



Kern County Sheriff's Office
Policies and Procedures

TITLE: HISTORICAL PRESERVATION COMMITTEE		NO: J-630	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: July 5, 2011	REVIEWED: 06/01/2018	REVISED:	UPDATED: 06/01/2018

POLICY

The mission of the Historical Preservation Committee (HPC) is to preserve the history and heritage of the Kern County Sheriff's Office and to share that history with members of the Sheriff's Office and the community.

Historical items are obtained by the HPC in a number of different ways. Sources include non-serviceable items owned by the Kern County Sheriff's Office and transferred to the HPC. Other items may be given or loaned to the HPC by members of the public. Others may be items of evidence previously booked into the Property Room which have been converted to Sheriff's Office use and transferred to the HPC.

Regardless of how the items are collected, they must be cataloged, inventoried, tracked and monitored to ensure they do not become lost or stolen. Those items having little monetary value such as photographs and documents will be stored in the HPC office. However, items of significant monetary or historical value, including all firearms, shall be stored in the Property Room when not on display. These items will be tracked using the PRIMUS Property Management System.

No property which is controlled by this policy shall be taken to any location other than those controlled or approved by the HPC, the Sheriff-Coroner or his/her designee.

DIRECTIVE A - ITEM STORAGE

All items of significant monetary or historical value, including all firearms assigned to the Kern County Sheriff's Office HPC will be inventoried, tracked and monitored using the PRIMUS Property Management System. The HPC items will be listed under "Agency Number" HISTORY. All items will be stored in the BASEMENT ARMORY while at the Property Room.

All items booked into the Property Room for the HPC will be assigned a barcode. This barcode will remain on the item while it is assigned to the HPC. Items loaned to the HPC will be assigned a barcode as well. Care shall be taken to ensure the barcode is placed on the item so the item is not devalued.

- Firearms shall have a gun tag attached with a string. The barcode shall be placed on the tag.

PROCEDURE A- ENTERING KCSO-OWNED ITEMS INTO PRIMUS

Personnel who enter non-serviceable, but historically valuable items owned by the Kern County Sheriff’s Office into PRIMUS will:

- Transfer the item to the Historical Preservation Committee instead of having it auctioned or destroyed.
- Give the item a bar code and book it into PRIMUS under “Agency Number” HISTORY.
- Enter the item’s complete description, including brand name, model, serial number and all other pertinent descriptive information in the “Description” box and other applicable boxes.
- Make the “Current Location” Basement Armory.
- In the “Comment Box” type “Non-serviceable KCSO property transferred to Historical Preservation Committee on (enter date) authorized by Commander (enter name of Commander).”

PROCEDURE B – ENTERING EVIDENCE ITEMS INTO PRIMUS

The following procedure will be utilized when items that were originally booked into the Property Room as evidence or property and are later converted to Sheriff’s Office use by the HPC. Extra care and diligence shall be used to ensure all reasonable efforts are made to return an item to its lawful owner prior to the item being converted to Sheriff’s Office use.

- The item will be given a bar code and booked into PRIMUS under “Agency Number” HISTORY.
- Enter the complete description of the item including brand name, model, serial number and all other pertinent descriptive information in the Description box and other applicable boxes.
- Make the “Current Location” Basement Armory.
- In the “Comment Box” type “Converted to Department Use” on (enter date) from case number (enter the case number the item was originally booked under) authorized by Commander (enter name of authorizing commander).
- Under the item’s original case number, change current location to “Department Use”. In the comment box, type “Converted to Department use on (enter date). Conversion authorized by Commander (enter name of authorizing Commander). Item assigned to the Historical Preservation Committee”.

Only items that fit the following criteria can be converted to Sheriff’s Office use and assigned to the HPC:

- The item is ordered “converted or destroyed” by a judge.
 - If an item is ordered destroyed, a court order must be obtained to allow its use by the HPC.
 - Items that will be converted to Sheriff’s Office use and assigned to the Historical

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Preservation Committee instead of being auctioned or destroyed require the completion of a “Conversion of Property/Evidence for Department Use” form.

- The item is ordered “disposed” by the investigating officer.
- The item is ordered “to be returned to the owner” by the investigating officer and the Property Room has been unable to locate the owner or the owner has failed to claim the item within the statutory time limits.
 - It should be noted that although an item is converted to Sheriff’s Office use, it will remain available for return to the owner if he or she makes a claim after the statutory time limits have expired. This option is not available if the item is auctioned or destroyed.

PROCEDURE C- ENTERING DONATED ITEMS INTO PRIMUS

The HPC will follow County Policy as described in Administrative Bulletin No. 13 when any item is donated or loaned to the Historical Preservation Committee by a member of the public. Additionally, the following procedure will be utilized under such circumstances:

- The item will be given a bar code and booked into PRIMUS under “Agency Number” HISTORY.
- Enter the complete description of the item including brand name, model, serial number and all other pertinent descriptive information in the Description box and other applicable boxes.
- Make the “Current Location” Basement Armory.
- If the item is permanently given to the Historical Preservation Committee type the following in the “Comment” box, “Donated to the KCSO Historical Preservation Committee by (donor’s name) for permanent use. (Enter donor’s phone number)”
- If the item is given to the HPC for temporary use, type the following in the “Comment” box, “Loaned to the KCSO Historical Preservation Committee by (donor’s name) for temporary use. (Name) expects return of the property no later than (enter date owner expects return of the property). (Enter phone number and address of the owner)”.

PROCEDURE D – CHECKING HPC ITEMS OUT OF THE PROPERTY ROOM

The “Item Transfer Receipt” process will be utilized whenever an HPC item is checked out of the Property Room.

- The deputy or HPC member to whom the item is released will sign the item transfer receipt.
- The item transfer receipt will show the new location the item will be housed while outside the Property Room.
- Possible temporary locations will include “Building A Display”, “Building B Display” etc.
- Make necessary notations to ensure proper accountability in the “Comment” box.

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Once an item is no longer needed in its temporary location, it shall be checked back into the Property Room.

- PRIMUS records will be updated to show the “Current Location” as Basement Armory and the item will be stored in the Basement Armory.

PROCEDURE E-HPC DIRECTOR

The existence and continued operation of the HPC is crucial to the preservation of the historical items possessed by the KCSO. Because of its importance, the person selected to oversee the committee shall be the rank of commander.

The chosen commander will have the following responsibilities:

- Ensuring that the HPC is operational
- Ensuring the HPC meets monthly
- Ensuring there is a continued effort to preserve and display KCSO artifacts and that the artifacts are preserved in a safe and secure location.
- Reporting any significant issues related to the HPC directly to the Chief Deputy in charge of the Administrative Service Bureau.

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