



Kern County Sheriff's Office
Investigations Division

TITLE: Ancillary Duties for Detective Sergeants		NO: A-100	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 05/17/2010	UPDATED: 03/24/2023

POLICY

It is recognized that each supervisor in the Investigations Division has daily responsibilities for supervision, case assignments, etc. However, in order for the Division to operate efficiently, each supervisor has been assigned additional duties.

Homicide Sergeant

- Homicide/SVU call-out schedule
- Homicide Investigations
- Inactive homicide investigative case files (Cold Cases)
- Interview Rooms
- Complaint Unit
- U-Visa Application/verification
- In-Custody Death Review Board

Special Victims Unit (SVU) Sergeant

- Missing Persons
- Sexual Assault Kits
- Detective Clerk (SST)
- PREA
- Human Trafficking

Crimes Against Persons (CAP) Sergeant

- Domestic Violence case load
- Real Estate Fraud Grant Coordinator
- G.T.A. Direct Award



Kern County Sheriff's Office
Investigations Division

TITLE: Guidelines for Witness Interviews - Major Case Investigations		NO: A-200	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

Deputies conducting follow-up investigations at a major crime scene such as a homicide, assault with a deadly weapon, and Officer Involved Shootings, are asked to use discretion when they anticipate transporting “witnesses” to a Sheriff’s facility for a statement.

A “witness” is not mandated by law to give a statement or otherwise cooperate with law enforcement. They are not required to accompany an officer to a Sheriff’s facility for a statement. To coerce, bluff, threaten or force a witness to accompany an officer to a Sheriff’s facility may be ruled an illegal detention/arrest and will result in disciplinary action.

Detectives assigned to the Detective Section will utilize the following procedures when investigating major cases.

PROCEDURE A - Guidelines for transporting witnesses to a Sheriff’s Facility

1. Obtain written and/or BWC recorded consent to voluntarily accompany officers to the more relaxed environment of the Sheriff’s facility.
2. If probable cause exists for an arrest of a “witness,” such should be exercised and articulated when appropriate (even if the individual is later released per PC 849(b) after further investigation).

If an individual turns out to be nothing more than a hostile witness, who does not want to give a statement to investigating officers, detectives will attempt to obtain identifying information and document their efforts in a report. It is strongly recommended that the witness’s refusal to cooperate or their denial of any knowledge about the investigation be recorded by BWC.



Kern County Sheriff's Office
Investigations Division

TITLE: Most Wanted Website Postings		NO: A-300	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 6/2/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 07/08/2020

POLICY

In an effort to create a safer community and working in partnership with citizens, the Kern County Sheriff's Office is utilizing its "Most Wanted" web page. The goal is to inform and seek the assistance of the public in locating wanted persons and solving criminal investigations.

PROCEDURE A

Sergeants for the respective units (Homicide, SVU, and CAP), will review the requested submission regarding cases involving their units. Upon approval by the Unit Sergeant, the submission will be routed for posting. The Sheriff's Public Information Officer (PIO) will have the capability to post and remove Most Wanted information on the web page at the direction of a Detective Section Sergeant.

In the event additional information is learned or a person who has been placed on the web page is located, it is the investigator's responsibility to contact the person designated to post information as soon as practical for updates and/or removal from the website.

PROCEDURE B

Personnel who wish to use this avenue should consider the following criteria for submission:

- Adult criminal suspect(s).
- Felony suspect(s) or serious misdemeanor suspect(s) (e.g. spousal abuse, willful cruelty to a child, annoying or molesting a child).
- Escaped inmates.
- Unsolved homicides.

Investigators who have determined that a suspect should be placed on the Most Wanted page should submit the following information, if available, to the Sergeant for the respective unit:

- A digital copy (.jpg or .pdf files are preferred) of the Wanted poster either created by the Crime Scene Investigations Unit or by use of the "Sample Wanted Poster" in Microsoft Word Format. A copy of the "Sample Wanted Poster" is available on the Detective Drive.

- The poster should include the following information:
 - Photographs from at least one of the following sources:
 - Booking photographs from Cogent Mugshot.
 - Driver's license photographs or booking photographs from Cal-Photo (only if the suspect is a danger to the public).
 - Digitally scanned photographs.
 - Still captures from surveillance videos.
 - Available descriptive information.
 - A brief case synopsis.



