



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE: INTRODUCTION – DEFINITIONS</b>		<b>NO: A-0300</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
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**POLICY**

The following definitions will govern terminology to be used in all Sheriff's Office communications. They are presented here to provide uniformity and clarification of terminology commonly used when discussing the operations and organization of the Kern County Sheriff's Office.

**DEFINITIONS**

**Absence of the Sheriff-Coroner:**

In the absence of the Sheriff-Coroner, the responsibility for the operations of the Sheriff's Office shall succeed to the Undersheriff. In the absence of the Undersheriff, the responsibility for the operations of the Sheriff's Office shall succeed to a Chief Deputy designated by the Sheriff-Coroner. In the absence of a Chief Deputy, the responsibility for the operations of the Sheriff's Office shall succeed to a Sheriff's Commander designated by the Sheriff-Coroner.

Such assignment shall remain in effect during the absence of the Sheriff-Coroner and the person acting in his capacity shall assume and be invested with the authority and responsibilities vested in the office.

**Assignment:**

Each division shall be composed of such numbers of deputies and civilian employees as may be assigned to it by the Sheriff-Coroner.

**Beginning of Day and Week:**

The Sheriff's Office day, for record purposes, shall begin at 0001 hours and shall conclude at 2400 hours. The Sheriff's Office week, for record purposes, shall commence each Saturday at 0001 hours. Any exceptions to the day and week established for record purposes will be in the form of a written directive.

**Bureau:**

A functional grouping of departmental work headed by a chief deputy who reports directly to the Undersheriff. Bureaus are normally comprised of Divisions.

**Chain of Command:**

The unbroken line of authority extending from the Sheriff-Coroner through a single subordinate at each level of command to the level of execution.

**Command/Ranking Officer:**

The term “Command/Ranking Officer” shall be construed to mean only the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, and Sergeants. All other officers are subject to the orders of the ranking officers. Sergeants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, and Lieutenants. Lieutenants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, and Commanders. Commanders are subject to the orders of the Sheriff-Coroner, Undersheriff and Chief Deputies. Chief Deputies are subject to the orders of the Sheriff-Coroner and Undersheriff. The Undersheriff is subject only to the orders of the Sheriff-Coroner.

**Command/Ranking Officer (Detentions):**

The term “Command/Ranking Officer (Detentions)” shall be construed to mean only the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, Detentions Lieutenants, Sergeants, and Detentions Sergeants. All other Detentions Deputies and Detention Officers are subject to the order of the ranking officers. Detentions Sergeants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Lieutenants, and Detentions Lieutenants. Detentions Lieutenants are subject to the orders of the Sheriff-Coroner, Undersheriff, Chief Deputies, and Commanders. Chief Deputies are subject to the orders of the Sheriff-Coroner and Undersheriff. The Undersheriff is subject only to the orders of the Sheriff-Coroner. Any officer working in a mandatory or volunteer temporary assignment for a different classification will be subject to the orders of the ranking officers for that classification.

**Command/Ranking Officer (Civilian):**

The term “Command/Ranking Officer (Civilian)” shall be construed only to mean the Sheriff-Coroner, Undersheriff, Chief Deputies, Commanders, Civilian Section Managers, and Civilian Section Unit Supervisors. Section Managers are subject to the orders of the Sheriff-Coroner, the Undersheriff, Chief Deputies, and Commanders. Unit supervisors are subject to the orders of their Section Managers and the Sheriff’s Executive and Command Staff.

**Command Staff:**

This term refers to the planning group consisting of the Sheriff-Coroner, Undersheriff, all Chief Deputies, and all Commanders.

**Commanding Officer:**

Any command officer in charge of an organizational unit.

**Commissioned Officer:**

Members of the Sheriff’s Office as defined in Penal Code Section 830.1(a) and 830.1(c).

**Complement:**

The Sheriff’s Office is composed of such numbers of deputies and civilian employees as may be

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provided. They are of such ranks as designated by the Sheriff-Coroner.

**Sheriff-Coroner-Public Administrator’s Office:**

These offices are statutory/constitutional offices having exclusive powers and authority under state law and/or state constitution and are referred to in this publication as the Sheriff’s Office.

**Sheriff’s Office Manual:**

The manual of policies and procedures that contains the rules and regulations governing the conduct of personnel and the operation of the Sheriff’s Office. Compliance with the provisions of the Sheriff’s Office manual is required. Reserve members shall be governed by the office manual insofar as it applies. The Sheriff’s Office manual may also be referred to as the Department Policies and Procedures Manual (DPPM).

**Deputy Sheriff:**

Any commissioned member of the Sheriff’s Office as defined in Penal Code Section 830.1(a), except the Sheriff-Coroner.

**Detail:**

Members of the Sheriff’s Office, sometimes from more than one functional unit, grouped together for the accomplishment of a specified mission. When not engaged in continuing operation, the detail is called a special detail.

**Detentions Deputy:**

Any commissioned member of the Sheriff’s Office as defined in Penal Code Section 830.1(c).

**Detention Officer:**

Custodial officer as defined in Penal Code Section 831.

**Directive:**

Clarifies a policy or provides a guide toward a given action within a policy.

**Division:**

A functional unit comprised of sections in the Sheriff’s Office, whose head reports directly to a chief deputy, the Undersheriff, or the Sheriff-Coroner.

**Facility:**

Refers to one of the jail facilities operated by the Sheriff’s Office.

**Gender:**

The use of the masculine gender in any portion of the Sheriff’s Office manual includes the female gender, when applicable.

**Lawful Order:**

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Any written or oral directive issued by a ranking officer to any subordinate or group of subordinates in the course of duty which is not in violation of any law, ordinance, or Sheriff's Office rule or regulation.

**May:**

Indicates that action is permissive.

**Member:**

All persons appointed to the Sheriff's Office on a full or part-time basis, paid or non-paid, are designated as members of the Sheriff's Office. Part-time personnel are considered members of the Office during the time they are performing the duties of the Sheriff's Office.

**Non-Peace Officer Personnel:**

All members of the Sheriff's Office who do not fall within Penal Code Section 830.1.

**Officer-in-Charge:**

Is the general term used for any member who is in charge of an organization, bureau, division, section, detail, activity, or function by virtue of his or her rank, seniority, or designation by competent authority.

**Policy:**

What should, shall, may, or will be done; sets a definite course of action to guide present and future decisions.

**Post:**

A fixed point, duty, or location to which an officer is assigned.

**Privilege:**

Employment conditions, which are not rights, but are granted at the convenience of the Sheriff's Office.

**Procedure:**

A series of steps that states a particular and specific way of accomplishing a task.

**Reserve Deputy Sheriff:**

Any commissioned member of the Sheriff's Office as defined in Penal Code Section 830.6(a)(1).

**Right:**

In reference to conditions of employment, the term "right" shall designate those conditions specifically outlined by state or federal law, county ordinance or personnel rules, or labor contracts.

**Search & Rescue Personnel:**

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Those personnel who are defined in Penal Code Section 830.6(b).

**Section:**

Member(s) of the Sheriff's Office regularly grouped together or singularly assigned under one head for the purpose of accomplishing a specified task or function. Sections are normally comprised of units.

**Seniority:**

Unless otherwise specified by MOU, seniority shall be defined as follows:

1. Rank Held. If equal, Item 2 to be considered.
2. Time in Rank. Computed from the date an employee was officially promoted to that rank in a permanent, allocated position. If equal, Item 3 to be considered.
3. Time in Service. Time in service will be accrued commencing at such time the employee is hired as a full-time, permanent employee and will continue through that period which the employee is being compensated by the Sheriff's Office.
4. In the event the seniority of two or more employees remain equal after consideration of Items 1 through 3, the final ranking of the seniority shall be determined by lottery.

