

KERN COUNTY SHERIFF'S OFFICE

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Issue: 25-62

TRAINING BULLETIN

DATE: October 15, 2025

DETENTIONS BUREAU MANUAL POLICY UPDATE: K-0400 ADMINISTRATIVE SEPARATION

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual (DBPPM) K-0400 Administrative Separation.

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 "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](#)

Please note: This update bulletin provides a summary of the revisions to the listed policy. Please review the whole policy to ensure that you are familiar with the changes.

Policy Highlights

Section K-0400 ADMINISTRATIVE SEPARATION has been updated:

POLICY

Administrative separation is a tool afforded to facility administrators to maintain safety, security, order and control of the jail. Administrative separation shall only house people who have committed serious violent actions while in the custody of the Kern County Sheriff's Office, or people who present an extraordinary risk to jail safety and security, custody, and protect potential victims if no other viable housing options are available, as outlined below.

- Generally, inmates with serious mental illness (SMI) should not be placed in restrictive housing. However, an inmate with SMI may be placed in restrictive housing only if:
 - The inmate presents an immediate and serious danger and that no reasonable alternative exists. Placement will be approved by the CBH supervisor and the Classification Lieutenant.

The above clearance must be completed with the following timelines:

- Behavioral Health Level 1/2 by the end of shift following placement
- Behavioral Health Level 3/4 within 24 hours of placement
- All others will be within 72 hours of placement

Updated Policy K-0400 Administrative Separation may be accessed via the following link:

- [K-0400 Administrative Separation](#)

By acknowledging this training bulletin, you indicate that you have read and understand the contents of this training bulletin, and DBPPM K-0400. All staff holding the Deputy Sheriff, Detentions Deputy, and Park Ranger ranks (including Reserve Deputies and Reserve Rangers) are required to review and acknowledge this training bulletin no later than **Friday, November 14, 2025**.