

KERN COUNTY SHERIFF'S OFFICE

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

DONNY YOUNGBLOOD
Sheriff - Coroner - Public Administrator



April 15, 2026

Hand Delivered

John Doe
12345 First Street
Bakersfield, CA 933**

RE: Vehicle Accident Case #VEH2019-00**

Dear Mr./Ms./ Rank Doe:

The purpose of this letter is to serve as a written reprimand, a copy of which will be placed in your permanent personnel file.

On December 20, 20**, (Details on incident)....

Furthermore, your actions were in violation of the following Civil Service Rules and Department Policy and Procedures:

CSR 1705.10 Negligence or willful damage to public property or waste of public supplies or equipment.

CSR 1705.11 Violation of any lawful or reasonable regulation or order made and given by a superior officer.

DPPM B-100 Duties of Personnel – All members.

Your actions were also in violation of the following Kern County Administrative Code:

KCAPPM 1106 Employees shall take proper safety precautions while driving a county vehicle.

On March 7, 20**, it was determined that a written reprimand was an appropriate level of discipline for the accident. In addition, although not part of this disciplinary action, you are **required to successfully complete** a remedial driver's training course within thirty (30) days of your receipt of this written reprimand. The course can be accessed at:

<http://sharepoint/ASB/PersonnelDivision/HR/RemedialDriving/default.aspx>

In the future, I expect you to be familiar with and adhere to the Sheriff's Office policy as it relates to driving. It is hoped this written reprimand will impress upon you the need to drive your vehicle in a safe and prudent manner, pay closer attention, obey the laws of California, and exercise good judgment for any and all conditions.

Pursuant to Section D-0400 of the Sheriff's Policy and Procedure Manual, you are entitled to appeal this action through your chain of command, within five (5) days, to the Sheriff-Coroner or his designee. Written reprimands are not appealable to the Civil Service Commission. You may also respond in writing within thirty (30) business days of receipt of this letter. Such a response shall be attached to the written reprimand and placed in your personnel file.

Sincerely,

DONNY YOUNGBLOOD, Sheriff-Coroner

By: Name, Rank
Division/Bureau
/js (your initials)

By my signature below, I acknowledge receipt of this document and understand that a copy will be placed in my personnel file.

Received By (Signature)

Date/Time

Served By (Print Name)

Date/Time