



Kern County Sheriff's Office – Communications Section
Policies and Procedures

TITLE: GENERAL RULES AND REGULATIONS		NO: B-100	
APPROVED: Commander Tim Posey			
EFFECTIVE: August 18, 1992	REVIEWED: December 17, 2020	REVISED: December 17, 2020	UPDATED: December 17, 2020

POLICY

Members of the Kern County Sheriff's Office assigned to the Communications Section are expected to conduct themselves in a professional and courteous manner. They will familiarize themselves with, and abide by, the rules, regulations and procedures contained in the Departmental and Communications Section Policies and Procedures Manuals, as well as all departmental orders issued by the Sheriff or his designee, Emergency Communication Center Manager and Shift Supervisor. The Communications Section Manager will be responsible for making and implementing rules and regulations governing Communications Center operations.

PROCEDURE A. REPORTING FOR DUTY

Personnel will:

- Report for duty at their assigned time.
- Be in the department approved uniform. Refer to Section K-700 of the DPPM.
- Check their mailbox, e-mail daily for messages, subpoenas or other material.
- Notify the on duty Dispatch Supervisor at least two hours prior to the beginning of their shift if for any reason they will be absent.
- Notify the on duty Dispatch Supervisor as soon as possible if they will be late.

PROCEDURE B. PAYROLL TIME SHEET

Personnel will:

- Fill out payroll time sheet daily and completely.
- Have the on duty Dispatch Supervisor approve any overtime worked on the day it was worked when utilizing manual timesheets.
- Submit their time sheet to their Dispatch Supervisor on the last day they work prior to the due date.

PROCEDURE C. ACCRUED LEAVE BALANCE TIME OFF REQUESTS EXCLUDING SICK LEAVE

Personnel will:

- Submit time off requests within the specified shift bid duration. Follow the guidelines for vacation or CTO as set forth in the memorandum of understanding for S.E.I.U.

Dispatch Supervisors will:

- Grant/deny requests based on seniority and subject to coverage obtained for the time off request.
- Grant time off subject to coverage being obtained or minimum staffing levels are met without obtaining coverage.
- As a courtesy, the time off will be penciled in the logbook to attempt to obtain coverage for the employee. However, if coverage is not secured or minimum staffing levels are not met 3 days prior to the time off requested, the request will be denied.

Dispatch Supervisors will deny time off under the following conditions:

- If they feel they will have insufficient staffing levels due to:
 - Lack of sufficient personnel to work overtime due to fatigue.
 - Special operation requiring additional personnel.
- If time-off requested is not voluntarily covered 3 days prior to time off period.
- If time-off requested will occur after the current shift bid period.
- If a trade is requested the Dispatch Supervisor will:
 - Approve the trade if it occurs during the same work week.

Dispatch Supervisors may grant a time off request that is not in accordance with the above conditions:

- For emergency situations when the Section Manager is not available.

PROCEDURE D. LEAVING THE BUILDING OR FACILITY

Personnel will not leave the facility except:

- At the end of their assigned duty shift and only after being properly relieved.
- With the approval of the Dispatch Supervisor.
- For an assignment outside the facility with the approval of the Dispatch Supervisor.

PROCEDURE E. ALERTNESS WHILE ON DUTY

Personnel will not:

- Sleep on duty.
- Do anything other than regular duties or tasks if the activity is a distraction from assigned duties. Including personal telephone calls and conducting personal business while on duty.
- Use personal cell phones to relay official information to deputies in the field or any other person(s) in an official capacity.



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: ASSIGNMENT OF OVERTIME SHIFTS		NO: B-200	
APPROVED: Commander Tim Posey			
EFFECTIVE: April 15, 1994	REVIEWED: December 17, 2020	REVISED: December 17, 2020	UPDATED: December 17, 2020

POLICY

In the Communications Section the Dispatch Supervisors will make every attempt to locate volunteers for overtime shifts. If a volunteer is not located to cover an overtime shift, the shift will be assigned in a manner that is fair and equitable to all employees. This procedure is to be used under normal operating conditions to maintain minimum staffing levels.

DEFINITION

Available: Refers to employees who, by virtue of job classification, shift assignment, etc., are eligible to fill the current requirement. Employees are eligible under the following conditions:

- It is their regular days off when not in conjunction with extended time off accrued leave balances. They are at the beginning or end of a regular shift, provided the total duration of both shifts does not exceed 16 hours.

PROCEDURE A. ASSIGNMENT OF FUTURE OVERTIME SHIFTS.

In the event an overtime shift is needed, the Dispatch Supervisor will:

- Post the overtime in the supervisor logbook.

In the event an overtime shift is posted, the dispatcher may:

- Volunteer to work all the hours posted for the overtime shift.
- Volunteer to work a portion of the hours posted for an overtime shift. Replace another employee from a shift if the first employee only volunteered to work a portion of the shift and they are willing to work all hours of the shift posted.

