

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

May 5, 2026

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract with Porfirio Martinez to Provide Armorer Services

RECOMMENDATION(S)

1. Terminate Employment Contract No. 21-495 with Porfirio Martinez, effective May 15, 2026.
2. Approve **Employment Contract No. 26-330** with Porfirio Martinez to provide Armorer services for the Sheriff/Coroner/Public Administrator, for the period of May 16, 2026 through May 15, 2029, with the option to extend the contract term for a maximum of three consecutive one-year periods, for an estimated annual cost of \$102,851 (Salary - \$80,611, Benefits - \$22,240).
3. 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 consecutive one-year periods, on behalf of the County, subject to County Counsel review.
4. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all employment 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 \$102,851 (Salary - \$80,611, Benefits - \$22,240). This position is assigned to the Sheriff/Coroner/Public Administrator's (Department) Training Academy. Sufficient appropriation is included in the Department's 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department's Training Academy operates a weapons firing range for the purpose of conducting firearms training and periodic firearms qualifications for Department personnel and other law enforcement agencies. The Training Academy is also responsible for procuring, issuing, maintaining and tracking the Department's firearms. The Armorer is responsible for inspecting, cleaning, and repairing the Department's firearms; maintaining the firearms inventory database; and assisting in firearms training qualifications.

**Employment Contract with Porfirio Martinez to Provide Armorer Services
May 5, 2026**

On June 22, 2021 (Item No. 93), the Board of Supervisors approved Employment Contract No. 21-495 with Porfirio Martinez for the provision of Armorer services for the Department, effective July 3, 2021 through July 2, 2024, with the option to extend the term for two additional one-year periods. On the same item, delegated authority was requested for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute the two additional one-year extensions. The employment contract was subsequently extended twice on June 25, 2024 and June 25, 2025 via delegated authority through July 2, 2026.

Approval of Recommendation No. 1 will terminate the existing Employment Contract No. 21-495, effective May 15, 2026.

Approval of Recommendation No. 2 will initiate a new employment contract with Mr. Martinez that will update contract language to match current employment contract language, update his compensation to align with the duties, responsibilities, and specialized qualifications for this position. The Department has relied on the use of contract personnel to perform the functions of this position, and recommends a three-year employment contract with Mr. Martinez, who has the necessary experience and expertise servicing and maintaining firearms to continue serving as the Department's Armorer, for the period of May 16, 2026 through May 15, 2029, with the option to extend the contract term for three consecutive one-year periods.

Approval of Recommendation No. 3 will authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to extend the term of the employment contract for a maximum of three consecutive one-year periods on behalf of the County, subject to County Counsel review. The delegated authority to execute amendments will expedite contract extensions, avoid contract lapse, and ensure the longevity and retention of a well-qualified individual.

The employment contract may be terminated by either party without cause with 14-days' advance written notice to the other party. The contract may be terminated immediately for just cause by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal County Counsel, 387-5455) on April 8, 2026; Human Resources (Gina King, Assistant Director, 387-5571) on April 9, 2026; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on April 13, 2026.

**Employment Contract with Porfirio Martinez to Provide Armorer Services
May 5, 2026**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 5, 2026



cc: Sheriff- Mendoza w/agree
Contractor - c/o Sheriff w/agree
File - w/agree
MBA 05/11/2026