

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

June 18, 2025

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Revenue Agreement Templates for Polygraph Examination Services

RECOMMENDATION(S)

1. Approve standard revenue contract template for the Sheriff/Coroner/Public Administrator to provide pre-employment polygraph examinations to outside public agencies, effective upon execution by the Sheriff/Coroner/Public Administrator through June 30, 2030.
2. Approve standard revenue contract template for the Sheriff/Coroner/Public Administrator to provide the following services to outside public agencies, effective upon execution by the Sheriff/Coroner/Public Administrator through June 30, 2030:
 - a. Polygraph examinations required in criminal law and justice agency cases.
 - b. Polygraph examinations of individuals involved in internal affairs investigations.
3. Approve standard revenue contract template for the Sheriff/Coroner/Public Administrator to provide the following services to outside public agencies, effective upon execution by the Sheriff/Coroner/Public Administrator through June 30, 2030:
 - a. Pre-employment polygraph examinations.
 - b. Polygraph examinations required in criminal law and justice agency cases.
 - c. Polygraph examinations of individuals involved in internal affairs investigations.
4. Approve standard Memorandum of Understanding template for the Sheriff/Coroner/Public Administrator to provide pre-employment polygraph examinations to other County departments, effective upon execution by the Sheriff/Coroner/Public Administrator through June 30, 2030.
5. Authorize the Sheriff/Coroner/Public Administrator, the Undersheriff, or the Chief Deputy Director of Sheriff's Administration to execute individual template Polygraph Examination Services agreements with outside agencies and with other County departments, effective the date of execution by the Sheriff/Coroner/Public Administrator through June 30, 2030.

(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.

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

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of the recommended templates will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual revenue generated by all of the fee-for-

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service Polygraph Examination Services agreements is \$25,000; however, the actual amount will vary based on the actual number of polygraph examinations conducted.

The proposed agreements include the Sheriff/Coroner/Public Administrator's (Department) fees effective July 1, 2025 of \$219 for pre-employment polygraphs and \$356 for criminal case and internal affairs investigation polygraphs. These fees are based on examination time, clerical time, software, and computer equipment depreciation. The fees are consistent with polygraph fees in the current County fee ordinance, Sections 16.0226(q)(1) and 16.0226(q)(2). Revenue and offsetting costs related to this item are included in the Department's 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

On April 21, 2020 (Item No. 72), the Board of Supervisors (Board) approved standard revenue agreement templates, and authorized the Sheriff, Undersheriff, or the Captain of the Department's Bureau of Administration to execute individual standardized agreement templates for Polygraph Examination Services with outside agencies and with other County departments, through June 30, 2025.

Approval of the recommended agreement templates will allow the Department to execute such agreements expeditiously, as all existing agreements for these services will terminate on June 30, 2025. The utilization of standardized agreement templates is the preferred and more efficient method to contract for services because the terms and conditions do not generally change. The current templates include a generic reference to fee changes in accordance with the County fee ordinance, and future agreements may be executed (with the same terms and conditions) as additional outside public agencies request polygraph services.

The first agreement template enables the Department to provide pre-employment polygraph examinations only. These services provide assistance in conducting investigations and determining the suitability of prospective employees. The second template enables the Department to provide polygraph examinations required in criminal law and justice agency cases, as well as examination of individuals involved in internal affairs investigations. The third template enables the Department to provide all three types of polygraph examinations to other public agencies. The fourth agreement template is a standard Memorandum of Understanding that is to be used with other County departments to provide polygraph examinations.

Any agreement that differs from these templates will be presented to the Board for approval. All agreements utilizing the recommended templates will terminate on June 30, 2030, but provide for early termination with thirty (30) days' written notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Grace B. Parsons, Deputy County Counsel, 387-5455) on Tuesday May 27, 2025; Risk Management (Gregory Ustaszewski, Staff Analyst, 396-9008) on June 2, 2025; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on June 2, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on June 2, 2025.

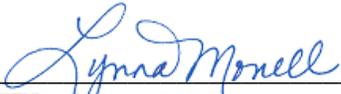
**Revenue Agreement Templates for Polygraph Examination Services
June 18, 2025**

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: June 18, 2025



cc: File - Sheriff/Coroner w/template
MBA 06/30/2025