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TRAINING BULLETIN

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DETENTIONS BUREAU MANUAL POLICY UPDATE: A-1500, C-0400, C-0575, C-0900, D-0500, D-0600 & M-0500

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-1500 Incident Reports has the following addition:

DIRECTIVE # 2

All security and receiving sergeants are required to thoroughly review and approve all reports submitted in the LERMS system prior to the end of their shifts.

- All facility and receiving supervisors will log onto "Law Enforcement Mobile" with their assigned call signs at the beginning of their shift and log off at the conclusion of their shift.
- In the event a sergeant is unable to complete the review and approval process of pending reports by the end of their shift, they will email the affected facility lieutenant with a written explanation outlining the reasons for the delay in completing the review and approval process of the reports.
- If a supervisor rejects a report, it is their responsibility to follow up with the deputy who authored the report to ensure the report has been corrected and resubmitted for approval.

All managers will be responsible for conducting a comprehensive review of the weekly LERMS audit of their respective sections. This review will ensure all reports are being processed in a timely manner and any discrepancies are addressed immediately.

- All managers will conduct bi-weekly audits to ensure all supervisors are logging onto LERMS at the beginning of each shift.
- All managers will email their division commander a written explanation for any unapproved report over two weeks old.

Section C-0400 Restraints – Security of Incarcerated Persons has the following addition:

Procedure C: Restraints & Movement of Incarcerated Persons Within a Facility

Staff will coordinate and manage the movement of incarcerated persons within the facility to maintain safety, security, and operational efficiency.

Restraints for Movement Within the Facility

- Staff may restrain an incarcerated person as a preventative measure to deter aggression and ensure safe movement to a secure holding location within the facility.
- When restraining an incarcerated person:
 - If safe, remove restraints upon arrival at the secure location.
 - If restraints remain on for more than 15 minutes, DBPPM C-300 will apply.

Routine Movement Guidelines

- A single deputy may escort no more than:
 - Five (5) unrestrained incarcerated persons, or
 - Ten (10) incarcerated persons restrained with handcuffs at a minimum.
 - Groups of ten (10) incarcerated persons may be moved if deputies are stationed along the route for observation. The Shift Supervisor must approve this type of movement.
- Escorting deputies must announce movement over two-way radio, stating:
 - The number of incarcerated persons,

- Their classification (GP, PC, HR, etc.), and
- The origin and destination of movement.
- Every effort must be made to prevent mixing classifications of incarcerated persons in circulation areas.

High-Risk (Orange Band) Incarcerated Persons

When escorting a **high-risk incarcerated person within the facility**, staff will ensure:

- A minimum of two (2) deputies must be assigned to the escort.
- The incarcerated person must be restrained with:
 - Handcuffs before removal from the cell.
 - Leg restraints unless medically prohibited.
- High-risk individuals must be escorted individually (without other incarcerated persons).

Section C-0575 Housing Searches Integrity and Welfare Checks has the following addition:

DEFINITION(S):

Contraband: Incarcerated people are allowed to possess only the type and quantity of items authorized by the Sheriff. All other items are deemed contraband. This includes but is not limited to: Jewelry (including jail-made items, unless not removable), items not sold or provided by commissary, excess of one-half cubic foot of papers, books, newspapers, magazines, greeting cards, letters or other combustible materials, money, any electrical or musical instrument, cell phones, make-shift weapons of any type, any items used to make tattoos, jail made alcohol (pruno), perishable foods or liquids not consumed within fifteen minutes of meal service, any clothing or bedding beyond standard issue or that has been destroyed or modified in any way, medication in excess or that is not prescribed, any other item that is an inherent threat to the security, safety and good order of the facility.

(Procedure A), Three modifications were made under the following category.

The housing deputy and assisting deputy(s) will:

1. The following was removed **(Review the facility-specific search logs to determine which cell(s) require a monthly search, as outlined in the facility-**

specific policy (i.e., JFPPM D-310 Attachment A, PTPPM D-300 Attachment D). Enter the date of the search and the JMS incident report number on the facility-specific log)

2. The following was added (**Document the cell search in a JMS incident and/or an Incident Report as appropriate and include what specific contraband and inmate property was removed from each cell.**)
3. The following was added under (The shift Sergeant will) **thoroughly review and approve associated incident reports to ensure all contraband and inmate property was accurately documented.**

Section C-0900 Incarcerated Person Death has the following addition:

DIRECTIVE #5

The Federal Liaison Sergeant or their designee will notify Immigration and Customs Enforcement (ICE), the U.S. Marshals Service, or the Bureau of Prisons of the death when the individual was held in Kern County Jail Facilities pursuant to a detainer or hold from the appropriate agency.

Procedure A: Staff Duties and Responsibilities

The Shift Supervisor will:

- Notify the Federal Liaison Sergeant if the decedent was a Federal Incarcerated Person.

Section D-0500 Incarcerated People Showers has the following addition:

POLICY

Incarcerated persons shall be permitted to shower upon assignment to a housing unit and at least every other day or more often if possible. Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or designee, and the reason(s) for prohibition shall be documented in the logbook.

Incarcerated people housed in Pods, Modules, Dorms, or Barracks have access to showers during out-of-cell time, which is provided daily and may be used at their discretion.

