



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

<b>TITLE: DUTIES OF THE COMMAND OFFICERS AND SUPERVISORS</b>		<b>NO: B-300</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 5/24/2023	<b>REVISED:</b> 4/1/1996	<b>UPDATED:</b> 9/04/2020

**POLICY**

The Kern County Sheriff's Office recognizes that supervisors and command officers (sworn or non-sworn) carry the responsibility and commensurate authority for the efficient and effective operation of the Sheriff's Office. Supervisors and command officers, through training, leading, and evaluating, have the most impact on our line staff who provide service to the citizens of the county.

Supervisory and command personnel, whether sworn or non-sworn, are expected to exercise their authority fairly, impartially, and with the best interests of the Sheriff's Office and the individual employee at heart. They will utilize appropriate interpersonal skills and methods to guide individual employees or groups toward idea acceptance and task accomplishment.

**DIRECTIVE A**

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

**General Duties of Command Officers and Supervisors**

Command officers and supervisors (sworn or non-sworn) will:

Supervise subordinates; so as to improve their efficiency and quality of performance by:

- Inspection, evaluation, and review of job performance and reports to ensure adherence to current policies, procedures and orders;
- On-the job instruction in the proper performance of assigned duties
- Providing the effective leadership, control, and directions conducive to effective performance and high morale.

Treat subordinates with respect and civility;

- Refrain from using coarse, violent, or profane language when talking to subordinates.

Assume responsibility for the proper conduct and discipline of his/her subordinates;

- Ensure compliance with policies and procedures;
- Follow rules and guidelines set forth in Civil Service Rules, appropriate employee organization M.O.U., and applicable law.

Inform his/her immediate superior of any significant or unusual conditions existing in the Sheriff's Office.

## **DIRECTIVE B**

In addition to the above duties, command officers are responsible for the direction of the Sheriff's Office toward its law enforcement mission. In all of their duties, command personnel will remain cognitive of the need to meet the law enforcement mission in an effective and efficient manner.

To this end, command personnel will:

- Manage administrative and budget matters for the purpose of meeting law enforcement objectives;
- Develop policies that meet legal and ethical guidelines within contemporary community and law enforcement standards;
- Conduct disciplinary matters fairly and impartially with the utmost professionalism. Keep discipline consistent in its application;
- Maintain open communication, both up and down the chain of command and laterally to foster better understanding. Good communication is imperative in a team effort and effective goal attainment.

## **DIRECTIVE C**

Any member who is placed temporarily in a position of higher rank by proper authority shall carry the full authority and responsibility of the higher rank. They will not interfere with or countermand any prior order issued by the person they are replacing unless the prior order impairs effective law enforcement or in emergency situations.

B-300-2

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