



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *December 16, 2025*

DATE: November 21, 2025

TO: Board of County Commissioners

FROM: Abbe Yacoben, Chief Financial Officer, (775)325-8243

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THROUGH: Kate Thomas, County Manager

SUBJECT: Recommendation to approve personnel changes (Alternative Sentencing Officer; Alternative Sentencing Sergeant; Chief Alternative Sentencing Officer, DAS Case Manager, DAS Program Manager, Drug Screen Collector, Grants Coordinator, Investigative Assistant, Laboratory Assistant, Lead Drug Screen Collector, Mental Health Counselor II, Supervising DAS Case Manager), including position reassignments, position reclassifications, creation of one new 1.0 FTE Case Manager III (new job classification - J 150), creation of one new 0.40 FTE Case Manager III (J 150), and position abolishments, and equipment services departmental vehicle reassignments, as a result of the Board of County Commissioners' repeal of Chapter 11 of Washoe County Code, elimination of the Department of Alternative Sentencing, and transition of program functions effective January 1, 2026; and direct Finance to make the necessary cross functional and cross-fund budget appropriation transfers. [Net fiscal impact \$-0-] (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

On October 14, 2025, the Board initiated proceedings to repeal Washoe County Code Chapter 11 and dissolve the Department of Alternative Sentencing (DAS) effective January 1, 2026. In anticipation of this transition, departmental functions, staffing responsibilities, equipment needs, and associated budget allocations have been reviewed to ensure alignment with County operational needs, statutory obligations, and the Board's strategic priorities regarding efficiency, public safety support, and resource stewardship.

To ensure service continuity and mitigate operational disruption, this item recommends the reassignment and/or reclassification of former DAS personnel into existing County departments with related functions and organizational infrastructure. These proposed placements maintain institutional knowledge, preserve supervision and compliance capacity, and integrate remaining programmatic responsibilities into areas better positioned to support operational oversight, strategic direction, and ongoing demand.

AGENDA ITEM # _____

As a result of the dissolution of DAS, certain positions no longer tied to programmatic need have been identified for abolishment, consistent with County code, HR practices, and budgetary requirements. Additionally, program equipment, including vehicles, technology assets, and operational supplies, will be reassigned to receiving departments to support service fulfillment and avoid duplicative purchasing.

Approval of this item also authorizes necessary budget transfers and fund adjustments to align appropriations with the organizational restructuring. If approved, staff will proceed with implementing position actions, coordinating cross-department equipment integration, and partnering with receiving departments and labor organizations to support employee onboarding, systems access, and continuity of service delivery.

PREVIOUS ACTION

On November 12, 1996, the Board adopted a resolution establishing an Alternative Sentencing Department for Washoe County, designating the Day Reporting Center as the Department under the authority of Nevada Revised Statutes (“NRS”) Chapter 211A. The resolution set forth the appointment of the Chief, the imposition of a minimum monthly supervision fee, and provisions for waiving or reducing fees in cases of economic hardship.

On October 14, 2003, the Board adopted a resolution repealing the 1996 resolution establishing the Alternative Sentencing Department under the Second Judicial District Court. This action transferred the Day Reporting function to Washoe County, abolished four (4) Pre-Trial Services Officer II positions in the District Court, and created new positions within the County, including Alternative Sentencing Officer II, and Supervising Alternative Sentencing Officer. The Board also approved a Memorandum of Understanding to bridge transferring employees’ benefits.

On December 20, 2005, the Board conducted a second reading and adopted Ordinance No. 1281, Bill No. 1460, which created the Department of Alternative Sentencing pursuant to authority granted to it by NRS 211A.080, established the position of Chief, authorized the hiring of assistants and other employees, and specified the duties of the Department, including the imposition of supervision fees. This action formally created DAS codified the Department’s structure and operations under WCC Chapter 11, as authorized by NRS 211A.080.