Kern County Sheriff's Office
Investigations Division

TITLE: Utilization of Public Information Officer		NO: A-400	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED:	UPDATED: 07/08/2020

POLICY

DPPM Section I-200 covers the departmental policies and procedures regarding the Public Information Officer position. However, due to the cases that are worked in the Detective Section, the Investigations Division Sergeants, Lieutenant, or Commander will still be responsible for the information released to media.

The information, following Sheriff's Office policy, can be released directly to the media, or coordinated with the PIO. In cases where the information is released directly to the media, the PIO will be briefed at the earliest opportunity.

The PIO will remain available to assist as needed.

DIRECTIVE A

The on-scene Sergeant, Detective Section Lieutenant or Investigations Division Commander will be responsible for on scene media inquiries and releases. This includes completing an email news release when feasible. If the investigation does not require additional investigation, other than the immediate investigation being conducted, the PIO can be designated as the primary contact person. The PIO will only disseminate the information contained in the news release. Any additional information, without authorization from the above list on-scene personnel, will not be released.

DIRECTIVE B

In the event of a major or complex case, the PIO can be requested to respond and handle on scene media and any follow up inquiries. The PIO will only release information approved by the on-scene Sergeant, Detective Section Lieutenant, or Investigations Division Commander. The PIO can be contacted via the Communications Center.



Kern County Sheriff's Office
Investigations Division

TITLE: Search Warrants		NO: A-500	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

Search Warrants are a valuable tool for investigators. Statutes and Case Laws have been established to govern the request, service and return of search warrants. It is the policy of the Investigations Division to comply with all legal mandates pertaining to search warrants and execute the warrants in the safest manner possible for the community and officers involved. To assist in meeting this policy, the following guidelines and directives have been established for the Detectives Section.

DIRECTIVE A

All search warrants will be reviewed and approved by an Investigations Division Sergeant prior to being submitted to a judge for approval.

In cases where entry into a residence or business will result in the physical seizure of persons and property, an Investigations Division Sergeant will be assigned to supervise the pre-planning and will be present during the execution of a search warrant.

- This does not apply to warrants executed via electronic means, which are not physically intrusive and do not require a forced entry.
 - For example, emailing a search warrant to a corporation to produce records.

DIRECTIVE B

Any resources outside this division will be requested through a Sergeant. The Commander will be consulted for major resource requests by the Sergeant.

PROCEDURE A

When used properly, an Operational Plan will help in assessing the known variables in an investigation and developing a plan to carry out law enforcement actions in a manner that minimizes risk to all involved. Operational Plans are discoverable in both criminal and civil court. It is important to provide thorough and detailed information in the Operational Plan to help establish the mindset of the investigators involved in the operation, as well as the steps taken to prevent/mitigate injuries and/or property damage.

DIRECTIVE C

An Operational Plan shall be fully completed prior to each planned operation involving all large-scale enforcement efforts or the service of any search warrants and/or arrest warrants. All involved personnel should have as much information as possible and be able to refer to the Operational Plan for answers. The Operational Plan shall clearly define the roles and responsibilities of involved personnel.

DIRECTIVE D

The lead detective is responsible for distributing the Operational Plan, and all associated documents, to all members involved in the operation. The lead detective is responsible for having the Operational Plan completed thoroughly with all associated documents attached (e.g. SWAT Matrix, Maps, Photos, etc).

DIRECTIVE E

A supervisor of the rank of sergeant or above shall review all Operational Plans. The Division Commander, or his/her designee, will also review and approve all Operational Plans. The assigned supervisor will be tasked with the coordination and direction of the Operational Plan.

The supervisor will sign each approved Operational Plan. The Detectives Section Lieutenant or Investigations Division Commander may approve Operational Plans via email in the event they are unable to physically sign the Operational Plan. When this occurs, an electronic signature may be added, and a digital copy will be sent back to the supervisor. In the event an electronic signature is not possible, the supervisor will save the email documenting the approval and attach it to the original Operational Plan.

