

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

August 5, 2025

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 25-549** with Ethan Lee for the provision of services as a Deoxyribonucleic Acid (DNA) Criminalist I, effective August 9, 2025 through August 8, 2026, with the option to extend the term for two additional one-year periods, for an estimated annual cost of \$115,206 (Salary \$83,948; Benefits \$31,258).
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 \$115,206 (Salary \$83,948; Benefits \$31,258). 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 in the amount of \$764,592 (Award No. 15PBJA-23-GG-01220-DNAX), which was granted for the period of October 1, 2023 through September 30, 2025. This employment contract is contingent on the Department receiving funding from the U.S. Department of Justice, National Institute of Justice, DNA CEBR Program. Future grant awards will be used to fund this employment contract. 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 approved the acceptance of the grant award in 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.

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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 DNA Criminalist I position. The current grant award will continue to fund a contract DNA Criminalist I position, overtime cost, training, travel, services and supplies, external audit fees, and replacement of aging computers and equipment.

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 Ethan Lee for the period of August 9, 2025 through August 8, 2026, 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.

In the event that grant funding is not received, the employment contract will be terminated following proper notice. Approval of the 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 July 15, 2025; Human Resources (Gina King, Human Resources Deputy Director, 387-5571) on July 18, 2025; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on July 21, 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: August 5, 2025



cc: Sheriff/Coroner - Mendoza w/agree
Contractor - c/o Sheriff/Coroner w/agree
File - w/agree
MBA 08/6/2025