TABLE OF CONTENTS

VOLUME 1000 GENERAL STATEMENTS

ARTICLE 1101 TABLE OF CONTENTS

ARTICLE 1101.01 MEMORANDUM OF UNDERSTANDING

ARTICLE 1102 INTRODUCTION

ARTICLE 1103 DIRECTIONAL STATEMENTS

ARTICLE 1104 STATEMENT OF PURPOSE

ARTICLE 1105 USE OF MANUAL

VOLUME 1200 DEPARTMENT ORGANIZATION

ARTICLE 1201 AUTHORITY OF DEPARTMENT

ARTICLE 1202 MANAGEMENT TEAM

ARTICLE 1203 DUTIES OF EACH MANAGEMENT POSITION

ARTICLE 1203.01 CHIEF PROBATION OFFICER

ARTICLE 1203.02 DEPUTY CHIEF PROBATION OFFICER

ARTICLE 1203.03 DIVISION DIRECTOR OF FISCAL, RESEARCH AND PLANNING

ARTICLE 1203.04 PROBATION DIVISION DIRECTOR

ARTICLE 1203.05 ASSISTANT PROBATION DIVISION DIRECTOR

VOLUME 1300 PERSONNEL ADMINISTRATION

ARTICLE 1301 APPOINTMENT TO VACANT POSITIONS

ARTICLE 1302 APPOINTMENT TO OPEN TESTED LIST

ARTICLE 1303 IDENTIFICATION CARDS AND BADGES

ARTICLE 1304 CONFLICT OF INTEREST INFORMATION

ARTICLE 1305 WORKING HOURS

ARTICLE 1305.01 PERMANENT PART TIME EMPLOYMENT

ARTICLE 1305.02 REDUCED WORK SCHEDULE/FURLOUGH

ARTICLE 1305.03 ALTERNATIVE WORK SCHEDULE

ARTICLE 1306 LEAVES OF ABSENCE

ARTICLE 1307 REASSIGNMENTS

ARTICLE 1308 RELEASE OF EMPLOYEE INFORMATION

ARTICLE 1309 HOME TELEPHONE NUMBERS

ARTICLE 1310 KEYS/PASSES AND ACCESS CARDS

VOLUME 1400 EMPLOYEE DEVELOPMENT, TRAINING AND CONDUCT

ARTICLE 1401 MINIMUM PERFORMANCE STANDARDS FOR PERSONNEL

ARTICLE 1402 DEVELOPMENT AND TRAINING

ARTICLE 1402.01 TRAINING AND TRAVEL RELATED EXPENSE

ARTICLE 1403 PERFORMANCE EVALUATION

TABLE OF CONTENTS

ARTICLE 1403.01 EMPLOYEE PERFORMANCE SUPERVISOR'S FILE

ARTICLE 1404 RULES OF CONDUCT

ARTICLE 1404.01 ALCOHOL AND DRUGS

ARTICLE 1405 DISCRIMINATION AND HARASSMENT

ARTICLE 1406 DISCIPLINARY ACTIONS: MANAGEMENT RIGHTS AND RESPONSIBILITIES

ARTICLE 1406.02 PRE-DISPOSITION SETTLEMENT AGREEMENT (PDSA)