**Seniority (Deputy Sheriff):**

1. Rank Held. If equal, Item 2 to be considered.
2. Time in Rank. Computed from the date an employee was officially promoted to that rank in a permanent, allocated position. Rank is considered as being equal in all Deputy Sheriff classifications. If equal, Item 3 to be considered.
3. Time in Service will be defined as follows: Total length of unbroken employment with the Kern County Sheriff's Office in a permanent, full-time deputy sheriff classification. Such time starts on the date employed to any full time, permanent deputy sheriff, including the employment date as deputy sheriff trainee. The employment time included is limited to the classifications listed in the Memorandum of Understanding between the County of Kern and the Kern Law Enforcement Association. Work as an extra-help deputy sheriff, or any other temporary, part-time deputy position is not to be included in calculating seniority.
4. In the event the seniority of two or more employees remain equal after consideration of Items 1 through 3, the final ranking of the seniority shall be determined by lottery.

**Seniority (Detention Officer and Detentions Deputy):**

1. Rank Held. If the rank of two or more officers is equal, time in rank shall be considered.
2. Time in Rank. Time in rank shall be computed from the date the employee was officially promoted to that rank in a permanent, budgeted position. If two or more are equal in time in rank, time in service shall be considered.
3. Time in Service. Time in service shall be accrued commencing at the time the employee

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was hired as full-time, and will continue through that period in which the employee is being compensated by the Sheriff's Office.

4. Lottery. In the event the seniority of two or more officers remains equal after consideration of rank held, time in rank, and time in service, the final ranking of the seniority shall be determined by lottery. If requested, the Sheriff's Office agrees to allow one KCDOA shop steward from each facility to attend the lottery without loss of pay.
5. Time in rank and time in service shall utilize the unadjusted hiring or promotion date. Time off without pay shall not be subtracted for purpose of seniority during bidding.

**ONLY SENIORITY EARNED IN THE DETENTION DEPUTY/OFFICER CLASSIFICATION SHALL BE USED TO BID ON DETENTION DEPUTY/OFFICER SHIFTS/ASSIGNMENTS. ANY EMPLOYEE WHO IS DEMOTED TO A DETENTION DEPUTY/OFFICER CLASSIFICATION SHALL CARRY ANY SHERIFF'S OFFICE SENIORITY EARNED IN A HIGHER CLASSIFICATION TO THE NEW CLASSIFICATION.**

**Shall/Will:**

Indicates that action is mandatory.

**Should:**

Indicates that action is encouraged.

**Special Orders:**

Written directives issued at the Sheriff's Office, bureau or divisional levels by the Sheriff-Coroner, or Bureau or Division head, consisting of specific instructions to govern a particular situation. Special orders are automatically canceled when their objectives are achieved. Sheriff's Office special orders affect the entire Sheriff's Office. Bureau or Divisional special orders affect only the Bureau or Division in which issued. A copy of all Bureau or Division special orders shall be forwarded to the Sheriff-Coroner.

**Supervisory Officers:**

Members of the Sheriff's Office assigned to positions requiring the exercise of immediate supervision over the activities of other members.

**Sworn Personnel:**

Members of the Sheriff's Office as defined in Penal Code Section 830.1(a), 830.1(c), or 830.35(c).

**Training Bulletin:**

Bulletins regularly published by the Training Section designated to keep members of this office abreast of current police techniques and procedures, and detentions related issues. The bulletins act as a continuous training program and as a stimulus for further study. The information contained therein constitutes official Sheriff's Office policy on the subject matter under

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consideration in the absence of other instructions to the contrary.

**Training Orders:**

Official written or electronic notifications by authorized training staff to personnel who are to attend training as specified in the order. Sheriff's Office members shall comply with the training orders as they would with any other lawful order.

**Unit:**

Member(s) of the Sheriff's Office regularly grouped together for the purpose of accomplishing a specific law enforcement objective related to the Section in which they are assigned. Units vary in size and structure, depending upon their mission.

**Watch:**

A designated span of time within a 24-hour period during which personnel are actually engaged in the performance of their assigned duties.

**Work Day:**

Any day in which a member is directed to perform his or her duties. In cases where a member is detailed to consecutive hours of duty which cover portions of two successive days, the day commencing work shall be considered for record and detail purposes to be her or his "work day."

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