modifications to the shotgun. When Sheriff's Office personnel are authorized to use personally-owned shotguns equipped with 14-inch barrels, the Rangemaster will also require and maintain proof of compliance with all State and Federal regulations.

**Error! Reference source not found.-2**

<b>EFFECTIVE:</b> <b>December 1, 1992</b>	<b>REVIEWED:</b> <b>11/10/2017</b>	<b>REVISED:</b> <b>7/1/2011</b>	<b>UPDATED:</b> <b>11/10/2017</b>
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE:</b> FIREARMS-GENERAL PROVISIONS-BACKUP WEAPONS		<b>NO:</b> G-702	
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> August 23, 1996	<b>REVIEWED:</b> 08/07/2020	<b>REVISED:</b> 06/10/1997	<b>UPDATED:</b> 11/12/2007

**POLICY**

A backup weapon is a secondary handgun carried concealed on the officer's person, to be used during an emergency when the officer's standard duty pistol is lost, out of ammunition, broken, or otherwise unavailable. The Sheriff's Office authorizes qualified officers to carry a backup weapon under the following conditions:

- All backup weapons must be inspected and approved by the Rangemaster or Assistant Rangemaster;
  - Acceptable calibers include .22, .25, .32, .380, .38, .357, 9mm, 10mm, .40, .44, and .45.
- Ammunition carried in backup weapons must be approved by the Rangemaster or Assistant Rangemaster:
  - Only factory ammunition will be approved. (No reloads).
  - .41 Magnum and .44 Magnum loads **will not** be approved for backup weapons.
- Backup weapons must be carried concealed;
- Officers must qualify with their backup weapon a minimum of one time per year, on a course of fire approved by the Rangemaster or Assistant Rangemaster;
- Officers carrying a firearm in calibers other than those issued by the Sheriff's Office are responsible for providing their own ammunition for both qualification and duty use; and
- Officers are responsible for repairs made to, maintenance, damage to, or loss of personally owned backup weapons.



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS-COURTHOUSE AND COURTROOM</b>		<b>NO: G-710</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>REFERENCE: Superior Court Order #5.7-254 (Fifth Amended Order) Penal Code Section 171(b)</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 10/07/2004</b>	<b>UPDATED: 11/12/2007</b>

**POLICY**

Possession of firearms while off duty and on personal business in the courthouse, courtrooms, or at the Kern County Department of Child Support Services is prohibited. The Sheriff's Office is responsible for security in the described facilities and believes it is necessary to avoid the presence of firearms in those facilities by persons there on personal business. It is also directed at the improper influence that may result from the wearing of a uniform while on personal, court-related business. Nothing set forth in this policy shall abridge the authority of a Judge, Commissioner, or Referee presiding in any courtroom to further restrict or allow the possession of a weapon in his/her courtroom.

On-duty, sworn law enforcement personnel of the Kern County Sheriff's Office, who are testifying or conducting official Sheriff's Office business in the various courthouses, courtrooms, or at facilities of the Kern County Department of Child Support Services will be allowed to carry weapons into those buildings only as follows:

- While in uniform and in possession of a valid Sheriff's Identification Card (Ref. K-400); or
- While in plain clothes and wearing in a clearly visible location their Sheriff's Office picture identification card and/or badge; or
- When the weapon(s) are to be used as evidence in court.

**DIRECTIVE 1:**

No member of the Sheriff's Office shall wear their uniform while appearing in any judicial proceeding in a personal capacity or conducting any personal business associated with any off duty, personal family law or civil matters in the described facilities. This does not apply to civil matters arising out of the member's employment with the Sheriff's Office.

**DIRECTIVE 2:**

On duty plain clothes deputies, or deputies working in an undercover capacity, have the option of wearing the appropriate identification visibly displayed, or securely storing their weapons prior to entering the courthouse.



***Kern County Sheriff's Office***  
**Policies and Procedures**

<b>TITLE: FIREARMS – AUTOMATIC WEAPONS</b>		<b>NO: G-800</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 04/20/2005</b>	<b>UPDATED: 11/10/2017</b>

**POLICY**

The Kern County Sheriff's Office maintains automatic weapons for use by special units to ensure at least a firepower equality with the criminal element of society. The use of automatic weapons is limited primarily to the Sheriff's Office Tactical Unit but other special units within the Sheriff's Office may utilize automatic weapons with the approval of the Chief Deputy.

