

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



ITEM: 3.14
(ID # 30311)

MEETING DATE:
Tuesday, April 28, 2026

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES: Approval of the Side Letter agreement with Riverside Sheriffs' Association – Law Enforcement Unit to amend the Memorandum of Understanding language regarding the Career Investigator Program. All Districts. [Total Cost - \$0, Ongoing Cost \$0, One-Time Cost: \$0 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Side Letter agreement with the Riverside Sheriffs' Association, Law Enforcement Unit to amend Article XVII, Promotional Procedures Section 2. Sheriff's Career Investigator Program (CIP)

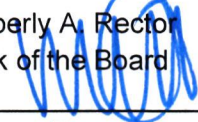
ACTION:


Tami Douglas-Schatz, Director of Human Resources 4/9/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 28, 2026
xc: HR

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: N/A			Budget Adjustment:	No
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The current Memorandum of Understanding (MOU) with the Riverside Sheriffs' Association – Law Enforcement Unit (RSA-LEU) outlines the Sheriff's Career Investigator Program (CIP), including its objectives, the classifications involved, and the career progression requirements.

Under the existing MOU language, any Sheriff's Lead Investigator III who meets the promotional criteria and passes the oral examination shall advance to Sheriff's Master Investigator IV, with no limit on how many employees can attain this level.

The Sheriff's Department has determined that implementing a cap on the Sheriff's Master Investigator IV classification will enhance staffing efficiency by preventing an overconcentration of personnel at the highest investigator level. The Department anticipates that establishing this cap will promote broader participation in supervisory career pathways and support the continued development of a well-balanced, experienced workforce.

Full details of the Side Letter agreement can be found in the attachment.

Impact on Residents and Businesses

While there is no immediate impact on residents and businesses as a result of this Side Letter, approving this modification will ensure efficient use of Sheriff's personnel at the Sheriff's Master Investigator IV level, which will result in efficient use of taxpayer funds.

Additional Fiscal Information

ATTACHMENTS:

ATTACHMENT A. Fully Executed Side Letter between the County of Riverside and the Riverside Sheriffs' Association – Law Enforcement Unit


Cesar Bernal, PRINCIPAL MGMT ANALYST 4/22/2026

SIDE LETTER OF AGREEMENT

BETWEEN

COUNTY OF RIVERSIDE

AND

RIVERSIDE SHERIFFS' ASSOCIATION
LAW ENFORCEMENT UNIT (LEU)

This Side Letter of Agreement ("Agreement") between the County of Riverside ("County") and the Riverside Sheriffs' Association – Law Enforcement Unit ("RSA-LEU") (collectively "Parties") is entered into with respect to the following:

The Parties agree to amend Section 2 of Article XVII – Promotional Procedures of the 2024 – 2027 Memorandum of Understanding ("MOU") as reflected below:

ARTICLE XVII
PROMOTIONAL PROCEDURES

Section 2. SHERIFF'S CAREER INVESTIGATOR PROGRAM (CIP)

A. PROGRAM OBJECTIVES

1. To offer career growth to Sheriff's Investigators.
2. To provide skilled peace officer an alternative to management roles that they may not choose to pursue.
3. To provide skilled peace officers an incentive to become an investigator prior to competing for a supervisory position.
4. To obtain fair and equitable compensation and advancement for demonstrated career oriented criminal investigation expertise.
5. To provide retention incentive that will assist the Sheriff in maintaining a skilled and experienced investigative staff.

B. POSITIONS

1. Sheriff's Investigator I is the entry-level class of criminal investigator in the Sheriff's Department.

2. Sheriff's Investigator II is the journey level class of criminal investigator in the Sheriff's Department.
3. Sheriff's Lead Investigator III is the specialist and mentor level class of criminal investigator in the Sheriff's Department.
4. Sheriff's Master Investigator IV is the lead class of criminal investigator in the Sheriff's Department and the rank shall be capped at thirty (30) employees with a priority to staff each investigative bureau with at least one Sheriff's Master Investigator IV.

C. CAREER GROWTH

1. Sheriff's Investigator I is the entry-level class of criminal investigator in the Sheriff's Department.
 - PROBATIONARY PERIOD - The probationary period for all positions contained in this program is - thousand, forty (1,040) hours for internal candidates and three-thousand, one-hundred and twenty (3,120) hours in paid status not inclusive of overtime for external candidates. An internal candidate who fails to successfully complete the probationary period will be returned to the classification they promoted from in accordance with the terms of this MOU. An external candidate who fails to successfully complete the probationary period will be released from employment with the department.

On promotion, the new salary shall be at the rate of five and a half percent (5.5%) higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the maximum of the range of the new salary plan/grade. The effective date of all promotions shall coincide with the first day of the pay period. The anniversary date shall be determined as if the date of promotion were the date of employment.

2. Sheriff's Investigator II - All employees in the classification of Sheriff's Investigator I who:
 - a. have successfully completed the designated probationary period as a Sheriff's Investigator I; and

- b. have received at least a “meets standard” evaluation while in the rank of Sheriff’s Investigator I; if the employee has not received an evaluation by the completion of the designated probationary period, the employee shall immediately notify their supervisor in writing. If an evaluation has not been received within thirty (30) calendar days of providing written notice to the supervisor, this requirement will have been deemed met for purposes of advancement;
 - c. shall automatically be advanced to the rank of Sheriff’s Investigator II effective the first pay period following departmental verification that the employee has completed these requirements.
 - d. As the employee remains on the same pay scale there shall be no promotional pay increase. The employee will receive their usual merit increase in accordance with the merit increase provisions of the MOU.
3. Sheriff’s Lead Investigator III - All employees in the classification of Sheriff’s Investigator II who:
- a. have completed six-thousand, two-hundred and forty (6,240) hours in paid status not inclusive of overtime in the rank of Sheriff’s Investigator II;
 - b. possess an Intermediate P.O.S.T. certificate;
 - c. have completed fifteen (15) semester or twenty two (22) quarter units at an accredited college or university;
 - d. have completed the investigative training courses designated by the department in the CIP Training Matrix (two hundred and twenty-four (224) hours of training);
 - f. have received at least a “meets standard” evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff’s Investigator II; if the employee has not received an evaluation following the completion of the annual evaluation period, the employee shall immediately notify their supervisor in writing. If an evaluation has not been received within thirty (30) calendar days of providing written notice to the supervisor, this

requirement will be deemed met for purposes of advancement.

