

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: **SHIFT CHANGE**

M-100

EFFECTIVE DATE: 06-30-90

REVISED: 11-02-09

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE:

POLICY

Personnel will complete the necessary tasks to ensure a smooth transition from one shift to the next. Personnel will familiarize themselves with incidents concerning the work unit that occurred while they were away from the facility.

Procedure A: Off-Going Personnel

Shift Supervisors will:

- Conduct a brief inspection of the work unit just prior to the end of the shift;
- Advise the oncoming shift supervisor of any information or incidents which may affect the operations or security of the work unit.

All Personnel will:

- Ensure their work area(s) are clean and trash is thrown away;
- Thoroughly brief the oncoming shift as to all information or incidents which may affect the operation or security of the work area, or that occurred during their shift or the previous shift.

Procedure B: Oncoming Personnel

Shift Supervisor will:

- Discuss work unit operations and status with the previous shift supervisor;
- Read the incident reports and any briefing materials provided;

- Read the shift supervisor log book;
- Notify the appropriate personnel of information that might affect them.

All Personnel will:

- Discuss facility operations and status of the work area(s) with the previous assigned personnel;
- Check the inmate count and compare it with the previous shift's count to ensure accuracy;
- Check the inmate station cards to learn if any inmates are out of their housing location;
- Read the duty station log book;
- Review post orders for assigned work area(s) as needed;
- Review any new memos, training bulletins, and updates to policy and procedure manuals.

KERN COUNTY SHERIFF'S DEPARTMENT

Detentions Bureau Policies and Procedures

TITLE: LICENSE TO CARRY CONCEALED FIREARM M-200
DURING OFF-DUTY HOURS

EFFECTIVE DATE: 02-01-93 **REVISED:** 03-16-04

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: Penal Code Section 12050, 12051, 12052, 12053 and 12054

POLICY

The Sheriff's Department recognizes that a Kern County Detentions Officer may, during their off-duty hours, encounter individuals previously held as prisoners of the Sheriff and whom the officer may have previously disciplined or had difficulty with during the course of employment. Under such circumstances, the personal protection of the officer might warrant the ability to legally possess a concealed firearm. A request by a Detention Officer for a license to carry a concealed firearm, during off-duty hours, will receive careful consideration by the Sheriff. Such licenses are granted at the discretion of the Sheriff and may be denied or revoked without cause.

ELIGIBILITY

In order to be eligible to be considered for a license to carry a concealed firearm, a Detention Officer must:

- Be an employee of the Kern County Sheriff's Department;
- Have successfully completed a departmentally - approved S.T.C. CORE Academy;
- Not have a misdemeanor criminal conviction within the five years immediately preceding the application for the license;

APPLICATION PROCEDURE

A Detention Officer desiring to apply for a license to carry a concealed firearm will:

- Submit a completed request on the required departmental form, via their chain of command, to their Bureau Chief Deputy (Attachment A);

- If request is returned as approved by their Chief Deputy, submit a completed license application with the Sheriff's Vice/Licensing Unit (application forms are available at Vice/Licensing Unit, 1350 Norris Road).
- In order to be granted the license, an officer must meet all applicable requirements of state law.

DIRECTIVE

Unless designated by the Sheriff as an Armed Detentions Officer, and as provided for under [Section 0-100](#) of this Manual, an officer is strictly prohibited from entering into any Detentions Facility or work place with a firearm.

A license to carry a concealed firearm may be revoked by the Sheriff or Chief Deputy at any time without cause and will be revoked in cases of misuse, abuse or misconduct.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: FRATERNIZATION

M-300

EFFECTIVE DATE: 01-18-96

REVISED: 09-09-13

APPROVED BY: Detentions Bureau Chief Deputy Francis Moore

REFERENCE: DPPM C-100, C-300, PC 289.6(2)

POLICY

All Sheriff's Office personnel will be professional, ethical and vigilant in their conduct when interacting with and supervising inmates. Staff fraternization with inmates is prohibited, and can compromise the security and safety of the Sheriff's Office Detentions Facilities.

DEFINITION:

Fraternization is defined as the act of engaging in a close or personal relationship with another.

Personnel will not:

- Become sexually, emotionally, or personally involved with inmates. Pursuant to California Penal Code 289.6, sexual contact or activity between custodial officers and confined persons (inmates) is a crime.
- Grant special favors to inmates.
- Discuss personal matters with inmates either verbally or through written communications
- Discuss pending or adjudicated court cases with inmates.
- Become involved with, or interested in any inmate's pending or adjudicated court case.
 - This preclusion does not apply when the officer's official duties necessitate him/her becoming involved in a pending case. For example, an officer investigating a stabbing that occurred in the facility will necessarily become involved in the resulting court case.
- Discuss with inmates, or in the presence of inmates, the actions of officers or law enforcement agencies, whether personal or professional.
- Discuss with inmates, or in the presence of inmates, any items related to the security of the facility, law enforcement practices and/or equipment.
- Play games or participate in recreational activities with inmates.

- Have personal or financial dealings with inmates.
- Bring into or carry out of the facilities any items or information, written or oral, for inmates.
- If an officer learns of information that could be helpful in an investigation or prosecution, nothing in this policy is intended to preclude him/her from passing that information on to the appropriate person or agency.

