

**KERN COUNTY SHERIFF'S OFFICE**  
**Central Receiving Facility**  
**Policies and Procedures Manual**

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**TITLE: FACILITY EQUIPMENT**

**NO. A-400**

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**EFFECTIVE DATE: 10-03-98**

**REVISED: 12-17-18**

**APPROVED BY: Downtown Services Div. Commander**

**REVIEWED: 12-17-18**

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**POLICY**

All tracking and inventory functions will be the responsibility of the Division's Administrative Sergeant.

**PROCEDURE A: ARRESTING / TRANSPORTING OFFICER RESPONSIBILITIES**

**The Administrative Sergeant or Designee will:**

- Complete the Auditor-Controller's inventory list and return it by the due date.

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**TITLE: CLERICAL OFFICE SUPPLY**

**NO. A-500**

**EFFECTIVE DATE: 10-03-98**

**REVISED: 12-17-18**

**APPROVED BY: Downtown Services Div. Commander**

**REVIEWED: 12-17-18**

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**POLICY**

Clerical supplies will be requested from the CRF clerical supervisors on an as needed basis. The supplies will be kept in the Jail Clerical Office in a secure area. Supplies will be maintained and distributed by the CRF clerical supervisors.

**PROCEDURE A: WEEKLY ISSUE OF REQUESTED SUPPLIES**

**Staff will:**

- Send an email to the CRF clerical supervisors when office supplies are needed. The request is to be specific in which supplies are to be ordered.

**The CRF Clerical Supervisors will:**

- Submit all supply requests through the iOrder system. All ink/toner cartridge orders shall be submitted separately from other necessary office supply orders.

**PROCEDURE B: GENERAL RULES FOR ORDERING**

**The CRF Clerical Supervisors will:**

- List all supplies in numerical order when typing the requisitions
- Include the item number on all supplies ordered
- List a justification and recommended vendor.
- Recommended vendors are usually Lerdo Warehouse, Office Depot, or Stinson's. However, you may list other vendors when they are the sole source.
- Route the Sheriff's Requisitions to the Lerdo Warehouse via chain of command.

- Maintain one copy of all requests for the requisitions file.
- Monitor the supplies and be sure to order enough supplies to last through the last portion of each fiscal year when no supplies may be ordered.

### **PROCEDURE C: RULES FOR RECEIVED ORDERS**

#### **The CRF Clerical Supervisors will:**

- Check the requisition to ensure all items were received.
- Mark the obtained items as received with a date.
- Route a copy of the receipt from the vendor to Sheriff Account' Payable via email at [sheriffaccountspayable@kernsheriff.org](mailto:sheriffaccountspayable@kernsheriff.org) The subject line will have the order number and the body of the email will display "ok to pay."
- Staple the copy to the requisition.
- File the copies in the requisitions file.
- Indicate back ordered when necessary.
- Deliver orders to the appropriate party.
- Write down who the supplies were given to and the date in the supplies distributed log.
- Place additional supplies in locked storage to be distributed as necessary.

### **PROCEDURE D: MAINTENANCE OF SUPPLY RECORDS**

#### **The CRF Clerical Supervisors will:**

- Maintain the following files:
  - Inventory
  - Supplies Distributed
  - Orders made with Lerdo Warehouse Supplies Request Form
  - Prepare Requisitions

**PROCEDURE E: LERDO WAREHOUSE SUPPLY REQUEST FORM****The CRF Clerical Supervisors will:**

- Obtain a Form from Lerdo Warehouse.
- Complete Form following Warehouse policies and procedures.
- Identify Authorization Budget to be used.
- Fax or route the order Form to Lerdo Warehouse.
- Have the Commander or Authorized Person sign the requisition.
- Make a copy of the Request Form.
- Put the copy in the Request Form Folder.

**PROCEDURE F: REGULATING SUPPLIES****The CRF Clerical Supervisors will:**

- Monitor the supplies ordered and distributed carefully to ensure that the budgeted money is spent only as necessary.
- Keep a log of all supplies distributed and include the following information
- Date, Received by, Item, and Quantity.
- Maintain an inventory list of what supplies are on hand.

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**TITLE: SAFETY AND ACCIDENT PROGRAM**

**NO. A-600**

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**EFFECTIVE DATE: 10-03-98**

**REVISED: 12-17-18**

**APPROVED BY: Downtown Services Div. Commander**

**REVIEWED: 12-17-18**

**REFERENCE: DPPM Section N-400, Kern County Administrative Procedures Manual Chapter 12**

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**POLICY**

The Central Receiving Facility will conduct periodic safety and accident prevention meetings for all personnel in accordance with Kern County Sheriff's DPPM N-400 and the Kern County Administrative Procedures Manual, Chapter 12.