- g. have completed the two (2) mandatory CIP investigative benchmarks and three (3) electives from the the seven (7) remaining CIP investigative benchmarks (the investigator must be the primary investigator for each case used to satisfy a benchmark); and
- h. have successfully completed the automated career investigator test proctored by the Human Resources Department;
 - 1. Unsuccessful candidates shall be permitted to retake the automated career investigator test proctored by the Human Resources Department six (6) months after their most recent test.
- i. shall be advanced to the rank of Sheriff's Lead Investigator III effective the first pay period following departmental verification that the employee has completed these requirements;
- j. Upon advancement from the II to III, the new salary shall be at the rate of five and a half percent (5.5%) higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the maximum of the range of the new salary plan/grade. The effective date of advancement shall coincide with the first day of the pay period
- k. Placement on the new wage scale will not alter the employee's anniversary date. The intent of this Article is for career advancement and as such the incumbent(s) placement on a new wage scale will not alter the employee's anniversary date.
- l. The County shall make every effort with respect to the automated career investigator test to provide specific source or reference material from which questions and answers have been derived and shall make this information available to the candidates.

4. Sheriff's Master Investigator IV - All employees in the classification of Sheriff's Lead Investigator III who:
- a. have completed four-thousand, one-hundred and sixty (4,160) hours in paid status not inclusive of overtime as a Sheriff's Lead Investigator III;
 - b. possess an Advanced P.O.S.T certificate;
 - c. have completed twenty (20) semester or thirty (30) quarter units at an accredited college or university;
 - d. have completed the number of additional investigative training hours designated by the Department in the CIP Training Matrix (one hundred and thirty-six(136) hours of additional training beyond the two hundred and twenty-four (224) hours required for the Sheriff's Lead Investigator III position);
 - e. have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Lead Investigator III; if the employee has not received an evaluation following the completion of the annual evaluation period, the employee shall immediately notify their supervisor in writing. If an evaluation has not been received within thirty (30) calendar days of providing written notice to the supervisor, this requirement will be deemed met for purposes of advancement.
 - f. have completed all ten (10) of the CIP investigative benchmarks (the investigator must be the primary investigator for each case used to satisfy a benchmark); and
 - g. have successfully completed an oral examination conducted by the Department, which consists of the presentation to a panel selected by the Department of a major investigation they conducted that demonstrates master level skills;
 1. Unsuccessful candidates shall be permitted to retake the oral examination six (6) months after their most recent attempt.
 - h. shall be advanced to the rank of Sheriff's Master Investigator IV effective the first pay period following departmental

verification that the employee has completed these requirements; or

1. shall be placed on an eligibility list when all thirty (30) Sheriff's Master Investigator IV positions are filled. When an opening becomes available, advancement to the rank of Sheriff's Master Investigator IV shall be offered to candidates in order of the date of passing score beginning with the oldest date. Should candidates have the same passing score date the candidates shall be placed in order of score, highest to lowest.
 - i. Upon advancement from the III to IV, the new salary shall be at the rate of five and a half percent (5.5%) higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the top of the range of the new salary plan/grade. The effective date of advancements shall coincide with the first day of the pay period.
 - j. Placement on the new wage scale will not alter the employee's anniversary date. The intent of this Article is for career advancement and as such the incumbent(s) placement on a new wage scale will not alter the employee's anniversary date.
- D. ORAL PANELS. The oral panel for the Sheriff's Master Investigator IV shall consist of a Captain, Lieutenant, Sergeant and two (2) Sheriff's Master Investigators IV, all of whom shall have substantial experience in major investigations. The evaluation criteria can be found on the CIP Intranet Portal.
- E. TRAINING. The Department will ensure that the above referenced required core training classes are taught at the Ben Clark Training Center or other suitable training facilities. Sheriff's Investigators will be assigned to required core-training courses. The Department will make every effort to make such required courses available to employees in a timely manner.
- F. QUALIFICATIONS. Applicants must meet the minimum qualifications for the classifications as outlined on the official job description for each position. Applicants must also meet all training requirements and P.O.S.T.

certification requirements for each position. Following reinstatement from dismissal and/or the setting aside/modification of a suspension, no employee shall be awarded service points for the time period of dismissal or suspension for use in subsequent promotional testing processes only. The criteria can be found on the CIP Intranet Portal.

G. PATH TO SERGEANT. When competing for Sergeant, a candidate who is a Sheriff's Investigator shall receive additional points toward the total weighted promotional score per the following:

1. Sheriff's Investigator II: Five Percent (5%)
2. Sheriff's Lead Investigator III: Seven Percent (7%)
3. Sheriff's Master Investigator IV: Nine Percent (9%)

This amendment will be effective the first full pay period following agreement by both parties and approval by the Board of Supervisors.

FOR THE COUNTY OF RIVERSIDE



Tami Douglas-Schatz
Human Resources Director

3/23/2026
Date

FOR THE RIVERSIDE SHERIFFS' ASSOCIATION – LAW ENFORCEMENT UNIT



Jose Santos
Riverside Sheriffs' Association President

03/19/2026
Date