

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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**TITLE:           MANUAL REVIEW AND REVISION**

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**A-110**

EFFECTIVE DATE: 06/22/91

REVISED: 11/05/19

APPROVED BY:    Pre-Trial Section Manager

REVIEWED: 11/05/19

REFERENCE:       Title 15, Section 1029, C.C.R., DBPPM A-200

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### **POLICY**

The Pre-Trial Section Manager, or an assigned designee, will be responsible for reviewing and updating of the Pre-Trial Section Policy and Procedure Manual.

### **DIRECTIVE #1**

All office memorandums submitted under this section, regardless of content, will be forwarded to the Pre-Trial Section Manager.

### **Procedure A: Revising Policies and Procedures**

**Any member of the Sheriff's Office may request a modification of this manual by:**

- Making any recommendations for changes or additions in memorandum form, including the reason for the change or addition/deletion by citing specifics, current law or other pertinent information, section number and language to be deleted or added.
- Forward the memorandum through the chain of command to the Pre-Trial Section Manager.

**The Supervisor receiving the memorandum will:**

- Review the office memorandum;

- Attach any supplemental information or comments to the original office memorandum;
- Forward the memorandum to the next level in the chain of command.

**The Pre-Trial Section Manager will:**

- Review the office memorandum and recommendations;
- Determine if the policy and/or procedure should be changed. If necessary, return the memorandum for clarification or additional justification;
- Approve or disapprove the change;
- If changes are approved, and the change will affect the terms and conditions of employment, meet and confer with the appropriate employee bargaining unit(s);
- Route all approved changes to the person designated to make manual revisions;
- If changes are disapproved, send a memo notifying the originator of the request that it has been disapproved, along with the original request and all comments.

**The designee responsible for the manual updating will:**

- Make all changes or additions to the appropriate section, noting the date of revision;
- Keep a copy of the policy that was changed for a period of five (5) years;

- Ensure the policy is updated on the Sheriff's Office SharePoint intranet site.

**Procedure B:       Retention of Obsolete Policies and Procedures**

The designee responsible for updating the manual will:

- Maintain an electronic master file of the Pre-Trial policy and procedure manual;
- Add any revisions to the master file;
- Maintain all obsolete policies and procedures in the master file;
- Purge copies of all obsolete policies and procedures after a minimum period of (5) years after the policy or procedure has been replaced or amended.

**Procedure C:       Verifying that Manuals are Current**

In January of each year, the Administrative Sergeant, or designee, will review the Pre-Trial Policy Manual located on SharePoint to verify that all policies and procedures are the most current revision.

This will include:

- Ensuring that the revision date of each section in the manual is identical to the revision date listed for that section in the Table of Contents;
- Reviewing and updating any discrepancies in revision dates;
- Adding a new reviewed on date;
- Reviewing existing policy for accuracy;

- Ensuring current procedure is consistent with existing Detentions Bureau policy;
- Forwarding revisions to Section Manager for approval;
- Ensuring approved revisions are added to the Pre-Trial Manual.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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**TITLE: FACILITY COMMUNICATIONS**

**A-150**

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**EFFECTIVE DATE:** 2/19/94

**REVISED:** 11/05/19

**APPROVED BY:** Lerdo Pre-Trial Section Manager

**REVIEWED:** 11/05/19

**REFERENCE:**

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**POLICY:**

The hand-held two-way radio, paging system, and telephone will be the primary means of communication used by employees within the Pre-Trial facility.

**DEFINITIONS: EMERGENCY COMMUNICATION CODES**

|                         |  |
|-------------------------|--|
| <b>CODE RED</b>         | Deputy in a physical confrontation with an inmate. |
| <b>CODE YELLOW</b>      | Inmates fighting – no officers involved            |
| <b>CODE WHITE</b>       | Lock box in Infirmary has been opened              |
| <b>MEDICAL PRIORITY</b> | Inmate needing immediate medical attention         |

**DIRECTIVE #1**

All communications equipment will be operated in a professional manner. Proper radio call signs and codes shall be used if possible. Do not use pleasantries such as please, thank you, etc. Do not use the radio for long transmissions that can be more expediently handled by telephone.

