

MATTHEW C. KENDALL
Sheriff-Coroner



Captain Quincy Cromer
Patrol Division Commander

Captain Gregory L. Van Patten
Corrections Division Commander

Acting Captain Jason Caudillo
Administrative Division Commander

County of Mendocino Office Of The Sheriff-Coroner

County of Mendocino
Sheriff-Coroner's Office
BOS Meeting: 4/07/26

To: Board of Supervisors
From: Jason Caudillo, Administrative Captain

Sheriff's Office requests Board approval to recruit and fill several recently vacated public safety positions funded and approved in the Sheriff-Coroner and Jail FY25-26 budgets, as follows:

BU 2510 - Jail

1 Corrections Sergeant (Sergeant reimbursements are claimable w/JBCT and CCP revenue)

- Upcoming retirement on 3/29/26 (FY 25-26 budgeted = \$282,132, projected = \$228,835). If this position is filled, it will likely be equal or below the budgeted amount and some attrition will also be realized until it is filled.

BU 2310 – Sheriff-Coroner

2 Community Services Officers (CSOs are cross trained in the Jail and eligible for CCP funding reimbursement)

- PN 4610 vacated on 7/31/25 (FY 25-26 budgeted = \$109,688, used = \$14,502)
- PN 4607 promoted to Deputy in Training (DIT) 8/31/25 (FY 25-26 budgeted = \$95,122, used = \$18,588)

1 Public Safety Dispatcher (Position is critical to emergency response)

- PN 307 vacated on 2/28/26 (FY 25-26 budgeted = \$151,722, used = \$30,838)
- PN 311 is retiring on 3/28/26 (FY 25-26 budgeted = \$114,393, projected = \$90,363.81)

1 Sheriff's Captain

- New PN 4547 – Replacing Undersheriff position that was deleted by resolution recently.

1 Patrol Lieutenant

- Anticipated vacancy April FY25-26 due to promotional opportunity for Captain position. Approximate budget = \$415,985, approximately used = \$371,988.

Administrative Services Manager II (Performs budget related work and fiscal management)

- PN 4376 vacancy expected mid-April 2026 (FY 25-26 budgeted = \$202,936, projected = \$161,186.)

Supervising Legal Secretary (Position is critical due to records and front desk supervision)

- PN 4300 vacated due to promotion to Evidence Technician on 3/15/26 (FY 25-26 budgeted = \$131,009, projected = \$96,258.)

Some staffing vacancies will likely be hired at entry or mid-level salary range, and it is anticipated that some savings will likely occur in FY25-26 due to length of vacancy of positions and lack of longevity and lower pay scale for new hires. Background investigations for new candidates recruited can take several months to complete and this will further contribute to savings.

Several upcoming changes to the Position Allocation Table are also requested that will collectively save the County funding, as follows:

- Underfill a Dispatch Supervisor with a non-supervisory Dispatcher position. Current position's salary + benefits is budgeted at \$154,060. If an underfill dispatch position is approved, it will save the County approximately \$10,000 in BU 2310 in FY 25-26.
- Deletion of Sheriff's Services Technician PN 3441 vacated 7/7/2025 (FY 25-26 budgeted salary + benefits = \$80,360) in BU 2510.
- Hire PT Extra-Help Corrections Sergeant for background investigations (PSB Corrections Sergeant is retiring 4/26/26 and can fill this critical need) (FY 25-26 budgeted salary + benefits = \$277,502) BU 2510.

As mentioned, all vacated positions were approved in the FY25-26 Sheriff and Jail budgets. There will be vacancy savings realized by these changes and several of the positions are reimbursable through other funding. Exact savings is difficult to project due to recruitment and hiring processes mandated by the State. These processes can cause significant delays in onboarding new employees.

Thank you for your consideration and support with regard to helping the Sheriff's Office meet the public's safety needs.