



Kern County Sheriff's Office
Policies and Procedures

TITLE: INTRODUCTION		NO: A- 0100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 4/4/2023	REVISED: 8/9/2017	UPDATED: 4/4/2023

POLICY

The Sheriff-Coroner of Kern County exercises original jurisdiction in the unincorporated area of Kern County and provides supportive assistance and mutual aid to local and neighboring agencies for law enforcement duties pursuant to Section 26600 through 26778 of the Government Code.

Effective January 8, 2007, Sheriff Donny Youngblood made the decision to refer to the Sheriff's Department as Sheriff's Office. Included in this change are all policies and procedures.

To clarify the change, the National Sheriff's Association and the California State Sheriff's Association advised Sheriffs throughout the country and state to use the term "Office" rather than "Department."

Black's Law Dictionary defines the terms:

DEPARTMENT: "One of the major divisions of the executive branch of the government...generally a branch or division of governmental administration."

OFFICE: "A right, and correspondent duty, to exercise public trust as an office. A public charge of employment...the most frequent occasions to use the word arise with reference to a duty and power conferred on an individual by the government, and when this is the connection, public office is a usual and more discriminating expression...in the constitutional sense, the term implies an authority to exercise some portion of the sovereign power either in making, executing, or administering the laws."

The following is an excerpt from the recommendation:
"The Office of Sheriff is not simply another "department" of county government. The internal operation of an Office of Sheriff is the sole responsibility of the elected Sheriff. County department heads are subordinate to a county governing body because a "department" is truly only a division of county government...The Office of Sheriff has inherent common law powers and sovereignty granted under a state's constitution and/or state law. It is different from a county department which derives its limited authority from whatever is delegated to it by statute..."

For example, elected officials occupy offices, i.e., Auditor's Office, Coroner's Office, Sheriff's Office, District Attorney's Office, etc. vs. departments. Elected officials are more autonomous in nature than Department heads as they answer to the electorate.

The Kern County Sheriff's Office is organized and exists to facilitate compliance with the lawfully prescribed duties of the Sheriff-Coroner. Such duties include the preservation of the peace, arrest of offenders, investigation and suppression of public offenses, maintenance of the jail system, endorsement and service of processes and notices, attendance upon Superior and Municipal Courts, search and rescue of lost or endangered persons, and such other duties as may be required by law.

All commissioned officers, all department employees, and all civilians otherwise enlisted to aid the Sheriff-Coroner, shall function to effectively aid the Sheriff-Coroner in the performance of his outlined duties. This manual is a statement of policy of the Kern County Sheriff's Office, and is intended to assist in these functions.

There shall be no variation from the policies or procedures outlined in this manual except under prior approval of the Sheriff-Coroner, or by any ranking officer, in an emergency to the extent required by the situation. The actions of such ranking officer will be documented and forwarded as soon as practical to the Sheriff-Coroner.

It is the responsibility of administrators, managers, and supervisors to ensure that all members of the department read, understand and adhere to the applicable sections of this manual.

DIRECTIVE

This manual represents minimum guidelines. In all matters not specifically covered, members must follow the law, established police procedures, the philosophy and mission of this department, and their own best judgment.

The **Coroner** has the mandated duty to inquire into and determine the circumstances, manner, and cause of death in jurisdictional cases as enumerated in the California Government Code and the Health and Safety Code.

A-0100-2

EFFECTIVE: August 1, 1990	REVIEWED: 4/4/2023	REVISED: 8/9/2017	UPDATED: 4/4/2023
-------------------------------------	------------------------------	-----------------------------	-----------------------------

The **Public Administrator** must protect the assets by taking immediate charge of property when someone died and:

- When the court has appointed no other executor or administrator.
- When property belonging to the person's estate is at risk of loss, damage, or misappropriation.
- When ordered by the Court.

Pursuant to the California Probate Code, Health and Safety Code, and the Government Code the **Public Administrator** is further charged to:

- Protect the decedent's property from waste, loss, or theft.
- Make burial arrangements.
- Conduct thorough investigations to discover all assets.
- Ensure that the estate is administered according to the decedent's wishes.
- Pay the decedent's bills and taxes.
- Locate persons entitled to inherit from the estate and ensure that these individuals receive their inheritance.

A-0100-3

EFFECTIVE: August 1, 1990	REVIEWED: 1/19/2020	REVISED: 8/9/2017	UPDATED: 8/9/2017
-------------------------------------	-------------------------------	-----------------------------	-----------------------------