

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: IDENTIFICATION TAGS

A-1700

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE:

POLICY

To enhance the security of detentions facilities, visitors and non-uniformed staff will be required to wear an identification tag whenever they are in a secure portion of a detentions facility. Detentions Bureau employees and other authorized personnel will be issued a personal identification tag with a photograph of the individual on the tag.

Visitors entering a secure area of a detentions facility must wear a temporary identification tag, which will be obtained from the facility's reception area. Temporary identification tags will only be issued in exchange for a government-issued photo identification (such as a driver's license), which will be returned when the visitor returns the issued identification tag.

Visitors who require an escort (as detailed in Directive #2) will be accompanied by an appropriate staff member (as detailed in Directive #3) at all times while in a secure area of a facility.

DIRECTIVE #1

Visitors and non-uniformed employees will be denied access to secure areas of detentions facilities unless they are wearing a Detentions Bureau-issued identification tag. The identification tag will be worn in the upper left quadrant of the torso, above the sternum, so that deputies controlling access to secure areas can readily see it.

On-duty, non-uniformed Kern County Sheriff's Deputies may wear their issued Kern County Sheriff's Office identification card in place of the detention facility's issued identification tag.

DIRECTIVE #2

The identification tags will be color-coded as follows:

- **GREEN:** For law enforcement only. Allows access throughout the facility without an escort. Officers not familiar with the facility must be escorted. Green tags without a photograph affixed are for temporary issue only.
- **BLUE:** Civilian staff only. Allows access throughout the facility without an escort. May include medical staff, clerical staff, and maintenance staff. Issued to assigned personnel with a photograph affixed.
- **PINK:** Support personnel only. Allows access throughout the facility without an escort (Minimum Facility excepted.) May include outside contractors or other county agencies. The shift supervisor must approve the use of a temporary pink tag (one (1) without a photograph affixed). Pink tags without a photograph are for temporary issue only. Personnel not familiar with the facility must be escorted.
- **YELLOW:** Legal visitors only. Allows access to the attorney booths and rooms only. Requires a shift supervisor's approval to enter the secure area. Must be escorted if inside the secure area.
- **RED:** All other visitors. Must be escorted at all times while in secure areas. Requires shift supervisor's approval to enter a secure area. Temporary issue only.

DIRECTIVE #3

Persons with green or blue identification tags may escort visitors who have been issued yellow or red tags with the shift supervisor's approval. Persons with pink tags may only escort visitors if they have prior approval from the section manager or designee. Uniformed staff may escort any authorized visitor.

Procedure A: Issuing Tags to Visitors

Staff assigned to distribute visitor tags will:

- Obtain the visitor's driver's license or other government-issued photo identification.
- Place the visitor's identification in the designated receptacle.

- Issue the visitor an appropriate identification tag.

When the visitor returns the visitor identification card, staff will:

- Return the visitor's identification in exchange for the identification tag.
- Place the returned identification tag in the designated receptacle.

Administrative staff of each facility will:

- Ensure that there are an adequate number of identification tags for their respective facility.
- Obtain replacement or additional tags as needed from the personnel division at headquarters.
- Maintain an accurate inventory of all visitor identification tags.

Procedure B: Persons in Secure Areas Without Appropriate Identification

Any deputy observing a person in a secure area who is not displaying the appropriate identification will:

- Consider the situation a security breach.
- Investigate immediately.
- Summon assistance, if necessary.
- Notify the shift supervisor as soon as possible.
- Escort the person out of the secure area if appropriate.