In the event a future overtime shift has not been covered 3 days prior to the beginning of the posted shift, the on-duty Dispatch Supervisor will:

- Attempt to locate a volunteer.
- Assign the shift to an employee on the opposite shift using reverse seniority. The employee with the lowest seniority would be assigned the first shift. Any additional

shifts will be assigned maintaining the reverse seniority order. Once the list has been exhausted the process will start over.

- Enter the overtime assignment into the supervisor logbook and notify the affected employee.

PROCEDURE B. ASSIGNMENT OF IMMEDIATE OVERTIME

In the event an immediate overtime shift is required such as sick leave replacement, the Dispatch Supervisor will:

- Attempt to locate a volunteer.
- Assign the shift to the employee using reverse seniority that is on-duty for the shift being relieved. The person with the lowest seniority would be assigned the first shift. Any additional shifts will be assigned maintaining the reverse seniority order. Once the list has been exhausted the process will start over.
- Enter the overtime assignment into the supervisor logbook and notify the affected employee.

PROCEDURE C. REQUEST TO CANCEL OR REPLACE AN OVERTIME SHIFT

At times it is necessary for a dispatcher to request to cancel an overtime shift or request reassignment of an assigned overtime shift:

- Seek the approval from the on-duty Dispatch Supervisor.
- The dispatcher will be required to find their own shift replacement and notify the on-duty Dispatch Supervisor of the shift being covered.
- Be required to work the overtime if they cannot find coverage.
- The on-duty Dispatch Supervisor will confirm with the employee willing to cover the shift and will update the logbook.



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: FITNESS FOR DUTY – UNDER THE INFLUENCE		NO: B-300	
APPROVED: Commander Tim Posey			
EFFECTIVE: August 18, 1992	REVIEWED: November 12, 2019	REVISED:	UPDATED: January 27, 2015

POLICY

REFER TO KERN COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE C-500



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: PATROL RIDE-ALONGS		NO: B-400	
APPROVED: Commander Tim Posey			
EFFECTIVE: January 1, 1994	REVIEWED: November 5, 2019	REVISED:	UPDATED: November 5, 2019

POLICY

The Kern County Sheriff's Office Communications Section, in order to assist dispatch personnel understand field procedures, unique police hazards and geographical boundaries involved with their dispatch responsibilities, may utilize the patrol ride-along program. Accordingly, during duty hours and for training purposes dispatch personnel may periodically be assigned to ride with field units. Communications personnel may ride along upon request and when staffing permits. Communications personnel may ride along during off duty hours with the approval of the Communications Section Supervisor and the affected area Sergeant.

DIRECTIVE 1

Personnel may not ride with the **same deputy** on more than one occasion during the calendar year, except as provided by the Kern County Sheriff's Office Policies and Procedures or with permission of the Communications Section Manager and affected Section Lieutenant.

DIRECTIVE 2

A previously approved on-duty ride along may be canceled at the discretion of the Dispatch Supervisor. Approval is subject to current staffing levels.

DIRECTIVE 3

All personnel will wear appropriate civilian attire as determined in Departmental Policy and Procedure J-1200 (Patrol Ride-along).

PROCEDURE A. ON DUTY RIDE ALONG REQUEST

When requesting to ride along with a deputy, communications personnel will:

- Submit a memo requesting to ride with a deputy to their Supervisor.
- Submit the memo at least one day prior to the planned ride along.
- List the day, time, and deputy they wish to ride with in their memo.

Upon receiving a ride along request, and approving it, the Supervisor will:

- Check the log book to ensure there is sufficient staffing if the employee is requesting an on duty ride along.
- Contact the Sergeant in charge of the squad the deputy works on.
- Confirm with the Sergeant the ride along is approved for Communications Section personnel to ride with concerned deputy.
- Note the ride along in the supervisor log book.
- Return the memo to the employee marked “approved”.

Upon receiving a ride along request, and denying it, the Supervisor will:

- Return the memo to the employee marked “denied”.

PROCEDURE B. A CANCELED RIDE ALONG

If a previously approved ride along needs to be canceled before the shift begins, the Dispatch Supervisor will:

- Contact the employee at home and advise them the ride along is canceled.

The employee will:

- Report to work at their regularly scheduled time.

If the previously approved ride along needs to be canceled after the shift begins, the Dispatch Supervisor will:

- Contact the employee during the ride along and have them respond to the Communications Section to complete their shift.

The employee will:

- Immediately respond to the Communications Section to complete their regularly scheduled shift.

PROCEDURE C. OFF DUTY RIDE ALONG REQUEST

When requesting to ride along on their off duty hours, the employee will:

- Submit a written request the Dispatch Supervisor at least one day prior to the ride along.

The Communications Section Supervisor will:

- Contact the affected area Sergeant.
- Approve or deny the request.
- Advise the employee, of the decision.
- Notify the Communications Section Manager via email of the requested/approved ride along.

PROCEDURE D. CANCELLATION OF OFF DUTY RIDE ALONG BY EMPLOYEE

If an employee needs to cancel a previously scheduled off-duty ride along, the employee will:

- Notify the on-duty Communications Section Supervisor.

The on duty Communications Section Supervisor will:

- Contact the on duty patrol Sergeant for the area the ride along was scheduled and advise them of the cancellation.