To maintain uniformity of use on automatic weapons within the Sheriff's Office, all certification training will be conducted through the Tactical Team Operations Commander (S.W.A.T.). Qualifications will be conducted by the Sheriff's Office Rangemaster utilizing the same shooting course required of tactical team members.

Automatic weapons can be used for both offensive and defensive law enforcement operations where suspects are reasonably believed to be armed. Because automatic weapons have different mode of firing (single action, three-round burst, full automatic), the following procedures are adopted.

Nothing in this section shall prevent the deployment of automatic weapons by tactical team members. Automatic weapons are considered standard operations weapons for the Sheriff's Office tactical team.

**Automatic Weapons Offensive Use**

An automatic weapon has a tactical use in offensive law enforcement situations to counter heavily armed suspects during warrant service, arrests, and other law enforcement activities where conventional law enforcement weapons would create serious officer safety issues.

The deployment and use of automatic weapons by units with authorization from a Chief Deputy, will follow the "escalation of force rule." This rule provides that when aggression or weapons are used against an officer, the officer may go to the next higher level of force to counter the aggression or weapon. For example, if guns are encountered, an officer may go to the next higher level of force and use automatic weapons.

When used in an offensive mode, the automatic weapons will be used in the single action capability. This includes officer movement.

**Exceptions:**

- When the suspect or suspects is known to be armed with semi-automatic or full automatic weapons;
- Multiple suspects who are known to be heavily armed.

The exceptions to single action in offensive operations will allow deputies to use the three-round burst mode. In older automatic weapons that do not have the three-round burst selector, an on/off trigger method in full automatic that simulates the three-round burst mode will be used.

### **Defensive Use of Automatic Weapons:**

The use of automatic weapons in defensive operations for the Kern County Sheriff's Office is a support function for the purpose of covering and supplementing deputies involved in high risk law enforcement activities. Also, when deputies are maintaining defensive positions against armed suspects.

The fire selection mode for automatic weapons in defensive operations or defensive positions of offensive operations is as follows:

- While moving to or from defensive positions and in a zone where gun fire could be received, the automatic weapons will be on the single action mode;
- In maintaining defensive positions an automatic weapon will be maintained in the single action mode;
- When confronting a suspect or suspects who are armed with semi-automatic or fully automatic weapons, the Sheriff's Office automatic weapons may be kept in the single action or three-round burst mode. (In older Sheriff's Office guns, the three-round burst is activated in the full automatic mode). What mode to use will depend on the tactical considerations at the time and the decision will rest with the individual deputy.

### **Full Automatic Firing:**

Full automatic gun fire from Sheriff's Office guns is authorized in the following circumstances:

- Full automatic may be used in defensive situations where gun fire is being received, and in order to reach safety a deputy or deputies are required to shoot their way out of the life-threatening incident. This is a tactical decision that rests with the individual deputy involved in the gun fight.
- For the purpose of full automatic use, an offensive operation could immediately become a defensive operation if superior fire power is encountered during an offensive operation. If gun fire is being received, a deputy armed with an automatic weapon has the authority to decide which fire mode to use in order to get himself, fellow officers, or civilians to a safe location or defend himself or others in a fixed location.
- The principles of counterattacks require surprise and aggressiveness to be successful. In a gunfight where a counterattack is chosen as the course of action, deputies may use automatic weapons in the full automatic mode.

G-800-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 04/20/2005	<b>UPDATED:</b> 11/10/2017
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: FIREARMS – TACTICAL RIFLES</b>		<b>NO: G-900</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> <b>August 1, 1990</b>	<b>REVIEWED:</b> <b>11/10/2017</b>	<b>REVISED:</b> <b>5/15/2011</b>	<b>UPDATED:</b> <b>5/15/2011</b>

## **POLICY**

The Kern County Sheriff's Office recognizes that circumstances occasionally exist which place law enforcement officers armed with handguns and shotguns at a substantial disadvantage. These situations frequently occur due to Kern County's wide open rural areas, but can also occur as a result of the weapons, tactics, and other equipment utilized by the criminal element in today's society. In these situations, a tactical rifle deployed by a trained, qualified deputy would be beneficial in defending the officer, as well as protecting the public.

In order to meet these needs, the Kern County Sheriff's Office authorizes specified deputies to carry and utilize the tactical rifle. These deputies must first successfully complete a Sheriff's Office-approved training course, receive approval from their section lieutenant, and then demonstrate proficiency with the tactical rifle according to procedures established in this section. The Rangemaster will be the designated authority to determine whether a course attended by an employee meets the requirements of a Sheriff's Office-approved course. Only rifles and ammunition authorized by this section may be carried by deputies while on duty.

