

KERN COUNTY SHERIFF'S OFFICE

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

DONNY YOUNGBLOOD
Sheriff - Coroner - Public Administrator



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KCSOPPM D-Section Policy Release

Over the past several years, the Sheriff's Office has been working closely with the California Department of Justice (CalDOJ) and the Monitoring Team (MT) to refine D-section policies to ensure they address complaint intake, complaint classification, complaint investigations, review and adjudication of complaints, audits, and training, which are required by the Stipulated Judgment (SJ). Final approval of these policies was granted in January 2026.

The revised KCSOPPM D-section of policies is being released and will take effect on **March 3, 2026**. These policies pertain to employee discipline, personnel complaint review procedures, and storage of employee records. Additionally, the KCSOPPM F-0250 will be incorporated into this batch of policies due to staff requirements to enter complaints, use of force incidents, and vehicle pursuits into Axon Standard for tracking (see the description below).

- **KCSOPPM D-0100: Employee Discipline-Definitions**
 - Added more definitions geared toward internal investigations, such as administrative investigation, allegation, serious misconduct, and preponderance.
 - Added another disposition (Unfounded-Frivolous).
 - The DOC/Laudatory form has been separated due to different storage locations.
- **KCSOPPM D-0200: Employee Discipline – Supervisor/Manager Responsibilities**
 - D-0200 was previously titled “Employee Discipline – Supervisor Duties/Responsibilities.”
 - Incorporated tasks for employees when dealing with complaints and investigations.
 - Supervisors are now required to seek manager approval when issuing a Documented Oral Counseling (DOC).
- **KCSOPPM D-0300: Employee Discipline – Administrative Processes**
 - D-0300 was previously titled “Employee Discipline – Misconduct.”
 - Incorporates discipline recommendation processes and what factors go into issuing discipline to employees.
 - Added Government Code § 7286(b)(18) language, which prohibits sworn personnel from training for three (3) years upon imposed discipline for excessive or unreasonable force.
 - Added “Attachment A,” which is the Discipline Review Board Form.
- **KCSOPPM D-0400: Employee Discipline- Administrative Appeal**
 - No significant change to this policy, but separated the administrative appeal from sworn and non-sworn employees, since sworn employees will appeal to the Sheriff-Coroner and non-sworn employees will appeal to the Undersheriff.

- **KCSOPPM D-0500: Employee Discipline – Supervisory Files**
 - Added definitions and semi-annual review of files by Section Lieutenants and Division Commanders.
 - Prohibits long-term storage of any official documents. Official documented oral counseling (DOC) will be stored with the Sheriff’s Office Human Resources, and laudatory paperwork will be stored in the employee’s personnel file to align with Kern County Administrative Bulletin No. 11.
 - The advisement in the DOC will have a reworded footnote advising the employee that they have a right to submit a written response.

- **KCSOPPM D-0600: Personnel Complaint Brochure**
 - D-0600 was previously titled “Citizen Complaint Procedure.” These procedures are now incorporated in the new D-0200 policy.
 - This revised policy describes the complaint brochure and requires KCSO to have complaint forms in public areas (e.g., government buildings, public libraries, etc.).
 - Also requires personnel to have complaint forms available in patrol vehicles, which is an SJ requirement. CalDOJ agreed to allow personnel to carry QR cards for the public to access an electronic version of the complaint brochure.
 - The Professional Standards Section is in the process of acquiring business-sized cards for deputies to carry. In the meantime, deputies can print out D-0600 “Attachment B” to keep with them.

- **KCSOPPM D-0700: Employee Discipline – Pre-Disposition Settlement Agreement (PDSA)**
 - Updates the PDSA eligibility to exclude any PDSA being offered for serious policy violations.

- **KCSOPPM D-0800: Employee Discipline – Training and Audit**
 - This is a new policy for this section.
 - Establishes SJ requirements in training and auditing regarding reviewing and investigating complaints.

- **KCSOPPM F-0250: Use of Force Reporting System**
 - This is a new policy for this section.
 - Addresses the reporting requirements for uses of force, field complaints, vehicle pursuits, and similar incidents documented in the Axon Standards management system.
 - Describes the early intervention system alerts.

The Internal Affairs Unit will conduct in-person training soon to address these policies and answer any questions staff may have.

These policies and their respective attachments can be found on SheriffNet or via the hyperlinks below:

- [Procedure Manual](#)
- [F 0250 - Use of Force Reporting System.docx](#)

All personnel are required to review the above-listed policies and acknowledge this training bulletin no later than **March 2, 2026, at 1700 hours**.