DIRECTIVE #1

In instances where a housing unit is locked down due to medical isolation, safety and security concerns, maintenance, or other facility needs, incarcerated people will be provided access to showers at least every other day. In emergency situations that impact

shower schedules, such as extended facility lockdowns or other operational disruptions, staff shall make reasonable efforts to ensure inmates have access to showers as soon as it is safe and feasible to do so.

DIRECTIVE #2

If staff observe that an incarcerated person is not showering, they should speak with the individual to determine if there are any barriers to showering or hygiene concerns. If needed, staff should submit a referral to Correctional Behavioral Health (CBH) to ensure appropriate follow-up and support.

Procedure A: Showering in the Infirmary or DOU

For incarcerated people housed in the DOU and in infirmary cells without showers, staff will:

- Ensure incarcerated people are offered a shower at a minimum of every other day.
- Document the offer on the Out-of-Cell Log.
- Allow incarcerated people a minimum of 10 minutes per shower.
- If a medical reason prevents the incarcerated person from showering, document the reason on the Out-of-Cell Log and station logbook.

Procedure B: Cleaning Showers

Staff will:

- Spray the showers in each housing unit with disinfectant after incarcerated persons are secured in their assigned cells for the night.
- Obtain the one-gallon pump sprayer from the module janitor closet and appropriate personal protective equipment such as gloves and eye protection.
- Add 8-10 ounces of N.A.B.C. cleanser stored in the janitor closet and fill the remainder of the sprayer with water.
- Spray each shower in the housing units with a light coat of the solution and allow it to remain wet for 10 minutes before rinsing or wiping down.
- Place the remaining solution in the janitor closet for storage, as a gallon of solution should last approximately one week.
- Incarcerated persons should not use the showers for one (1) hour after spraying the solution.

- Ensure the shower is disinfected after each use by an incarcerated person with an infectious disease to prevent the spread of illness.
- Document the cleaning in the station logbook.

Section D-0600 Infested/Contaminated Clothing and Bedding has the following addition:

Procedure D: Mattresses

If a mattress becomes contaminated with human body waste or fluids, or if a mattress is used by an incarcerated person who is released or transferred to another facility, it will be collected and sanitized before reissuance.

Decontaminate

- Inspect each mattress for damage, contamination, or excessive wear.
- Wash the mattress, ensuring the plastic cover remains intact, with the germicidal disinfectant cleaner provided by the Lerdo Warehouse;
- Ensure the mattress is scrubbed with soap and water to remove any residue;
- Allow mattresses to fully air dry before storage or reissuance to prevent mold or bacterial growth;
- Reissue the mattress only after confirming it is fully sanitized and in good condition;
- Return damaged or foam mattresses missing the plastic cover to Laundry for evaluation;
- Replace mattresses that are torn, excessively stained, or beyond repair with a new or refurbished mattress.

Section M-0500 Staff Personal Property Storage has the following addition:

Procedure A: Locker Use

Staff may utilize lockers at the facility they are assigned. Staff who are members of the Sheriff's Emergency Response Team (SERT) may utilize two lockers at the facility they are assigned. If assigned to a section that does not provide a locker, SERT members may use one locker from a facility that does.

Staff will:

- Utilize a personal lock;
- Secure an unoccupied locker in the staff locker room of their assigned facility;
- Notify the affected Administration Sergeant of the locker assigned for personal use;
- Ensure that all personal property, including clothing, hangers, and non-essential equipment, is kept inside their locker;
- Secure their locker prior to leaving the locker room;
- Remove all items and relinquish the locker upon reassignment to another facility or leave of duty;
- Notify the Administration Sergeant when a locker is vacated.

The affected Administration Sergeant or their designee will:

- Maintain a current list of all occupied lockers at the facility;
- Audit the list after each shift bid.

Procedure B: Locker Access and Reclamation

Lockers are assigned for staff use but remain the property of the Sheriff's Office. The Sheriff's Office retains the right to access and reclaim lockers under the following conditions:

- Staff have separated from employment (resignation, termination, retirement, etc.);
- Staff have been reassigned to another facility and failed to relinquish their locker after a 30-day period;
- A locker is unclaimed and remains locked after multiple posted warnings following a shift bid;
- Facility security concerns necessitate immediate access;
- The locker appears abandoned or has not been accessed for an extended period.

The Administration Sergeant or their designee will:

- Maintain a current list of all occupied lockers at the facility;

- Audit the list after each shift bid;
- Post warnings on unclaimed locked lockers after shift bids. If the locker remains unclaimed after multiple warnings, it will be opened and reassigned as needed;
- Conduct locker openings in accordance with this policy and document actions taken;
- Inventory and store any recovered property in a designated secure area for retrieval by the owner;
- Return any department-issued equipment found in a locker to the property room;
- Make reasonable attempts to contact the owner regarding retrieval of personal property before disposal;
- If unclaimed after 30 days dispose of personal property.
- Mail a letter and make an attempt to call the owner of the property.

NOTE: If the property is not claimed, it will be seized and booked in the KCSO property room. A LERMS report will be generated for documentation purposes.

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-1500, C-0400, C-0575, C-0900, D-0500, D-0600, and M-0500. Your review and Acknowledgment of these policies is due no later than **July 16, 2025**.