



Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: GENERAL RULES AND REGULATIONS		NO: B-100	
APPROVED: Commander John Carpenter			
EFFECTIVE: August 18, 1992	REVIEWED: July 29, 2024	REVISED: July 29, 2024	UPDATED: July 29, 2024

POLICY

Members of the Kern County Sheriff's Office assigned to the Communications Section are expected to conduct themselves in a professional and courteous manner. They will familiarize themselves with, and abide by, the rules, regulations and procedures contained in the Departmental and Communications Section Policies and Procedures Manuals, as well as all departmental orders issued by the Sheriff or his designee, Emergency Communication Center Manager and Shift Supervisor. The Communications Section Manager will be responsible for making and implementing rules and regulations governing Communications Center operations.

PROCEDURE A - REPORTING FOR DUTY

Personnel will:

- Report for duty at their assigned time.
- Be in the department approved uniform. Refer to Section K-0425 of the DPPM.
- Check their mailbox, e-mail daily for messages, subpoenas, or other material.
- Notify the on-duty Dispatch Supervisor at least two hours prior to the beginning of their shift if for any reason they will be absent.
- Notify the on-duty Dispatch Supervisor as soon as possible if they will be late.

PROCEDURE B - PAYROLL TIME SHEET

Personnel will:

- Fill out payroll time sheet daily and completely.
- Have the on-duty Dispatch Supervisor approve any overtime worked on the day it was worked when utilizing manual timesheets.
- Submit their time sheet to their Dispatch Supervisor on the last day they work prior to the due date.

PROCEDURE C - ACCRUED LEAVE BALANCE TIME OFF REQUESTS EXCLUDING SICK LEAVE

Personnel will:

- Submit time off requests within the specified shift bid duration. Follow the guidelines for vacation or CTO as set forth in the memorandum of understanding for S.E.I.U.

Dispatch Supervisors will:

- Grant/deny requests based on seniority and subject to coverage obtained for the time off request.
- Grant time off subject to coverage being obtained or minimum staffing levels are met without obtaining coverage.
- As a courtesy, the time off will be penciled in the logbook to attempt to obtain coverage for the employee. However, if coverage is not secured or minimum staffing levels are not met 3 days prior to the time off requested, the request will be denied.

Dispatch Supervisors may deny time off under the following conditions:

- If they feel they will have insufficient staffing levels due to:
 - Lack of sufficient personnel to work overtime due to fatigue.
 - Special operation requiring additional personnel.
- If time-off requested is not voluntarily covered 3 days prior to time off period.
- If time-off requested will occur after the current shift bid period.
- If a trade is requested the Dispatch Supervisor will:
 - Approve the trade if it occurs during the same work week.

Dispatch Supervisors may grant a time off request that is not in accordance with the above conditions:

- For emergency situations when the Section Manager is not available.

PROCEDURE D - LEAVING THE BUILDING OR FACILITY

Personnel will not leave the facility except:

- At the end of their assigned duty shift and only after being properly relieved.
- With the approval of the Dispatch Supervisor.
- For an assignment outside the facility with the approval of the Dispatch Supervisor.

PROCEDURE E - ALERTNESS WHILE ON DUTY

Personnel will not:

- Sleep on duty.
- Do anything other than regular duties or tasks if the activity is a distraction from assigned duties. Including personal telephone calls and conducting personal business while on duty.
- Use personal cell phones to relay official information to deputies in the field or any other

person(s) in an official capacity.