**DIRECTIVE #2**

The following radio call signs will be used by Pre-Trial Officers when operating radios:

| ASSIGNMENT                        | CALL SIGN  |
|-----------------------------------|--|
| A Pod                             | Adam 1, Adam 2   |
| B Pod                             | Baker 1, Baker 2, Baker 3                                      |
| C Pod                             | Charles 1, Charles 2, Charles 3, Charles 5                     |
| D Pod                             | Delta 1, Delta 2   |
| E Pod                             | Edward 1, Edward 2   |
| F Pod                             | Frank 1, Frank 2   |
| H Pod                             | Henry 1, Henry 2, Henry 3, Henry 4, Henry 5, Henry 6, Henry 7. |
| Classification                    | Class 1, Class 2, Etc.   |
| Court Officer                     | Court 1  |
| Infirmary                         | Ida 1, Ida 2, Ida 3, Ida 4                                     |
| Lieutenant                        | Lincoln  |
| Laundry                           | Laundry 1, Laundry 2   |
| Master Control                    | Master Control   |
| Pre-Trial Administrative Sergeant | Sam 5  |
| Pre-Trial Administrative Senior   | David 5  |
| Pre-Trial AES Sergeant            | Sam 10   |
| Pre-Trial Programs Officer        | Programs 1, Programs 2,  |
| Receiving Control                 | Receiving Control  |
| Sergeant                          | Sam + Squad (ex. Sam 1)  |
| Senior Deputy                     | David + Squad (ex. David 1)                                    |
| Search & Escort Officer           | S&E 1, S&E 2, Etc.   |
| Utility Officer                   | Utility 1, Utility 2   |

**Procedure A: Radio Maintenance**

**If the radio or battery becomes inoperative the Deputy will:**

- Notify the shift supervisor;
- Write a memo or email to the Utility Deputy's, stating the problem;
- Place the inoperative radio or battery, and the memo, on the Utility Deputy's desk;
- Sign out another radio or battery from the Utility Deputy's desk until the inoperative equipment is repaired or replaced.

**The Administrative Sergeant or designee will:**

- Have the inoperative radio delivered to Kern County Communications for repair.

**Procedure B: Radio Operation**

**The person initiating a call on the radio will:**

- State the call sign of the person they are calling then state your own call sign. (E.g. Sam 3, Charles 1).

**The person receiving the call will:**

- Answer the call by stating their call sign and their current location or a telephone extension where they can be reached. (E.g. Sam 3, 17917).

**Procedure C: Telephone Operation**

**The person receiving the call will:**

- Answer the call by stating their current location and their last name. (E.g. A-Control, Smith).



- Insure that any required ARIETIS form is completed by a Deputy.
- Write a detailed LERMS Report.
- Book all evidence into the Property Room.
- Submit the completed LERMS report and all relevant paperwork, including a copy of any required ARIETIS, to the Shift Supervisor.
- Forward any ARIETIS to an Administration Clerk.

**The Shift Supervisor will:**

- Ensure that a Deputy completes any required ARIETIS.
- Review, approve, sign, and date the report.
- Submit three copies of the LERMS Report, three copies of all relevant documents, and one copy of any ARIETIS form, to the Administrative Sergeant.
- Route the original LERMS Report, and attachments, to the Administration Clerk.

**The Administration Clerk will:**

- Enter the charges listed on any ARIETIS into the Criminal Justice Information System (CJIS) under Inmate Maintain Supplemental (IMMNTSUP).
- Hold any ARIETIS for the review and signature of a judge.
- Make appropriate copies of the LERMS Report for distribution.

**The Administrative Sergeant or designee will:**

- Ensure three copies of the LERMS Report are made for each defendant.
- Request a criminal complaint via CJIS.

- Ensure that three copies of each defendant's rap sheet are made.

