



Kern County Sheriff's Office

Policies and Procedures

TITLE: DEPARTMENT PARTICIPATION IN COMMUNITY TASK FORCES/ACTION GROUPS/COMMITTEES		NO: J-610	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: September 26, 1996	REVIEWED: 06/01/2018	REVISED: 03/01/2007	UPDATED: 06/01/2018

POLICY

It shall be the policy of the Sheriff's Office that all participation in outside task forces/action groups/committees will be identified and monitored. Due to their expertise or interest, members of this agency may be asked or assigned to participate in various activities as representatives of the Kern County Sheriff's Office. In an effort to better utilize resources and standardize the involvement of Sheriff's Office personnel in outside task forces/action groups/committees, a mechanism has been developed to monitor these projects. The General Investigations Division, Crime Prevention Unit will be the clearinghouse for all requests seeking the Sheriff's Office participation in or support of task forces/action groups/committees, and will maintain a Master Project File on all proposed and ongoing involvement.

Any member of the Sheriff's Office, when asked by any individual or organization to participate in an outside task force/action group/committee, shall not commit themselves or any Sheriff's Office resources until a determination is made by the Administration regarding the feasibility and fitness of our agency's involvement.

All outside committee/action group/task force involvement requires the advance approval of the Sheriff-Coroner, Undersheriff, a Chief Deputy or a Division Commander. It is their responsibility to evaluate a request and if approval is granted, to assign an appropriate Sheriff's Office representative.

PROCEDURE

PROPOSED INVOLVEMENT IN A NEW COMMITTEE / TASK FORCE / ACTION GROUP

Any Sheriff's Office member contacted about participation in an outside committee/action group/task force will:

- Forward the request to the General Investigations Division Commander so it can be thoroughly researched for submission to Sheriff's Administration for consideration or;
- Advise the requesting party to contact the General Investigations Division Commander for assistance.

The General Investigations Division will evaluate the initial request. The General Investigations Commander will then assign the request to the Crime Prevention Coordinator or other designee.

The Crime Prevention Coordinator or designee will:

- Direct the requesting party to submit in writing a request for participation by the Sheriff's Office.
- Re-contact the requesting party after a written request is received and ask them to provide information about their committee/action group/task force to include but not limited to: the name of group, contact person/chairperson for group, mailing address for group, phone number for contact person; length the group has been in existence; list of other individuals/organizations involved in group; mission statement of group; how often the group meets and length of meetings; identification of funding source for group; availability of monetary compensation for participation of Sheriff's Office; will there be a request for a formal operational agreement or agreement of understanding between the group and the Sheriff's Office and if so what are the terms of the agreement to be; a list of specific activities being requested of the Sheriff's Office (i.e., directed patrols, subcommittee work, meetings), and a narrative outlining how participation by the Kern County Sheriff's Office will benefit the group.
- Log and review request to ensure all pertinent information has been supplied by requesting group.
- Research and prepare a staff report that outlines specific Sheriff's Office resources being requested, current commitment level of resources that might impact further outside committee/task force/action group involvement, and any special information known to the Crime Prevention Coordinator that is pertinent.
- All requests will then be forwarded to the appropriate Division Commander(s) for consideration.

The Division Commander(s) will:

- After receiving a request for participation from the General Investigations Division, the Division Commander(s) will review the request and assign an employee from their area of responsibility to participate or deny the request.
- If denied, the reason for denial will be noted and the request returned to the General Investigations Division for archiving. The General Investigations Division will re-contact the requesting party in writing and inform them of the decision.
- If the request is approved, the affected Division Commander(s) will identify which staff member has been assigned, notify the staff member and forward pertinent information to them. In addition, the Division Commander(s) will notify the General Investigations Division regarding the assignment.

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MONITORING OF CURRENT / ONGOING COMMITTEE/TASK FORCE/ACTION GROUPS

All outside committee/task force/action group assignments will be monitored. Any employee or volunteer who in the course of their duties is assigned to work with one of these groups will be responsible for forwarding information to the General Investigations Division, Crime Prevention Unit regarding the group. A Master File on each project will be developed and maintained within the General Investigations Division, Crime Prevention Unit.

Any Sheriff's Office member assigned to an outside committee/task force/action group will:

- Inform the General Investigations Division, Crime Prevention Unit regarding the assignment.
- Assist General Investigations Division, Crime Prevention Unit with the development of a Master Project File for assignment.
- Forward pertinent information regarding the group to Crime Prevention for filing as the group progresses (to include meeting minutes, subcommittee activity, progress reports, etc.)
- Provide periodic evaluations on the status of the group to Crime Prevention as requested.
- Inform the General Investigations Division regarding the dissolution of group or any change in the status of assignment to the group.

The General Investigations Division representative will:

- Act as the contact point and central repository of information on all outside departmental committee/task force/action group assignments.
- Communicate with departmental committee/task force/action group assignees regarding project status and activities.
- Maintain a file on each committee/task force/action group that involves Sheriff's Office participation.
- Prepare quarterly progress reports from information contained in files on each identified project and forward to the appropriate Division Commander(s) and Administration.
- Archive, review and update all operational agreements or memorandums of understanding developed in conjunction with identified master projects. Forward agreements to appropriate Chief Deputy, Undersheriff, or Sheriff for consideration and necessary signatures.
- Apprise Division Commanders, Chief Deputies, Undersheriff, and Sheriff regarding progress of projects and any pertinent information relative to status of project through the chain of command.
- Archive files on all projects for two years after completion or disassociation with group.

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