The tactical rifle is not meant to replace the handgun or shotgun. Instead, the tactical rifle is intended to augment the deputy's handgun and shotgun, which remain the most effective weapons in most situations requiring the use of a firearm. The tactical rifle should also not be seen as a substitute for the Sheriff's Office Special Weapons and Tactics Team (SWAT). Deputies should continue to utilize the SWAT team, whenever circumstances dictate, to resolve critical incidents which require the use of special weapons or a highly trained tactical team.

Nothing in this section shall prohibit the SWAT Lieutenant from approving the use of other rifles or specialized equipment by trained, qualified members of the Sheriff's Office SWAT team.

## **GENERAL PROVISIONS**

The only rifles authorized by the Sheriff's Office are:

- Rifles must be a Colt AR-15 or other semi-automatic, civilian versions of the AR-15/M-16 rifle made by Colt, or by other manufacturers as approved by the Rangemaster.
- All rifles must be in .223 (5.56mm) caliber.
- Rifles will have iron sights, a barrel length of at least 16 inches, and use a standard 10, 20, or 30 round magazine.

- Rifle stocks may be black composite material or a telescoping, collapsible stock of good quality. The stock shall not interfere with the ability to secure the rifle and shall be approved by the Rangemaster prior to being carried in the field.
- Accessories such as weapon-mounted tactical lights, fore-end grips or bipods must be inspected and approved by the Rangemaster.
- A Red Dot or Holographic sight may be used to co-witness the fixed sights. Privately-owned sights must be of good quality, shall not interfere with the ability to secure the rifle and shall be approved by the Rangemaster prior to being carried in the field.
- Rifles must be equipped with a carry sling approved by the Rangemaster.
- Privately-owned rifles must be inspected and approved by the Rangemaster.
- Only approved ammunition will be carried in any rifle while on duty, and only approved ammunition will be used at any time in rifles owned by the Sheriff's Office.
- Laser pointers and similar devices are not authorized for use with rifles under this policy.

**PROCEDURE A- LOADING, UNLOADING, AND STORING RIFLES**

Any deputy who carries a tactical rifle, whether issued or privately-owned, will complete the following steps prior to the beginning of each shift:

- Point the rifle in a safe direction, make sure the safety is on, remove the magazine, and make sure the chamber is empty;
- Inspect the operation and condition of the rifle;
  - If the rifle is dirty, the deputy will perform the necessary maintenance on the weapon before putting the rifle back into service.
  - If the rifle is unserviceable, the weapon will be taken out of service immediately. If such a rifle is an issued weapon, the deputy will report the condition to a supervisor, and take the steps necessary to have the rifle repaired. If the rifle is a privately-owned weapon, the deputy will have the necessary repairs made, and then have the rifle inspected and approved by the Rangemaster prior to putting the rifle back into service.
- After the inspection is complete, insert a loaded magazine back into the rifle.
- Ensure that at least two (2) loaded spare magazines are immediately available. The magazines will be carried in a pouch attached to the rifle's butt-stock, a pouch or pouches attached to the deputy's duty or tactical belt, or in any system approved by the Rangemaster.

G-900-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 5/15/2011	<b>UPDATED:</b> 5/15/2011
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Any deputy who carries a tactical rifle, whether issued or privately-owned, will take the following steps to ensure the rifle is carried in a safe and secure manner:

- Rifles will be carried with the safety on, the chamber empty, and a loaded magazine locked in place.
- Rifles carried in a vehicle will be secured in a locking rack or locked in the trunk. If the vehicle does not have a locking rack or trunk, the rifle will be carried out of view. Vehicles which contain an unsecured rifle will be locked when unattended.

Any deputy who carries a tactical rifle will store the rifle in the following manner when off duty:

- Sheriff's Office rifles will be stored in a secure location at the deputy's duty station, or secured in a Sheriff's Office vehicle if the deputy is assigned a take-home car.
  - Rifles stored at a Sheriff's Office facility or in a Sheriff's Office vehicle will have an empty chamber, and the safety on.
  - Deputies who store rifles in a Sheriff's Office vehicle will park the vehicle in a secure location whenever possible, and take steps to prevent the weapon from being stolen, or otherwise being accessible to children and other irresponsible persons.
- Privately-owned rifles may either be stored according to the above procedures, or in a secure location separate from the Sheriff's Office.
  - Deputies who store tactical rifles away from the Sheriff's Office will take steps to prevent the weapon from being stolen, or otherwise being accessible to children and other irresponsible persons.