Assemble a criminal complaint package for the each defendant. Each package will include:

- The printed Formal Complaint Request.
- Three copies of the approved LERMS Report.
- Three copies of the defendant's rap sheet. If the defendant does not appear to have a criminal history, so indicate on the Formal Complaint Request.
  - Submit the package to the District Attorneys Office at the Shafter Court.
  - Enter the appropriate data in the Complaint Log which is kept in the Administrative Sergeants Office.

**Procedure B: Criminal Complaint for Person Who Was Issued A Notice To Appear (Citation)**

**The Deputy or Detention Deputy will:**

- ! Investigate the incident thoroughly.
- ! Complete the Notice to Appear and give the yellow copy to the person being cited.
- ! Write a Crime and Incident LERMS Report.
- ! Obtain a copy of the cited persons driving record from CLETS, if the person is being charged with a Vehicle Code Violation.
- ! Retain the pink copy of the citation for the Deputy's/Deputy's personal records.
- ! Submit the completed LERMS Report, driving record, and remaining copies of the citation to the Shift Supervisor for approval.

**The Shift Supervisor will:**

- ! Review, approve, sign, and date the report.

Assemble a criminal complaint package for the each defendant. Each package will include:

- The printed Formal Complaint Request.
- Three copies of the approved LERMS Report.
- Three copies of the defendant's rap sheet. If the defendant does not appear to have a criminal history, so indicate on the Formal Complaint Request.
- Submit the package to the District Attorneys Office at the Shafter Court.
- Enter the appropriate data in the Complaint Log which is kept in the Administrative Sergeants Office.

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- Complete the Notice to Appear and give the yellow copy to the person being cited.
- Write a Crime and Incident LERMS Report.
- Obtain a copy of the cited persons driving record from CLETS, if the person is being charged with a Vehicle Code Violation.
- Retain the pink copy of the citation for the Deputy's/Deputy's personal records.
- Submit the completed LERMS Report, driving record, and remaining copies of the citation to the Shift Supervisor for approval.

**The Shift Supervisor will:**

- ! Review, approve, sign, and date the report.

|               |  |              |
|---------------|--|--------------|
| <b>TITLE:</b> | <b>CRIMINAL COMPLAINTS &amp; CITATIONS</b> | <b>A-165</b> |
|---------------|--|--------------|

- ! Forward the white copy of the citation with three copies of the report and three copies of all relevant documents to the Administrative Sergeant.
- ! Route the original LERMS Report, attachments, and the goldenrod copy of the citation to the Administrative Clerk.

**The Administration Clerk will:**

- ! Make appropriate copies of the LERMS Report for distribution, then forward the original with the goldenrod copy of the citation to the Crime Reports Record Section.

**The Administrative Sergeant or designee will:**

- ! Determine if the case can be directly filed with the Shafter Court, or if a formal complaint must be sought through the District Attorney.
- ! Attach the three copies of the LERMS Report with the white copy of the citation, and send this package to the Shafter Court if the case can be directly filed with the Court.
- ! Request a criminal complaint via CJIS and send the assembled package with the white copy of the citation to the Shafter District Attorney, if the case cannot be filed directly with the Court.
- ! Ensure copies of the cited person's driving record are submitted with either of the above packages if the person was cited for a Vehicle Code Violation.

**Procedure C: Disposition of Criminal Complaint Requests**

**When the printed Formal Complaint Request is received back from the District Attorneys Office with a disposition, the Administrative Sergeant or designee will:**

- ! Enter the disposition in the Criminal Complaint Log
- ! Insure that a Supplemental Booking is accomplished if the District Attorney filed the complaint and the defendant has not been booked on the charges.
  - Forward a copy of the printed Formal Complaint Request to the Deputy of

- Detention Deputy who originally requested the criminal complaint.
- File the Formal Complaint Request in the Criminal Complaint Book.

**Procedure D: Traffic Citations.**

Follow Procedure B when issuing a citation for a misdemeanor Vehicle Code offense.

**When issuing a citation for Vehicle Code infraction, the issuing Deputy or Detention Deputy will:**

- Complete the Notice to Appear and give the yellow copy to the person being cited.
- Retain the pink copy for the Deputy/Deputies personal records.
- ! Forward the remaining copies to an Administration Clerk.

