

**KERN COUNTY SHERIFF'S OFFICE**  
**Court Services Section**  
**Policy and Procedures Manual**

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**TITLE: GENERAL DUTIES OF PERSONNEL – ALL MEMBERS**

**NO. B-100**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**POLICY**

All personnel assigned to the Court Services Section must follow the requirements of the Kern County Sheriff's Office Policies and Procedures Manual (KCSO-DPPM), Detentions Bureau Policy and Procedures Manual, and the Central Receiving Facility Manual.

The duties listed in this section apply to all department employees while working in the Court Services Section. Additional specific duties of personnel are listed in subsequent portions of this manual.

**GENERAL DUTIES OF ALL PERSONNEL**

All Sheriff's Deputies will:

- Report to their assigned unit coordinator by their scheduled on-duty time;
- Be in proper uniform according to the Department Policies and Procedures Manual (Section K);
- Report to the coordinator/officer-in-charge prior to going off duty;
- In cases of illness or other emergencies, request for absence from duty shall be made to the unit coordinator/officer-in-charge, when practical, two (2) hours prior to schedule on-duty time. All employees will call for themselves, unless physically unable to do so. (When practical means when able to call and not prevented from calling by nature of the emergency);

- Request for time off by submitting a written request via TRACS at least three (3) working days prior to the requested time off. This does not include deputies taking off early, with the approval of the officer-in-charge.

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**TITLE: ATTENDANCE AT BOARD OF SUPERVISOR'S MEETINGS**

**NO. B-200**

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**EFFECTIVE DATE:**

**REVISED:**

**APPROVED BY:**

**REVIEWED:**

**REFERENCE: Government Code Section 25206**

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**POLICY**

The Board of Supervisors may direct the Sheriff to attend, either in person or by deputy sheriff, all the meetings of the board. The Sheriff or his designee shall appoint a deputy or deputies to attend such meetings to preserve order, to serve notices; subpoenas, citations, or other processes as directed to the Sheriff.

**PROCEDURE**

Any deputy sheriff assigned to attend a meeting of the Board of Supervisors will attend as directed by his supervisor. Any enforcement action will be reported via a LERMS Report, directing a copy to the Sergeant wherein the Sergeant will inform the Lieutenant.

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**TITLE: GENERAL COURTROOM PROCEDURES**

**NO. B-300**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE: California Code, Penal Code 1054.2, 4570**

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**POLICY**

The smooth operation of the court is a priority for the Sheriff's Office. Personnel assigned to work in court should remember they are highly visible to both the public, media; and court staff.

**PROCEDURE**

All personnel who are assigned as bailiff, court guard, or transportation deputy will follow the general courtroom procedures listed below.

- Working hours for bailiffs are generally from 0800 to 1700 hours. A lunch period is normally one hour in duration. Working hours for deputies assigned to the Transportation Unit are staggered and are normally for an eight-hour duration with no lunch period. Additional or other assignments with varied working hours may be made from time to time according to the needs of the Sheriff's Office;
- The bailiff(s) and court guard(s) will insure that all precautions are taken to maintain security and safety of the prisoners and court personnel;
- The bailiff is responsible for overseeing all security assignments within the courtroom unless formally relieved by a supervisor;
- The bailiff shall report to the officer-in-charge any complaints relative to the transportation of prisoners or the failure of prisoners to appear in court when ordered;
- Bailiffs, court guards, and transportation deputies will not sleep in the courtroom. Eating or drinking in the courtroom while court is in session is prohibited. Reading will be limited to duty related materials only. No cell phones will be used in the courtrooms when inmates are present and/or court is in session;

