



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

<b>TITLE: EMPLOYEE DISCIPLINE – SUPERVISORY FILES NO: D-500</b>			
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE: August 1, 1990</b>	<b>REVIEWED: 8/28/2017</b>	<b>REVISED: 4/6/2000</b>	<b>UPDATED: 8/28/2017</b>

**POLICY**

In order to properly evaluate the efficiency, productivity, and performance of subordinates, all supervisors shall maintain a file on all employees they supervise. Such files will be kept confidential to be shared only with the employee or another supervisor as the situation dictates.

Supervisory files shall contain all comments, negative and positive, regarding the employee's performance. The employee will have the opportunity to review and sign all negative comments prior to them being placed into the supervisory file.

**DIRECTIVE A**

Supervisory files are subject to "Pitchess Motions" and will be made available upon request by competent authority. They will also be easily accessible to the appropriate Division Commander. A Division Commander will be responsible for forwarding a supervisory file to the requesting authority within the time set by that authority.

**DIRECTIVE B**

A supervisory file will be assembled and maintained as follows:

- Letter size manila folder with metal fasteners to secure documents and labeled with the employee's name.
- A current emergency notification form.
- A copy of the employee's most recent EPR.
- A lined sheet of paper for dated narrative comments.

**PROCEDURE A**

A supervisor getting a new employee will:

- Create a supervisory file if the employee is a new hire or obtain the existing supervisory file from the employee's previous supervisor.
- Review the file for compliance with this section.

- Maintain confidentiality of the file.
- Make a dated narrative entry which includes the employee's new assignment and who the supervisor is. (For example: 1-20-2000 / Shift bid: Assigned to Patrol Division, 3 squad, under the supervision of Sergeant Smith.)
- Make performance-based, dated narrative entries as needed.

**DIRECTIVE C**

At the conclusion of a given rating period, and upon completing the employee evaluation, the contents of the supervisory file shall be given to the employee. (This does not include the emergency notification form.) A copy of the new EPR will be placed in the file, along with a replacement sheet of lined paper for dated narrative comments.

D-500-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 8/28/2017	<b>REVISED:</b> 4/6/2000	<b>UPDATED:</b> 8/28/2017
-------------------------------------	-------------------------------	-----------------------------	------------------------------

**Oficina del Sheriff del Condado Kern  
Procedimiento de Quejas del Ciudadano  
Acciones y procedimientos D-600 Conexión "A"**

**La oficina del Sheriff del Condado Kern se esfuerza en mantener un lazo de confianza y seguridad con la comunidad. Para mantener esta meta, es la póliza del Departamento el investigar diligentemente todas las quejas del personal en una manera justa e imparcial.**

**El método preferido de registrar una queja es hacerlo en persona a "Internal Affairs", 1350 Norris Road, Edificio A, Bakersfield, durante horas regulares de oficina.**

**Realizando esto no es siempre posible, las formas de quejas están disponibles en cualquier estación del Sheriff. Llenado el formulario la queja se puede mandar en un sobre cerrado y marcado "Internal Affairs" y entregarlo a cualquier oficina del Departamento del Sheriff del Condado Kern. Las formas de quejas del personal se pueden también obtener y volver a través del correo llamando al Tel. (661) 391-7470.**

**Cuando una queja es recibida por este departamento, es asignada a un investigador de la Administración del Sheriff. La investigación es examinada por la Administración y repasada por el Sheriff-Coroner o su designado. La queja se notifica por correo cuando se concluye la investigación. Asegúrese que si la investigación encuentra al empleado culpable la acción disciplinaria apropiada será tomada.**

**Las formas de quejas personales se pueden obtener y clasificar en cualquier oficina del Departamento del Sheriff del Condado de Kern, o enviar a:**

**Kern County Sheriff's Office  
Internal Affairs Unit  
1350 Norris Road  
Bakersfield, CA 93308**

**Para futura información o formas de quejas favor de llamar al Tel. (661) 391-7470.**

**Departamento del Sheriff del Condado Kern County  
Quejas del Personal**

Numero de Reporte: \_\_\_\_\_

Nombre: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Codigo Postal: \_\_\_\_\_

Número de Teléfono: Casa: \_\_\_\_\_ Trabajo: \_\_\_\_\_ Otro: \_\_\_\_\_

Lugar de lo Ocurrido: \_\_\_\_\_ Fecha/Hora de lo Ocurrido: \_\_\_\_\_

Personal: \_\_\_\_\_  
(Nombre del Empleado, Placa o Numero del Vehiculo)