**The Administration Clerk will:**

- ! Forward the goldenrod copy to the Sheriffs Crime Reports Section.
- ! Forward the white copy with any attached CLETS Reports to the Shafter Court.

**Procedure E: Parking Citations.**

**The issuing Deputy or Detention Deputy will:**

- ! Complete the Notice of Illegal Parking and provide the yellow copy to the violator.
- ! Forward the remaining copies to an Administration Clerk.

**The Administration Clerk will:**

- ! Forward the remaining copies to the Crime Reports Section.

**Procedure F: Arrest Warrant Served – Citation Issued**

**The issuing Deputy or Detention Deputy will:**

- Complete the Notice to Appear and give the yellow copy to the person being cited.
- Retain the pink copy of the citation for the Deputy's/Deputy's personal records.
- Forward the remaining copies to an Administration Clerk with the arrest warrant attached.
- Ensure the warrant has been served via WAMNTRV in the CJIS system.

**The Administration Clerk will:**

- Forward the goldenrod copy to the Sheriff's Crime Reports Section.
- Forward the white copy with the attached warrant to the appropriate court.

**Procedure G: Amending Citations**

**Any Deputy or Detention Deputy needing to amend a citation will:**

- Make the necessary amendments using Form A-165, Appendix A of this section.
- Send a copy of the Form A-165 to the person to whom the citation was issued.
- Send a copy of the Form A-165 to Report Records for attachment to the original citation.
- Send the Form A-165 to North Kern Municipal Court, Shafter Branch



**KERN COUNTY SHERIFF'S OFFICE**  
**Lerdo Pre-Trial Section**  
**Policies and Procedures**

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**TITLE: OFFICE SUPPLIES**

**A-185**

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EFFECTIVE DATE: 07/21/10

REVISED: 11/05/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/05/19

REFERENCE:

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**POLICY:**

Personnel needing office supplies for their workstations will obtain those supplies from the supply cabinet located in the Shift Supervisor's office. Any office supplies that are needed and not stocked in the supply cabinet can be requested via email memorandum to the Administrative Sergeant or his/her designee.

**Procedure A: Stocking supply cabinet in Shift Supervisor's office.**

**The Administrative Sergeant or his/her designee will:**

- Order sufficient office supplies from the Lerdo Warehouse;
- Ensure there is a sufficient supply or regularly used office supplies stored in the supply cabinet.

**Procedure B: Ordering Supplies.**

**Staff will:**

- Request any required office supplies not stocked in the supply cabinet via email memorandum to the Administrative Sergeant or his/her designee.

**The Administrative Sergeant or his/her designee will:**

- Order supplies from the Lerdo Warehouse via a Lerdo Warehouse Supplies Request form.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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**TITLE: STAFF RULES AND REGULATIONS**

**A-230**

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EFFECTIVE DATE: 04/26/93

REVISED: 11/08/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/08/19

REFERENCE:

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### **POLICY**

Personnel of the Kern County Sheriff's Office assigned to the Lerdo Pre-Trial Facility are expected to conduct themselves in a professional, courteous and businesslike manner. They will familiarize themselves with, and abide by, the rules, regulations and procedures contained in the Sheriff's Office, Detentions Bureau and Lerdo Pre-Trial Facility Procedures Manuals, as well as all orders and directives issued by all ranking officers.

### **DIRECTIVE #1: CONTACT INFORMATION**

Staff will keep their supervisor informed of their most current address and telephone number.

### **Procedure B: REPORTING FOR DUTY**

#### **Staff will:**

- Notify the on-duty Lerdo Pre-Trial Facility Shift Supervisor at least two hours prior to the beginning of their shift, if for any reason they will be late or absent;
- Clerical personnel will notify their supervisor, in such circumstances or the Shift Supervisor if a Clerical Supervisor is not available;
- Be at their assigned location, in proper attire, at the appropriate time, ready for work;
  - Uniform shirts will be worn at all times in pod control rooms.