The supervisor will retain all original signed and approved Operational Plans. These operational plans shall only be destroyed in accordance with the County's policy pertaining to records destructions.

DIRECTIVE F

All involved personnel will make every effort to attend operational briefings. During briefing, all involved personnel will review the Operational Plan, as well as any associated search warrants. If any members assigned a crucial role (e.g. entry team, rescue team, or arrest team) miss briefing, they shall be reassigned to another position or team that is not a key role. It is the supervisor's discretion as to whether any member who misses briefing will be removed from the operation entirely, as a precautionary measure.

DIRECTIVE G

A risk assessment will take place during the preparation of all Operational Plans. That risk assessment, at a minimum, will include the completion of the Kern County Sheriff's Office SWAT matrix (DPPM H-110 SWAT Critical Incidents Attachment #A). If, after completing the SWAT Matrix, the cumulative score is a 15 or more, the SWAT Commander shall be consulted.

The date and time of this consultation should be noted in the Operational Plan. Additionally, a notation should be made in the Operational Plan if there is any knowledge pertaining to children or non-suspects residing in the residence.

DIRECTIVE H

If the SWAT team or an element of the SWAT team is utilized as part of the operation, they shall prepare their own Operational Plan, complete with assignments and contingency plans.

OPERATIONS WITH ALLIED AGENCIES:

DIRECTIVE 1

All Investigations Division personnel involved in an allied agency's pre-planned operation will be included in that agency's Operational Plan. If the allied agency does not complete their own Operational Plan, Investigations Division personnel will create an Operational Plan using a Kern County Sheriff's Office approved Operational Plan. All Kern County Sheriff's Office personnel's specific rolls and responsibilities shall be specified within the Operational Plan.

The Detective Section Lieutenant, Investigations Division Commander, or their designee will approve all operational plans for allied agency operations.

If the SWAT team or an element of the SWAT team is utilized as part of the operation, they shall prepare their own Operational Plan, complete with assignments and contingency plans. The SWAT Commander shall be consulted and will approve the SWAT Operational Plan.



Kern County Sheriff's Office
Investigations Division

TITLE: Detective Section Uniform Policy		NO: A-600	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/17/2010	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

DPPM Sections K-400 and K-800 are the Sheriff's Office policies and procedures regarding sworn member non-uniform and uniform dress. DPPM K-810 is the Sheriff's Office policy regarding, "non-sworn members, non-sworn dress." Sworn and non-sworn personnel assigned to the Detective Section are expected to follow all Sheriff's Office policies.

DIRECTIVE A

Sworn personnel assigned to the Homicide Unit, Special Victims Unit (SVU), Crimes Against Persons (CAP) and Crime Scene Investigations Unit (CSU) will comply with DPPM K-400 or DPPM K-800.



Kern County Sheriff's Office
Investigations Division

TITLE: Detective Social Media Account Policy		NO: A-700	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 4/21/2020	REVIEWED: 03/24/2023	REVISED:	UPDATED: 03/24/2023

POLICY

The Kern County Sheriff's Office operates multiple agency social media accounts to effectively distribute information to the community. One feature that is generally not permitted on agency accounts is the ability to send messages directly to users. Frequently, individual social media account users will indicate their knowledge of information in a case or may post potential evidence in a criminal investigation. For this purpose, having the ability to communicate directly with members of the public via social media can be beneficial to a criminal investigation. For this reason, a Detective Facebook Inc. account has been created for the purpose of communication.

The Detective Facebook Inc. account belongs to the Kern County Sheriff's Office and is viewable to all public users. All use and communication will be in accordance with KCSO DPPM Section I-100, DPPM Section J-3200, DPPM J-3300, Kern County Administrative Policy and Procedures Manual Chapter 7 - Information Technology (Electronic Communications Usage Policy – Exhibit A), and Administrative Bulletin No. 11. These policies outline Social Media usage, electronic communications, the release of information, and data retention requirements.

DIRECTIVE A

The password, settings, and general management of the account will be the responsibility of the Detective Section Lieutenant or their designee. Such items shall not be altered/changed without written permission from the Detective Section Lieutenant or Investigations Division Commander.