The purpose of this program is to correct documented safety problems and prevent anticipated safety and accident occurrences.

**DIRECTIVE 1:**

All personnel are responsible for recognizing and documenting circumstances which may create a safety hazard. All personnel will forward documentation of potential hazards to the Administrative Sergeant via the chain of command.

**PROCEDURE A: DUTIES OF PERSONNEL**

**The Administrative Sergeant will:**

- Maintain a file on all incident reports, memos and maintenance requests dealing with safety and/or security issues.
- Hold periodic meetings with all Shift Supervisors to discuss safety issues and needed training.
- Determine what topic(s) will be discussed at the safety meeting.
- Coordinate training with the Kern County Sheriff's Office Safety Coordinator.

- Forward all lesson plans and training attendance forms to the Sheriff's Office Safety Officer and the S.T.C. Sergeant.

**Each Shift Supervisors will:**

- Establish a lesson plan for safety meetings with staff.
- Establish a date and time for conducting safety training with staff.
- Conduct or appoint a designee to conduct the safety training session.
- List the topic(s) discussed on the training attendance form.
- Have each employee present sign the training attendance form.
- Forward all completed lesson plans and the training attendance form to the Administrative Sergeant.

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**TITLE: FACILITY SAFETY and SECURITY INSPECTION**

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**A-700**

**EFFECTIVE DATE: 5-12-03**

**REVISED:**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED:**

**REFERENCE: Title 15 Section 1029**

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**POLICY**

The Central Receiving Facility Manager or an appropriate designee shall conduct and document an annual review of the facility security measures. This review shall encompass all areas related to the safety and security of the staff, inmates, and community.

This review shall be made available to the California Board of Corrections. Other interested parties may obtain the review with a valid court order.

**DIRECTIVE 1:**

The following security areas and issues shall be examined at least annually for their continued effectiveness and compliance with Detentions Bureau and Department Policies and Procedures, Title 15, California Penal Code, and all Federal laws and statutes.

**ADMINISTRATIVE:**

- Jail Logs – CRFPPM A-300
- Facility Staffing Plan / Overtime Staffing – CRFPPM A-800, DBPPM A-1300
- Administrative Segregation – CRFPPM H-300, DBPPM K-400

**EMERGENCY PROCEDURES:**

- Emergency Incidents – CRFPPM B-100, DBPPM B-100
- Fire and Smoke – CRFPPM B-200, DBPPM B-500
- Evacuation – CRFPPM B-300
- Escapes – CRFPPM B-500
- Riots – CRFPPM B-600, DBPPM B-300
- Hostage Situations – CRFPPM B-700, DBPPM B-400

**EMERGENCY EQUIPMENT:**

- Weapons Storage – CRFPPM I-300, DBPPM C-700
- Emergency Equipment / Testing – CRFPPM

**SECURITY PROCEDURES:**

- Contraband Search Procedures CRFPPM I-100, DBPPM C-500
- Key Control – CRFPPM I-400, DBPPM C-600
- Inmate Count – CRFPPM I-500
- Inmate Safety and Cell Checks – CRFPPM I-600

**INMATE MANAGEMENT:**

- Use of Sobering Cell – CRFPPM D-100, DBPPM C-1200
- Use of Safety Cell – CRFPPM D-200, DBPPM C-100
- Restraints – Protection of Inmates/Staff – CRFPPM D-300, DBPPM C-300
- Suicidal and Mentally Disordered Inmates – CRFPPM D-400, DBPPM C-200
- Use of Force on Inmates- CRFPPM D-500, DBPPM F100 – F-700

**DIRECTIVE 2:**

Review of the above policies and procedures shall be documented with specific notations as to policy reviewed, date reviewed, no changes required, revision needed, and any useful comments.

Direct an appointed designee to write the necessary changes. Review the written policy changes and approve for distribution if appropriate.

Attachment 'A' – Form for use in documenting safety and security policy review.



