

KERN COUNTY SHERIFF'S OFFICE

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ISSUE: 25-08

TRAINING BULLETIN

DATE: March 17, 2025

DETENTIONS BUREAU MANUAL POLICY UPDATE: A-1050, B-0100, C-0400, C-0900, F-0100, and H-0300

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual.

Policies are available in the official version of the Detentions Bureau Manual, which is located on the "Detentions Bureau" page of the SharePoint website. In accordance with DBPPM A-200 "Maintaining Bureau Policies", any printed copies of the manual will be maintained and updated from this source. The official Detentions Bureau Policy and Procedure Manual may be accessed by clicking on the link below:

[Detentions Bureau - Detention Bureau Manual - All Documents](#)

Please note: This update bulletin provides only a summation of the revisions to the listed policies. **Please review the full policies** to ensure that you are familiar with the changes.

Section A-1050 JAIL LOGBOOKS has the following addition:

DIRECTIVE #5

Spare logbooks can be found in the Pre-Trial and Justice Facility secure storage. These are to be utilized only under the following circumstances:

- When a logbook page is filled, and additional spare is required to complete shift entries.
- When the regular logbook is temporarily removed from the work assignment for an inspection or investigation.

*Do not staple or tape additional pages into the facility logbooks, as these additions can be easily lost.

Procedure A: Utilizing Spare Logbooks:

- Make annotation in the regular logbook referring to the spare logbook usage (e.g., "Refer to Spare Logbook").
- Return the spare logbook to secure storage upon completion of use.

Section B-0100 EMERGENCY INCIDENTS / EMERGENCY CALL OUTS has been updated to:

This section has been removed Pursuant to Gov. Code 6254

Section C-0400 RESTRAINTS - SECURITY OF INCARCERATED PERSONS has been updated to:

DIRECTIVE #4

Any officer who receives a restrained incarcerated person from another officer will verify the incarcerated person's restraints are secure and properly applied prior to any further movement.

Section C-0400 RESTRAINTS – SECURITY OF INCARCERATED PERSONS had the following deletion:

Procedure A: Restraining Incarcerated People Removed from the Facility

Staff will restrain incarcerated people being released to other agencies in the manner requested by the transporting officer unless the requested restraint device or technique is not within the guidelines of this policy or of Section C-300 of this manual. In such cases, the transporting officer will apply the restraints.

Section C-0400 RESTRAINTS – SECURITY OF INCARCERATED PERSONS has the following addition:

DIRECTIVE #6

Security enclosures have been installed in the Justice and Pre-Trial Facility dress-out areas. They are clearly marked with "High Risk Dress Out and High Risk Interviews Only".

These enclosures are designated exclusively for high-risk dress-out and interviews, ensuring security and minimizing risk to all involved. The following guidelines apply:

- The enclosures are intended solely for high-risk dress-outs or high-risk IP interviews;
- Staff must be present at all times while utilizing the secure enclosure to monitor or intervene as needed in any emergency;
- Maintain direct visual and auditory supervision throughout the process;
- Ensure that the enclosure is clear of contraband and ready for use before placing an incarcerated person inside the enclosure.

Record the use of the enclosure in the logbook, including the time, reason for use, and staff involved.

Section C-0900 INCARCERATED PERSON DEATH has been updated to:

DEFINITION:

- “In-Custody” Death - The death of a person who is detained, under arrest, or is in the process of being arrested, is en-route to be incarcerated, or is incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted out by the state, any state or local contract facility, or other local or state correctional facility, including any juvenile facility. “In-custody” also includes deaths that occur in medical facilities while in law-enforcement custody.

Section F-0100 CORRESPONDENCE has been updated to:

DIRECTIVE #1

The following provisions shall apply to all processing and handling of incarcerated person’s personal mail:

- Incarcerated people may send or receive an unlimited amount of mail. However, each facility based on safety or security concerns may restrict the volume of mail an incarcerated person has in their possession at any one time.

Section F-0100 CORRESPONDENCE has the following addition:

Directive #3 Processing Incarcerated Person’s Mail Containing Photos

Procedure A: Criteria for Acceptable Photos:

- Shirts covering the stomach and back are required
 - Pants must cover the buttocks
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- No see-through or halter tops
- Bra straps and cleavage cannot be shown
- Shorts and skirts must be no shorter than 3 inches above the knee
- No sexually explicit or suggestive posing

Procedure B: Procedure for Non-Compliant Photos:

- Write "Return to Sender" on the envelope and seal the envelope
- Enter the returned mail on the contraband log, stating the specific reason for rejection
- Place the item into the outgoing mailbox
- Notify the incarcerated person of the returned mail by completed DBPPM F-200 Attachment A.

Section H-0300 TRANSPORTING INCARCERATED PERSONS TO THE HOSPITAL has been updated to:

POLICY

When an incarcerated person needs immediate medical attention from a physician and the facility physician is not available or is unable to provide the necessary treatment, the incarcerated person will be transported to Kern Medical or another hospital as appropriate. The medical staff or the on-duty shift supervisor will make decisions to transport incarcerated person to the hospital. Nothing in this policy prohibits staff members from independently determining the need for emergency medical services and immediately calling for assistance if, upon arriving at a scene, they assess that urgent medical care is required beyond the confines of the facility.

Procedure A: Transporting Incarcerated Persons to a Hospital

Any officer who becomes aware that an incarcerated person needs to be transported to the hospital will:

- Determine if medical staff recommends Sheriff's staff transport the incarcerated person or if an ambulance is required;
 - If an ambulance is required, determine what type, medical staff recommends (e.g., paramedic or EMT unit and if a Code 3 response is needed)

Section H-0300 TRANSPORTING INCARCERATED PERSONS TO THE HOSPITAL has the following additions:

This section has been removed Pursuant to Gov. Code 6254

All sworn personnel of the Deputy Sheriff and Detentions Deputy ranks are required to review this training bulletin and revised policies. By acknowledging this training bulletin, you certify you have reviewed this bulletin and revised Detentions Bureau Manual policies A-1050, B-0100, C-0400, C-0900, F-0100, and H-0300. **Your review and acknowledgment of these policies are due no later than April 18, 2025.**
