

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: DETENTIONS BUREAU ADMINISTRATION

A-100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	07-11-24	06-10-13	07-11-24

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: Title 15, Section 1029, C.C.R.

The Kern County Sheriff's Office Detentions Bureau shall be under the administration and direction of a Chief Deputy, appointed by the Sheriff. Division Commanders and Section Managers will be responsible for assigning staff within their respective sections based on personnel allocated by the Detentions Bureau Chief Deputy.

Division Commanders and Section Managers shall ensure that the day-to-day operations of their respective divisions or sections comply with:

- The Constitutions of the United States and the State of California.
- The laws of the State of California and the United States.
- California Code of Regulations (Title 15 and applicable sections of Title 24).
- County Ordinances
- Court rulings
- Sheriff's Office policy
- Detentions Bureau policy
- Applicable Section policy
- Applicable provisions of Memorandums of Understanding with employee bargaining groups.

Procedures: Review of Administrative Policies and Procedures**The Section Managers will:**

- Keep up-to-date on changing laws, standards and court rulings pertaining to administrative practice.
- Conduct occasional inspections of their facility.
- Review the administrative policies and practices of their assigned section to ensure compliance with laws, standards and court rulings.
- Submit written recommendations for needed changes in administrative policies and practices to the Division Commander or Detentions Bureau Chief Deputy as needed.