

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: MAINTAINING BUREAU POLICIES**

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**A-200**

<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
June 30, 1990	07-11-24	10-05-18	07-11-24

**APPROVED BY:** Detentions Bureau Chief Deputy Cindy Cisneros

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

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### **POLICY**

The Detentions Bureau Chief Deputy will be responsible for the development, maintenance, and updates of the Detentions Bureau Policies and Procedure Manual (DBPPM). This function will normally be assigned to the Compliance Section.

The Detentions Bureau Policies and Procedures manual shall address all applicable Title 15 and Title 24 regulations and any other statutory requirements. The manual shall be made available to all applicable employees and will be reviewed at least every two years.

The official version of the Detentions Bureau Policy and Procedure Manual will be maintained on the SheriffNet intranet website. Any printed copies of the manual will be maintained and updated from this source.

### **DEFINITIONS:**

- **Effective:** Date the policy was originated.
- **Reviewed:** Date the policy was most recently reviewed biennially as required by this section.
  - The Compliance Section manager will review all sections of this manual biennially as directed by the Detentions Bureau Chief Deputy.
- **Revised:** Date of a significant change or modification of an existing policy.
  - The Detentions Bureau Chief Deputy shall approve all revisions to DBPPM polices, except for revisions to appendices as detailed below.

- The Detentions Bureau Chief Deputy shall approve all revisions to DBPPM polices, except for revisions to appendices as detailed below.
- **Updated:** Date there is a non-substantive change, such as the correction of a grammatical error, punctuation, a minor word is changed, a change in format, or an attachment is updated.
  - The Compliance Section manager may update DBPPM policies as directed by the Detentions Bureau Chief Deputy.
- **Appendix:** A subsection of Detentions Bureau policy that provides standing direction specific to a section or facility. Appendices may be attached to a specific DBPPM section or to the manual as a whole.
  - A section manager may add, delete, revise, or update appendices that are specific to the section under their command.
  - Section managers will review appendices specific to their section biennially.

**Note:** Appendices apply only to the section to which they are specific. If any part of an appendix conflicts with Detentions Bureau Policy, the DBPPM section shall be adhered to. Any remaining part of an appendix that does not conflict with the DBPPM shall remain in effect. Any staff who believes such a conflict exists shall notify their supervisor.

#### **DIRECTIVE #1:**

The official version of the DBPPM will be on SheriffNet. Sheriff's administration will not distribute printed copies of DBPPM revisions, nor track where printed copies of the manual are kept. Division or section managers and unit supervisors have the option of determining if and where printed copies of the DBPPM will be kept in their area of responsibility. It will be that manager or supervisor's responsibility to update any printed copy versions of the DBPPM they choose to have available for their staff and volunteers.

#### **Procedure A: Development and Revision of Policies and Procedures**

**Any member of the Sheriff's Office may request a modification of this manual by:**

- Making any recommendations for changes or additions in memorandum form, including the reason for the change or addition/deletion by citing specifics, current law or other pertinent information, section number, and language to be deleted or added;

- Forward the memorandum through the chain of command to the Detentions Bureau Chief Deputy.

**The Supervisor will:**

- Review the memorandum;
- Attach any supplemental information or comments to the original memorandum;
- Forward the memorandum to the next level in the chain of command.

**DIRECTIVE A-1**

All memorandums submitted under this section, regardless of content, shall be forwarded to the section manager.

**The Section Manager Will:**

- Review the memorandum;
- Attach any supplemental information or comments to the original memorandum;
- Forward the memorandum to the division manager.

**The Division Commander will:**

- Review the memorandum;
- Evaluate the request and attach a recommendation;
- Forward the request and recommendation to the bureau chief deputy.

**The Bureau Chief Deputy will:**

- Review the memorandum and recommendations;
- Determine if policy should be developed or the policy and/or procedure should be revised. If necessary, return the memorandum for clarification or additional justification;
- Approve or disapprove the development request or revision;

- If revisions to policy and procedure or the development of new policy and procedure are approved, and the change or new policy and procedure will affect the terms and conditions of employment, arrange for a meet and confer with the appropriate employee bargaining unit(s);
- Route all approved revisions or any policy and procedure development criteria to the Compliance Section to make the manual revisions;

If requests for changes or development are disapproved, send a memorandum notifying the originator of the request that it has been disapproved, along with the original request and all comments.

- Route any correspondence regarding the proposed revision to the Compliance Section for archiving.

## **DIRECTIVE A-2**

Procedure A is separate from the regular policy development and revision process conducted by the Compliance Section. The Compliance Section will develop and revise the policies and procedures of this manual as directed by the Detentions Bureau Chief Deputy. The Compliance Section manager will facilitate the review and approval process for policy revisions or development that are initiated by or referred to the Compliance Section.

### **Procedure B: Revision of Policy and Procedure Sections**

When a policy revision has been approved by the Chief Deputy, the Compliance Section will:

- Make all approved changes to the appropriate policy, noting the date of revision;
- Keep a copy of the policy that was changed for a period of at least five (5) years;
- Cause the Detentions Bureau Policy and Procedure Manual on the SheriffNet intranet site to be updated.
- Coordinate with the Training Section to distribute notification of the revision in the form of an agency-wide training bulletin.
- Coordinate with the Technology Support Section to update the publicly posted version of the manual accordingly.

Once the revised policies have been placed on SheriffNet, the Compliance Section will notify County Counsel of the changes.

The supervisors of each affected Section will notify their staff of the changes in policy.

### **Procedure C: Retention of Obsolete Policies and Procedures**

The Detentions Bureau Compliance Section will:

- Maintain a master file of the Detentions Bureau policy and procedure manual.
- Add any revisions to the master file of the policy and procedure manual.
- Maintain all obsolete policies and procedures in the master file of the policy and procedure manual.
- Purge copies of all obsolete policies and procedures after a minimum period of (5) years after the policy or procedure has been replaced or amended.

### **Procedure D: Revision of Section Specific Appendices**

The manager of a section within the Detentions Bureau is authorized to attach an appendix specific to their section to a Detentions Bureau policy or to the manual as a whole. The attachment of appendices shall be made in consultation with the manager of the Compliance Section.

Any staff member may request modification of an appendix using the process described in Procedure A, routing the memorandum to the relevant section manager via the chain of command.

**The Section Manager will:**

- Review the memorandum and recommendations;
- Determine if appendix should be developed or revised. If necessary, return the memorandum for clarification or additional justification;
- Approve or disapprove the development request or revision;
- If revisions to the appendix or the development of a new appendix is approved, and the change will affect the terms and conditions of employment, confer with the division manager regarding the necessity of a meet and confer with the appropriate employee bargaining unit(s);

- Route approved revision or added appendix to the Compliance Section to make the manual revisions on SheriffNet and the public website;
- If requests for changes or development are disapproved, send a memorandum notifying the originator of the request that it has been disapproved, along with the original request and all comments.

The Compliance Section will make approved changes to appendices using the same process described in Procedure B above and will retain obsolete appendices as described in Procedure C above.