


REVIEW AND APPROVAL REQUESTED FOR:

☐ Contract ☐ Amendment ☒ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 12/10/25Need Date: 12/19/25**PROCESSING DEPARTMENT**

Department: Human Resources
Dept Contact: Allison Chapman
Phone: 530-621-5572
Dept. Signature: 
Title: HR Director

Org Code: 0800000
Funding Source: _____
PL String: _____
Legistar #: 26-0053

CONTRACT INFORMATION

CONTRACT #: _____

CONTRACT AMENDMENT #: _____

Contracting Department: _____

Contractor/Vendor Name: _____

Contract Term: _____ Contract Value: _____

Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.

ORDINANCE/RESOLUTION/POLICY INFORMATION

TITLE / SUBJECT: EDSO Add 5 Correctional Officer I/II & 1 CO Sergeant
NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Adding 5.0 FTE Sheriff's Correctional Officer I/II and 1.0 FTE Sheriff's Correctional
Sergeant allocations to the Sheriff's Office due to staffing for the planned jail expansion.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 12/18/25
Approved ☐ Disapproved ☐ Date: _____

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2025.12.18 10:48:39 -08'00'
By: _____

COMMENTS**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS