

KERN COUNTY SHERIFF'S OFFICE

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

DONNY YOUNGBLOOD
Sheriff - Coroner - Public Administrator



Issue: 26-26

TRAINING BULLETIN

DATE: May 11, 2026

KCSOPPM A-500: Department Promotions 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 implement various requirements outlined in the Stipulated Judgment (SJ). To that end, a new "Department Promotions Policy" has been created to ensure that promotional decisions continue to be made without favoritism or unlawful discrimination, increase transparency and awareness about the promotional processes, and identify strategies to support applicant promotability and preparedness.

Department Promotions Policy (A-0500) was designed to help all staff understand how the promotional process works, what to expect, and supporting materials to help prepare staff for advancement. Promotions continue to be based upon merit in accordance with applicable federal, state, and local laws, as well as Civil Service Rules. This policy provides detailed guidance on these rules as well as:

- How promotional eligibility lists are created with Kern County Human Resources.
- How competitive examinations are administered.
- How candidates are certified, interviewed, and evaluated through personnel file reviews, disciplinary checks, training audits, and assessments aligned with the Ideal Candidate Profile.
- Provides a structured feedback process for candidates.
- Requires a full review of the promotional system every two years, along with annual reporting of promotional activity and demographic data.

The full policy includes three key attachments that staff should review:

- **Attachment A – Promotional Plan**
Details preparation expectations, frequency of promotional activities, and awareness guidance.
- **Attachment B – Ideal Candidate Profile (Training Bulletin 24-28)**
Encompasses seven (7) pillars of characteristics that are assessed during the hiring process, and toward which staff should continue to strive for career performance and advancement.
- **Attachment C – Promotional Assessment Form**
Used by interview panels to document evaluations and provide feedback.

For full details, refer to the official policy and its attachments which can be found on SheriffNet or via the hyperlinks below:

- [Procedure Manual](#)
- [A 0500 - Department Promotions.docx](#)
- [A 0500 - Promotional Plan - Attachment A.docx](#)
- [A 0500 - Ideal Candidate Profile - Attachment B](#)
- [A 0500 - Promotional Assessment Form - Attachment C.docx](#)

This new policy (KCSOPPM A-500) and corresponding attachments will take effect **June 1, 2026**. **All personnel** are required to review the above-listed policies and acknowledge this training bulletin no later than **Monday, June 1, 2026, at 1700 hours**. Failure to read and acknowledge this bulletin can lead to disciplinary action.