On August 26, 2025, the Board approved the recommendation to award, on behalf of Second Judicial District Court, Washoe County Bid No. 3276-25 for drug and alcohol testing services to AverTest, LLC dba AverHealth, and acknowledged execution of contract for time October 1, 2025 through September 30, 2028 with the option to renew two (2) additional, one (1) year periods for such services in the approximate total amount of [\$1,112,440.00] for FY 2026.

On October 14, 2025, the Board approved the recommendation by the Chief Financial Officer, through the Washoe County Clerk, and pursuant to Washoe County Code 2.030, to initiate amendments to the Washoe County Code by repealing Chapter 11 in its entirety to dissolve the Department of Alternative Sentencing effective January 1, 2026;

and direct the County Clerk to submit the request to the District Attorney for preparation of a proposed ordinance in accordance with Washoe County Code 2.040.

On October 21, 2025, the Board introduced and held the first reading of an ordinance amending the Washoe County Code by repealing Chapter 11 (Alternative Sentencing) and by retaining, modifying and relocating a provision authorizing the Board of County Commissioners to adopt a fee schedule for the cost of supervision of probationers and supervised releasees, and providing for imposition and waiver of those fees; and all matters necessarily connected therewith and properly relating thereto. And set a public hearing for the second reading and possible adoption of the ordinance for November 18, 2025.

On November 18, 2025, the Board held the second reading and adopted an ordinance amending the Washoe County Code by repealing Chapter 11 (Alternative Sentencing) and by retaining, modifying and relocating a provision authorizing the Board of County Commissioners to adopt a fee schedule for the cost of supervision of probationers and supervised releasees, and providing for imposition and waiver of those fees; and all matters necessarily connected therewith and properly relating thereto.

On November 19, 2025, notice of termination of the building lease for the property located at 1560 East 6th Street, Reno, NV 89512, was provided to the landlord.

BACKGROUND

The Washoe County Strategic Plan prioritizes fiscal sustainability, responsible allocation of public resources, and the alignment of services with evolving community needs. Over time, operational reviews and internal assessments identified challenges within the Department of Alternative Sentencing (DAS), including opportunities to strengthen fiscal controls, streamline processes, and better align staffing and program responsibilities with organizational priorities. Additionally, areas of functional overlap with other County departments and external partners prompted evaluation of alternative models for delivering court-ordered supervision and related services.

On November 18, 2025, the Board approved the recommendation of the Chief Financial Officer, through the Washoe County Clerk and pursuant to Washoe County Code (WCC) 2.030, to amend the WCC by repealing Chapter 11 in its entirety to dissolve DAS effective January 1, 2026.

With dissolution approved, staff has continued an organizational review of essential DAS service functions, workforce skills, and operational dependencies to ensure continuity of services and workforce stability. The following chart outlines recommended employee placements and programmatic transfers designed to integrate remaining DAS responsibilities into existing County departments with compatible missions and operational frameworks, effective January 1, 2026. Personnel transfers include the associated funding, unless otherwise noted.

Current Classification Title	Position #	Receiving Department
Alternative Sentencing Officer	70004072	Sheriff's Office
Alternative Sentencing Officer	70006050	Sheriff's Office
Alternative Sentencing Officer	70009237	Sheriff's Office
Alternative Sentencing Officer	70010201	Sheriff's Office
Alternative Sentencing Officer	70011522	Sheriff's Office
Alternative Sentencing Sergeant	70000654	Sheriff's Office
Alternative Sentencing Sergeant	70010202	Sheriff's Office

Current Classification Title	Position #	Receiving Department	New Classification Title
DAS Case Manager	70009546	District Court	Pretrial Services Officer II
DAS Case Manager	70009547	District Court	Pretrial Services Officer II
DAS Case Manager	70011523	District Court	Pretrial Services Officer II
Supervising DAS Case Manager	70011338	District Court	Pretrial Services Officer II
**Note that in FY27 one Pretrial Services Officer II will be reclassified to a Pretrial Services Officer III upon internal recruitment.			
Grants Coordinator	70011577	County Manager	Grants Coordinator (alternative funding; no General Fund)
DAS Case Manager	70011578	Human Services – Crossroads	Human Services Case Worker III (no funding)
DAS Program Manager	70000657	Human Services – Senior Services	Human Services Program Manager- (new job classification; pending JEC review)
Mental Health Counselor II	70011579	Human Services – Crossroads	Mental Health Counselor II (no funding)
Other Actions			
Create One New 1.0 FTE Case Manager III	TBD	Reno Justice Court	Case Manager III (Flexibly Staffed I/II/III) (new job classification)
Reclassify One 1.0 FTE Deputy Clerk III	70007183	Sparks Justice Court	Case Manager III (Flexibly Staffed I/II/III) (new job classification)
Create One New 0.40 Intermittent Case Manager III	TBD	Sparks Justice Court	Case Manager III (Flexibly Staffed I/II/III) (new job classification)

