

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: SHIFT CHANGE

M-100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	04-01-2026	11-02-2009	07-11-2024

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE:

POLICY

Personnel will complete the necessary tasks to ensure a smooth transition from one shift to the next. Personnel will familiarize themselves with incidents concerning the work unit that occurred while they were away from the facility.

Procedure A: Off-Going Personnel

Shift Supervisors will:

- Conduct a brief inspection of the work unit just prior to the end of the shift;
- Advise the oncoming shift supervisor of any information or incidents which may affect the operations or security of the work unit.

All Personnel will:

- Ensure their work area(s) are clean and trash is thrown away;
- Thoroughly brief the oncoming shift as to all information or incidents which may affect the operation or security of the work area, or that occurred during their shift or the previous shift.

Procedure B: Oncoming Personnel

Shift Supervisor will:

- Discuss work unit operations and status with the previous shift supervisor;

- Read the incident reports and any briefing materials provided;
- Read the shift supervisor logbook;
- Notify the appropriate personnel of information that might affect them.

All Personnel will:

- Discuss facility operations and status of the work area(s) with the previous assigned personnel;
- Check the incarcerated person count and compare it with the previous shift's count to ensure accuracy;
- Check the incarcerated person station cards to learn if any incarcerated people are out of their housing location;
- Read the duty station logbook;
- Review post orders for assigned work area(s) as needed;
- Review email for any new memos, training bulletins, and updates to policy and procedure manuals.