



County of Monterey

Item No.49

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 25-783

November 04, 2025

Introduced: 10/21/2025

Current Status: Criminal Justice - Consent

Version: 1

Matter Type: General Agenda Item

- a. Approve and Authorize the Sheriff or Sheriff's designee to sign a retroactive Memorandum of Understanding (MOU) with the Law enforcement Agencies for the funding of one (1) Records Specialist II position, in the amount of \$115,699 who provide support to law enforcement agencies/departments after hours, weekends and holidays, effective July 1, 2025; and
- b. Authorize the Sheriff or Sheriff's designee to sign future amendments as necessary that do not significantly change the scope of work and where the cost increases are based on cost-of-living adjustments, step increases, compensation studies, benefits; and
- c. Authorize and direct the Auditor-Controller to amend the Sheriff's FY 2025-26 Adopted Budget (001-2300-SHE001-8229) by increasing appropriations and estimated revenues of \$115,699 in the Sheriff's FY 2025-26 Adopted Budget (001-2300-SHE001-8229), financed by a MOU with six (6) Law enforcement Agencies for the funding of one (1) Records Specialist II position, in the amount of \$115,699 (4/5th vote required).

[d. Authorize and Approve one Records Specialist II position to be added to the Sheriff's budget \(4/5th vote required\).](#)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Sheriff or Sheriff's designee to sign a retroactive Memorandum of Understanding (MOU) with the Law enforcement Agencies for the funding of one (1) Records Specialist II position, in the amount of \$115,699 who provide support to law enforcement agencies/departments after hours, weekends and holidays, effective July 1, 2025; and
- b. Authorize the Sheriff or Sheriff's designee to sign future amendments as necessary that do not significantly change the scope of work and where the cost increases are based on cost-of-living adjustments, step increases, compensation studies, benefits; and
- c. Authorize and direct the Auditor-Controller to amend the Sheriff's FY 2025-26 Adopted Budget (001-2300-SHE001-8229) by increasing appropriations and estimated revenues of \$115,699 in the Sheriff's FY 2025-26 Adopted Budget (001-2300-SHE001-8229), financed by a MOU with six (6) Law enforcement Agencies for the funding of one (1) Records Specialist II position, in the amount of \$115,699 (4/5th vote required).

[d. Authorize and Approve one Records Specialist II position to be added to the Sheriff's budget \(4/5th vote required\).](#)

SUMMARY/DISCUSSION:

Current financial challenges faced by the County of Monterey necessitated an over \$5 million reduction in the Monterey County Sheriff's Office FY25-26 budget. This led to the elimination of 28 vacant positions at the Sheriff's Office which included 6 professional staff positions in the Sheriff's Office Records Division. Future fiscal year projections at this time indicate the County of Monterey will continue to face financial challenges in FY26-27 and FY27-28 with unknown impacts on the Sheriff's Office budget at this time. As a result of the financial challenges facing the County of Monterey and reduction in Sheriff's Office staffing an evaluation of services being provided to the

community and our municipal partners was initiated. As a result it was determined the Sheriff's Office has been supplementing the services of numerous municipal law enforcement partners, that are their legal requirement, at no cost; therefore, the Sheriff's Office is seeking approval of this Memorandum of Understanding (MOU) with the following municipalities and their Police Departments: City of Gonzales, City of Greenfield, City of King, City of Marina, City of Sand, City of Soledad.

The above-mentioned municipal police departments do not have sufficient independent staffing within their agencies to meet their compliance requirements 24 hours per day/7 days per week mandated by the California Law enforcement Telecommunications Systems (CLETS) Polices, Practices and Procedures. Due to insufficient staffing in their respective agencies it is cost effective for the noted municipal police departments to share the expenses for one (1) Sheriff's Office Records Specialist II position. The purpose of this MOU is to define the parameters of service the Sheriff's Office will provide Monday thru Friday from 1700-0800, all day Saturday and Sunday and all Holidays when the noted municipal police departments are closed to the general public allowing the Sheriff's Office to assist in ensuring compliance requirements mandated by the California Law Enforcement Telecommunications Systems (CLETS) Polices, Practices and Procedures are met. The MOU will be reviewed annually to ensure that the cost for the one (1) Records Specialist II position will continue to be covered by the participating agencies.

OTHER AGENCY INVOLVEMENT:

County Counsel and the Auditor/Controller have reviewed this document and approved as to legal and fiscal provisions, respectively. The noted municipal police departments have been provided an opportunity to elect or decline to participate in this shared services agreement. This item was presented at the September 24, 2025 Board of Supervisors Budget Committee meeting.

FINANCING:

The revenue generated by this MOU will be paid by Subscribing Agencies and included in future fiscal year budgets if the Subscribing Agencies elect to continue to participate. There will be no increase in General Fund contributions to the Sheriff's Office as a result of this board action.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Mark a check to the related Board of Supervisors Strategic Plan Goals:

- ☐ Well-Being and Quality of Life
- ☒ Sustainable Infrastructure for the Present and Future
- ☒ Safe and Resilient Communities
- ☐ Diverse and Thriving Economy
- ☐ Dynamic Organization and Employer of Choice

Prepared by: Arthur Curtright, Management Analyst III, Ext #3708

Reviewed by: Jason Smith, Chief, Ext #3801

Reviewed by: Keith Boyd, Undersheriff, Ext #3859

Approved by: Tina Nieto, Sheriff/Coroner, Ext #3750

Attachment(s):

Board Report

MOU between the Monterey County Sheriff's Office and Law Enforcement Agencies and
Departments
Resolution