

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

October 7, 2025

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract with Stephen Shea for Range Safety Officer Services

RECOMMENDATION(S)

1. Approve Employment **Contract No. 25-814** with Stephen Shea, to provide services as a Range Safety Officer, for an estimated annual cost of \$82,842 (Salary \$62,379, Benefits \$20,463), for the period of October 18, 2025 through October 17, 2028.
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 three successive one-year periods, on behalf of the County, subject to County Counsel review.
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

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost of this contract is \$82,842 (Salary \$62,379, Benefits \$20,463). Sufficient appropriation will be included in the Sheriff/Coroner/Public Administrator's (Department) 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department's Training Center operates a weapons firing range for the purpose of conducting firearms training and periodic firearms qualifications for sworn personnel and other law enforcement agencies. The Department utilizes the services of a contract employee to serve as the Range Safety Officer. This is a single position classification, with duties that include scheduling the use of range facilities, performing safety inspections, coordinating range maintenance, maintaining and updating range instruction contracts, and providing general supervision of range activities.

Recruitment for this position was completed through the County's Human Resources Department. The Department recommends a three-year contract with Stephen Shea, who has the necessary experience and expertise to serve as the Range Safety Officer, effective October

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18, 2025 through October 17, 2028. The proposed contract provides compensation at an hourly rate of \$29.99, in addition to benefits consistent with other full-time contract employees.

Authorization is requested for the Sheriff/Coroner/Public Administrator, or Undersheriff, or Assistant Sheriff to execute amendments to the term of the contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review. The contract may be terminated by either party without cause with 14 days advance written notice. The County may terminate the contract immediately for just cause.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott M. Runyan, Principal Assistant County Counsel, 387-5455) on September 15, 2025; Human Resources (Gina King, Deputy Director, 387-5571) on September 19, 2025; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on September 22, 2025.

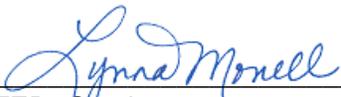
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Record of Action of the Board of Supervisors
San Bernardino County

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: October 7, 2025



cc: Sheriff - Mendoza w/agree
Contractor - c/o Sheriff w/agree
File - w/agree
MBA 10/8/2025