



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: June 10, 2025

**DATE:** Tuesday, May 20, 2025

**TO:** Board of County Commissioners

**FROM:** Steve Johnson, Director, Forensic Science Division  
(775) 328-8721, [sjohnson@washoecounty.gov](mailto:sjohnson@washoecounty.gov)

**THROUGH:** Darin Balaam, Sheriff

**SUBJECT:** Recommendation to retroactively approve the Forensic Support Services Agreement between Washoe County on behalf of Washoe County Sheriff's Office and City of Sparks on behalf of the Sparks Police Department in the total amount of [\$1,000,000] (includes \$50,000 Toxicology Services Fee) for the retroactive term of July 1, 2024, to June 30, 2025, for the provision of Forensic Laboratory Analysis Services.  
(All Commission Districts)

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### **SUMMARY**

Washoe County via Washoe County Sheriff's Office Forensic Science Division provides Forensic Science Services to various Law Enforcement Agencies. The contract fees are based on a percentage of usage by each individual agency and cover the cost of services provided under the scope of work.

**Washoe County Strategic Objective supported by this item:** Efficient Delivery of Regional Services and Supports a Thriving Community.

### **PREVIOUS ACTION**

On April 8, 2025, The Board approved Item 14., Forensic Support Services Agreements for various outside agencies.

On November 28, 2023, The Board approved Item 7.G.4., Forensic Support Services Agreements for various outside agencies.

On October 10, 2023, The Board approved Item 14., Forensic Support Services Agreements for various outside agencies.

On March 28, 2023, The Board approved Item 18., Forensic Support Services Agreements for various outside agencies.

On March 28, 2023, The Board approved Item 17., Forensic Support Services Agreements for various outside agencies.

On April 26, 2022, The Board approved Item 18., Forensic Support Services Agreements for various outside agencies.

**AGENDA ITEM # \_\_\_\_\_**

On September 21, 2021, The Board approved Item 12., Forensic Support Services Agreements for various outside agencies.

On April 27, 2021, The Board approved Item 14., Forensic Support Services Agreements for various outside agencies.

On June 16, 2020, The Board approved Item 13., Forensic Support Services Agreements for various outside agencies.

### **BACKGROUND**

The Washoe County Sheriff's Office provides forensic services to Federal, State, and Local agencies throughout northern Nevada via a service contract. Services covered include all in-house laboratory analysis as outlined in Option A including field investigation or Option B excluding field investigation. Fees are based upon the type of contract selected by the agencies and cover the cost of services.

Agencies not wishing to contract with the Washoe County Sheriff's Office for forensic services with either Option A or Option B will not be able to use Forensic Services. Toxicology services are not a part of the standard contracts and agencies are billed separately for toxicology analysis.

Reason for Retroactive Submittal: Items were submitted to the first available BCC Meeting once contracts were received from Agencies.

The attached contracts cover the following agencies for the Fiscal Year 2024-2025:

Sparks Police Department	\$1,000,000.00
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### **FISCAL IMPACT**

This Agreement was anticipated and as such, sufficient revenue and expenditure budget authority is included in the FY25 adopted budget. Actual revenues of \$950,000 will be posted in Cost Center 150650 (Crime Lab) and in General Ledger Account 460162 (Services to Other Agencies) and revenues of \$50,000 will be posted in Cost Center 150651 (Forensic Toxicology) in General Ledger Account 460318 (Toxicology Fees).

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the Forensic Support Services Agreement between Washoe County on behalf of Washoe County Sheriff's Office and City of Sparks on behalf of the Sparks Police Department in the total amount of [\$1,000,000] (includes \$50,000 Toxicology Services Fee) for the retroactive term of July 1, 2024 to June 30, 2025 for the provision of Forensic Laboratory Analysis Services.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the Forensic Support Services Agreement between Washoe County on behalf of Washoe County Sheriff's Office and City of Sparks on behalf of the Sparks Police Department in the total amount of [\$1,000,000] (includes \$50,000 Toxicology Services Fee) for the retroactive term of July 1, 2024 to June 30, 2025 for the provision of Forensic Laboratory Analysis Services."