



Kern County Sheriff's Office

Policies and Procedures

TITLE: Off-Duty Storage of County Equipment		NO: J-3700	
APPROVED: Donny Youngblood, Sheriff-Coroner			
REFERENCE: DPPM Section G, DPPM Section K-100, Penal Code 25140			
EFFECTIVE: June 10, 2020	REVIEWED: July 28, 2020	REVISED: July 28, 2020	UPDATED: July 28, 2020

POLICY

The Sheriff's Office recognizes the importance of maintaining the security of weapons and other sensitive law enforcement equipment issued to staff. An essential element of maintaining such security is the need to ensure that unauthorized persons cannot gain access to weapons or other specific to law enforcement issued equipment.

This policy is intended to enhance the safety and security of the community by denying unauthorized persons access to items that could pose a threat or security risk to law enforcement and the general public.

This policy shall apply to all staff assigned to the Sheriff's Office that are issued such equipment.

DIRECTIVE #1

While off duty, all employees shall store County owned equipment in a safe manner, secure from theft, use or access by unauthorized persons, as prescribed in this section.

DIRECTIVE #2

All employees who are issued firearms (handguns, shotguns, tactical rifles, less-lethal launchers, etc.) or those employees who are authorized to carry personally owned firearms shall ensure that firearms stored **in any Sheriff's Office vehicles** are secured in a locked gun rack, trunk or lockable trunk vault .

No County owned firearms will be left unattended in the cab or passenger compartment of any personal vehicle, unless they are secured in a lockable compartment (pursuant to Penal Code Section 25140). Additionally, County owned firearms shall not be left in a personal vehicle overnight or for any extended period of time.

Employees will NOT leave firearms locked in their Sheriff's Office vehicles if:

- The employee is on vacation and leaves the vehicle at their duty station;
- The employee is not authorized to participate in the PPV Program and leaves their vehicle parked at their assigned duty location or other secured authorized location;
- The vehicle is left for any other reason for an extended period of time.
- The vehicle is being serviced or repaired.

Under the above-mentioned conditions, the employee will secure their firearms inside their duty station's armory or their residence in a safe and secure manner. All elements of DPPM Sections G-900 and G-1000 apply.

DIRECTIVE #3

Sheriff's Office issued equipment shall not be left unattended in the cab or passenger compartment of any personal vehicle, unless they are secured in a lockable compartment.

The following equipment shall not be left in a vehicle overnight or for any extended period of time:

- Electronic control weapons (Taser), & Taser cartridges
- Handheld radios (HT)
- Electronic devices (tablets, laptops, cell phones, etc.). (Mobile Data Computers must be in the locked position on the docking station).
- Sheriff's Office badge
- Keys and access cards to County facilities

DIRECTIVE #4

All employees shall secure their Sheriff's Office identification card on their person or in their home while off duty. If the identification card is to be left unattended anywhere within a vehicle, it shall be secured in a lockable compartment.

PROCEDURE A

If at any time a Sheriff's Office employee's home or vehicle is burglarized, or they otherwise discover a theft has occurred, and a County owned **firearm or radio** is taken, the employee shall:

- Immediately contact the Communications Center and report the incident;

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The Communications Center shall:

- If a county owned **firearm or radio** is stolen within the boundaries of Kern County, the Communications Center will notify the on-duty Watch Lieutenant.
- The on-duty Watch Lieutenant will contact the on-call Detective supervisor.
- A Detective call-out will be initiated.
- The level of response of investigative personnel will be determined by the on-call Detective supervisor.

*Within the boundaries of Kern County, the Sheriff's Office will investigate all thefts of County property.

PROCEDURE B

If any other County owned equipment is lost or stolen, the employee the equipment is assigned to shall:

- Report the loss to the on-duty Watch Lieutenant immediately by contacting the Communications Center;
- Complete a numbered incident report setting forth the details;
- If stolen in another agency's jurisdiction (outside of Kern County), notify the agency of jurisdiction and have a crime report taken in addition;
- Obtain that agency's case number;

PROCEDURE C

If the employee reporting the loss or theft of county owned equipment is non-sworn, the on-duty Watch Lieutenant shall ensure an incident report is taken.

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Kern County Sheriff-Coroner-Public Administrator CLEAR LPR AND LEARN DATA Program User Agreement:

I acknowledge that I have received, read, and understand the KCSO Policy and Procedures (J – XXXX) for the Use of Clear License Plate Reader (LPR) and Law Enforcement Archival Reporting Network (LEARN) Data Program and agree to comply with its provisions. I agree to use CLEAR LPR technology, LEARN, and any information derived therefrom, only for official and legitimate law enforcement purposes. I understand that any misuse by me of CLEAR LPR technology, LEARN, or information derived therefrom may result in denial of access and referral of the matter to my parent agency, which may result in criminal action or administrative discipline.

Name (Print): _____

Signature: _____

Date: _____