

KERN COUNTY SHERIFF'S OFFICE
SUBSTATION HOLDING FACILITY
POLICIES AND PROCEDURES

TITLE: ANNUAL MANUAL REVIEW & REVISION

NO: A-101

EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Bureau Manual

POLICY:

Policies and procedures play an important role in the daily operation of the facility. They must be properly maintained to be credible and effective. When existing policies and procedures are found to be defective or insufficient, they will be revised to conform to current statutes, constitutional requirements, and other policies and procedures in this manual. At a minimum, the entire Policy and Procedures Manual will be reviewed biennial.

The official version of the Kern County Sheriff's Office Substation Holding Facility Policies and Procedures will be on SheriffNet, the Department's Intranet website. The Facility Administrator will be responsible for placing any revisions of this manual into the SheriffNet website.

The Facility Administrator or his designee shall be responsible for reviewing or updating the Kern County Sheriff's Office Substation Holding Facility Policy and Procedures Manual biennial.

Procedure A: Revising Policies and Procedures

Personnel will:

- 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.
- Write a memo outlining ideas on changing a policy or procedure, listing the procedure number affected by the proposed change.
- Give the memo to the Facility Manager or designee.

The Facility Manager or designee will:

- Review the memo with the author.
- Attach ideas or comments to the original memo.
- Forward all memos, regardless of content, to the Facility Administrator.

The Facility Administrator will:

- Review the memo and existing policy and procedure.
- Determine if the policy and procedure should be revised.
- If it should not be revised, forward the memo 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.
- If not satisfactory, send it back to the authors for appropriate changes.
- If satisfactory, approve the revisions.
- Once approved, the Facility Administrator will be responsible for placing any revisions of this manual into the SheriffNet website.

The Facility Manager or designee will:

- Train Staff on new policies and procedures.

Procedure B: Maintenance of Policy and Procedure Manual

The Facility Manager will:

- Ensure that computer workstations have access to SheriffNet and the Kern County Sheriff's Office Substation Holding Facility Policies and Procedures.