# KERN COUNTY SHERIFF'S OFFICE

# Detentions Bureau Policies and Procedures

TITLE: INCARCERATED PERSON RECORDS & STORAGE A-1100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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**APPROVED BY:** Detentions Bureau Chief Deputy Joel Swanson

**REFERENCE:** Title 15, Section 1041, C.C.R. DBPPM A-400

#### **POLICY**

Each detention facility will maintain accurate and current records for each incarcerated person in its custody. Incarcerated person's records will follow incarcerated persons to the facility they are currently housed in. Upon release, the incarcerated person's records will be transferred to the Kern County Sheriff's Arrest Records Section, with the exception of classification records maintained by the Classification Unit.

Federal incarcerated person's records will be archived at the Maximum Medium Facility for five years.

Appropriate portions of the incarcerated persons record will follow the incarcerated person upon transfer to other agencies.

#### PROCEDURE A: INCARCERATED PERSONS FILES:

Section managers will ensure clerical staff review incarcerated person's file folders contain at a minimum, the following:

#### **COUNTY INCARCERATED PERSONS FILES:**

- Court records
- Incarcerated persons booking form
- The original field arrest data
- Notification of telephone monitoring

- All computer update papers
- Inventory forms for all clothing, property, money and valuables taken from the individual.
- FBI and C.I.I. criminal history, if available.
- Incarcerated persons disciplinary reports, disciplinary appeals and responses to appeals
- Incarcerated persons grievances and responses
- Incarcerated persons request slips and responses

#### FEDERAL INCARCERATED PERSONS FILES:

- Incarcerated persons booking form
- Federal property form
- Federal incarcerated persons summary form
- ARIETIS or federal warrant
- Notification of telephone monitoring
- Intake paperwork
- Incarcerated persons disciplinary records, disciplinary appeals, and responses
- Incarcerated persons grievances and responses
- Incarcerated persons request slips and responses
- Incarcerated persons disciplinary reports

#### Secure storage of records:

Each section under the Detentions Bureau will relocate all deemed records to the Lerdo Records Storage Room located at the Minimum Facility for secure storage.

## PROCEDURE B: Record Preparation and Labeling

All records, whether for retention or destruction, will be appropriately labeled and prepared according to the following guidelines:

#### **Labeling Records for Destruction:**

Complete the authorization form to destroy records and attach it to the top and front of the box. The label will include:

- Record Title/Description
- Section
- Date of Record
- Destruction Date (if applicable or scheduled)
- Contact Information (if needed)
- Ensure that all boxes are properly sealed before being moved to the records room.

#### **Labeling Records for Retention:**

Retained records will be clearly marked with the facility name and the date they were archived. Record categories should be identified clearly.

#### **PROCEDURE C**: Transfer of Records to the Lerdo Records Storage Room

All physical records will be transferred to the Lerdo Records Storage Room located at the Minimum Facility.

- Records will be organized by Year and Facility:
- Each area of the records room will be designated to a particular section.
- Each box should be placed in the appropriate section based on its origin.

## **PROCEDURE D:** Record Log Entry

All records will be logged into a centralized Record Log maintained by the Lerdo Facilities Sergeant upon transfer.

- This log will contain:
- Record Title/Description
- Facility or Section of Origin
- Date of Transfer
- Box Number/Identifier
- Retention Period (if applicable)
- Special Notes (if applicable, such as priority or upcoming destruction date)
- The Record Log will be maintained by the Lerdo Facilities Sergeant, and an updated version will be shared regularly with relevant personnel for oversight.

#### **PROCEDURE E:** Notification of Records Ready for Destruction

When records are ready to be destroyed, the following steps are to be followed. Each section is responsible for the destruction of their own records.

- Complete an "Authorization to Destroy Records"
- Submit the form to the Section Manager
- Attach a copy of the destruction label to both the top and front of the box.
- Once your section manager reviews the files for destruction, they or their designee will forward the final copy to the Lerdo Facilities Sergeant.
- The Division Commander will review a copy of the list of records ready for destruction for approval.
- Detentions Bureau Chief Deputy will review the form and, when approved, forward it to the County Counsel's Office.

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• Once approved, route the form back to the Division Commander.

#### **PROCEDURE F:** Destruction Process

Once the records are scheduled for destruction, the following steps will take place:

- Secure destruction will be done using an approved method to ensure confidentiality.
- A destruction certificate or confirmation will be obtained and stored for recordkeeping purposes with the Lerdo Facilities Sergeant.
- The Record Log will be updated to reflect the destruction, including the destruction date and the method used.

### **Ongoing Record Maintenance:**

- The records storage room will be periodically reviewed for any needed updates or additional categorization.
- Staff responsible for records management will ensure that records are still compliant with retention policies and regulations.
- All records that are being transferred or archived should be logged in a timely manner and should be maintained with clear labeling for easy identification.

#### Record Retrieval:

When records need to be accessed:

- The requesting personnel will submit a request to the affected section's administrative sergeant and include a list of the specific records requested.
- The records officer or their designee will retrieve the records from the appropriate section of the Lerdo Records Storage Room based on the request and log.
- (Records room key will be obtained from the records "officer" and returned to the records officer by the end of the shift)

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 A record of retrieval will be maintained in the Record Log, including the date of retrieval and the person requesting it.

## **Annual Audit and Review**

A yearly audit will be conducted by each section to assess the overall effectiveness of the record-keeping system, including:

- Review of all records for compliance with retention schedules.
- Ensuring that destruction procedures are followed correctly.
- Making any necessary updates to labeling and record organization practices.