

# KERN COUNTY SHERIFF'S OFFICE

1350 Norris Road, Bakersfield, CA 93308  
661.391.7500 - www.kernsheriff.org

DONNY YOUNGBLOOD  
Sheriff - Coroner - Public Administrator



*Issue: 26-06*

## **TRAINING BULLETIN**

*DATE: February 3, 2026*

### **Sheriff's Office Department Operations Center (DOC)**

#### **PURPOSE**

To provide general guidance on the circumstances under which the Sheriff's Office Department Operations Center (DOC) may be activated. This bulletin outlines suggested scenarios and emphasizes that activation decisions are made on a case-by-case basis, considering the scope and complexity of the incident.

The DOC serves as a centralized coordination point to support field operations, manage internal resources, and maintain operational continuity during significant events. Activation is not automatic and should be considered on a case-by-case basis, considering the unique demands of each incident. DOC operations shall align with the Incident Command System (ICS) and the National Incident Management System (NIMS) to ensure interoperability with allied agencies and the County EOC.

#### **SUGGESTED CONDITIONS FOR DOC ACTIVATION**

The following are recommended scenarios where DOC activation may be appropriate, subject to the judgment of command staff:

##### **1. Major Emergencies or Disasters**

- Natural disasters (e.g., wildfires, earthquakes, floods)
- Large-scale hazardous materials incidents
- Mass casualty events or active shooter incidents
- Widespread infrastructure failures or power outages
- Major civil unrest or riots

##### **2. In Coordination with County Emergency Operations Center (EOC)**

- When the County Emergency Operations Center (EOC) is activated, the Sheriff's DOC should be considered for activation to ensure effective coordination and representation.
- The DOC acts as the Sheriff's Office liaison to the County EOC.

### 3. Planned Events or Pre-Positioning

- High-profile or high-risk planned events (e.g., political rallies, large public gatherings)
- Pre-staging for anticipated emergencies (e.g., red flag warnings, severe weather)

### 4. Internal Operational Needs

- When field operations require centralized support for logistics, personnel, or communications
- To manage extended or complex operations that exceed routine shift capabilities

### DOC FUNCTIONS

- **Support Field Operations:** Provide logistical, personnel, and administrative support
- **Information Management:** Collect, analyze, and disseminate incident-related information
- **Resource Coordination:** Track and deploy department resources efficiently
- **Liaison Role:** Maintain communication with the County EOC and allied agencies

### ACTIVATION AUTHORITY

The DOC may be activated at the discretion of:

- Lieutenant or above

### NOTIFICATION PROTOCOL

Upon activation of the DOC, the following notifications should be made:

- Command staff
- County Emergency Operations Center (if activated)
- Countywide Services Section, which is responsible for maintaining the DOC
- Department-wide notification, if appropriate, depending on the scale of the incident

**Countywide Services Section Contacts:** Lieutenant Jason Nelson / Commander Augustin Moreno

### DOC LOCATION, ACCESS & SETUP

- **Primary Location:** Sheriff's Headquarters building "F"
- **Access:** Entry to the DOC is controlled via a keypad system. Personnel (Lieutenant and above) may gain access using any of the following methods: password, Identity App via smart device, Face ID, or an NFC card.
- **Setup:** Assigned personnel should follow the DOC setup checklist to ensure communications, IT systems, and resource tracking tools are operational.

## **DOC LEADERSHIP**

Upon activation, a **Lieutenant or higher-ranking officer** will assume the role of DOC Manager and oversee all DOC operations. Section leads (Operations, Planning, Logistics, Administration) may be assigned as needed based on the incident.

## **TECHNOLOGY & COMMUNICATIONS**

The DOC is equipped with:

- Radio consoles
- CAD terminals
- Teleconferencing and video conferencing systems
- MDC docking stations (You must use assigned MDC)

## **DOCUMENTATION & LOGGING**

All DOC activities, decisions, and communications must be logged using the department's incident management system or designated (Incident Command System) forms. Accurate documentation is essential for:

- Operational continuity
- After-action reviews
- Reimbursement and reporting

## **AFTER-ACTION REVIEW (AAR)**

Following DOC activation, an After-Action Review (AAR) should be conducted to evaluate performance, identify lessons learned, and improve future operations. Each section should submit a summary of actions taken and any recommendations for improvement.

## **TRAINING & EXERCISES**

Personnel may be assigned to DOC roles during real-world incidents or training exercises. Familiarity with DOC functions and ICS principles is essential. Regular participation in drills is encouraged to maintain readiness.

## **COMPUTERIZED CONTROL PANEL**

The DOC is equipped with a fully integrated, computerized control panel located at the rear-most table. This touchscreen interface serves as the central hub for managing all electronic systems within the room, including monitors, video cameras, microphones, and audio outputs. Designed for operational efficiency, the control panel allows authorized personnel to quickly configure and control the DOC environment during critical incidents or briefings. A detailed step-by-step guide, accessible via the attached hyperlink, outlines the full range of functions and provides instructions for effective use of the system.

### **HYPERLINK:**

[Countywide Services Section - DOC Equipment Instructional Video - All Documents](#)

### **DOC ACTIVATION CHECKLIST**

Attached is a DOC Activation Checklist that may be helpful when considering the activation and setup of the DOC. This checklist is designed to guide personnel through the key steps required to bring the DOC online efficiently and ensure all critical systems are operational. It serves as a practical reference to support decision-making and streamline the activation process during planned events or emergency incidents.

By acknowledging this training bulletin, you are indicating that you have read this training bulletin and reviewed the attached checklist. All personnel within the Deputy ranks are required to review and acknowledge this training bulletin no later than **Friday, March 6<sup>th</sup>**.

**Use this checklist as a quick reference when considering DOC activation.**

**✓ Incident Type**

- Major emergency or disaster
- County EOC activated
- Planned high-risk event
- Extended or complex field operations

**✓ Authority to Activate**

- Lieutenant or above
- Command Staff designee

**✓ Notifications Made**

- Command staff
- County EOC (if applicable)
- County Wide Services section
- Department-wide notification (if needed)

**✓ DOC Setup**

- Accessed via keypad (CAD ID number)
- Communications systems operational
- Workstations and resource tracking tools ready
- Section leads assigned (if needed)

**✓ Post-Activation**

- Documentation initiated
- Security protocols in place
- After-action review scheduled

To ensure effective coordination and response during DOC activation, all personnel must understand the core functions of the Incident Command System (ICS). The ICS structure provides a standardized approach to managing incidents of any size or complexity. The following is a brief overview of the primary ICS roles and their responsibilities within the DOC framework.

### **ICS Roles – Quick Reference for DOC Activation**

Understanding the key ICS roles is essential for effective DOC operations. Below is a brief overview of each primary function:

- **Incident Commander (IC):**  
Responsible for overall incident management, setting objectives, and approving strategies. The IC has ultimate authority within the DOC during activation.
- **Operations Section Chief:**  
Directs all tactical operations and coordinates field response activities. This role ensures that resources are deployed effectively to meet incident objectives.
- **Planning Section Chief:**  
Collects, evaluates, and disseminates incident information. Responsible for developing the Incident Action Plan (IAP) and maintaining situational awareness.
- **Logistics Section Chief:**  
Provides all support needs for the incident, including facilities, transportation, supplies, equipment maintenance, and communications.
- **Finance/Administration Section Chief:**  
Manages financial aspects, including cost tracking, procurement, timekeeping, and compensation/claims related to the incident.
- **Public Information Officer (PIO):**  
Serves as the official spokesperson, coordinating the release of accurate and timely information to the media and public.
- **Liaison Officer:**  
Acts as the point of contact for supporting agencies and organizations, ensuring coordination and information sharing.
- **Safety Officer:**  
Monitors incident operations and advises the IC on all matters related to operational safety, including identifying and mitigating hazards.