DIRECTIVE B

The Detective Facebook Inc. account is not a substitute for the Sheriff's Office Facebook Inc. account. All postings for information or wanted persons shall continue to be through the main Facebook account of the Sheriff's Office via the Public Information Officer (PIO).

All communications on the Detective Facebook Inc. account shall be either completed by, or approved by, a Detective Sergeant, Lieutenant, or Commander and shall be digitally signed with the sender's title, name, and badge number (e.g. Detective John Doe / #1000).

DIRECTIVE C

The Detective Facebook Inc. account is discoverable in court and subject to the California Public Records Act (CPRA) requests. Therefore, no confidential communications shall take place on the account. If a member of the public contacts Detectives, via the account, wishing to provide information, contact information shall be sought to contact them either in person or by telephone.

DIRECTIVE D

The Detective Facebook Inc. account shall only be accessed by department issued/maintained devices or computers.



Kern County Sheriff's Office
Investigations Division

TITLE: Holiday Leave & Overtime Policy		NO: A-800	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 1/17/2020	REVIEWED: 03/24/2023	REVISED: 08/04/2020	UPDATED:

POLICY

The Kern County Sheriff's Office recognizes that Holiday Leave is an important benefit earned by members of the Sheriff's Office. It is recognized personnel assigned to the Investigations Division perform their duties on an administrative schedule, with holidays off, except as otherwise established by County Administrative Policy (Chapter 16-Emergency Preparedness), state/local law (Disaster Service Workers - CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services), and MOU (Standby & Availability Pay).

Personnel assigned to the Investigations Division will adhere to the following procedures regarding Holiday Leave and overtime.

DIRECTIVE A

For the purposes of scheduling, the Investigations Division is considered an administrative assignment with no minimum staffing requirement. Although Holidays may fall on an employee's "regular day to work," personnel assigned to the Investigations Division will have Holidays off as paid leave and will not be considered regularly scheduled to work on a Holiday.

The following is a list of exceptions, in which Holiday overtime is authorized:

- Callouts, emergencies, or other orders as issued by a supervisor.
- Pre-approval from a supervisor for work on significant or time-sensitive cases. If such approval is given, the reason will be clearly articulated on timesheet entry.
- Other unforeseen circumstances or investigations that may arise, with supervisor approval.

DIRECTIVE B

In no circumstance will an employee work on a Holiday on a discretionary basis, without supervisor approval. Supervisors authorizing and approving such overtime shall give due consideration to availability of resources, operational needs, impact to employees and the Sheriff's Office, and whether there is a compelling need for such overtime on a Holiday.

DIRECTIVE C

Nothing in this policy is intended to absolutely prohibit overtime on the Holidays within the Investigations Division, or preclude employees from working voluntary Holiday overtime in other critical areas of the Sheriff's Office with proper approval (e.g. Patrol, Detentions, Hospital Guard, etc.).

DIRECTIVE D

Any attempt to circumvent this policy is prohibited and will not be tolerated. In accordance with DPPM B-100, if there are any questions about this policy, employees shall seek information about their duties from their supervising and commanding officers, not from any source outside the Sheriff's Office, unless directed to do so.

DIRECTIVE E

All timesheet overtime entries by employees will be thorough and complete. When feasible, a case number shall be included. If there is no associated case number, employees shall enter sufficient detail that clearly identifies the type of work being performed, as well as the reason.

For example:

- *2020-00011111/Homicide Callout*
- *2020-00022222/OIS Callout*
- *SVU Special Operation - 290 Sweep*
- *2020-00033333/PC 245 Follow-up/Interviews & Search Warrant*
- *AOD for LASO/Surveillance & Search Warrant (Rosamond)*
- *2020-00044444/Cell Phone Download Analysis*
- *Ops Plan for Fugitive Apprehension*



Kern County Sheriff's Office
Investigations Division

TITLE: Time Off Requests and Documentation		NO: A-900	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 08/21/2020	REVIEWED: 03/24/2023	REVISED:	UPDATED: 03/24/2023

POLICY

Sick leave, Vacation, Compensatory Time-Off, Winter Recess Leave, Alternate Days Off, and Paid Time Off Reward are benefits established for all county employees, negotiated by appropriate bargaining units. Each type of time off requires notification to a supervisor to ensure adequate coverage within the unit. The Investigations Division will ensure members have access to their established benefits while maintaining ongoing operations within the division. This Divisional Policy establishes procedures for use of sick leave in accordance with DPPM B-400.