DIRECTIVE A: REPORTING REQUIREMENTS

Sheriff's Office personnel who become aware of any incident of fraternization as prohibited by this policy shall confidentially report the incident to their supervisor as soon as practicable. In cases where the staff member has reason to believe the supervisor is involved in the fraternization, the confidential report shall be made to the next person in the chain of command or to the Personnel Division Commander.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: CELL PHONES / PERSONAL ELECTRONICS

M-700

EFFECTIVE DATE: 03-13-17

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy Shelly Castaneda

REFERENCE: DPPM B-100, J-1900, DBPPM H-350, KCAPPM 307

POLICY

The use of personal electronic devices poses a degree of distraction that potentially conflicts with the goals of officer safety, facility security and the accomplishment of employee job duties as well as the presentation of professional image.

To ensure the safety and security of staff, inmates and members of the public, the use or possession of personal cellular telephones and personal electronic devices within secure areas of the Sheriff's Detentions Facilities, (as defined below) is prohibited unless specifically authorized by the section manager, or as specified in Directive #1 below.

The use of personal cellular telephones within court buildings or County buildings (as defined below) shall additionally adhere to the provisions of Directive #2 below

This policy shall apply to all sworn staff providing security in any court or County building and all sworn and civilian staff entering, or assigned to any Sheriff's Office detention facility including security staff, instructors, maintenance staff, medical/mental health staff (with the exception of directors/managers), and/or any other support staff.

Electronic Devices issued by the Sheriff's Office shall be exempt from this policy.

*Note - The use of county issued cellular phones shall adhere to the provisions DPPM J-1900: Cellular Phones.

DEFINITION(S):

Sheriff's Detentions Facilities Include the Lerdo Pre-Trial Facility, Lerdo Maximum-Medium Facility, Lerdo Minimum Facility, the Central Receiving Facility and any other type I or type II facility operated by the Sheriff's Office.

Secure Area: For the purpose of this policy, 'secure area' refers to any area within the confines of a detentions facility where firearms are prohibited without supervisor authorization.

Personal electronic devices are defined as items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including but not limited to cellular telephones, smart watches (e.g., watches with phone/internet capabilities), paging devices, electronic e-mailing devices, audio or visual media players (e.g., radios, tape players, CD players, DVD players), video cameras, iPods or other MP3 type players, portable video game players, laptop computers, tablet computers, personal digital assistants (PDAs), electronic digital book readers, and any device that provides or requires a connection to the internet.

Court buildings are defined as any court building under the supervision of the Downtown Services Division and Substations Division (e.g., Metro Court, Justice Court, Traffic Court, Juvenile Court, Mojave Court, Ridgecrest Court, Kern River Court, Delano Court, Lamont Court, Shafter Court, and Taft Court).

County building for the purpose of this policy is defined as any area at 1115 Truxtun Avenue, where staff members are required to provide security.

DIRECTIVE #1: Authorized Staff

The following staff members are authorized to carry personal or county issued cell phones in secure areas while on duty as necessary to complete their official duties:

- Sheriff's Office Personnel at the rank of Lieutenant and above
- Shift Sergeant (or designee).
- Staff members currently receiving availability pay (as defined in their respective MOU) so that they may receive timely notification of emergency call outs.
- KLEA board members (thirteen positions).
- KCDOA board members (seven positions).
- SEIU representatives when acting in official union capacity
- Any other staff with legitimate need as determined and approved by the section manager or their designee.

Staff members authorized to carry a cellular phone who choose to use their personal phone will ensure that an available security measure (PIN, fingerprint reader, etc) is activated to prevent unauthorized use. In accordance with county policy, the cost of business calls on a personal phone will not be reimbursed except in emergency situations.

DIRECTIVE #2: Authorized use of Cell Phones

Staff members listed in Directive #1 authorized to use or carry a cell phone within secure areas of the facilities will only use them as necessary in the performance of their official duties.

Staff members who have not been authorized to use or carry a cell phone within secure areas of the facilities may use their cell phones in areas outside the secure areas of the facility, during designated breaks, or as approved by supervisors.

In order to increase officer safety and preserve a professional image, sworn staff and non-sworn staff may not use cell phones at workstations where members of the public are present. These sites include:

- Security Screening areas inside all Kern County court buildings
- All courtrooms inside Kern County court buildings
- Public Access areas of the Central Receiving Facility Lobby

DIRECTIVE #3: Storage of Cell Phones during work hours

Staff members not authorized to use or carry a cell phone within the secure areas defined by this policy will secure their personal cell phones in their assigned locker or personal vehicle prior to entering said areas.

DIRECTIVE #4: Use of facility telephones

Telephones are located at workstations throughout the secure areas of the Detentions Facilities for business calls and routine work related communications. Staff members may use the telephones for personal use when necessary and for emergencies. Personal calls may not interfere with official use and conversations should be kept brief. Staff members may not use these telephones to make personal long distance phone calls.

Procedure A: Lost or misplaced phones or electronic devices

If a staff member loses or misplaces a cell phone or electronic device while on duty, that staff member will notify the shift supervisor or section manager immediately upon discovering the loss. Any lost phone or electronic device that is not recovered will be documented with an ILEADS report.