- Deputies will be familiar with the court building so they will be able to give the jurors and the public information regarding the location of the public conveniences and other public areas within the court building;
- Different courtrooms, calendars, and judges require different levels of presence, attention, and security. It is the bailiff's responsibility to determine appropriate measures to be taken and, if necessary, confer with their officer-in-charge to implement them;
- Deputies shall be courteous to jurors; however, they should be careful not to engage in conversation litigants could construe as prejudicial;
- Deputies shall not give legal advice or discuss the merits of a case with anyone;
- Deputies shall not recommend; in any official capacity, to any person the employment of a particular attorney in any civil or criminal matter;
- When the judge is in his chamber, the deputy will keep interruptions to a minimum. If anyone wants to speak with the judge, the deputy will screen the person to the satisfaction of the judge. If an interview is granted, the person will be taken into the judge's chamber, and the deputy will ask the judge if he wants the deputy to remain;
- Deputies will not allow private visits with in-custody inmates without a supervisor's permission. Consultation with counsel will be done within the secure proximity of the deputy;
- Special precautions will be utilized when using the security rooms behind the courtrooms. Weapons are not allowed in the security rooms. Inmates placed in the security rooms will be monitored;
- Deputies shall not accept any property brought to court for an in-custody inmate. This includes clothing worn for jury trials. All items brought to court by attorneys, relatives, or friends shall be taken to the appropriate detention facility by the relative or friend;
- Do not walk through the well of the court when court is in session or between the Judge and anyone the Judge may be addressing;
- Do not offer your opinion to the Judge about a case, discuss the case on trial with lawyers, jurors, or witnesses, discuss a point of law with a juror, or discuss the merits of any lawyer or judge;
- Do not make facial expressions in court to demonstrate your approval or disapproval of testimony or court proceedings;
- Do not enter the Judge's chambers unless invited in by the Judge;
- Do not allow prisoners to communicate with the public or allow the public to communicate with a prisoner. (Refer to PC 4570);

- Per PC 1054.2 defendants are not permitted to view reports with the addresses or telephone numbers of victims or witnesses;
- Do not allow a prisoner to write or scratch on chairs, tables, desks, juror's box, etc;
- ARIETIS (Electronic FAD) form must be completed prior to booking a remand into the Central Receiving Facility;
- Unless otherwise escorted by a member of the court staff, deputies will escort attorneys, law enforcement officers; or others needing the use of the secure corridors (i.e. back-hallways). Such needs would include but are not limited to the signing of a search warrant, visits with a judge, or delivery of supplies;
- Should a judge issue any orders contrary to Department, Court Services, or Detentions Policy and Procedure, the deputy receiving such orders shall notify their supervisor immediately.

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**TITLE: COURT ORDERS, REMANDS, AND PRISONER CUSTODY**  
**4500**

**NO. B-**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE: Penal Code 1486, PC 1492, PC 1166**

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**POLICY**

The bailiff shall receive any person remanded to the custody of the Sheriff pursuant to a lawful court order. A court order remanding custody may be written or oral. It may be civil or criminal.

**PROCEDURE**

Bailiffs taking custody of prisoners from the courtroom will follow the procedure listed below.

- Remanded prisoners shall be searched as soon as possible and their personal property removed. They should be removed from the courtroom and booked as soon as possible. Remands should be kept separate from other in-custody prisoners, if possible. If separation is not possible, the transporting deputy, prior to returning them to the appropriate facility, will search all prisoners, including being searched with an electronic metal detector at Justice Court. Restraints shall be applied immediately subsequent to the search;
- An ARIETIS form will be completed. The bailiff or his designee will be the arresting officer in cases of remands. The arresting officer will transmit any special or unusual information and appropriate paperwork to the appropriate receiving facility with the prisoner;
- The bailiff may direct any assisting deputies to complete the booking procedure. This will not be done if it is a breach of security;

- Upon arrival at the appropriate receiving facility, the transporting deputy shall inform jail staff of any special factors regarding the remands. Custody will remain with the transporting deputy until the receiving officer accepts the remands;
  
- All prisoners shall be returned to the detention facility prior to satisfying certain court orders. Such court orders would include releases, extra visits or special housing. The classification detention deputy will be notified for any housing changes.



TITLE: COURT ORDERS, REMANDS, AND PRISONER CUSTODY

NO. B-

4500

<p><b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Delano Branch</b> 1122 Jefferson Street Delano, CA 93215</td> <td style="width: 25%; vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Lamont Branch</b> 12022 Main Street Lamont, CA 93241</td> <td style="width: 25%; vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Kern River Branch</b> 7046 Lake Isabella Blvd Lake Isabella, CA 93240</td> <td style="width: 25%; vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Metropolitan Division</b> 1415 Truxtun Avenue Bakersfield, CA 93301</td> </tr> <tr> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Mojave Branch</b> 1773 Hwy 58 Mojave, CA 93501</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Ridgecrest Branch</b> 132 E. Coso Avenue Ridgecrest, CA 93555</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Shafter Branch</b> 325 Central Valley Hwy Shafter, CA 93263</td> <td style="vertical-align: top; padding: 2px;"><input type="checkbox"/> <b>Taft Branch</b> 311 North Lincoln Street Taft, CA 93268</td> </tr> </table>	<input type="checkbox"/> <b>Delano Branch</b> 1122 Jefferson Street Delano, CA 93215	<input type="checkbox"/> <b>Lamont Branch</b> 12022 Main Street Lamont, CA 93241	<input type="checkbox"/> <b>Kern River Branch</b> 7046 Lake Isabella Blvd Lake Isabella, CA 93240	<input type="checkbox"/> <b>Metropolitan Division</b> 1415 Truxtun Avenue Bakersfield, CA 93301	<input type="checkbox"/> <b>Mojave Branch</b> 1773 Hwy 58 Mojave, CA 93501	<input type="checkbox"/> <b>Ridgecrest Branch</b> 132 E. Coso Avenue Ridgecrest, CA 93555	<input type="checkbox"/> <b>Shafter Branch</b> 325 Central Valley Hwy Shafter, CA 93263	<input type="checkbox"/> <b>Taft Branch</b> 311 North Lincoln Street Taft, CA 93268	<p style="text-align: center; font-weight: bold; font-size: small;">FOR COURT USE ONLY</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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<p><b>PEOPLE OF THE STATE OF CALIFORNIA</b></p> <p>vs.</p> <p><b>DEFENDANT:</b></p>									
<p><b>FINGERPRINT FORM</b></p>	<p>CASE NUMBER:</p>								

### INSTRUCTIONS

In any case in which the defendant is charged with a felony, the court must require the defendant to provide a right thumbprint on this form. Unless the court has obtained the thumbprint at an earlier proceeding, it must do so at the arraignment on the information or indictment, or upon entry of a guilty or no contest plea under Penal Code section 859a. In the event the defendant is convicted, this form is to be attached to the minute order reflecting the defendant's sentence and is permanently maintained in the court file. Please see Penal Code section 992 for further information, including what to do when the defendant is physically unable to give a right thumbprint.

For a proper imprint and durable record, this form should be printed on paper that meets California Department of Justice specifications: a 99-pound white tab card or 100-pound white tab stock 0.0070 inch thick (0.0066 through 0.0074 inch is acceptable). Paper smoothness should be 100-140 Sheffield units. The form should be printed with the grain left to right.

1. The box to the right contains the defendant's

- a.  right thumbprint
- b.  other print (*specify*):

2. The print was taken on (*date*):

3. The print was taken by

- a. Name:
- b. Position:
- c. Badge or serial number:

**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: FINGERPRINTING ARRAIGNED OR SENTENCED INMATES**

**NO. B-500**

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**EFFECTIVE DATE:**

**REVISED:**

**APPROVED BY:**

**REVIEWED:**

**REFERENCE: Penal Code 992(a)**

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**POLICY**

It is the responsibility of each bailiff to comply with the fingerprint - requirement as prescribed in Penal Code Section 992 (a) (1).

**PROCEDURE**

The Court Bailiff will:

Complete the fingerprint card / form CR-100: (See attached);

Upon receiving inmates that meet Penal Code Section 992(a)(1) requirements, the court or its designee will fill out the upper portion of the fingerprint form. The court or its designee will then make the form available to the bailiff so that the form may be completed and the inmate processed;

Upon receiving the fingerprint form from the court, the top half should be completed by the court. If it is not complete, return the form to the court.

Upon receiving the fingerprint form,

- Make sure that the top half has been properly filled out by the court;
- Make sure that the inmate and the name on the card are one and the same.

**Illegible forms:**

In the event of a fingerprinting error, or the fingerprint card becomes unusable, the fingerprinting officer will:

- Fill out the top and bottom sections of a new fingerprint card / form;
- Fingerprint the inmate using the blank fingerprint box located on the form;
- Destroy the unusable or illegible fingerprint card.

**Handicapped Inmates:**

If the inmate to be fingerprinted is physically unable to provide a right thumbprint, the inmate shall provide a left thumbprint. In the event the inmate is physically unable to provide a right or a left thumbprint, the court shall provide a suitable identifying characteristic to be imprinted.

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**TITLE: PICKING UP JURY PANELS FROM JURY SERVICES**

**NO. B-600**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**POLICY**

The bailiff will be responsible for picking up jury panels from the Jury Services office, located at 1661 L. St., when directed to do so by the court clerk or judge. When so directed, the bailiff will follow the procedure listed in this section.

**PROCEDURE**

When retrieving a jury, the Bailiff will:

- Notify Metro Base and/or Justice Base and security screening that a jury panel will be coming through via radio;
- Go to the Jury Services room and contact the clerk at the office in the front of the room;
- Tell the clerk which courtroom you are from and wait for jury paperwork;
- The clerk will call the names of the jurors on the panel and direct them to assemble outside jury services;
- After the panel is assembled, escort them to security screening at the entrance to the Metropolitan or Justice Court Building. The bailiff will assist the security screening personnel as needed to get the panel through;
- After the panel has been cleared through security screening, the bailiff will take them to the courtroom or other specified location;
- Provide any paperwork from the Jury Services office to the court clerk.

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**TITLE: REPORTING AN INJURED JUROR**

**NO. B-700**

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**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE:**

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**POLICY**

Should a juror become injured in or around a courtroom the bailiff or court guard will obtain a case number and complete a LERMS report documenting what happened. Jury Services will be notified as soon as possible.

**PROCEDURE**

Any employee who is made aware of a juror injury shall:

- Check the injured juror for the extent of his injuries and summon medical attention, if necessary;
- Obtain all identifying information from the involved juror, including a complete description of the injury and circumstances surrounding the injury;
- Notify Jury Services by telephone (868-4700); or in person; of the injured juror and request a jury services contact their HR representative to respond;
- Inform Metro Base and the Sergeant of the situation and remain with the juror until relieved either by: another deputy, jury services, medical staff or if the situation warrants no further involvement;
- Obtain a case number and complete a LERMS report by the end of the day you became aware of the injury;
- Furnish the LERMS report number to Jury Services as soon as practical, but no later than the end of the day the report is prepared.

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**TITLE: COURTROOM DEMEANOR**

**NO. B-900**

**EFFECTIVE DATE: November 16, 2019**

**REVISED:**

**APPROVED BY: Lieutenant Cisneros**

**REVIEWED:**

**REFERENCE: DPPM Sections: C-0100 / C-0300 / J-1300.**

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**POLICY**

The purpose of this section is to establish minimum guidelines and give examples for desired behavior for personnel assigned as bailiff or court guard. Deputies are reminded that they should always reflect a professional image.

**PROCEDURE**

Deputies assigned to courtroom duty will observe the following rules of conduct.

- Refer questions regarding court proceedings to the bailiff;
- Keep your traffic in and out of the courtroom to a minimum;
- Be discreet when entering a court that may be in session;
- Keep inmates quiet while escorting them into the courtroom;
- Give inmates directions on where to walk or where to sit;
- Keep noises down in back hall areas;
- Stay in close proximity to your prisoners and have an assisting deputy cover you if you must go into a group of inmates (i.e. to chain or unchain);
- Isolate prisoners from the public;
- Do not elevate or prop your feet on chairs, desks; walls, etc.;
- Do not hold unnecessary conversations by passing notes;
- Do not tap your fingers or pen, or cause any distraction for the court reporter.;
- Do not eat, drink, or chew gum while court is in session or when the public is present;
- Do not use crude or vulgar language. Do not use signs or signals that represent such language;
- Do not use tobacco or tobacco products while in the courtroom;
- Do not use your cell phone while court is in session or when inmates are present.