



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: MANUAL MAINTENANCE, REVIEW & REVISION NO: A-200			
APPROVED: Commander John Carpenter			
EFFECTIVE: August 18, 1992	REVIEWED: July 29, 2024	REVISED: November 5, 2019	UPDATED: November 5, 2019

POLICY

Policies and procedures play an important role in the daily operation of the Kern County Sheriff's Office Communications Center. They must be kept as up to date as possible to be credible and effective. When existing policies and procedures are found to be defective or insufficient, they will be revised to conform to statutes, constitutional requirements and other policies and procedures. An attempt will be made to review the entire policies and procedures manual annually.

The Section Manager, or designee, will be responsible for the updating of the Communications Section Policies and Procedures Manual.

PROCEDURE A - REVISION AND MAINTENANCE OF POLICIES AND PROCEDURES

Communications Center personnel should:

- Monitor the effectiveness of policies and procedures as they use them.
- Detect deficiencies and errors in policies and procedures, or more efficient ways to accomplish tasks.
- Make official notification outlining ideas on changing a policy or procedure listing the procedure number affected by the proposed change through the chain of command.

The Dispatch Supervisor will:

- Review the proposed change.
- Submit additional ideas or comments to the original proposal to the Section Manager.

The Section Manager will:

- Review the proposed change.
- Determine if the policy and/or procedure should be changed.
- If it should not be revised, forward the proposed change through the chain of

command back to the author.

- If it should be revised, assign sufficient staff to rewrite the policy and procedure.
- Review the new policy and procedure and approve if satisfactory.
- Forward a revised copy of the policy and procedure to the designee responsible for updating the policies and procedures manual.
- Notify all employees of the change in policy and procedure.

The designee responsible for the policies and procedures manual will:

- Make all necessary revisions and corrections to the policies and procedures manual.
- Ensure all revised policies and procedures are placed in all policies and procedures manuals.
- Assign a policies and procedures manual to at least the following:
 - The Commander of the Patrol Division.
 - Two copies shall remain in the Communications Section, available to all employees.
- Add the revision date to all procedures revised.
- Place the original revision copy in the master file of the Section Policies and Procedures manual.

PROCEDURE B - RETENTION OF OBSOLETE POLICIES AND PROCEDURES

The designee will:

- Maintain a master file of the policies and procedures manual.
- Add any revisions to the master file of the policies and procedures manual.
- Maintain all obsolete policies and procedures in the master file of the policies and procedures manual.
- Purge obsolete policies and procedures after a period of five (5) years.