



*Kern County Sheriff's Office*

**Policies and Procedures**

<b>TITLE: CIVIL LITIGATION COORDINATOR PROTOCOL NO: J-900</b>			
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> <b>June 16, 1998</b>	<b>REVIEWED:</b> 1/16/2019	<b>REVISED:</b> 1/16/2019	<b>UPDATED:</b> 1/16/2019

**POLICY**

The Kern County Sheriff's Office recognizes that litigation is common to the provision of law enforcement services. Therefore, the Sheriff's Office has taken a proactive position on potential litigation matters.

Whenever practical, the Personnel Division Commander or their designee and the Civil Litigation Coordinator will respond to all critical incidents with high potential for third party exposure, including but not limited to, officer involved use of deadly force.

**DIRECTIVE**

When requested and available, the Sheriff's Office Personnel Division Commander or their designee and the Civil Litigation Coordinator shall respond to all critical incidents regarding third party exposure, including but not limited to, officer involved use of deadly force and major accidents.

The duties of the civil litigation coordinator, when feasible, shall include:

- Consulting with the on-scene commander/lieutenant in order to identify mitigating or contributing factors;
- Assembling reports and documentation related to civil claims filed against the Sheriff's Office;
- Making available those documents to County Counsel in response to demands and discovery requests;
- Assisting County Counsel with trial and deposition preparation, arranging witness appearances, advising County Counsel on Sheriff's Office practices, policies and procedures;
- Appearing with County Counsel as Custodian of Records on all Pitchess Motions; protect the confidentiality of peace officer files through the Pitchess and subpoena processes;
- Consulting with the Sheriff-Coroner and administrative staff on the status of cases and communicates to County Counsel the Sheriff's Office's assessment and position on the handling and disposition of specific cases;

- Making recommendations to management on the development of Sheriff's Office policies and procedures regarding officer training programs;
- Giving the Sheriff's Office an early assessment, on the scene, of critical incidents regarding third party exposure, as to the risk of potential claims and protracted litigation, and shall, when possible, attempt an early resolution of all potential claims with advice and consent from County Counsel, Risk Management and appropriate Sheriff's Office management personnel. (Whenever practical, all early resolution of potential claims should be voice recorded.) The recordings will be made with the consent of the potential claimant.

J-900-2

<b>EFFECTIVE:</b> <b>June 16, 1998</b>	<b>REVIEWED:</b> 6/1/2018	<b>REVISED:</b> 07/15/2013	<b>UPDATED:</b> 6/1/2018
---	------------------------------	-------------------------------	-----------------------------



# Kern County SHERIFF

## FLAT BADGE ORDER AUTHORIZATION FORM

1. Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Badge Number: \_\_\_\_\_

2. Status:

Sheriff	
Undersheriff	
Chief Deputy	
Commander	

Lieutenant	
Sergeant	
Senior Deputy	
Deputy	

3. Badge Request:

Flat Badge Only

Flat Badge with Slim Case

Gold Leaf Lettering

Lettering to read: \_\_\_\_\_  
(24 characters limit)

4. I affirm that I am authorized to possess a flat badge and that I am currently commissioned as indicated. I agree that I will not use the badge for any unlawful purpose, regardless of my status with the Kern County Sheriff's Office including, but not limited to, California Penal Code §146, impersonating a peace officer. I also understand that the Kern County Sheriff's Office will seek prosecution to the fullest extent of the law if I use the above item(s) unlawfully.

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

5. Vendor:

Code 3 Uniforms

Hope's Uniforms

Mike's Uniforms

Sun Badge

**DO NOT INVOICE THE KERN COUNTY SHERIFF'S OFFICE.** The above employee is responsible for payment.

Employee contact number: \_\_\_\_\_

6.

Status Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

7.

Approved

Denied

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

(Sheriff, Undersheriff, Chief Deputy, or Support Services Division Commander)

## FLAT BADGE ORDER AUTHORIZATION FORM



# Policies and Procedures

<b>TITLE: FLAT BADGE</b>			<b>NO: J 1000</b>
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 12/19/2022	<b>REVISED:</b> 6/13/022	<b>UPDATED:</b> 12/19/2022

## POLICY

Any permanent Deputy Sheriff of any rank or permanent Sheriff's Detentions Lieutenant of the Kern County Sheriff's Office wishing to purchase a flat badge must first request a letter of authorization from the Personnel Division Commander. A signed letter of authorization to purchase the flat badge must accompany the purchase order sent to the manufacturer.

## PROCEDURE

Deputy Sheriffs of any rank and Sheriff's Detentions Lieutenants, with written approval, may purchase, at their own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of the departmental policy as the uniform badge. Any authorized member wishing to purchase a flat badge may do so through one of the Sheriff's Office approved vendors. If the member is purchasing the flat badge with their current rank upon retirement, the flat badge will include the "Honorably Retired" banner pursuant to the retired badge policy K-301. To obtain the required letter of authorization, the authorized member must:

- Complete sections 1, 2, 3, 4, and 5 of the "Flat Badge Order Authorization Form."
  - Detailed instructions for completing the form are located on page 2 of the authorization letter.
- Forward the form to the Personnel Division Commander.

The Personnel Division Commander or designee will:

- Confirm the member meets the authorization criteria pursuant to this policy.
  - Deputy Sheriffs of any rank are eligible.
  - Sheriff's Detentions Lieutenants are eligible.
  - Members on probation are not eligible.
- Complete sections 6 and 7 on the submitted "Flat Badge Order Authorization Form."

If the request is denied, the Personnel Division Commander will indicate the reason for the denial on the form, sign the form, and have a copy of the completed form sent to the requesting member.

If the request is approved, the Personnel Division Commander will indicate the request is approved on the form, sign the form, and have a copy of the completed form sent to:

- The member's personnel file.
- The Property Room supervisor or designee.

**Note:** Letters of authorization shall only be signed by the Personnel Division Commander, a Chief Deputy, the Undersheriff, or the Sheriff-Coroner.

J-1000-1

<b>EFFECTIVE:</b> <b>August 1, 1990</b>	<b>REVIEWED:</b> 12/19/2022	<b>REVISED:</b> 6/13/2022	<b>UPDATED:</b> 12/19/2022
--	--------------------------------	------------------------------	-------------------------------



Kern County Sheriff's Office

## Policies and Procedures

<b>TITLE: FLAT BADGE</b>		<b>NO: J 1000</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 12/19/2022	<b>REVISED:</b> 6/13/022	<b>UPDATED:</b> 12/19/2022

The Property Room supervisor or designee shall, upon receipt of the authorization:

- Notify the requesting member of the approved form.
- Advise the member of the required payment to the designated vendor.
- Place the order once payment has been confirmed or coordinated.
- Upon receiving the ordered item(s), notify the member.

**Note:** Upon separation or retirement:

Any former employee who willfully wears, exhibits, or uses the flat badge with the intent of fraudulently impersonating a peace officer or of fraudulently inducing the belief that he or she is a peace officer will be committing a misdemeanor in violation of California Penal Code Section 538d.

J-1000-2

<b>EFFECTIVE:</b> <b>August 1, 1990</b>	<b>REVIEWED:</b> 12/19/2022	<b>REVISED:</b> 6/13/2022	<b>UPDATED:</b> 12/19/2022
--	--------------------------------	------------------------------	-------------------------------