If a round has been loaded into the chamber, the deputy will:

- At the termination of the situation, unload the chambered round, reload the magazine, lock the magazine back into place, and make sure the safety is on before returning the rifle to the vehicle.
- If the rifle has been discharged, at the termination of the situation the deputy will follow the reporting requirements listed in G-300 of this manual.

#### **DIRECTIVE A-AUTHORIZATION**

A deputy may not carry a tactical rifle unless:

- The deputy's section lieutenant has so authorized
- The rifle is issued to the deputy by the Sheriff's Office, or the deputy owns the rifle
- The deputy has successfully completed the Basic Rifle Marksmanship course or other approved course

G-900-3

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 5/15/2011	<b>UPDATED:</b> 5/15/2011
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- The rifle has been inspected and approved by the Rangemaster; and
- The deputy is currently qualified.
  - Currently qualified shall mean the deputy has successfully completed the mandatory qualification/training session at the range that has most recently ended.

Deputies who carry tactical rifles will not loan such rifles to another officer, without the approval of a sergeant or lieutenant, except when necessary to resolve an immediate, life-threatening, emergency situation. In such incidents, the receiving deputy, whether qualified or not, may deploy the rifle when reasonably necessary to resolve an immediate, life-threatening emergency situation.

Section lieutenants who authorize deputies to carry a tactical rifle will:

- Ensure that such deputies adhere to all safety and security measures; and
- Ensure that only properly trained and qualified deputies carry a tactical rifle.

The Rangemaster will:

- Establish and maintain a training and qualifying course of fire for tactical rifles;
- Ensure authorized deputies are qualified to use the tactical rifle by:
  - Scheduling a minimum of two qualifications per year and
  - Providing remedial training when necessary.
- Maintain records of training and qualifying scores
  - Provide written notification to the section lieutenant or division commander of any deputy who fails to qualify.
- Maintain a record of all approved rifles, including each rifle's:
  - Manufacturer
  - Model
  - Serial number
  - Any approved modifications

## **SWAT MEMBERS**

The SWAT team is a 24-hour tactical response unit that engages in regularly scheduled special tactical training. Therefore, SWAT team members who qualify with the tactical rifle during SWAT training may be exempted from the regular rifle qualifications for that quarter.

G-900-4

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 5/15/2011	<b>UPDATED:</b> 5/15/2011
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The SWAT Lieutenant may authorize members of the Sheriff's Office SWAT team to carry rifles or other special weapons during the SWAT member's regular duty hours, if the following conditions are met:

- The deputy who is carrying a SWAT weapon is trained and currently qualified in its use;
- Proper documentation is completed on all SWAT firearms training; and
- Records are maintained of all training sessions and qualifications scores involving the use of SWAT weapons.

Any deputy who carries a SWAT weapon during the course of their regular duty hours will:

- Advise their division commander, in writing, of the type of weapon carried and the location and conditions under which the weapon is carried and stored;
- Only deploy such a weapon under the following conditions:
  - During designated SWAT assignments; or
  - When authorized by their division commander;
    - In the absence of the division commander, when authorized by the ranking officer.
  - When necessary to resolve an immediate, life threatening situation, and circumstances prevent the deputy from seeking prior approval from his or her division commander.

G-900-5

<b>EFFECTIVE:</b> <b>August 1, 1990</b>	<b>REVIEWED:</b> <b>11/10/2017</b>	<b>REVISED:</b> <b>5/15/2011</b>	<b>UPDATED:</b> <b>5/15/2011</b>
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: Firearms – Firearms Procurement, Storage, and Disposal NO: G-1000</b>			
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: March 1, 2002</b>	<b>REVIEWED: 11/10/2017</b>	<b>REVISED: 10/27/2014</b>	<b>UPDATED: 11/10/2017</b>

**POLICY**

Firearms are a necessary and expensive asset of the Sheriff's Office. As such, it is imperative that they be carefully managed, issued, tracked, and maintained with a comprehensive history kept on each and every weapon in the Sheriff's Office possession.

The purpose of this policy is to establish how the Sheriff's Office determines need for firearms, how they are procured, processed, issued, tracked, maintained, and disposed of when no longer serviceable.