## CRF Annual Safety and Security Review

CRF	DB	Title	Date	No Rev.	Rev. Req.	Comments
A-300		Jail Logs				
A-800	A-1300	Facility Staffing Plan / Overtime Staffing				
H-300	K-400	Administrative Segregation				
B-100	B-100	Emergency Incidents				
B-200	B-500	Fire and Smoke				
B-300		Evacuation				
B-500		Escapes				
B-600	B-300	Riots				
B-700	B-400	Hostage Situations				
I-300	C-700	Weapons Storage				
O-600		Emergency Equipment Testing				
I-100	C-500	Contraband Search Procedures				
I-400	C-600	Key Control				
I-500		Inmate Count				

## CRF Annual Safety and Security Review

CRF	DB	Title	Date	No Rev.	Rev. Req.	Comments
I-600		Inmate Safety and Cell Checks				
D-100	C-1200	Use of Sobering Cell				
D-200	C-100	Use of Safety Cell				
D-300	C-300	Restraints – Protection of Inmates/Staff				
D-400	C-200	Suicidal and Mentally Disordered Inmates				
D-500	F100 – F700	Use of Force on Inmates				

Comments: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Revisions designated to: \_\_\_\_\_

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**TITLE: FACILITY STAFFING PLAN / OVERTIME STAFFING A-800**

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**EFFECTIVE DATE: 10-3-98**

**REVISED: 11-30-2004**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED:**

**REFERENCE: Title 15 Section 1029, DPPM B-400**

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**POLICY**

The CRF Facility shall establish and maintain a staffing plan with an acceptable number of staff required to operate the daily facility functions in a safe, efficient, and lawful manner. The staffing plan shall include staff of both genders where inmates of both genders will be detained or housed.

A minimum safe staffing number should be established and maintained. Any staff absences which cause a below minimum staffing level should be eliminated through the use of overtime staffing.

When an employee is on an extended absence and a replacement is needed, an overtime schedule shall be established by the Clerical or Shift Supervisor of the affected shift.

**DIRECTIVE 1:**

The following positions shall be staffed on a 24hr, 7 day basis by (1) one employee unless otherwise indicated:

- Receiving Control
- IRC (3) Officers
- Mug Room
- A-Deck (2) Officers
- A-Control
- Male Dressout
- B-Deck (2) Officers
- C-Deck (2) Officers
- Sergeant / Senior
- DEO (1-2)
- Office (2-3) Clerks
- Medical Staff

Additional support staff shall include:

- Facility Manager
- Administrative Senior
- Utility Officers (2)
- Accountant
- Administration Sergeant
- Administrative Assistant
- Court Officers (4)
- Laundry Officer
- Maintenance

**DIRECTIVE 2:**

If there is a vacant position and there is not enough staff available to cover the position, then minimum overtime staffing may be approved to cover the position. The Clerical or Shift Supervisor will follow Procedure A for posting and accepting overtime.

If an employee will be off work less than 3 days, the Shift Supervisor may assign coverage.

**PROCEDURE A: OVERTIME STAFFING FOR ILL EMPLOYEE (INCLUDING INDUSTRIAL INJURIES)**

If the employee will be off work three days or longer, the Clerical or Shift Supervisor may:

- Compile a list of the days and hours that coverage is needed.
- Post the list in a common area for the affected staff to view, and notify personnel of the existence of the list.
- Write the date and time at the top of the schedule when it is posted.
- Approve the sign-up of employees requesting overtime.

**DIRECTIVE 3:**

Initially, personnel will be allowed to sign up for a maximum of two shifts. If, after a 48 hour period, vacancies still exist on the list, staff may sign up for an additional two shifts.

Any employee who signs up for an overtime shift will be required to complete their normal shift and is responsible for the overtime shift.

Any trading or sharing of shifts must be approved by the Clerical or Shift Supervisor prior to the date involved.

**NOTE:**

For requesting time off refer to CRFPPM Section A-1200 "RULES & REGULATIONS"

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**TITLE: USE OF TWO WAY RADIOS**

**A-900**

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**EFFECTIVE DATE: 10-3-98**

**REVISED:**

**APPROVED BY: C.R.F. Division Manager**

**REVIEWED: 1-15-03**

**REFERENCE:**

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**POLICY**

Two way radio communication will be used by employees to assist in the completion of routing work and for communications during emergencies.

**DIRECTIVE 1: RADIO ETIQUETTE**

Operation of two way radio shall be conducted in a professional manner. Proper radio calls signs and codes shall be used if possible. Do not waste valuable air time by using pleasantries such as "please", "thank you", etc.

**DIRECTIVE 2: RADIO RETENTION**

When not on duty, personnel shall not retain in their possession, locker or other storage area, any two way radio, radio holder or microphone belonging to the Kern County Sheriff's Department. This equipment is to be given to your relief at the end of your shift. If there isn't an officer relieving your position or if the officer relieving you is late, you are to turn in your radio to the Shift Supervisor. Unless there are exigent circumstances, no radio is to leave the facility without the approval of the Shift Supervisor. Personnel who take radios from the facility while responding to emergencies will notify their supervisor as soon as conditions allow.

