

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

TITLE: SHERIFF'S AIDE / JUSTICE BUILDING COURT UNIT

NO. E-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Desk Coordinator is responsible for daily assignment of all positions including courtroom guards, and bailiffs for the Justice Building Court Unit (JBCU).

Responsibilities:

A Sheriff's Aide is assigned to assist the Justice Building Court Unit in the day to day operations of the Unit.

Essential Functions and Duties Include, but are not limited to:

- Daily assignment of all positions including courtroom guards, and bailiffs for JBCU;
- Coordinate daily departmental reports for bailiffs, facilitating delivery of inmates to the appropriate courts at the designated time;
- Inventory and control extra-keys for JBCU building;
- Update the activity board to reflect job assignments of all JBCU bailiffs and guards;
- Monitor activity in the facility by video and the intercom system to ensure the safety and security of all deputies, and inmates in the secured hallways and stairwells;
- Watch the video monitors for building security violations and general courthouse security;
- Dispatching deputies via the radio system;

- Notify the appropriate bailiff for any high-risk inmate(s), Orange Band, High Risk inmates which are scheduled for a court appearance;
- Process warehouse supply orders for the JBCU;
- Receive shipments and mail, separate and stock shipments and mail received;
- Maintain Inventory levels for JBCU;
- Maintain security at JBCU Base;
- Coordinate and inform supervisor of any unusual incidents that occur at JBCU, including but not limited to:
 - Ambulance call;
 - Fire alarms;
 - Inmate injuries;
 - Inmate disturbances.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: SHERIFF'S AIDE / DESK COORDINATOR'S DUTIES

NO. E-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

Overview of Position:

The Desk Coordinator is responsible for daily assignment of all positions including courtroom guards, and bailiffs for the Metropolitan Court Unit (MCU).

Responsibilities:

A Sheriff's Aide is assigned to assist the Metropolitan Court Unit in the day to day operations of the Unit.

Essential Functions and Duties Include, but are not limited to:

- Daily assignment of all positions including courtroom guards, and bailiffs for MCU;
- Coordinate daily departmental reports for bailiffs, facilitating delivery of inmates to the appropriate courts at the designated time;
- Inventory and control extra-keys for MCU building;
- Update the activity board to reflect job assignments of all MCU bailiffs and guards;
- Monitor activity in the facility by video and the intercom system to ensure the safety and security of all deputies, and inmates in the secured hallways and stairwells;
- Watch the video monitors for building security violations and general courthouse security;
- Dispatching deputies via the radio system;

- Notify the appropriate bailiff for any high-risk inmate(s), Orange Band, High Risk inmates which are scheduled for a court appearance;
- Process warehouse supply orders for the MCU;
- Receive shipments and mail, separate and stock shipments and mail received;
- Maintain Inventory levels for MCU;
- Maintain security at MCU Base;
- Coordinate and inform supervisor of any unusual incidents that occur at MCU, including but not limited to:
 - Ambulance call;
 - Fire alarms;
 - Inmate injuries;
 - Inmate disturbances.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: SHERIFF'S AIDE / TRANSPORTATION COORDINATOR NO. E-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Transportation Desk Coordinator/Sheriff Aide is responsible for daily assignment of all positions including outlying courts and medical appointments. The desk coordinator works with the Extradition Officer to schedule deputies for trips and extraditions.

Responsibilities:

The main duties of the transportation coordinator are to maintain staffing levels and complete scheduling to ensure court and medical appointments are completed in a timely manner. The coordinator also prepares the transportation daily manifests for each day.

Essential Functions and Duties Include, but are not limited to:

- Assign deputies to transport inmates to their various court appointments throughout the county.
- Assign deputies to handle various medical appointments, coordinate with medical staff to ensure all appointments are completed in a timely manner, notify medical staff of any cancellations, conflicts or refusals, and document date, time, and name of the medical staff to which notification was made.
- Assign transportation vehicles to deputies, and maintain a transportation vehicle "Sign-out" log. Assign transportation vehicles for medical appointments;
- Forecast the needs of the unit for the following day and set up the schedule board to ensure coverage of all assignments. Manage schedules to ensure safety is not compromised, while maximizing efficiency.
- Assemble daily manifest paperwork.

- Assign overtime personnel to cover shifts left vacant by deputies attending training or on vacation, sick leave, etc.
- Maintain a daily assignment log that includes; staffing, vehicle assignments, medical appointments, resource allocation, courts, training schedules, etc., ensuring the log is up to date and kept on the Transportation (T) drive accessible for review.
- Monitor the security camera and front door in the Transportation Office.

- Assist the deputy assigned to the Fleet liaison position in the unit. Scan transportation vehicle inspections sheets into T drive and notify Fleet Manager of any new issues of the transportation vehicles;
- Maintain Inventory levels for the Transportation Unit;
 - Process warehouse and supply orders;
 - Receive shipments and mail, separate and stock shipments and mail received;

Procedures:

A. Transportation Coordinators will maintain daily logs, which reference pregnant prisoners. These logs shall be retained a minimum of three (3) years.

- Other medical appointments will be rescheduled if they conflict with OB/GYN appointments.
- OB/GYN appointments will be rescheduled **only** if they conflict with court appearances. These appointments can take priority over court if deemed a medical emergency.
- The Transportation Coordinator shall work closely with custody medical personnel to ensure all medical appointments are handled in a timely manner.
- The Transportation Coordinator will advise medical staff of any missed medical appointments.
- The Transportation Coordinator will document the name (of notified medical personnel), date, time and reason for the missed appointment.
- All OB/GYN appointments will be made on time and no OB/GYN appointment will be cancelled due to staff shortages.

B. Priority of Assignments

The Transportation Coordinator assigns duties to Transportation Deputies, daily. When an inmate has more than one appointment at the same time, the appointments will be prioritized as follows:

1. Emergency Medicals
2. Metropolitan Court Appointments
3. Justice Court Assignments
4. Outlying Court(s) Assignments
5. Private Medical Appointments
6. Kern Medical Center Appointments

KERN COUNTY SHERIFF'S OFFICE
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TITLE: SHERIFF'S AIDE/STATEWIDE COORDINATOR

NO. E-400

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

The Sheriff's Aide/Statewide Coordinator coordinates the movement of all inmates to and from Kern County, within the State of California.

Responsibilities:

The Sheriff's Aide/Statewide Coordinator will ensure that all inmate movements to and from Kern County will be handled in accordance with California state law and procedures. He/she will coordinate with outside agencies and ensure that all the necessary paperwork is generated and obtain as required. He/she will coordinate the pick-up and delivery dates of all inmates moved into and out of Kern County. He/she will assist the Sheriff's Aide/Transportation Coordinator and/or Extradition Officer as needed.

Essential Functions and Duties Include, but are not limited to:

The Sheriff's Aide/Statewide Coordinator is responsible for the movement of all inmates to and from Kern County with in the State of California. He/she will assist the Sheriff's Aide/Transportation Coordinator and/or Extradition Officer as needed and when available.

Procedures:

- Ensure removal orders are handled and distributed properly;
- Ensure out-of-county prisoners are delivered and picked up;
- Ensure inmates committed to state prison are delivered;

- Coordinate all out-of-county prisoner pick up with the Trip Team;
- Maintain records of out-of-county pick-ups and deliveries;
- Send e-mails to groups for statewide movements concerning prison and state hospital transports;
- Assure that all required information is saved, on a daily basis, to the Transportation Drive and Zip Drive;
- Coordinate trips for the Trip Team, ensuring that they receive all required contact information and any other pertinent information;
- Keep and accurate updated list of phone numbers for all other California Agencies, and maintain a professional and courteous relationship;
- Assist the Sheriff's Aide/Transportation Coordinator, as needed and when available.
- Assist the Extradition Coordinator, as needed and when available.