- Have immediate access to all of their issued equipment;
- Wear their issued hand cuffs and a flashlight at all times.

**Procedure C: PAYROLL TIME SHEET****Staff will:**

- Fill out the payroll time sheet completely;
- Have any documented overtime approved by the supervisor of the shift worked;
  - Hospital Guard overtime can be signed by shift supervisor
- Submit the time sheet in to their supervisor on the last day they work prior to the end of a payroll period or as directed.

**Procedure D: LEAVING THE FACILITY****Staff will not leave the facility except:**

- At end of assigned duty shift and only after being properly relieved;
- With the approval of their supervisor.

**Procedure E: STAFF PERSONAL PROPERTY SECURITY**

Staff will secure all personal property and clothing in a manner that is consistent with the safety and security of the facility. No personal items will be stored in any manner that they may be accessed at any time by any inmate or inmate worker. No personal clothing or uniforms will be stored in any manner that they may be accessed at any time by any inmate. Personal locked containers or lock boxes are prohibited from the Pre-Trial facility. All personal items will be locked in lockers provided by the Sheriff's Office.

**Staff will:**

- Bring a key or combination lock;

- Secure an unoccupied locker in the Pre-Trial staff locker room;
- Advise the Administrative Sergeant or designee which locker was secured for personal use;
- Ensure personal property such as clothing, hangers and non-essential equipment is kept inside their lockers;
- Ensure that their locker is secured prior to leaving the locker room;
- Remove all items and lock upon reassignment to another facility or leave of duty;
- Advise the Administrative Sergeant or designee which locker was cleared for personal use;
- Secure all personal items in the provided locked lockers or the control room if working a pod assignment;

**Administrative Sergeant or designee will:**

- Maintain a current list of all lockers occupied at the Pre-Trial facility;
- Audit the list after each annual open shift bid.

**Procedure F: INMATE FRATERNIZATION**

Nothing in this procedure will preclude staff from obtaining information from an inmate that may be helpful in an investigation or prosecution, and subsequently passing that information on to the appropriate person or agency.

**Staff will not:**

- Allow inmates to perform duties, which are designated or designed as duties of staff;
  - Handle or hang any other inmate's property or clothing (Red bag or clear bag).
  - Use facility keys
- Allow inmates to read official documents;

- Inmate station cards;
  - Files or records;
  - Reports;
  - Memorandums;
  - Orders;
  - Bulletins;
  - Training material;
  - Other Sheriff's Office material.
- 
- Discuss facility operations with inmates other than that necessary to control and direct the inmates;
  
  - Discuss sensitive matters with, in front of, or near inmates.

**Procedure G: WORK AREA CLEANLINESS****Staff will:**

- Keep work areas clean and neat.

**Procedure H: POD CONTROL ROOMS**

Staff will not allow Pre-Trial inmates in the pod control rooms. Only work release inmates will be allowed to help clean inside these rooms.

**KERN COUNTY SHERIFF'S OFFICE  
Lerdo Pre-Trial Section  
Policies and Procedures**

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**TITLE: FACILITY TOURS**

**A-301**

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EFFECTIVE DATE: 07/02/86

REVISED: 11/05/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 11/05/19

REFERENCE:

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**POLICY:**

Staff will cooperate with governmental agencies and private groups in order to foster good working relationships and public relations, as long as facility security and safety are not compromised. All tours must be approved by the Section Manager, Administrative Sergeant or Shift Supervisor.

No one under eighteen years of age will be allowed to tour the security areas of the facility.

**Procedure A: Tours**

**Staff members receiving a tour request will:**

- Refer the person making the request to the Administrative Sergeant.

**The Administrative Sergeant, or designee, will:**

- Determine if the tour falls within the guidelines of the policy;
- Check for any possible conflicting schedules;
- Approve or disapprove the tour request;
- Notify the tour group leader, or contact person, of the approval or disapproval;
- Notify the following of any tours being held:
  - Master control;
  - Facility manager;
  - Shift Supervisor;
  - Clerical Supervisor.