



Kern County Sheriff's Office

Policies and Procedures

TITLE: TRANSITION PROGRAM			NO: J-2100
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: 07/25/1998	REVIEWED: 01/09/2026	REVISED: 01/09/2026	UPDATED: 01/09/2026

POLICY

The Kern County Sheriff's Office is dedicated to serving as a regional provider of law enforcement training. To support this mission, the Sheriff's Office regularly offers the P.O.S.T. Basic Peace Officer Academy, S.T.C. Core Academy, and Park Ranger Academy, with seats available for non-sponsored students.

Recognizing talent and motivation within our own ranks, the Sheriff's Office acknowledges the challenge of attending the academy while maintaining full-time duties. To address this, a Transition Program has been established to support qualified and driven employees in becoming sworn peace officers.

The program consists of reassigning selected employees from their current positions to the Training Division for the duration of the respective academies.

- The selected individual will maintain their current classification while attending the training.
- The selected individual will receive compensation pursuant to the MOU for their current classification.
- Upon successful academy completion, the candidate may return to their prior assignment, pending the opportunity to take the lateral exam.
 - When the exam is scheduled, the candidate is expected to take it and, given the rigorous selection process for program acceptance, is likely to place high enough to secure a position.
- KCSO HR will follow Civil Service Rules and certify names for hire. A Change of Employee Status (CES) will be processed reflecting the new classification, date of rank, and rate of pay. As required, KCSO HR will coordinate special compensation pursuant to the applicable MOU.

Failure to complete the academy:

- Should a candidate fail to successfully complete an academy under the provisions of this program, he/she will return to their prior assignment and remain in their current classification.
- The candidate will not be afforded another opportunity for entrance into this program for a period of five years. However, if the individual's failure to complete the academy is due to circumstances beyond the individual's control, the Sheriff's Office may offer a second opportunity for completion.

PROCEDURE A

Any permanent full-time Sheriff's Office employee with a minimum of one year of service, regardless of rank or assignment, may apply for the Transition Program.

Administrative Services Division Commander or designee shall:

Upon determining seat availability in an upcoming academy, announce the application period to Sheriff's Office personnel.

Interested employee shall:

Submit through the chain of command to their respective Division Commander the following:

- 1) Special Assignment Application.
- 2) Memorandum of interest containing a statement outlining motivation and readiness for the role, and how they satisfy the Ideal Candidate Profile.
- 3) A resume including work history, education, and special assignments.
- 4) Employee must seek and obtain their Division Commander's endorsement.

Division Commander shall:

- 1) Review applicant documentation.
- 2) Perform a personnel file review of applicant.
 - a) To include a review of the ideal candidate dimensions on EPR.
- 3) Author a memorandum with supporting details indicating whether the employee is approved or not approved.
- 4) Submit memorandum and supporting documentation to the Administrative Services Division Commander.

Administrative Services Division Commander or designee shall:

Upon closing of application period, review all applications and verify applicant eligibility, including, but not limited to:

- 1) One year of full-time service (probationary employees are ineligible to apply).
- 2) Confirm endorsement with the applicant's Division Commander.
- 3) A rating of overall standard or above on EPRs for the prior one year.
- 4) No work restrictions.
- 5) No prior, unsuccessful attempts in a P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy within the past five years.
 - a. If due to unusual, extenuating circumstances beyond the candidate's control, the Administrative Services Division Commander may make an exception.

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PROCEDURE B: Selection Standards and Process

Upon verification of eligibility as outlined above, the selection criteria in this section are designed to ensure candidates meet the qualifications to be hired as a lateral in the Deputy Sheriff, Detentions Deputy, or Park Ranger classifications within the Sheriff's Office, upon successful completion of the P.O.S.T. Basic Academy, S.T.C. Core Academy, or Park Ranger Academy. The sole purpose of this program is to internally recruit qualified individuals with high potential for success.

The P.O.S.T. Basic Academy, S.T.C. Core Academy, and Park Ranger Academy selection process may include:

- Written examination: P.O.S.T. PELLET B Examination, S.T.C. Adult Corrections Examination, or Park Ranger Examination
- Physical Agility Exam
- Oral Interview

The Oral Interview component may be waived depending on the number of eligible applicants. If an Oral Interview is needed to determine suitability, the Human Resources Section will form an interview panel consisting of sergeants throughout the department. A panel will be comprised of a minimum of three, with at least one position being the Background Investigations Unit Sergeant.

All candidates who pass the evaluation will receive a tied ranking. If the number of applicants exceeds the number of available positions, candidates will be ranked based on the results of the Oral Interview and the personnel file review.

Candidates will be notified of the selection outcome by the Human Resources Section. Non-selection does not prevent an employee from reapplying in the future and will not be considered an "unsuccessful attempt" as outlined in Procedure A.

Selected candidates must successfully complete a background investigation. This process may include a polygraph examination, medical evaluation, and psychological assessment, subject to P.O.S.T regulations and departmental requirements.

- 1) Candidates must meet the minimum requirements for the position.
- 2) Candidates must be eligible to own and possess a firearm and must obtain DOJ Firearms clearance dated within one (1) year of the academy start date.

Academy Requirements:

It is the candidate's responsibility to purchase the required academy uniforms and equipment. All other academy-related fees will be waived.

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The candidate must adhere to all academy rules and regulations and successfully complete each phase of the training program. Any violation of Kern County Sheriff's Office Policy and Procedures or academy policies may result in dismissal from the academy. In such cases, the candidate will be returned to their prior assignment, subject to departmental review.

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