

KERN COUNTY SHERIFF'S OFFICE
COUNTYWIDE SERVICES SECTION
POLICIES AND PROCEDURES

TITLE: DUTIES OF PERSONNEL

NO. A-300

EFFECTIVE DATE: February 1, 1994

REVISED: August 27, 2025

APPROVED BY: Augustin Moreno, Commander

REVIEWED: August 27, 2025

REFERENCE:

POLICY

The Countywide Services Section shall be comprised of a Section Lieutenant; a Sergeant in charge of Search and Rescue and Public Safety Cadets, hereby referred to as the SAR Coordinator; and a Sergeant in charge of the Reserve Organization, the Chaplain Program, and the Citizen Service Unit, hereby referred to as the Reserve Coordinator.

The Countywide Services Section Lieutenant will:

- Be responsible for the overall administration of all volunteer programs established in the Kern County Sheriff's Office, including the overall administrative responsibility for the search and rescue function in Kern County;
- Act as the liaison to other section lieutenants in matters concerning volunteer members or programs;
- Be responsible for the development, approval, and implementation of new volunteer programs;
- Oversee and approve modifications to existing volunteer programs;
- Maintain consistency of policies and procedures concerning volunteer programs.
- Hold the required State Office of Emergency Services designation of Department Law Enforcement Mutual Aid Coordinator with responsibility for fielding requests from OES for mutual aid.

The Unit Coordinators will:

- Act as liaison to other divisions and department personnel to ensure the proper coordination and control of their function, and proper utilization of the individual members within their units;
- Be responsible for the overall supervision and management of all their groups and members;
- Collect and maintain statistical information on countywide activities of their unit and maintain inventory records on all county owned equipment and vehicles;

- Assist their unit in planning and coordinating special event activities;
- Identify training needs for their unit;
- Shall be responsible for establishing policies and procedures for their unit, maintaining the unit policies and procedures manual, and maintaining consistency in application of policies and procedures within their unit;
- Ensure that all training is properly documented and information is recorded in the volunteer members' training files;
- Attend meetings to provide direction and control to the volunteer members and disseminate information, including new or modified policies and procedures, training materials, etc.;
- Provide direction and supervision for recruitment, selection, and processing of volunteer members;
- Complete other duties as assigned by the Section Lieutenant.

In addition, the SAR Coordinator will:

- Hold the required State Office of Emergency Services designation of Department Search and Rescue Mutual Aid Coordinator with responsibility for handling requests for personnel and/or equipment to assist allied agencies with search and rescue missions.
- Hold the position of Chief Advisor of the Public Safety Cadets Unit #519.
 - This includes being responsible for the overall administration of the Public Safety Cadets Unit #519, coordinating all their activities, and ensuring proper supervision of the Public Safety Cadets.

In addition, the Reserve Coordinator will:

- Assist in the search and rescue function when needed.

Specific duties of each Unit Coordinator are listed in the respective units of this manual.