ARTICLE 1407 DISCIPLINARY ACTIONS: CITIZEN COMPLAINTS

ARTICLE 1408 GRIEVANCE AND ARBITRATION

ARTICLE 1409 EMPLOYEE DRESS CODE

ARTICLE 1410 PROHIBITED ASSOCIATIONS

ARTICLE 1411 SOCIAL NETWORKING SITES

ARTICLE 1412 SOCIAL MEDIA PUBLISHING

VOLUME 1500 COUNTY PROPERTY AND FACILITIES

ARTICLE 1501 WAREHOUSE POLICY

ARTICLE 1502 DEPARTMENTAL STATIONARY

ARTICLE 1502.01 FACSIMILE MACHINES

ARTICLE 1503 COUNTY EQUIPMENT AND PROPERTY

ARTICLE 1503.01 WORKSTATION GUIDELINES

ARTICLE 1504 TRANSPORTATION AND TRAVEL

ARTICLE 1505 VOLUNTEER DRIVING ON COUNTY PROPERTY

ARTICLE 1506 SAFETY AND ACCIDENT PROCEDURES

ARTICLE 1507 KERN COUNTY ELECTRONIC COMMUNICATIONS USAGE

ARTICLE 1508 SHORTAGE, LOSS, AND THEFT OF COUNTY PROPERTY

ARTICLE 1509 REMOVABLE MEDIA

ARTICLE 1510 MICROSOFT TEAMS

VOLUME 1600 OPERATIONS: SPECIAL POLICIES AND PROCEDURES

ARTICLE 1601 NOTIFICATION TO THE CHIEF PROBATION OFFICER

ARTICLE 1602 CHILD ABUSE REPORTING

ARTICLE 1602.01 ADULT ABUSE REPORTING

ARTICLE 1603 COURT RECOMMENDATIONS

ARTICLE 1604 HANDLING THREATS

ARTICLE 1605 COMMUNITY ACTIVITIES

ARTICLE 1606 PROFESSIONAL ASSOCIATIONS

ARTICLE 1607 PROBATION PERSONNEL FUNCTIONING AS FOSTER PARENTS

ARTICLE 1608 DISMISSAL OF JUVENILE CASE

ARTICLE 1609 JUVENILE INFORMATION RELEASE

ARTICLE 1610 SPEAKER'S BUREAU

ARTICLE 1611 ABORTION

ARTICLE 1612 CRITICAL INCIDENT POLICY

ARTICLE 1613 BASIC PLAN FOR DISASTER

ARTICLE 1614 CELLULAR PHONE

ARTICLE 1615 PRISON RAPE ELIMINATION ACT (PREA)

ARTICLE 1616 RIDE ALONG PROGRAM

ARTICLE 1617 INSTITUTION VIDEO MONITORING SYSTEM

TABLE OF CONTENTS

ARTICLE 1618 COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN (CSEC) ARTICLE 1619 TELEWORK POLICY

VOLUME 1700 WEAPONS AND FIELD ACTIVITY

A D TICL	F 1701		
ARIII.I	F 1/01	FIRE	ARIVIS

ARTICLE 1701.01 SUPERVISION DIRECTIVE

ARTICLE 1701.02 FEDERAL IMMIGRATION ENFORCEMENT POLICY

ARTICLE 1702 IMPACT WEAPONS

ARTICLE 1703 TASER

ARTICLE 1704 FIREARMS TRAINING

ARTICLE 1705 SIMUNITIONS TRAINING

ARTICLE 1706 USE OF FORCE

ARTICLE 1707 USE OF FORCE (OLEORESIN CAPSICUM)

ARTICLE 1708 FORCED ENTRIES

ARTICLE 1709 OFFICER INVOLVED SHOOTINGS (OIS)

ARTICLE 1710 CONTINUOUS ELECTRONIC MONITORING (CEM) AND GLOBAL POSITIONING SATELLITE (GPS)

ARTICLE 1711 ARRESTS

ARTICLE 1712 SEIZURE OF PROPERTY AND/OR EVIDENCE

ARTICLE 1713 RANGE MASTER LEAD LEVEL

ARTICLE 1714 FIREARMS TO AND FROM WORK

ARTICLE 1715 RETIREE CCW

ARTICLE 1716 SHOTGUN

ARTICLE 1717 CITATION BOOKS

ARTICLE 1718 FIELD TRAINING PROGRAM

ARTICLE 1719 NALOXONE POLICY

ARTICLE 1720 THE WRAP POLICY

ADDITIONAL FORMS

- A-1. KCSO OIS MOU
- B-1. DA OIS MOU
- C-1. KCSO PROPERTY STORAGE
- D-1. CONFLICT OF INTEREST
- E-1. ALTERNATIVE WORK SCHEDULE REQUEST AND AGREEMENT
- F-1. REASSIGNMENT REQUEST
- G-1. RELEASE OF INFORMATION
- H-1. REQUEST FOR AUTHORIZATION-VIP DRIVING COUNTY VEHICLES
- I-1. ELECTRONIC COMMUNICATION USAGE AND MAIL ACKNOWLEDGEMENT