

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

October 21, 2025

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett

- I. Committee meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Privilege of the floor and public comment**
- IV. Action Agenda/New Business Items:**

- 1. **Request:** To create a Probation Officer Trainee position in A.3140 Probation, remove funding from current Probation Officer #14 position but keep title in code unfunded and use existing funding for POT position.

**Rationale:** Probation Officer Trainee position is needed to accommodate new hires. Title exists in our department.

**V. Discussion Items:**

**VI. Referrals/Pending Items:** None

**VII. Privilege of the floor and public comment**

**VIII. Motion to Adjourn**

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Attachments: 1. Resolution Request No. 11

*[Handwritten signature]*

**RESOLUTION REQUEST FORM NO. 11**

**Request to Create New Position**

DEPARTMENT NAME: Probation

DATE: October 21, 2025

- (a) Title of Requested Position: Probation Officer Trainee #4
- (b) Annual **Base** Salary (and Grade if Applicable): \$57,270 Grade 16
- (c) Effective Date for New Position\*: ASAP  
*\*Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:  
(Include annual salary and grade if applicable):  

We desire to create position in A. 3140 Probation, remove funding from current Probation Officer #14 Position , keep title in code unfunded and use funding for POT position.
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
A.3140 110 Probation-Salaries-Regular \$57,270
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 -- Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial [Signature] 10/1/25
- (h) Had County Administrator Reviewed and Approved Creation of New Position?  YES  NO  
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial \_\_\_\_\_
- (i) Is this a mandated position?  YES  NO  
If yes, please explain:
- (j) Is there expected revenue from this position?  YES  NO  
If yes, please explain and complete Resolution Request Form No. 07 -- Amend County Budget to recognize revenue: