

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.30
(ID # 28966)**

MEETING DATE:
Tuesday, October 28, 2025

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Introduction of Riverside County Ordinance No. 1003, Relating to a Fee Schedule for Riverside County Sheriff's Office Administrative and Licensing Services; All Districts. [\$0 Total Cost]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Introduce, waive further reading of, and adopt on successive weeks proposed Riverside County Ordinance No. 1003, relating to a fee schedule for the Riverside County Sheriff's Office administrative and licensing services;
2. Direct the Clerk of the Board to set a public hearing for the proposed ordinance on November 4, 2025; and,
3. Direct the Clerk of the Board to provide notice of the public hearing pursuant to Government Code Section 54986.

ACTION:Policy

David Lelevier, Assistant Sheriff

10/16/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended; the above Ordinance is approved as introduced with a waiver of reading, and is set for public hearing on Tuesday, November 4, 2025, at 9:30 a.m. or as soon as possible thereafter.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 28, 2025
xc: Sheriff, COB/NS

Kimberly A. Rector
Clerk of the Board

By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Sheriff's Budget			Budget Adjustment:	No
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BR: 26-053

Prev. Agn. Ref.: 09/23/2025 3.48

BACKGROUND:

Summary

Riverside County Ordinance No. 1003, relating to a fee schedule for the Riverside County Sheriff's Office administrative and licensing services. The Sheriff's Office has computed the appropriate updated billing rates for the Sheriff's Schedule of Fees, in accordance with the associated legal authority. These rates, except for those set by State law, reflect full cost recovery for all services listed.

On September 23, 2025, the Board of Supervisors for the County of Riverside approved to adopt an order to initiate Riverside County Ordinance No. 1003 (Minute Order 3.48).

Sheriff's staff is proposing that public hearings on the fees associated with Riverside County Ordinance No. 1003 be set for November 4, 2025.

Impact on Residents and Businesses

Upon Board approval of the proposed Ordinance No. 1003 to the related Riverside County Sheriff's Office fee ordinance, the County Ordinances will be updated and made available to the public.

Additional Fiscal Information

According to Board Policy A-67, the Board of Supervisors is to consider the costs associated with preparing, processing and implementing an ordinance amendment in deciding whether to adopt an order initiating the amendment. The adoption of Ordinance No. 1003 should have no fiscal impact on the county as it is merely an adjustment intended to allow the Sheriff's Office to recover its costs in processing administrative and licensing services.

Attachments

Ordinance No. 1003

Schedule of Fees

Rene Casillas
Rene Casillas, Internal Audits Chief 10/16/2025

Rebecca S Cortez
Rebecca S Cortez, Principal Management Analyst 10/20/2025

Braden Holly
Braden Holly, Deputy County Counsel 10/14/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 10/16/2025

1 do not constitute a general tax.

2 Section 4. FEE SCHEDULE. The Board of Supervisors establishes the fee
3 schedule set forth in Attachment "A" of this Ordinance for the Riverside County Sheriff's
4 Office related to various administrative and licensing services, including the issuance of
5 permits.

6 Section 5. AMENDING FEE SCHEDULE. The fee schedule, identified as
7 Exhibit "A" to this ordinance, may be amended by resolution."

8 Section 2. SEVERABILITY. If any provision, clause, sentence or paragraph of this
9 ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity
10 shall not affect the other provisions of this ordinance which can be given effect without the invalid provision
11 or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

12 Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after
13 its adoption.

15 BOARD OF SUPERVISORS OF THE COUNTY
16 OF RIVERSIDE, STATE OF CALIFORNIA

17 By: _____
18 Chairman

19 ATTEST:
20 CLERK OF THE BOARD

21 By: _____
22 Deputy
23 (SEAL)

24 APPROVED AS TO FORM
25 October 9, 2025

26 By: *Braden Holly*
27 BRADEN J. HOLLY
28 Deputy County Counsel

ATTACHMENT -- A

Schedule of Fees
FY 25/26

	Legal Authority Notes	Revenue Code	6/22/2010 Approved Schedule	New Proposed Schedule
ABC Letters New permit / Letter	(Charitable Organizations Exempt)	773510	\$ 172.00	\$ 99.00
CRIME ANALYSIS Information on local area crime statistics (Per hour, 1 hour minimum)		773530	\$ 50.00	\$ 81.00
FINGERPRINTING / LIVESCAN County Fingerprint Fee (Fee does not include CA DOJ or FBI fee)	PC 13300(e)	773550	\$ 10.00	\$ 31.00
LICENSES				
Bingo License Initial/Renewal	Ordinance 558.13	726060	\$ 50.00	\$ 90.00
Massage License (Non Refundable) Business - Initial County Fingerprint Fee	Ordinance 596.2	721040 773550	\$ 585.00 \$ 10.00	\$ 968.00 \$ 31.00
TOTAL - Massage License Business - Initial (Fee does not include CA DOJ or FBI fee)			\$ 595.00	\$ 999.00
Renewal		721040	\$ 316.00	\$ 559.00
Technicians - Initial County Fingerprint Fee	Ordinance 596.2	721040 773550	\$ 214.00 \$ 10.00	\$ 181.00 \$ 31.00
TOTAL - Massage License Technicians - Initial (Fee does not include CA DOJ or FBI fee)			\$ 224.00	\$ 212.00
Renewal		721040	\$ 120.00	\$ 151.00
Palm Readers / Fortune Teller License - Initial (Non Refundable) County Fingerprint Fee	Ordinance 508.2 PC 13300(e)	721020 773550	\$ 120.00 \$ 10.00	\$ 151.00 \$ 31.00
TOTAL - Palm Readers/Fortune Teller License (Fee does not include CA DOJ or FBI fee)			\$ 130.00	\$ 182.00
Renewal	Ordinance 508.1	721020	\$ 111.00	\$ 136.00
Secondhand Dealer License County Processing Fee - Initial County Fingerprint Fee	B&P 21641 PC 13300 (e)	773550	\$ 107.00 \$ 10.00	\$ 229.00 \$ 31.00
TOTAL - Secondhand Dealers License - Initial (Fee does not include CA DOJ or FBI fee)			\$ 117.00	\$ 260.00
County Processing Fee - Renewal (Fee does not include CA DOJ or FBI fee)	B&P 21642		\$ 59.00	\$ 127.00
Sex-Oriented Business License (Non-Refundable Fee) Initial County Fingerprint Fee	Ordinance 743.2	721060	\$ 510.00 \$ 10.00	\$ 847.00 \$ 31.00
TOTAL - Sex-Oriented Business License - Initial			\$ 520.00	\$ 878.00
Renewal		721060	\$ 276.00	\$ 449.00
PERMITS				
Dance Permit Daily (Charitable / Non-Profit Organizations Exempt) Monthly (Charitable / Non-Profit Organizations Exempt)	Ordinance 366.12	726100 726100	\$ 3.00 \$ 25.00	\$ 3.00 \$ 27.00
Explosive Handling Permit Under 100 Pounds County Processing Fee Under 100 Pounds Fee	Health & Safety Code 12105	726140	\$ 252.00 \$ 2.00	\$ 341.00 \$ 2.00
TOTAL - Explosive Permits Under 100 Pounds			\$ 254.00	\$ 343.00
Over 100 Pounds County Processing Fee Over 100 Pounds Fee	Health & Safety Code 12105	726140	\$ 252.00 \$ 10.00	\$ 341.00 \$ 10.00
TOTAL - Explosive Permits Over 100 Pounds			\$ 262.00	\$ 351.00

ATTACHMENT -- A

Schedule of Fees
FY 25/26

	Legal Authority Notes	Revenue Code	6/22/2010 Approved Schedule	New Proposed Schedule
Magazine Inspection		726140	\$ 382.00	\$ 500.00
REPORTS				
Arrest / Booking Report	GC 7922.525 and GC 7922.545	777060	\$ 12.00	\$ 24.00
Clearance Letters		726220	\$ 17.00	\$ 33.00
Book and Release Letters		726220		\$ 28.00
Crime/Traffic Collision Reports	GC 7922.525 and GC 7922.545	777060	\$ 13.00	\$ 25.00
Crime/Traffic Collision Reports with Photos	GC 7922.525 and GC 7922.545	777060		\$ 30.00
Jail Log (Initial Request)	GC 7922.525 and GC 7922.545	777060	\$ 20.00	\$ 39.00
Jail Log (Daily Rate)	GC 7922.525 and GC 7922.545	777060	\$ 5.00	\$ 10.00
CAD Call Logs	GC 7922.525 and GC 7922.545	777060		\$ 32.00
Photographs/Digital Photos				
1. Mug shots		777500	\$ 8.00	\$ 16.00
2. 35mm to Computer to DVD		777500	\$ 42.00	\$ 61.00
3. Digital to Computer to DVD		777500	\$ 20.00	\$ 34.00
4. Computer to DVD		777500	\$ 13.00	\$ 32.00
Record check inquiry (non-criminal justice agencies)		777060	\$ 7.00	\$ 13.00
Record review subject of inquiry		777060	\$ 23.00	\$ 42.00
Reproduction of audio or video tape (blank tape supplied) (Per hour, 1 hour minimum)		777500	\$ 32.00	\$ 73.00
VICR FEE				
Vehicle Impound Cost Recovery Fee	R-96-269, VC 22650	773600	\$ 92.00	\$ 181.00
CLETS ONBOARDING FEE				
	EDC 35021.1, EDC 45125.5, PC 11105.3	777500		\$ 933.00

<p>B&P --- BUSINESS AND PROFESSIONS CODE CJIS --- CALIFORNIA JUSTICE INFORMATION SERVICES EDC --- EDUCATION CODE GC --- GOVERNMENT CODE HS --- HEALTH & SAFETY PC --- PENAL CODE VC --- VEHICLE CODE</p>
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Holly, Braden

From: Perez, Maria <MariaPerez@Rivco.org>
Sent: Wednesday, June 11, 2025 1:18 PM
To: Long, Emily
Cc: Casillas, Rene; McGowin, Carmen; German, Alec; Perez, Matthew
Subject: Sheriff's Patrol - Rate Review Letter FY2025-2026

CAUTION: This email originated from outside the **Riverside Sheriff** email system.
DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Mrs. Long –

We have completed the review of your Sheriff's Patrol & Information Services Bureau Division Cost Rates for Fiscal Year 2025-2026.

During our review, we performed the following:

- Reviewed and verified the salary and benefits methodology for all filled positions in coordination with the Sheriff's AUB1, ensuring consistency and accuracy across all classifications.
- Reviewed and verified the accuracy of all proposed fees listed in Attachment-A for compliance and correctness.
- Reviewed and verified the methodology applied to all Sheriff's schedule fees to ensure accuracy and consistency.
- Reviewed the methodology used to determine time-based costs for all service fees.
- Conducted a detailed review of the DOJ, FBI, and Criminal Records fee schedules listed on the Office of the Attorney General (OAG) website to ensure consistency and accuracy. No update on fees has been made since August 17, 2012.
- Verified Cities Rolling fees against the amounts reported by the State of California Office of Attorney General Website to ensure accuracy.

Summary of Results

Based on our review, we have found that the rates for the Sheriff's Patrol & Information Services Bureau Division for FY2025-2026 are reasonable to recover the cost of providing its services.

We thank you and the rest of the team that communicated with us during the review of this rate. We appreciate the detailed discussions of the methodology used to help us better understand and evaluate whether the rate methodology was reasonable and allow for full cost recovery of the cost of providing the service.

We are ready to move forward with the approval of the Form 11. Please include Rene Casillas in the MinuteTraQ Workflow.



Best Regards,

Maria Perez
Accountant II
Internal Audit Division
Riverside County Auditor-Controller
Mail Stop 1051
Tel (951) 955-3821 / Fax (951) 955-3802
Email: mariaperez@rivco.org
www.auditorcontroller.org

PLEASE NOTE: Business hours for the Auditor-Controller's Office are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:30 p.m.

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County of Riverside California