



Kern County Sheriff's Office

Policies and Procedures

TITLE: INTRODUCTION – MANUAL REVISIONS			NO: A-0200
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 03/11/2020	REVISED: 03/11/2020	UPDATED: 03/11/2020

POLICY

The Chief Deputy in charge of the Support Services Bureau is responsible for maintaining this manual and will distribute any additions, revisions, or updates in a timely manner. The adoption of any new policy or the revision of existing policy will occur only after approval by the Sheriff's Office Policies and Procedures Manual (DPPM) committee that consists of all Chief Deputies and the Undersheriff. The official version of the DPPM will be on SheriffNet, the Sheriff's Office's Intranet website. Revisions will be made to the DPPM on SheriffNet. The Support Services Bureau will be responsible for maintaining SheriffNet and placing any revisions of this manual into the SheriffNet website as well as the Sheriff's Office public website.

Any member of the Sheriff's Office may request a modification of this manual by following the procedure listed below.

DEFINITIONS:

- Effective: Date policy originated.
- Reviewed: Date the policy was reviewed biennially per policy.
 - The Chief Deputy in charge of the Support Services Bureau or their designee will review all DPPM policies biennially.
- Revised: Date of a significant change or modification of an existing policy.
 - The Sheriff's Office Policies and Procedures Manual committee shall approve all revisions to DPPM policies.
- Updated: Date there is a minor change, such as: grammatic error, punctuation or minor word is changed.
 - The Personnel Division Commander may update DPPM policies with the approval of the Chief Deputy in charge of the Support Services Bureau.

PROCEDURE A: Revisions or Additions to Manual

Any member seeing the need for a new policy or modification of an existing policy will:

- Make recommendations for changes or additions in memo form, including reason for change or additions, citing specific circumstances, laws or other pertinent information, and section and/or language to be added or changed.

- Forward the memo through the chain of command to the Chief Deputy in charge of the Support Services Bureau.

Members of the chain of command who receive requests will:

- Make any comments, suggestions or recommendations on a separate memo and attach it to the original request.
- Forward the request to the next level in the chain of command.

The Chief Deputy in charge of the Support Services Bureau will:

- Review the request and all comments attached.
- If necessary, return the proposal to the author for additional clarification or justification.
- Submit the proposal to the DPPM committee for review;
- If the committee approves the proposal, seek approval or disapproval of the proposal from the Sheriff-Coroner.
- If disapproved by either the DPPM committee or the Sheriff-Coroner, send a memo notifying the originator of the request that it has been disapproved, along with the original request and all comments.
- If approved and the change will affect terms and conditions of employment, conduct meet and confer with the appropriate employee organization(s).
- Make the final change or addition to the appropriate section, noting the date of the revision.
- Keep a copy of the section that was changed in its original form for a period of five (5) years.
- Distribute the new/revised section to:
 - Kern Law Enforcement Association (KLEA)
 - Kern County Detention Officers Association (KCDOA)
 - Kern County Sheriff's Command Association (KCSCA)
 - Service Employee's International Union, Local 521 (SEIU)
 - Sheriff's Office Human Resources Section Manager
 - The Human Resources Section Manager will upload the new/revised policy into the DPPM on the SheriffNet website.

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PROCEDURE B: Distribution of Manual Revisions

When a policy is revised, or added, the Support Services Bureau Chief Deputy will:

- Send the revision in Microsoft Word format to the Personnel Division Commander.

The Personnel Division Commander will:

- Send the revision to the Sheriff's Office Human Resources Section Manager
- The Human Resources Section Manager will upload the new/revised policy into the policy manual on the SheriffNet website and will forward the new/revised policy to the Technology Services Section Manager.
- The Technology Services Section Manager will upload any applicable new/revised policy into the policy manual on the Sheriff's Office public website.

Once the update is in SheriffNet, the Personnel Division Commander will:

- Notify the Training Section Lieutenant, by e-mail, as to the revision of the manual.

The Training Section Lieutenant will:

- Ensure the DPPM revision is distributed department wide in the form of a mandatory read training bulletin.

Directive B-1:

The official version of the DPPM will be on SheriffNet. Sheriff's administration will not distribute hard copies of DPPM revisions, nor track where hard copies of the manual are kept. Division or section managers and unit supervisors have the option of determining if and where a hard copy of the DPPM will be kept in their area of responsibility. It will be the division, section manager, or unit supervisor's responsibility to update any hard copy versions of the DPPM they choose to have available for their staff and volunteers.

Directive B-2:

SheriffNet is an Intranet web site maintained by the Technology Services Section. It can only be accessed by computers belonging to the Sheriff's Office and attached to our network. A few other selected sites will be allowed within the County Counsel's office. Access to SheriffNet requires the user to have a Sheriff's Office ID number and a password. A Sheriff's Office ID will be provided to all employees and selected volunteers.

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