



Kern County Sheriff's Office

Policies and Procedures

TITLE: TRANSITION PROGRAM FOR KERN COUNTY SHERIFF'S OFFICE PERSONNEL TO DETENTIONS DEPUTY AND SHERIFF'S DEPUTY		NO: J-2100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: July 25, 1998	REVIEWED: 06/06/2024	REVISED: 03/03/2020	UPDATED: 06/06/2024

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 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 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 or the S.T.C. Core 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.

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, as well as the S.T.C. Core 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,
 - Send written notification to the candidate of the date and time for the P.O.S.T. Basic Academy/S.T.C. Core Academy testing process.
- Notify all candidates who participated in the P.O.S.T. Basic Academy/S.T.C. Core Academy selection process of the results. (*See Procedure B*)

When all the above requirements have been met, 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.

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.

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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 or lateral detentions deputy with the Kern County Sheriff’s Office upon successful completion of the P.O.S.T. Basic Academy or S.T.C. Core Academy. The sole purpose for this program is to internally recruit qualified individuals with high potential for success as a Kern County Sheriff’s Office Deputy or Kern County Sheriff’s Office Detentions Deputy:

- The program consists of reassigning selected employees from their current position to the Training Section to attend the P.O.S.T. Academy/S.T.C. Core 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 or lateral detentions deputy test.
- When the lateral deputy sheriff or lateral detentions deputy 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 be eligible to own and possess a firearm.
- 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.
- 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 or S.T.C. Core 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.

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

- P.O.S.T. PELLET B Examination or the S.T.C. Adult Corrections Examination.
- An oral 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, regulations, and successfully complete all phases of the training.

Failure to complete the academy:

- Should a candidate fail to successfully complete the P.O.S.T. Basic Academy or the S.T.C. Core 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 or S.T.C. Core 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 and detentions deputy.

The scoring process will be held to the same standards as the current entry level standards for deputy sheriff trainee or sheriff's detentions deputy trainee. 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 or detentions deputy based on evidence of specific actions or activities to prepare for the position.

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- P.O.S.T. Basic Academy Applicants:
 - The P.O.S.T. Basic Academy (student) selection process has 100 points possible.
 - P.O.S.T. Entry-Level Law Enforcement Test Battery (PELLETB): 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.
- S.T.C. Core Academy Applicants:
 - The S.T.C. Core Academy has 100 points possible.
 - Adult Correctional Officers Examination: 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.
- Dependent on the number of applicants received and number of seats available in the P.O.S.T. Basic Academy or S.T.C. Core Academy, the Training Section Lieutenant may waive the scoring process of the selection process.

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