



**Probation Department  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** January 28, 2020

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Steven Horton    PHONE: (559) 735-1554

**SUBJECT:** Approve a Memorandum of Understanding with College of the Sequoias

**REQUEST(S):**

That the Board of Supervisors:

1. Approve a Memorandum of Understanding between the County, through the Tulare County Probation Department, and College of the Sequoias in the amount of zero dollars to establish an internship program retroactively from September 1, 2019 through June 30, 2024. This Memorandum of Understanding is retroactive due to the date the Memorandum of Understanding was signed and returned from the College of the Sequoias, making it impracticable for the Board to take action prior to September 1, 2019; and
2. Authorize the Chairman of the Board to sign four (4) copies of the Memorandum of Understanding.

**SUMMARY:**

The Tulare County Probation Department is requesting Board approval to partner with College of the Sequoias by establishing an Internship Program with the College's Department of Social Science Divisions to provide field instruction to the students. The County currently allows students who desire the opportunity to gain work experience in their selected fields of study to apply as County interns. Interns are used to enhance County programs and are not to displace allocated staff. The students will be interning with the County for their own educational benefit, in order to earn internship hours required for an Associate's Degree in Administration of Justice. The internship program enhances the County's

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skills in the field. All functions of the program are conducted in accordance with County and Agency policy and procedure guidelines. Law enforcement classifications are considered hard to fill and providing an internship experience is also a positive way to recruit future employees.

This Memorandum of Understanding (MOU) has been approved as to form by County Counsel. The following terms of the MOU deviate substantively from the standard County boilerplate: 1) this MOU has a term of multiple years; 2) the MOU allows for either party to terminate without cause with thirty (30) days' written notice, provided that any interns currently enrolled in the internship program must be permitted to complete the current semester of training; and 3) the MOU includes a mutual indemnification clause.

**FISCAL IMPACT/FINANCING:**

This MOU has no monetary obligations; therefore, approval of this MOU will have no impact on net County cost.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes the Economic Well-Being Initiative to collaborate in developing and sustaining a well-qualified labor pool. Tulare County Probation Department Interns will benefit from the opportunity to gain experience within their profession.

**ADMINISTRATIVE SIGN-OFF:**



Michelle Bonwell  
Chief Probation Officer

CC: Auditor-Controller  
County Counsel  
County Administrative Office (2)

Attachment(s): Memorandum of Understanding

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE A )  
MEMORANDUM OF UNDERSTANDING ) Resolution No. \_\_\_\_\_  
WITH COLLEGE OF THE SEQUOIAS. ) Agreement No. \_\_\_\_\_  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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2. Authorized the Chairman of the Board to sign four (4) copies of the Memorandum of Understanding.