DIRECTIVE A

All use of Sick Leave shall be in accordance with DPPM B-400.

All requests/notifications of Sick Leave will be made at least two (2) hours prior to the use of Sick Leave and made by phone (call or text) or email the employee's direct supervisor or their interim designee.

- In emergencies, it is understood the two (2) hour requirement may not be met.

DIRECTIVE B

All other requests for time off (vacation, compensatory time off, Paid Time off Reward, or accrued Winter Recess Leave, etc.) shall be made in accordance with DPPM B-100 and applicable MOU.

- Requests for leave shall be made at least three (3) days before it is to commence.
 - In emergencies, this requirement may be waived by a supervisor.
- Vacations in excess of five (5) working days shall be submitted and approved by February 1 of each year.
 - If two or more employees request the same days off, requests will be granted to the employee(s) having the greater seniority.
 - A supervisor may approve requests submitted after this date, if the request does not conflict with maintaining adequate coverage.
 - In the event such a request is received after this date, an employee has no right to supersede another employee's vacation schedule.

- CTO Requests may not be made more than 90 days in advance, except when CTO is being included with a vacation request for five (5) days or more.
 - Requests for CTO shall be granted on a “first come first serve basis.”
 - If two or more employees request the same days off, requests will be granted to the employee(s) having the greater seniority.

DIRECTIVE C

All requests for time off will be made via TRACS and shall be approved by the employee’s supervisor, or their interim designee, prior to the time off. Each supervisor may establish additional notification requirements to best fit the needs of the unit.

- If the supervisor is not available for a short-notice time off request, such request may be to a supervisor of another unit within the Investigations Division, the Detectives Section Lieutenant, or the Investigations Division Commander.

Any overtime worked shall be in accordance with DPPM B-410.

DIRECTIVE D

Any employee who requests time off during their designated “on-call” time, is responsible for finding their own coverage and shall identify who will be covering their “on-call” when submitting for time off.

- This requirement does not apply for Sick Leave and supervisors will be responsible for finding coverage.

DIRECTIVE E

Each employee is responsible for tracking their use of Sick Leave or other time off and shall accurately reflect any such time off in TRACS when submitting their timesheet. In accordance with DPPM B-400:

- Failure to comply with the duties as listed in this policy may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.
- Unapproved absences shall be considered to be without pay and may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.



Kern County Sheriff's Office
Investigations Division

TITLE: In Custody Death Investigations Guidelines		NO: B-100	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 07/08/2020	UPDATED: 03/24/2023

POLICY

The Kern County Sheriff's Office is tasked with housing prisoners in several different facilities. The mere nature of housing prisoners takes on major responsibilities for their safety and care. With that in mind, whenever an inmate death occurs in a Kern County facility or in the custody of the Sheriff's Office, the Sheriff's Homicide Unit will respond and investigate the circumstances surrounding the death in the most efficient, effective, and comprehensive manner.

DIRECTIVE A

In the event of an in-custody death, per Detentions Bureau Policy C-900, Detentions Staff, in part, will preserve the scene and request Homicide Detectives to be notified, if appropriate, through the existing protocol for call outs.

DIRECTIVE B

Upon notification, the Homicide Unit Sergeant, or on-call Investigations Division Sergeant, will direct the appropriate number of Detectives, Crime Scene Technicians, and any other required resources to respond to the scene. The Homicide Unit Sergeant will ensure a complete and thorough investigation is conducted.

The Investigations Division Commander will be notified, via the chain of command, and ensure that the involved Chief Deputies have been notified.

DIRECTIVE C

Upon arrival, the Homicide Detectives will conduct a thorough investigation and conduct all interviews with involved staff and witnesses. Detentions Supervisors or Seniors are encouraged to get initial statements in order to make appropriate decisions during the incident, (DBPPM C-900); however, any in-depth interviews will be conducted by Detectives.

A master Crime Incident report will be initiated, and any Detention's reports will be forwarded to Detectives for inclusion in the final report. The final report will be delivered, via the chain of command, to the Detentions Bureau Chief Deputy by the Investigations Division Commander at the completion of the investigation.



Kern County Sheriff's Office
Investigations Division

TITLE: Guidelines for Officer Involved Shooting Detective Call-Out		NO: B-200	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

DPPM G-300 establishes protocol for the Investigation of Firearms Discharges. The policy dictates that all incidents involving the use of deadly force or any discharge of a firearm by a member of this department will be investigated. Unless the incident falls under the Range responsibilities the Investigations Division will be responsible for the investigation of the incident. In addition to Officer Involved Shootings, unintentional discharge incidents will be investigated on a case-by-case basis to be determined by the Investigations Division Commander or designee. In order to ensure the thoroughness and completeness of these types of investigations, the following Directives are established.

DIRECTIVE A Deadly Force Investigations

Upon notification of an Officer Involved Shooting investigation, the Investigations Division Commander will direct an Investigations Division Sergeant to initiate an investigation. The assigned Investigations Sergeant will activate Detectives and an additional Investigations Supervisor; additional Detectives may be called as needed to respond to the incident. A minimum of two (2) Crime Scene Technicians will be dispatched.

The Investigations Sergeant will direct any additional resources they feel may be necessary to complete the investigation, such as the District Attorney's Crime Lab personnel.

The Kern County District Attorney's Office Investigations Lieutenant will be notified of the incident.

DIRECTIVE B Departmental Notifications

Due to the nature of these incidents, several notifications are required. The Communications Center is tasked with the notifications; however, the Investigations Division Commander will ensure the notifications have been made to the Sheriff, Chief Deputies, affected Division Commanders and subsequently the Rangemaster and Sheriff's Civil Litigation Coordinator.

Upon arrival at the scene, and assessing the need, the Investigations Division Commander, or designee, may direct the Sheriff's Civil Litigation Coordinator and/or the Rangemaster to respond. The Sheriff's Civil Litigation Coordinator will evaluate liability issues and communicate with the Investigations Division Commander, or designee. The Rangemaster will evaluate training issues. Neither will actively participate in the investigation unless approved by the Investigations Division Commander, or his designee.

DIRECTIVE C Media Notifications

The Investigations Division Commander or designee will ensure the media has been notified. The Investigations Division Commander, or his designee, will be the PIO and all inquiries for information will be directed to the Investigations Division Commander, or designee. The only person authorized to give out information will be the Investigations Division Commander or his designee. The exception will be the Coroner's normal business of releasing the name of a deceased individual.

DIRECTIVE D Scene Control

The integrity and thoroughness of the investigation is paramount. Once Detectives are on scene, they will be in charge of the investigation and the crime scene. Only authorized personnel will be permitted to enter the crime scene. Personnel with ancillary duties, not directly involved in the investigation, will seek permission from the Investigations Division Sergeant to enter the scene. When permission is granted, those personnel will be escorted while inside the crime scene.

Only those with a need directly related to the investigation will interview the involved officers. This will primarily be the Detectives assigned to the investigation.

DIRECTIVE E Interview of Witnesses

In accordance with KCSO DPPM Section J-3600, Body Worn Cameras policy, Detectives conducting interviews with Officer Involved Shooting witnesses shall activate their Body Worn Cameras during the witness interview. If a citizen witness needs to be transported to a station for further interview, consent should be obtained and shall be recorded on BWC.

DIRECTIVE F Investigations of allied agency Officer Involved Shootings

The Sheriff's Office has undertaken the responsibility of completing investigations for officer involved shootings for multiple allied county and non-county agencies/departments within the county. Each agency/department has entered into a Memorandum of Understanding (MOU) with the Sheriff's Office outlining such investigations. Investigations shall abide by the current MOU with the respective agency/department.



Kern County Sheriff's Office
Investigations Division

TITLE: On-Call Criteria – Homicide		NO: B-300	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

The Kern County Sheriff's Office Homicide Unit consists of one Sergeant and eight Detectives. The eight Detectives are broken down into four two-man teams. They are on-call for one week at a time, which begins on Thursday at 0700 and runs until the next Thursday at 0700. This schedule allows them to be on-call once every four weeks. Additionally, there are two Detectives assigned to other Investigations Units that are "on call." These Detectives generally assist Homicide Detectives by working with the Crime Scene Investigations Unit in the identification, documentation and collection of evidence. This allows the Homicide Detective "team" to concentrate on the rest of the investigation, including interviewing witnesses, suspects, and other contacts. Individuals placed on the "on-call rotation" are subject to call-out, at any time, and therefore receive "availability pay" per the current Memorandum of Understanding.

DIRECTIVE A

The requirements these additional Detectives must meet to be placed on the "on-call rotation" are as follows:

- Must complete a minimum of a 3-4 week training program where they remain on-call and respond to call-outs with the "on-call team." They will observe the operation of the team and be trained by a senior member of the team. After the 3-4 week period, a determination will be made by the Homicide Sergeant and Investigations Division Commander as to the performance of the Detective and their ability to be placed on the rotation.
- Must have a desire to be involved in the investigation of homicides and other crimes against persons that require an immediate response and be available to be "on-call" as the rotation requires.
- It is recommended Detectives subject to being "on call" attend training specific to Death Investigations, Crime scene processing and Officer Involved Shootings.
- Currently, there are two "additional" Detectives included on the "on-call" rotation. This appears to be sufficient for the amount of call-outs. This number is subject to change, depending on the need for service.



Kern County Sheriff's Office
Investigations Division

TITLE: On Call Criteria – Supervisor Homicide		NO: B-400	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 07/08/2020

POLICY

The supervisors for the on-call rotation currently consist of four Sergeants. This includes the Homicide Sergeant and three additional supervisors from SVU, CAP, and Licensing. Individuals placed on the “on-call rotation” are subject to call-out, at any time, and therefore receive “availability pay” per the current Memorandum of Understanding.

DIRECTIVE A

The requirements for being placed on the “on-call rotation” for the supervisors are as follows:

- Must be of the rank of Sergeant, or higher.
- Must have attended the POST certified 40-hour basic Death Investigation course (or its equivalent).
- Must complete a 2-3 week training program where they remain on-call and respond to call-outs with the “on-call team.” They will observe the operation of the team and be trained by the supervisor of the team. After the 2-3 week period, a determination will be made by the Homicide Sergeant and Investigations Division Commander as to the performance of the supervisor and their ability to be placed on the rotation.
- Must have a desire to be involved in the investigation of homicides and other crimes against persons that require an immediate response and available to be “on-call” as the rotation requires.

DIRECTIVE B

Currently, there are four supervisors included on the “on-call” rotation. This number is subject to change, depending on the need for service.



Kern County Sheriff's Office
Investigations Division

TITLE: Guidelines for Special Victims Unit Detective Call-Out NO: C-100			
APPROVED: Commander Raul Murillo			
EFFECTIVE: 10/19/2010	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

As needed, Detectives assigned to the Special Victims Unit (SVU) will be available to assist Field Operation Bureau personnel.

DIRECTIVE A

Requests for the Special Victims Unit (SVU) should be made by the on-duty supervisor to the SVU Sergeant or on-call Investigations Sergeant. The SVU Sergeant will evaluate and determine what resources are needed along with the appropriate Detective response if warranted. Homicide and critical incident call outs will have primary consideration in the ultimate determination to utilize Homicide Detectives.

The general guidelines for response / call-out of Detectives are:

1. Child abuse / endangerment investigations with serious injuries to a child.
2. Felony sex crimes where there are multiple victims and or multiple known suspects.
3. Felony sex crimes where the victim is seriously injured or the assault was violent.
4. Unusual or complex investigations requiring specialized expertises (i.e., search warrants, etc.) where the Metro Patrol / Substation Sergeant believes assistance by SVU Detectives is necessary to conduct a proper investigation.
5. Human Trafficking operations in which extensive follow-up may be immediately required.

DIRECTIVE B

A lack of staffing shall not be a primary consideration to cause a call-out of SVU Detectives. If the incident occurred within the jurisdiction of a Sheriff's Substation, the follow-up investigation will remain the responsibility of the Substation.



Kern County Sheriff's Office
Investigations Division

TITLE: Crime Scene Investigations Unit – Calls for Service		NO: D-100	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 05/15/2008	REVIEWED: 03/24/2023	REVISED: 12/19/2019	UPDATED: 03/24/2023

POLICY

As needed, Crime Scene Technicians from the Crime Scene Investigations Unit (CSI) at the request of a field unit, or supervisory personnel, will respond to most felonies and select misdemeanors to process the crime scene.

DIRECTIVE A

Crime Scene Technicians from the Crime Scene Investigations Unit will respond to the following types of calls when requested by field units for crime scene processing.

- » Arsons *At the request of the Fire Department's Arson Investigator*
- » Assault on a Peace Officer
- » Assault with a Deadly Weapon *When the victim has visible injuries.*
- » Cruelty to Animals
- » Felonious Assault and Battery *When the victim has visible injuries.*
- » Felonious Property Crimes *When there is evidence to be seized that is outside the investigating deputy's field of expertise (i.e. biological)*
- » Homicides *Two (2) Crime Scene Technicians will be dispatched*
- » Officer Involved Shootings *Two (2) Crime Scene Technicians will be dispatched*
- » Robbery
- » Sex Crimes
- » Suicides *At the request of the Coroner's Investigator*
- » Suspicious Deaths *At the request of the Coroner's Investigator*
- » Traffic Accidents *When County Vehicles are involved.*
- » Spousal Abuse or Assault *When the victim has visible injuries.*
- » Child Abuse
- » Surveillance footage seizures *Only if accompanied by sworn personnel and date and time range is known.*

DIRECTIVE B

Crime Scene Technicians *generally* will not respond to the following types of calls:

- » Airplane Crashes *Unless requested by coroner investigator, NTSB or if it involves Department aircraft*
- » Any Property Crimes *When loss is below \$5,000 and no evidence exists.*
- » Simple Assault and Battery
- » Misc. calls *Requests to appease the victims when no evidence exists.*
- » Found Property
- » Overdose *For the purpose of general photographing.*
- » Suspicious Circumstances *Unless tied to a potential felony or other serious type crime.*

DIRECTIVE C

Crime Scene Technicians will respond at the request of the Investigations Division Commander, Detective Section Lieutenant, Crime Scene Investigations Unit Sergeant, Watch Lieutenant/Commander or higher authority.



Kern County Sheriff's Office
Investigations Division

TITLE: Crime Scene Investigations Unit – A.O.D. Requests		NO: D-200	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 09/26/2009	REVIEWED: 03/24/2023	REVISED: 12/18/2019	UPDATED: 03/24/2023

POLICY

Generally, Crime Scene Technicians from the Crime Scene Investigations Unit will respond to requests from allied law enforcement agencies. Requests for service will depend upon the availability of a Crime Scene Technician. Crime Scene Technicians will only respond to assist allied agencies as part of a current Memorandum of Understanding (MOU) on file with the Sheriff's Office (i.e. allied agency OIS MOU). The Kern County District Attorney's Crime Laboratory will respond to all other agencies requesting crime scene assistance.

DIRECTIVE A

The allied agency request will be directed to the Sergeant in charge of the Crime Scene Investigations Unit. In his absence, the request will go to the on-call Sergeant from the Investigations Division. In his absence, the request shall be forwarded to the Commander in charge of the Section or the Watch Lieutenant/Commander. The Sergeant in charge of the Crime Scene Investigations Unit will evaluate the type of request, and he will determine the resources needed to complete the assignment.

DIRECTIVE B

Depending on the complexity of the incident, the Sergeant in charge may accompany the Crime Scene Technicians on the response. In the event the unit Sergeant is not available, the on-call Sergeant from the Investigations Division may direct a Detective to accompany the Crime Scene Technicians.

DIRECTIVE C

The Sergeant will evaluate the current staffing needs of the unit and those of the Department. Assisting other department requests shall not deplete the Sheriff's Office of their responsibility to provide service to members and citizens within our jurisdiction. Requesting agencies will be made aware of the staffing shortage and an estimated response time. Allied agencies may choose to contact the District Attorney's Crime Lab. The DA's Crime Lab can be reached by contacting the Sheriff's Office Communications Center.