Radio battery chargers are maintained in the Shift Supervisor's Office and on the decks.

**PROCEDURE A:**

**The Administrative Sergeant will:**

- Ensure that all radios and related equipment assigned to the Central Receiving Facility are marked with gray paint.
- Assign each radio and radio holder to specific work locations (e.g., S&E 1 must use Radio #16).

Personnel assigned to the Central Receiving Facility will:

- Use the radio and radio holder assigned to their work location.
- Use the radios with radio microphones, if available.
- Carry their radio in the holder assigned to the radio.

**PROCEDURE B: RADIO MAINTENANCE**

**If the radio or battery becomes inoperative the officer shall:**

- Notify the Shift Supervisor.
- Write a detailed memo to the Administrative Sergeant stating the problem.
- Take the inoperative radio or battery and the memo to the Shift Supervisor's office and place it in the Administrative Sergeant's tray.
- Obtain another radio from the Shift Supervisor until the inoperative equipment is repaired.

**PROCEDURE C: OPERATION OF RADIO**

**The person initiating a call on the radio will:**

- Give the call sign of the officer being called first and then your call sign (e.g., "Sam 3, Charles 1.")

**The person receiving the call will:**

- Answer the call by stating their call sign (e.g., "Sam 3".)
- Do not use the radio for long transmissions that can be more expediently handled by telephone or which unnecessarily ties up air time.

**DIRECTIVE: CALL SIGNS**

The following radio call signs and codes will be used by Central Receiving Facility Officers when operating radios:

A-Deck	=	Adam 1, Adam 2
B-Deck	=	Baker 1, Baker 2
C-Deck	=	Charles 1, Charles 2

Classification	=	Class 1, Class 2, etc.
Court Officers	=	Court 1, Court 2, Court 3, Court 4
Dress-Out Officer	=	Dress-Out + Squad
Laundry (Days)	=	Laundry 1
C.R.F. Admin. Sergeant	=	Sam 5
C.R.F. Admin. Senior	=	David 5
C.R.F. Admin. Officer	=	Admin. 1
I.R.C. Officers	=	Receiving 1, Receiving 2, etc.
Mugroom Officer	=	Mugroom
I.R.C. Control	=	Receiving Control
Sergeant	=	C.R.F. Sam + Squad
Senior	=	C.R.F. David + Squad
S&E	=	S&E 1, S&E 2, etc.
Utility Officer	=	Utility 1, Utility 2, etc.

**PROCEDURE C: RADIO EQUIPMENT INVENTORY**

All Central Receiving Facility radio equipment will be inventoried by the Administrative Sergeant on a quarterly basis (e.g., January, April, July & October).

**DIRECTIVE 4: RADIO LOG**

**The Administrative Sergeant will maintain a radio log which indicates:**

- Radios assigned to the Central Receiving Facility.
- Each radio's Kern County Sheriff's Department I.D. number
- Each radio's Central Receiving Facility assigned number.
- Radios out of the facility for repairs.
- Problem with radio.
- Date out for repairs.
- Date returned from repairs.

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**TITLE: FACILITY TOURS**

**A-1500**

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**EFFECTIVE DATE: 10-3-98**

**REVISED: 06-07-19**

**APPROVED BY: Todd Bishop, Division Commander**

**REVIEWED: 06-07-19**

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**POLICY**

Staff will cooperate with Governmental agencies and private sector groups in order to foster good working relationships and public relations, as long as facility security and safety are not compromised. All tours must be approved by the Facility Manager, Administrative Sergeant or Shift Supervisor. However, no one under 18 years old will be allowed to tour any security areas of the facility without approval of the Division Commander or higher level of authority.

**DEFINITION**

**Private Sector Groups:** Established public service groups that exist for the benefit of individuals or the general public

**PROCEDURE A: TOURS**

**Staff members receiving a tour request will:**

- Refer the person making the request to the Administrative Sergeant

**The Administrative Sergeant will:**

- Determine if the tour falls within the guidelines of the policy
- Check for any possible conflicting schedules
- Approve or disapprove the tour request



- Notify the tour group leader or contact, of the approval or disapproval
- If available, the Administrative Sergeant will be present during the tour process
- Conduct a walk-through of the facility prior to the start of any tour to ensure the facility is clean and any safety concerns are adequately addressed
- Notify the following of any tours being held:
  - Facility Manager
  - Shift Supervisor
  - A-Deck Control Officer
  - Receiving Control Officer
  - Jail Clerical Office