

# KERN COUNTY SHERIFF'S OFFICE

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## TRAINING BULLETIN

DATE: October 6, 2025

### DETENTIONS BUREAU MANUAL POLICY UPDATE: A-1100 INCARCERATED PERSON RECORDS & STORAGE

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual (DBPPM) A-1100 Incarcerated Person Records & Storage.

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 policies. Please review the whole policies to ensure that you are familiar with the changes.

#### Policy Highlights

#### **Section A-1100 INCARCERATED PERSON RECORDS & STORAGE**

##### **Lerdo Records Storage Room & Centralization**

- All physical records are to be relocated to the Lerdo Records Storage Room at the Minimum Facility for secure storage.
- Each section's records are organized by year and facility, with distinct sections for each area within the records room.

##### **Detailed Record Preparation and Labeling**

- Procedures specify labeling for both destruction and retention, detailing what information must be included on each box (Record Title/Description, Section, Date of Record, Destruction Date, Contact Information).
- Boxes must be clearly marked and sealed before being moved.

## **Record Log & Oversight**

- Introduction of a centralized Record Log, maintained by the Lerdo Facilities Sergeant, capturing detailed information such as origin, date of transfer, box number, retention period, and special notes.
- Updated logs are shared with relevant personnel for regular oversight.

## **Destruction Authorization and Process**

- Defines a multi-step process for record destruction, including completion of an Authorization to Destroy Records form, managerial review, Division Commander and Bureau Chief Deputy approvals, and routing to County Counsel before destruction.
- Secure destruction methods and retention of destruction certificates are required, with the Record Log updated after completion.

## **Access and Retrieval Enhancements**

- Requests for physical record retrieval must be made to the administrative sergeant.
- Keys for the records room are controlled, and retrievals are formally logged, including who requested and when.

## **Ongoing Record Maintenance**

- Storage rooms must be periodically reviewed for updates and categorization, maintaining compliance with policies.

## **Annual Audit and Review**

- Explicit requirement for annual audits by each section to ensure compliance with retention schedules and proper destruction, and to update labeling and organization practices.

By acknowledging this training bulletin, you indicate that you have read and understand the contents of this training bulletin and DBPPM A-1100. All Sheriff's Office personnel are required to review and acknowledge this training bulletin by **November 6, 2025**.