All department issued guns stored in department vehicles will be secured in a locked rack/safe/trunk. All department issued guns will not be left unsecured in personal vehicles (even when vehicle is locked).

**DIRECTIVE A – Requesting New Firearms**

Division commanders are responsible for determining the needs of their divisions. No request for any firearm acquisition will go forward without the approval and express request of the division commander.

Division commanders shall periodically review their divisional firearms needs. Any member of the Sheriff's Office who perceives a need for new, additional, or replacement firearms shall make their recommendation to their division commander through their division's chain of command. Any division commander who determines a need in their division for new or additional firearms should forward their needs assessment to their bureau Chief Deputy who shall forward the needs assessment and his/her recommendation to purchase firearms, via Chain of Command to the Civil Division commander.

**DIRECTIVE B – Procurement of Firearms**

The Sheriff's Office Property Room, Issue Equipment Unit shall be responsible for all purchases, processing, storage, and issuing of all firearms, including the conversion of confiscated or donated firearms.

If not an emergency situation, the Civil Division commander shall budget for new firearms during the regular budget process. Firearms purchases will be based on the identified firearms needs assessment referred to in Directive A of this policy. Alternatively, if an urgent need arises and alternative funding can be found, the Civil Division commander will coordinate with the

Administrative Services Bureau Chief Deputy to identify and encumber any available Sheriff's Office funds and direct them to the firearms procurement process.

Once adequate funding for the procurement of the desired firearms has been secured, the Civil Division commander will arrange to have the funds transferred to the Firearms Purchase Blanket Purchase Order. The Civil Division commander will then direct the Property Control Officer to place the order for the weapons.

- "Special weapons," which constitute all firearms other than standard issued Glock pistols, shotguns, and tactical rifles as defined in G-900, that are to be assigned to SWAT, SERT, or units within the Special Enforcement Division, may be purchased directly from the authorized vendor by the respective commander. These orders may also be submitted through the Property Room for procurement. The choice will be at the discretion of the commander requesting the weapons, with the approval of the Field Operations Bureau or Detentions Bureau Chief Deputy.

**Regardless of how any weapon is procured, all weapons shall be shipped to the Sheriff's Office Property Room for receipt and processing.**

#### **DIRECTIVE C – Receiving and Storage of Firearms**

Firearms will be received, processed and issued as follows:

- All firearms purchased by the Kern County Sheriff's Office will be shipped directly to the Sheriff's Property Room **and to no other location.**
- The Property Control Officer shall maintain an up-to-date list of all firearms owned by the Sheriff's Office and the officer or location that the firearm is assigned to.
- Upon receipt of the purchased firearms, the Property Control Officer shall secure the weapons, enter them into the Sheriff's Office inventory and shall ensure that all the necessary institutional registration requirements are met prior to releasing the weapon(s) for issuance or use.
- Upon the issuance of any firearm, the Property Control Officer shall enter upon the officer's personnel equipment records the type of weapon issued, the serial number of the issued weapon, and the date that the weapon was issued. The receiving officer shall sign for receipt of the weapon.
- Shotguns and tactical rifles issued pursuant to this section shall be considered the officer's personal duty weapons and shall remain assigned to the officer until such time as the officer is assigned to a work unit where the weapons are no longer needed or not authorized. In such a situation, the officer shall return the weapons to the Property Room, and the weapons will be removed from the officer's personnel equipment record.

G-1000-2

<b>EFFECTIVE:</b> March 1, 2002	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 10/27/2014	<b>UPDATED:</b> 11/10/2017
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- In the event that a weapon is procured for use by a division, and is not issued to an individual officer (ex: a shotgun procured for use as a “pool gun” for the Court Services Division or a loaner shotgun for Patrol), the Property Control Officer shall maintain an internal record that indicated the type of weapon(s) issued, the serial number of the weapon(s), the division the weapon(s) were issued to, who received the weapon(s) on behalf of the division, and the date the weapon(s) were released from the Property Room. This record will be signed by the officer receiving the weapons on behalf of the procuring division. The releasing property officer shall also sign this record.
- Upon issuance of the weapons, whether they are newly requisitioned weapons or converted weapons, the officer receiving the weapon(s) shall comply with DPPM Section G-200 of this manual and shall also present the weapon(s) to the Rangemaster for inspection and approval of the weapon(s) for safety and function prior to deploying the weapon(s).
- All county-owned firearms not assigned to qualified personnel shall be stored in the Property Room Armory. Handguns or shotguns assigned to divisions as “pool guns” and/or loaner guns assigned to substations, patrol, or similar work units, are exempt from this requirement.

