

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: POST ORDERS**

**A-300**

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

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### **POLICY**

To provide staff with descriptions of their duties that are specific to the posts to which they are assigned, each section will keep written post orders for employee use at each post to which officers are assigned. Each section manager or their designee will develop orders for each designated post at their facility, which will be kept in a place that is accessible to the officer assigned to that post. The official version of all post orders will be maintained on the SheriffNet intranet website. Any printed copies of the post orders will be maintained and updated from this source.

### **Procedure A. Developing Post Orders**

**The Section Manager or their designee will:**

- Identify each post to which deputies are assigned within the section.
- For each post identified, describe in writing the specific tasks and responsibilities for that post. Additionally, when applicable, indicate the circumstances in which a task is to be done or the approximate times at which each task is to be done.
- Ensure that the post orders are in compliance with applicable Sheriff's Office, Bureau, and Section Policies and Procedures.
- Maintain a master copy of the completed post orders on the SheriffNet intranet website.
- If the post orders are for a position that does not have a fixed duty station (e.g., a Search and Escort deputy) or access to a computer terminal, a printed copy of the post orders will be maintained at a location determined by the section manager.

**Procedure B. Maintaining Post Orders**

Whenever a Sheriff's Office, Bureau, or Section Policy is changed, added, or deleted, the Section Manager or their designee will review the relevant post orders and make any changes necessary for the post orders to be in compliance with current policy.

Any staff member may request a change in post orders by writing a memorandum indicating the recommended changes and the reasoning behind them. The memorandum will be directed to the section manager through the chain of command (see DPPM C-600). The section manager will approve or disapprove of the changes. If the changes are disapproved, the section manager will send a memorandum notifying the staff member who requested the change that the change was not approved. If the change is approved, the section manager or their designee will make the appropriate changes in the relevant post orders.

**Upon any change in post orders, the section manager or their designee will:**

- Add any revisions to the master file of the post orders and distribute copies to all relevant posts.
- Maintain all obsolete post orders in the master file of post orders.
- Purge copies of all obsolete post orders after a minimum period of (5) years after the post orders were replaced or amended.