

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



**ITEM: 3.33
(ID # 30758)**

MEETING DATE:
Tuesday, June 23, 2026

FROM : HUMAN RESOURCES AND Probation

SUBJECT: HUMAN RESOURCES: Approval of Side Letter Agreement with Riverside Sheriffs' Association – Public Safety Unit (RSA-PSU) to amend Article XXIII – Promotional Procedures of the 2025-2028 Memorandum of Understanding (MOU). All Districts. [Total Cost - \$0 Ongoing Cost \$0, One-Time Cost: \$0– 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Side Letter Agreement with the Riverside Sheriffs' Association – Public Safety Unit (RSA-PSU) to amend Article XXIII – Promotional Procedures, Section 1. Examination Process


ACTION:Policy


Tami Douglas-Schatz, Director of Human Resources 6/12/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez 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: June 23, 2026
xc: HR, Probation

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% Department Budget | | | Budget Adjustment: | No |
| | | | For Fiscal Year: | 25/26 |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The current Memorandum of Understanding (MOU) between the County and the Riverside Sheriffs' Association – Public Safety Unit (RSA-PSU) includes provisions governing examination processes for promotional opportunities to Senior Probation Officer, Supervising Probation Officer, and Senior Probation Corrections Officer.

The County has recently established the Supervising Probation Corrections Officer classification. In order to initiate the promotional process for this new classification, the County must enter into an agreement with RSA-PSU to add the classification to Article XXIII, Section 1 – Examination Process. The proposed Side Letter includes this addition and outlines the required overall promotability evaluation and scoring methodology to be conducted by the Probation Department.

Full details of the agreement are provided in the attached Side Letter.

Impact on Residents and Businesses

There is no direct fiscal impact associated with this Side Letter. The agreement makes an administrative update to the promotional examination process by adding the newly established Supervising Probation Corrections Officer classification. While the action is internal to County operations, ensuring clear and consistent promotional procedures supports stable staffing within the Probation Department. Reliable staffing contributes to continuity of correctional services, which in turn supports overall public safety for residents and the business community.

Additional Fiscal Information

There is no direct cost for this Side Letter.

Attachments:

Attachment 1: Fully Executed Side Letter between the County of Riverside and the Riverside Sheriffs' Association – Public Safety Unit (RSA-PSU) - Clean Version

Attachment 2: Side Letter between the County of Riverside and Riverside Sheriffs' Association – Public Safety Unit (RSA-PSU) - Tracked Version

SIDE LETTER OF AGREEMENT

BETWEEN

COUNTY OF RIVERSIDE

AND

**RIVERSIDE SHERIFFS' ASSOCIATION
PUBLIC SAFETY UNIT (PSU)**

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

The Parties agree to amend Section 1 of Article XXIII – Promotional Procedures of the 2025 – 2028 Memorandum of Understanding ("MOU") as reflected below:

ARTICLE XVII
PROMOTIONAL PROCEDURES

Section 1. Examination Process

- A. The examination process for Senior Probation Officer, Supervising Probation Officer, Senior Probation Corrections Officer and Supervising Probation Corrections Officer, shall include an examination administered by the Human Resources Department with a weight of 35 points, an oral interview conducted by the Probation Department with a weight of 50 points and an overall evaluation on promotability conducted by the Probation Department with weight of fifteen (15) points which shall be weighted six (6) points for cross-departmental experience; five (5) points for above average performance evaluations; four (4) points for length of continuous service above the minimum qualifications required for the position. There shall be no pass/fail test scores.
1. The Department agrees that should they consider any substantive changes to the promotability portion of the examination process, they will notify RSA in advance of the proposed change.
- B. The Probation Department will compute the final combined, weighted score for the examination process for each candidate, based on the three (3) elements of the

process described above. Once the form is scored, the County shall give out scores to the individual employee applicant.

- C. The County shall make every effort with respect to the written promotional examination to provide source or reference material from which the questions and answers have been derived and shall communicate it to the candidates at the time of the examination announcement.

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

5/15/2026
Date

FOR THE RIVERSIDE SHERIFFS' ASSOCIATION – PUBLIC SAFETY UNIT



Jose Santos
Riverside Sheriffs' Association President

05/07/2026
Date

SIDE LETTER OF AGREEMENT

BETWEEN

COUNTY OF RIVERSIDE

AND

RIVERSIDE SHERIFFS' ASSOCIATION
PUBLIC SAFETY UNIT (PSU)

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1. The Department agrees that should they consider any substantive changes to the promotability portion of the examination process, they will notify RSA in advance of the proposed change.

B. The Probation Department will compute the final combined, weighted score for the examination process for each candidate, based on the three (3) elements of the

process described above. Once the form is scored, ~~T~~he County shall give out scores to the individual employee applicant. ~~upon request.~~

- C. The County shall make every effort with respect to the written promotional examination to provide source or reference material from which the questions and answers have been derived and shall communicate it to the candidates at the time of the examination announcement.

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

Date

FOR THE RIVERSIDE SHERIFFS' ASSOCIATION – PUBLIC SAFETY UNIT

Jose Santos
Riverside Sheriffs' Association President

Date