**DIRECTIVE D – Removal from Service and Disposal of Unserviceable Weapons**

When a member of the Sheriff’s Office believes that a weapon has become unserviceable, the member will:

- Advise their division commander;
- Submit the weapon to the Rangemaster for evaluation;
- The Rangemaster will evaluate the weapon for reparability and either;
  - arrange for the weapon to be repaired and arrange for the member to obtain a loaner weapon from the Property Room, or;
  - If the weapon should not be repaired, advise the Property Room to replace the weapon and have the member go to the Property Room and turn in the unserviceable weapon and receive a replacement weapon.
- The Property Control Officer will secure the unserviceable weapon and dispose of it by auction or destruction.
- No member of the Sheriff’s Office will continue to carry or use any weapon which they suspect may be malfunctioning or unserviceable. All members are required to immediately report such situations to the Rangemaster.

G-1000-3

<b>EFFECTIVE:</b> March 1, 2002	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 10/27/2014	<b>UPDATED:</b> 11/10/2017
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**DIRECTIVE E – Removal from Service and Disposal of Serviceable Weapons**

The Sheriff’s Office recognizes that there may be circumstances in which serviceable weapons are disposed of by the Sheriff’s Office or one of its divisions. When this occurs the division or member disposing of the weapon will:

- Prepare a memorandum directed to the Property Room via the member’s chain of command instructing the property room to dispose of the weapon.
- Present the weapon in a safe condition to the Property Room for disposal.
- Upon receipt of a serviceable weapon for disposal, the Property Control Officer will secure the serviceable weapon and dispose of it by auction or destruction. The Property Control Officer will also make the necessary adjustments to the Sheriff’s Office inventory and cause the weapon to be removed from institutional status.

In the event that the division or member has made separate arrangements for the disposition of a serviceable weapon, such as sale or trade for a replacement weapon of similar type; the member shall follow the provisions stated above, but shall indicate on the memo who the weapon shall be released or shipped to and when the weapon is to be so shipped.

- The Property Control Officer shall make the necessary entries in the Sheriff’s Office inventory and shall remove the weapon from institutional status.
- The Property Control Officer shall then secure and store the weapon until it is released or shipped to the designated person or entity.

G-1000-4

<b>EFFECTIVE:</b> <b>March 1, 2002</b>	<b>REVIEWED:</b> <b>11/10/2017</b>	<b>REVISED:</b> <b>10/27/2014</b>	<b>UPDATED:</b> <b>11/10/2017</b>
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*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE:</b> FIREARMS-MODIFICATIONS OR ADDITIONS TO FIREARMS OR FIREARMS ACCESSORIES	<b>NO:</b> G-1010		
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> September 16, 2002	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 00/00/00	<b>UPDATED:</b> 11/10/2017

## **POLICY**

Development of new firearms, firearms accessories, and firearms procedures is ever changing. As such, many new improvements in firearms, accessories and procedures become available to help law enforcement do its job more effectively and more safely. While not all such changes are necessarily for the better, many are, and should be evaluated for incorporation into the Sheriff's Office's equipment inventory or policies and procedures.

The purpose of this policy is to establish procedures for recommendation, evaluation, and implementation of new firearms, firearms accessories, or procedures for the Sheriff's Office which will benefit the Sheriff's Office in fulfillment of its duties.

### **DIRECTIVE A – Recommendations for New Products or Procedures**

When any member of the Sheriff's Office finds what they believe would be beneficial new firearms, firearms accessories, or procedures or modifications to any existing firearms, firearms accessories, or procedures, they will submit their recommendations to the Sheriff's Office Rangemaster through the Training Section Lieutenant.

### **DIRECTIVE B - Evaluation of Recommended New Products or Procedures**

When the Rangemaster receives recommendations for new firearms products or procedures, he/she shall at his/her discretion:

- Personally, evaluate the product or procedure; or,
- Have range staff evaluate the product or procedure and report their findings to him/her; or
- Establish a committee to test and evaluate the product or procedure and report their findings to him/her.

The Rangemaster will then either recommend for or against acquisition of the product or implementation of the procedure through his/her chain of command to Administration.

### **DIRECTIVE C – Implementation of New Firearms Products or Procedures**

Upon receipt of the Rangemaster's recommendations in favor of implementing new products or procedures, the Administration will consider the feasibility within policy and financial resources.

