

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

TITLE: MANUAL REVISIONS

NO. A-500

EFFECTIVE DATE: February 1, 1994

REVISED: August 27, 2025

APPROVED BY: Augustin Moreno, Commander

REVIEWED: August 27, 2025

REFERENCE:

POLICY

Each Unit Coordinator shall be charged with revising, updating, and maintaining a unit procedures manual. It will be the responsibility of each Coordinator to provide revisions and updates.

The official version of the Countywide Services Section Policies and Procedures Manual (CSSPPM) will be on SheriffNet, the Sheriff's Office's Intranet website.

DIRECTIVE

Each Unit's manual shall be complete within itself so that the volunteer unit it governs will have easy reference to their policies and procedures. This also establishes a more economical and efficient method in which to provide pertinent manual updates to all the volunteer groups. However, since volunteers from the various units are utilized throughout the Sheriff's Office, the official version of the CSSPPM will be on SheriffNet, the Sheriff's Office's Intranet website. The Countywide Services Section Lieutenant will be responsible for maintaining and updating any revisions of this manual into the SheriffNet website. Hard copies of this manual will no longer be distributed to various managers within the Sheriff's Office.

PROCEDURE

Any member seeing the need for modification will:

- * Make recommendations for changes or additions in memo form including the reason for change or additions citing specific circumstances, laws, or other pertinent information, and section and/or language to be added or changed;
- * Forward the memo through the chain of command to their respective Unit Coordinator.

Members of the chain of command who receive requests will:

- * Make any comments, suggestions, or recommendations on a separate memo and attach it to the original request;
 - * Forward the request to the next level in the chain of command.
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The Unit Coordinator will:

- * Review the request and all comments attached;
- * If necessary return for clarification or additional justification;
- * Submit the request to the Countywide Services Lieutenant for approval with a recommendation;
- * If disapproved, send a memo notifying the originator of the request that it has been disapproved, with the original request and all comments;
- * If approved, make the change or addition to the appropriate section, noting the date of the revision;
- * Keep a copy of the section that was changed in its original form for a period of five (5) years;

The Section Lieutenant will:

- * Post the new/revised section on SheriffNet.