Naturaleza de la Queja : \_\_\_\_\_

Usted tiene el derecho de presentar una queja contra de un empleo del oficina del Sheriff con motivo de cualquier conducta inapropiada. La ley de California requiere que esta agencia cuente con un procedimiento para la investigación de quejas de los ciudadanos contra oficiales de la policia. Usted tiene el derecho a una descripción por escrito de este procedimiento. Esta agencia podria concluir, despues de una investigación, que no hay pruebas suficientes como para que se amerite tomar acción respecto de su queja; sin embargo, a un en tal caso, usted tiene el derecho de presentar su queja y que esta sea investigada si usted cree que un oficial se comportó de manera indebida. Las quejas de los ciudadanos y cualesquiera determinaciones o informes relacionados con las quejas deben ser conservados por esta agencia durante por lo menos cinco anos.

**He leído y entendido la declaración anterior.**

\_\_\_\_\_ Fecha: \_\_\_\_\_  
Firma

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized: Yes \_\_\_\_\_ No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sheriff, Undersheriff, Chief Deputy)

Reviewed by Admin Srvc's Bureau Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Authorize:		NOTES:
<input type="checkbox"/> Handle at Supervisor Level: -DOC -Written -Remedial/Counseling: _____ -Other: See Notes	<input type="checkbox"/> Pre-Investigation _____ <input type="checkbox"/> PDSA _____ <input type="checkbox"/> Divisional _____	<input type="checkbox"/>
<input type="checkbox"/> Adverse Comment: -No Misconduct / Frivolous -Exonerated -Unfounded -Complaint Waiver / Informal Resolution	<input type="checkbox"/> IA Investigation _____ <input type="checkbox"/> POBR Memo _____	

Subject Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Kern County Sheriff's Office  
Citizen Complaint Procedure  
Sheriff's Policy & Procedure D-600 Attachment "A"**

**The Kern County Sheriff's Office strives to maintain a relationship of trust and confidence with the community. In keeping with this goal, it is the policy of the department to diligently investigate all personnel complaints in a fair and impartial manner.**

**The preferred method of registering a complaint is to do so in person at the Personnel Division, 1350 Norris Road, Building A, Bakersfield, during regular business hours.**

**Realizing this is not always possible, complaint forms are available to the public at every Sheriff's station. The completed complaint form can be sealed in an envelope marked "Internal Affairs" and delivered to any office of the Kern County Sheriff's Office. Personnel complaint forms may also be obtained and returned through the mail or by calling (661) 391-7470.**

**When a complaint is received by this department, the Sheriff's Administration assigns it to an investigator. The investigation is monitored by the administration and reviewed by the Sheriff-Coroner or his designee. The complainant is notified by mail when the investigation is concluded. Be assured that if the investigation finds the employee to be culpable, appropriate disciplinary action is taken.**

**Personnel complaint forms may be obtained and filed at any office of the Kern County Sheriff's Office, or mailed to:**

**Kern County Sheriff's Office  
Personnel Division/Internal Affairs Unit  
1350 Norris Road  
Bakersfield, CA 93308**

**For further information or complaint forms, please call (661) 391-7470.**

**Kern County Sheriff's Kern County Sheriff's Office  
Personnel Complaint**

Crime Report # \_\_\_\_\_

Complainant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Personnel: \_\_\_\_\_  
(Employee's Name, Badge or Car Number)

Nature of Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

You have the right to make a complaint against a Sheriff's Office employee. California law requires this agency to have a procedure to investigate citizen complaints against peace officers. You have a right to a written description of this procedure. This agency may find after investigation that there is not enough evidence to warrant action on your complaint; even if that is the case, you have the right to make the complaint and have it investigated if you believe an officer behaved improperly. Citizen complaints and any reports of findings relating to complaints must be retained by this agency for at least five years.

**I have read and understood the above statement.**

Date: \_\_\_\_\_

\_\_\_\_\_ **Complainant's Signature**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized: Yes \_\_\_\_\_ No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sheriff, Undersheriff, Chief Deputy)

Reviewed by Admin Srvc's Bureau Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Authorize:	NOTES:
<input type="checkbox"/> Handle at Supervisor Level: -DOC -Written -Remedial/Counseling: _____ -Other: See Notes  <input type="checkbox"/> Adverse Comment: -No Misconduct / Frivolous -Exonerated -Unfounded -Complaint Waiver / Informal Resolution	<input type="checkbox"/> Pre-Investigation _____ <input type="checkbox"/> PDSA _____ <input type="checkbox"/> Divisional _____ <input type="checkbox"/> IA Investigation _____ <input type="checkbox"/> POBR Memo _____

**Subject Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

