



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

<b>TITLE:</b> TRANSITION PROGRAM		<b>NO:</b> J-2100	
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> July 25, 1998	<b>REVIEWED:</b> 02/10/2025	<b>REVISED:</b> 02/10/2025	<b>UPDATED:</b> 02/10/2025

**POLICY**

The Kern County Sheriff's Office is committed to being a regional training provider for law enforcement training. As such, it is the intent of the Sheriff's Office to offer the P.O.S.T. Basic Peace Officer Training Academy, S.T.C. Core Academy, and Park Ranger Academy on a regular basis, with seats available for non-sponsored students. The Sheriff's Office recognizes that there are personnel within the Sheriff's Office who are highly motivated and have a significant aptitude to become law enforcement officers. It also recognizes that it would be a grave burden for Kern County Sheriff's Office personnel to put themselves through the academy while working full-time at their regular duty assignment. Therefore, the Sheriff's Office has adopted a transition program to assist highly motivated and qualified employees to become sworn peace officers in the Sheriff's Office.

**PROCEDURE A**

Any member of the Kern County Sheriff's Office with a minimum of one year, of full-time experience with the Sheriff's Office (regardless of rank and/or assignment) who wishes to apply for entrance into the P.O.S.T. Basic Academy, S.T.C. Core Academy or Park Ranger Academy through the Department Transition Program will:

- Submit a completed resume and a memorandum indicating his/her desire to apply for the program to the Training Section Lieutenant.
  - The resume should include work experience, education, special assignments completed, community involvement, and a statement of their personal motivation and preparation for the position.
- Request a memorandum from his/her current supervisor indicating their recommendation for the program. The memorandum shall be forwarded to the Training Section Lieutenant or their designee.

The Training Section Lieutenant or designee will:

Consult with the Personnel Division Commander and Support Services Bureau Chief Deputy to determine how many seats will be available in the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy. This number may vary from one academy to the next. This decision will be based on:

- Budget considerations.

- Number of seats needed for agency-sponsored cadets.
- Other unanticipated considerations.
- Notify Sheriff’s Office personnel that the Training Section is accepting applications for the transition program.
- Establish and maintain a file on all applicants who have applied for the program.
  - Enter all documentation relative to this program into the applicant’s file, which will be maintained in the training drive.
- Ensure the applicant has been a full-time employee with the Kern County Sheriff’s Office for a minimum of one year. (*Candidates must have at least one year of service by the date the academy commences*).
- Ensure there is nothing that disqualifies the candidate from the program.
- If the candidate does not meet the qualifications for the program,
  - Send written notification to the candidate that he/she does not meet the requirements for the program.
- If the candidate meets the qualifications for the program,
  - If applicable, send written notification to the candidate of the date and time for the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy testing process.
- Notify all candidates who participated in the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy selection process of the results. (*See Procedure B*)

The Training Section Lieutenant or designee will:

- Review and assess all applicant files.
- Evaluate all candidates based on the criteria listed in the attachment, “Scoring Criteria for Kern County Sheriff’s Office Personnel Transition Program.” (*Procedure C*)
- Submit the written recommendation along with all applicant files to the Personnel Division Commander.

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The Personnel Division Commander will:

- Assemble with the Sheriff's Administration to review the recommendations.
- Approve or disapprove the applicant recommendations.

An applicant who qualifies for the program but is not selected may apply for the program again.

All application documents will be maintained by the Training Section for a minimum of one year.

**PROCEDURE B: Selection Standards and Process**

The selection criteria are necessarily structured to ensure candidates meet the qualifying criteria to be hired as a lateral Deputy Sheriff, lateral Detentions Deputy, or lateral Park Ranger with the Kern County Sheriff's Office upon successful completion of the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy. The sole purpose of this program is to internally recruit qualified individuals with high potential for success as a Kern County Sheriff's Office Deputy, Kern County Sheriff's Office Detentions Deputy, or Kern County Sheriff's Office Park Ranger:

- The program consists of reassigning selected employees from their current positions to the Training Section to attend the P.O.S.T. Academy, S.T.C. Core Academy, or Park Ranger Academy.
  - The selected individual will maintain their current classification while attending the training.
  - The selected individual will receive compensation for their current classification.
- Upon successful completion of the academy, the individual will return to their current assignment, pending the opportunity to take the lateral Deputy Sheriff, lateral Detentions Deputy, or lateral Park Ranger test.
- When the lateral Deputy Sheriff, lateral Detentions Deputy, or lateral Park Ranger test is scheduled, the individual would be expected to take it and, based on the rigorous selection and evaluation process to which the individual was subjected for acceptance into the program, would have the ability to place high enough to secure a position.

Minimum qualifying criteria for acceptance into the Kern County Sheriff's Office Personnel Transition Program includes:

- Must provide the Training Section Lieutenant or designee with a completed Kern Regional Training Center Academy Medical Examination Report which indicates the applicant is medically suitable to attend the academy.

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- Note: This medical clearance is academy specific and separate from the medical clearance completed during the background investigation/hiring process. The clearance will be obtained through the applicant’s private medical provider. A copy of the clearance will be maintained at the Regional Training Center and an additional copy will be maintained by the Risk Management Unit.
- Must be eligible to own and possess a firearm. Prior to attending the academy, applicants must receive a DOJ Firearms clearance which is dated within one (1) year of the academy start date.
- Ensure the applicant has been a full-time employee with the Kern County Sheriff’s Office for a minimum of one year. (*Candidates must have at least one year of service by the date the academy commences.*)
- A rating of overall standard, or above, on EPRs for the prior one year.
- A memorandum of recommendation from his/her current supervisor.
- Not on probation (either new hire or promotional) during any phase of the academy.
- No prior, unsuccessful attempts in a P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy within the past five years.
  - If due to unusual, extenuating circumstances beyond the candidate’s control, the Training Section Lieutenant may make an exception.

The selection process is intended to identify and select only the most qualified candidates. Therefore, the multi-faceted selection process is structured to assess the applicants. The selection process shall be based on specific, objective rating criteria as described in detail in Procedure C.

The P.O.S.T. Basic Academy, S.T.C. Core Academy, and Park Ranger Academy selection process may include:

- P.O.S.T. PELLET B Examination, S.T.C. Adult Corrections Examination, or Park Ranger Examination.
- An oral examination.
- A physical agility examination.

It will be the candidate’s responsibility to purchase the required academy uniforms, but all other fees will be waived. It will also be the candidate’s responsibility to follow all academy rules and regulations and successfully complete all phases of the training.

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Failure to complete the academy:

- Should a candidate fail to successfully complete the P.O.S.T. Basic Academy, S.T.C. Core Academy, or the Park Ranger Academy under the provisions of this transition program, he/she will return to their prior assignment and remain in their current classification. The candidate will generally not be afforded another opportunity for entrance into this program for a period of five years. However, if the individual's failure to complete the academy is due to circumstances beyond the individual's control, the Kern County Sheriff's Office may offer a second opportunity for completion.

### **PROCEDURE C: Scoring Criteria**

Personnel assigned to grade applicants in the Kern County Sheriff's Office Personnel Transition Program shall use the following method of rating candidates for the purpose of establishing an objective basis on which to make a recommendation for the selection into the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy. The procedure shall consist of scoring candidates in several areas, determining aptitude and potential for acquiring and maintaining the knowledge, skills, and abilities needed to perform the essential functions of the job of Deputy Sheriff, Detentions Deputy, or Park Ranger.

The scoring process will be held to the same standards as the current entry-level standards for Deputy Sheriff Trainees, Sheriff's Detentions Deputy Trainees, or Park Ranger Trainees. The components may include:

- Background/Experience/Work Performance
  - The Training Section Lieutenant or designee will review the candidate's resume and evaluate his/her personal motivation to become a Deputy Sheriff, Detentions Deputy, or Park Ranger based on evidence of specific actions or activities to prepare for the position.
- P.O.S.T. Basic Academy Applicants:
  - The P.O.S.T. Basic Academy (student) selection process has 100 points possible.
    - Review of personnel file and the applicant's supervisor's recommendation letter: weighted at 50%.
    - Oral Interview: weighted at 50%.
    - P.O.S.T. Entry Level Law Enforcement Test Battery (PELLETB): a passing score is required for entry to the P.O.S.T. Basic Academy.
    - EPRs are qualifying only. Candidates must have an overall standard EPR for one year preceding the testing date.
    - A passing physical agility score is qualifying only.

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- S.T.C. Core Academy Applicants:
  - The S.T.C. Core Academy has 100 points possible.
    - Review of personnel file and the applicant’s supervisor’s recommendation letter: weighted at 50%.
    - Oral Interview: weighted at 50%.
    - EPRs are qualifying only. Candidates must have an overall standard EPR for one year preceding the testing date.
    - A passing physical agility score is qualifying only.
  
- Park Ranger Academy Applicants:
  - Review of personnel file and the applicant’s supervisor’s recommendation letter: weighted at 50%.
  - Oral Interview: weighted at 50%.
  - Park Ranger written examination: a passing score is required for entry to the Park Ranger Academy.
  - EPRs are qualifying only. Candidates must have an overall standard EPR for one year preceding the testing date.
  - A passing physical agility score is qualifying only.
  
- Depending on the number of applicants received and the number of seats available in the P.O.S.T. Basic Academy, S.T.C. Core Academy, or the Park Ranger Academy, the Training Section Lieutenant may waive the scoring process of the selection process.

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