



Kern County Sheriff's Office

Policies and Procedures

TITLE: PERSONNEL SYSTEM		NO: J-1500	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: September 16, 1991	REVIEWED: 06/08/2018	REVISED: 03/10/2006	UPDATED: 06/08/2018

POLICY

The Human Resources Section is charged with input and maintenance of all employee information into the Sheriff's Office Personnel Listing System. It will be the Human Resources Section Commander's responsibility to monitor and control distribution of information contained in the system.

All members of the Sheriff's Office are required to apprise the Human Resources Section of any changes in personal or professional status by the following procedure.

PROCEDURE

Each employee is responsible for notifying the Human Resources Section upon any change in personal status as follows:

- Change of address or telephone:
 - A memo directed to the Human Resources Section will be acceptable
- Change in marital status or birth of a child:
 - The employee must come to the Sheriff's Human Resources Section to complete a Change in Employee Status form.

Division Commanders are responsible for notifying the Human Resources Section Commander of any movement of personnel under their command.

- This includes any TDY assignments within a Division.
- Notification must take place at the time of, or before the move occurs. A "Notification of Personnel Change" form must be forwarded to the Human Resources Section Commander with the required information regarding the change.
- Verbal notification via telephone is acceptable when time is of the essence, however, a completed "Notification of Personnel Change" must be sent as soon as possible after verbal notification.
- In the event that the Human Resources Section Commander is not available, leave the information in a message with the clerical support personnel.