

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

April 7, 2026

**FROM**

**SHANNON D. DICUS, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Employment Contract to Provide Services as a Deoxyribonucleic Acid Criminalist I

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 26-270** with Carolina G. Acevedo for the provision of services as a Deoxyribonucleic Acid Criminalist I, effective April 18, 2026 through April 17, 2027, with the option to extend the term for two additional one-year periods, for an estimated annual cost of \$105,676.20 (Salary – \$75,483.20 and Benefits – \$30,193).
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract to extend the term for a maximum of two successive one-year periods, on behalf of the County, subject to review by County Counsel.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Carolina Mendoza, Chief Deputy Director, 387-0640)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this employment contract is \$105,676.20 (Salary – \$75,483.20 and Benefits – \$30,193). This position is assigned to the Sheriff/Coroner/Public Administrator (Department), Scientific Investigations Division, Criminal Laboratory, and will be funded, in part, by the 2023 Fiscal Year Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program grant Agreement No. 24-137 (Award No. 15PBJA-23-GG-01220-DNAX24-137), which was granted for the period of October 1, 2023 through September 30, 2026. The Department applied for the 2025 Fiscal Year DNA CEBR Program and is pending award confirmation. This Employment Contract is contingent on the Department receiving funding from the U.S. Department of Justice, 2025 Fiscal Year DNA CEBR Program. Future grant awards will be used to fund this Employment Contract. Sufficient appropriation for this Employment Contract is included in the Department's 2025-26 Budget and will be included in future recommended budgets, if necessary.

**BACKGROUND INFORMATION**

On February 6, 2024 (Item No. 52), the Board of Supervisors (Board) approved Agreement No. 24-137 for the acceptance of the 2023 Fiscal Year Formula DNA CEBR Program grant award in

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the amount of \$764,592 from the United States Department of Justice, Bureau of Justice Assistance, with a performance period of October 1, 2023 through September 30, 2025. The Department has received funding under the CEBR Program in the past, which has been used to replace outdated equipment, purchase supplies, training, and fund a contract Deoxyribonucleic (DNA) Criminalist I position. The current grant award will continue to fund the recommended contract DNA Criminalist I position, overtime cost, training, travel, services and supplies, external audit fees, and replacement of aging computers and equipment through September 2026.

On August 5, 2025 (Item No. 85), the Board approved Employment Contract No. 25-549 with Ethan Lee to provide services as a DNA Criminalist I, effective August 9, 2025 through August 8, 2026, which was funded, in part, by the 2023 Fiscal Year DNA CEBR Program. The incumbent contract employee was offered a permanent position, leaving the contract position vacant.

Given the demanding caseload of the Criminal Laboratory, and the skills and experience that meets the requirements of the position, the Department recommends an Employment Contract with Carolina G. Acevedo for the period of April 18, 2026 through April 17, 2027, with the option to extend the contract term for two additional one-year periods, subject to County Counsel review and submission of annual applications for continuation of grant funding.

On October 21, 2025 (Item No. 54), the Board approved Amendment No. 1 to Agreement No. 24-137, extending the performance period by one year, for a total period of October 1, 2023 through September 30, 2026, with no change to the award amount of \$764,592.

Also, on October 21, 2025 (Item No. 55), the Board authorized the submission of a grant application for the 2025 Fiscal Year Formula DNA CEBR Program, in the amount of \$610,994 for the period from October 1, 2025 through September 30, 2027. The Department is currently awaiting award notification.

In the event that grant funding is not received, the Employment Contract will be terminated following proper notice. Approval of the Employment Contract will help the Department reduce or avoid delays in the analysis of casework samples generated by Coroner cases. Either party may terminate the contract at any time without cause with a 14-day advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Scott M. Runyan, Principal Assistant County Counsel, 387-5455) on March 16, 2026; Human Resources (Gina King, Assistant Director, 387-5571) on March 2, 2026; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on March 23, 2026.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: April 7, 2026



cc: Sheriff- Mendoza w/agree  
Contractor - c/o Sheriff w/agree  
File - w/agree  
MBA 04/9/2026