



Kern County Sheriff's Office
Policies and Procedures

TITLE: DUTIES OF PERSONNEL – ALL MEMBERS		NO: B-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 5/24/2023	REVISED: 9/04/2020	UPDATED: 9/04/2020

POLICY

The Kern County Sheriff's Office recognizes that there is a difference between law enforcement personnel and non-sworn personnel. Even so, all classifications are equally important to the accomplishment of the law enforcement mission. All members of this Sheriff's Office should view themselves with the highest esteem and conduct themselves accordingly. In the proper discharge of their duties and exercise of their authority, they may expect to receive the fullest support of the Sheriff's Office.

The duties listed in this section apply to all members of the Sheriff's Office. Additional duties of law enforcement personnel are listed in Sections B-200 for Deputy Sheriffs and B-250 for Detentions Deputies.

DIRECTIVE

Failure to comply with the duties as listed in this section may result in disciplinary action.

General Duties of All Personnel

All personnel of the Kern County Sheriff's Office will:

Uphold and obey the provisions of the Constitution and laws of the United States; the Constitution and laws of the State of California; and the ordinances of the County of Kern;

Obey and carry out all lawful policies, procedures, and orders issued by the Sheriff-Coroner, ranking officers, and supervisors whether written or oral;

- If given conflicting orders, advise the person giving the last order of the conflict then follow the last order given;
- If a lawful order is viewed to be in conflict with an M.O.U. or a law, the order should be followed and grieved later.

Testify when and where legally required;

- Testify in civil cases arising out of official duties only when legally summoned.

Report any unlawful activity;

Advise their immediate supervisor of any significant or unusual conditions existing in the County of Kern or the Sheriff's Office;

Foster good public relations by treating all people with courtesy, keeping in mind the necessity of maintaining public respect for the Sheriff's Office;

Be quiet, civil, orderly, and patient in their demeanor;

Refrain from using coarse, violent, profane, or insolent language;

Be civil and respectful to each other;

Treat supervisors and commanding officers with respect;

Furnish information or direction to the public regarding the county;

Provide assistance to the citizens of Kern County and the State of California as applicable in a professional manner;

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;

Inform their supervisor of any change in marital status, birth of a child, death of a member of immediate family, or any factor of personal life that may affect job performance as soon as possible;

Notify the Sheriff's Office's Financial Services Section of any change that would affect insurance, deductions, etc.;

Not sleep, idle, or loaf while on duty;

Not possess a personally owned electronic device, such as an iPad, iPod, DVD player, laptop computer, television, or similar devices, with the intent of watching videos, movies, or playing games, while assigned to hospital guard;

Not use or possess a personal cellular telephone or personal electronic device within secure areas of the Sheriff's Office detentions facilities (DBPPM M-700);

Not take any photographs or make any audio or video recordings of an inmate or within the secure area of a detentions facility except as part of their official duties;

Not take or share any photographs of crime or accident scene on a personally owned electronic device, unless required to do so as part of their official duties;

Not use the Sheriff's Office's address as a mailing address for private purposes, including vehicle registration and driver's license, except as allowed by law (CVC 1808.4);

Have in their possession a valid California driver's license;

- Applies to peace officers, detention officers, and detention deputies only;

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- **EXCEPTION:** When such possession would place a person in jeopardy or compromise an investigation, the requirement will be waived.

Be punctual in reporting for duty at the time designated by their supervising or commanding officers;

Will not be absent from duty without consent of their supervisor or superior officer;

Make requests for time off, vacation, or compensatory time off, at least three (3) days before it is to commence. (In emergencies, this requirement may be waived by a supervisor);

Maintain an operating telephone at place of residence;

Advise the Human Resources Section of actual place of residence if different from mailing address;

Notify Human Resources Section, via the chain of command, in writing, any change in telephone number or address;

Upon leaving the employment of the Sheriff's Office, return all Sheriff's Office property issued to the Sheriff's Office Property Room Control Officer;

Perform all such other duties as may be required by competent authority.

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