- If Administration decides to implement a recommendation for procedural changes to firearms policy and procedures, they will notify the commander of the Personnel

Division to implement the new procedures and prepare written changes to this manual to reflect those changes; or if the recommendation is for addition to, or modification of, firearms or firearms accessories, to the commander of the Civil Division to arrange for the Property Room to procure the product and issue it.

- If Administration decides not to implement the recommendation they will advise the Personnel Division commander to advise the Rangemaster and the recommending party.

No additions or modifications to firearms, firearms accessories, or firearms policies and procedures will be implemented by any member of the Sheriff's Office without following these procedures and express approval of such changes by Administration.

Any member who changes, modifies, or adds any such firearms equipment or procedures in violation of this policy may be found in violation of section B-100 or this manual and be subject to disciplinary measures pursuant to sections D-200 or D-300 of this manual.

G-1010-2

<b>EFFECTIVE:</b> September 16, 2002	<b>REVIEWED:</b> 11/10/2017	<b>REVISED:</b> 00/00/00	<b>UPDATED:</b> 11/10/2017
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**Kern County Sheriff's Office**  
**Policies and Procedures**

<b>TITLE: FIREARM TRANSFER</b>		<b>NO: G-1020</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>REFERENCE: Penal Code sections 830.1, P.C. 26615(a), 26300(c)(2), 26305, 30160, and Board of Supervisor's letter dated November 30, 2004</b>			
<b>EFFECTIVE:</b> <b>December 15, 2004</b>	<b>REVIEWED:</b> 08/13/2018	<b>REVISED:</b> 01/07/2010	<b>UPDATED:</b> 08/13/2018

**POLICY**

This policy authorizes, in strict accordance with the provisions of P.C. 26615(a), the sale and transfer of firearms to Deputies as defined in P.C. 830.1. Detention Deputies empowered pursuant to P.C. 830.1 (c) who are authorized at the time of retirement to carry firearms while in the performance of their duties are eligible to purchase firearms pursuant to the provisions of this policy. This policy is intended to apply only to the Deputy's issued handgun, or a specially-fitted sniper rifle as a result of an assignment to the Special Weapons and Tactics (S.W.A.T.) team, and that rifle has been deemed to no longer be of useful service. Other S.W.A.T weapons, shotguns and tactical rifles will not be sold or transferred to a retiring Deputy. Only firearms owned by the Sheriff's Office may be sold or transferred. Confiscated firearms or firearms obtained through the Excess Federal Property program may not be sold to any person.

**DIRECTIVE #1**

Penal Code section 26615(a) prohibits the sale or transfer of a firearm to a Deputy who retires due to a psychological disability or in lieu of termination.

**DIRECTIVE #2**

Penal Code section 26300(c)(2) does not allow for the sale of Sheriff's Office firearms to Reserve Deputy Sheriffs as defined in Penal Code section 830.6 unless the Reserve Deputy has held a Level I status for a minimum of 10 years. A law enforcement agency shall have the discretion to revoke or deny an endorsement issued under this subdivision pursuant to Section 26305.

**DIRECTIVE #3**

The firearm sales transaction must occur on:

- The last day worked prior to the commencement of terminal vacation (J-700)
- Prior to the effective date of retirement for those Deputies declared in a permanent and stationary status and are being processed for a disability retirement
- The last day worked for those Deputies retiring on a service retirement

Under no circumstances will a firearm be sold once retirement or terminal vacation has commenced. Any incomplete transaction will become null and void upon the commencement of retirement. The transfer of the handgun to the retiring Deputy includes the high capacity magazines belonging to the handgun being sold.

#### **DIRECTIVE #4**

The Authorization to Purchase Firearm form must be submitted at least 45-days prior to the effective date of retirement as outlined in Directive #3.

#### **Procedure A: Purchasing a Handgun**

The retiring Deputy will:

- Complete and sign the Authorization to Purchase Firearm form. (attached)
- Submit the form to his or her Chief Deputy (or any other Chief Deputy in his or her absence).
- If the case of a retiring Chief Deputy, the form will be submitted to the Undersheriff.

The Chief Deputy (or Undersheriff) will:

- Review the Authorization to Purchase Firearm for completeness
- Check with the Human Resources Section to confirm the retiring Deputy is eligible to carry a concealed firearm pursuant to the provisions of Penal Code section 26305.
  - If the Deputy is not eligible, disapprove the Authorization to Purchase Firearm form and route it as follows:
    - Original form in the retiring Deputy's personnel file
    - Copy to the retiring Deputy
  - If eligible, approve the Authorization to Purchase Firearm form and route as follows:
    - Fax the form to the Property Room
    - Give the original form to the retiring Deputy
    - Ensure a letter is placed on the Board of Supervisors Agenda

The retiring Deputy will:

- Take the original Authorization to Purchase Firearm form to the Property Room to purchase the firearm according to the time limits as stated in Directive #3 of this policy
- Obtain from the Property Room and complete the Department of Justice form #BOF 4542A, Firearm Ownership Record
- Attach a check in the amount of \$19 payable to the Department of Justice to the Firearm Ownership Record form.
- Give both forms to the Property Room

The Property Room will:

- Determine the trade-in value of the firearm from the manufacturer through the Sheriff's Office handgun vendor.
- Obtain payment in that amount from the retiring Deputy and issue a receipt.
- Complete section II of the form.
- Fax the completed Authorization to Purchase Firearm form to Sheriff's Administration.
- Fax the completed Authorization to Purchase Firearm form to the Crime Reports Teletype Operator.
- Attach a copy of the Authorization to Purchase Firearm form to the Deputy's equipment record.

G-1020-2

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- Give the retiring Deputy a copy of both completed forms.
- Route the completed original Authorization to Purchase Firearm form to the Human Resources Section.
- Mail the completed Department of Justice Firearm Ownership Record form and the check to the Department of Justice.

The Crime Reports Teletype Operator will:

- Cancel the institutional record of firearm ownership in C.L.E.T.S.

The Human Resources Section will:

- Place the original Authorization to Purchase Firearm form in the retiring Deputy's personnel file.

## **Procedure B: Purchasing Sniper Rifle**

### **DIRECTIVE #B-1:**

P.C. 30160 requires any firearm that is sold, delivered, or transferred pursuant to Section 10334 of the Public Contract Code to a peace officer, the name of the officer and the make, model, serial number, and other identifying characteristics of the firearm being sold, delivered, or transferred shall be entered into the Automated Firearms System (AFS) via the California Law Enforcement Telecommunications System (CLETS) by the law enforcement or state agency that sold, delivered, or transferred the firearm, within 10 days of the transaction.

### **DIRECTIVE #B-2:**

Only sniper rifles that have been deemed to no longer be of service are eligible to be sold to the retiring deputy. The determination that the rifle is no longer of serviceable will be made by the S.W.A.T. Commander and approved by the Chief Deputy in command of the S.W.A.T. Team.

The retiring Deputy will:

- Request approval from the S.W.A.T. Commander for an evaluation of the usefulness of the sniper rifle if the Deputy believes it is no longer serviceable.
- If it is determined that the sniper rifle is no longer serviceable, obtain written estimates of the value of the rifle from three firearm dealers.
- Complete and sign the Authorization to Purchase Firearm form and attach the three written estimates to the form.
- Submit it to the S.W.A.T. Commander.

The S.W.A.T. Commander will:

- Sign the Authorization to Purchase Firearm form designating the sniper rifle as no longer serviceable.
- Submit the form and attachments to the Chief Deputy charged with command over the S.W.A.T. team.

The Chief Deputy over S.W.A.T will:

- Review the Authorization to Purchase Firearm for completeness.
- Establish the value of the rifle by taking the average of the three written estimates and writing that value on the form.

G-1020-3

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- Check with the Human Resources Section to confirm the retiring Deputy is eligible to carry a concealed firearm pursuant to the provisions of Penal Code section 26305.
  - If not eligible, disapprove the Authorization to Purchase Firearm form and route as follows:
    - Original form in the retiring Deputy’s personnel file
    - Copy to the retiring Deputy
  - If eligible, approve the Authorization to Purchase Firearm form and route as follows:
    - Fax the form to the Property Room.
    - Give the original form to the retiring Deputy.
    - Ensure a letter is placed on the Board of Supervisors Agenda.

The Property Room will:

- Obtain payment from the retiring Deputy for the value established on the form and issue a receipt.
- Complete section II of the form.
- Attach a copy of the form to the Deputy’s equipment record.
- Give the retiring Deputy a copy of the completed form.
- Fax the completed Authorization to Purchase Firearm form to Sheriff’s Administration
- Route the completed original form to the Human Resources Section.

The Human Resources Section will:

- Place the original form in the retiring Deputy’s personnel file.

G-1020-4

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