As part of this realignment, several DAS positions were identified as no longer necessary due to the restructuring of service delivery models and the integration of functions into other departments. These positions do not align with the organizational structure moving forward and are recommended for abolishment in accordance with County policies, classification procedures, and fiscal requirements. The following chart identifies the positions proposed for abolishment effective January 1, 2026.

Classification Title	Position #	FTE
Alternative Sentencing Officer (STAR Grant)	70011576	(1.0)
Alternative Sentencing Officer (Intermittent Hourly)	70007276	(0.40)
Chief Alternative Sentencing Officer	70000641	(1.0)
DAS Case Manager (Intermittent Hourly)	70011213	(0.40)
Drug Screen Collector (Intermittent Hourly)	70007275	(0.40)
Investigative Assistant (Intermittent Hourly)	70011214	(0.40)
Laboratory Assistant	70010781	(1.0)
Lead Drug Screen Collector	70010474	(1.0)
Lead Drug Screen Collector	70010475	(1.0)
Lead Drug Screen Collector	70010476	(1.0)

FISCAL IMPACT

If approved, the FY26 budget will be adjusted as noted below. The budget appropriation transfers below reflect the remaining FY26 budget, not the entire fiscal year. Further, the FY27 budget will be adjusted to reflect the approved changes.

SHERIFF							
Cost Object	G/L	Description	Amount	Cost Object	G/L	Description	Amount
154000	701412	Sal Adjustment	(318,836)	150910	701412	Sal Adjustment	318,836
154000	705360	Ben Adjustment	(261,662)	150910	705360	Ben Adjustment	261,662
223310	701412	Sal Adjustment	(122,434)	150910	701412	Sal Adjustment	122,434
223310	705360	Ben Adjustment	(93,735)	150910	705360	Ben Adjustment	93,735
223310	811001	TRF to GF	216,169	150910	622023	TRF from Hmls	216,169
154000	711100	ESD Asset Mgt	(4,598)	150910	711100	ESD Asset Mgt	4,598
154000	711113	ESD Replacement	(32,407)	150910	711113	ESD Replacement	32,407
154000	711114	ESD O&M	(19,468)	150910	711114	ESD O&M	19,468
154000	711117	ESD Fuel	(13,295)	150910	711117	ESD Fuel	13,295
<i>**Transfer of the ESD budget reflects the approval to transfer equipment from DAS to the Sheriff's Office</i>							
154100	710319	Chemical Supplies	(30,000)	150910	710319	Chemical Supplies	30,000
TOTAL EXPENDITURE ADJUSTMENTS			(896,435)				896,435

DISTRICT COURT							
Cost Object	G/L	Description	Amount	Cost Object	G/L	Description	Amount
154000	701412	Sal Adjustment	(185,902)	120421	701412	Sal Adjustment	185,902.10
154000	705360	Ben Adjustment	(108,095)	120421	705360	Ben Adjustment	108,095.10
154000	701412	Sal Adjustment	(1,850)	120421	701412	Sal Adjust	1,850
154000	701412	Sal Adjustment	(7,500)	120421	701412	Sal Adjust	7,500
154100	701130	Pooled	(16,000)	120421	711504	Non-cap Equipment	16,000
154100	701130	Pooled	(4,000)	120421	710300	Operating Supplies	4,000
TOTAL EXPENDITURE ADJUSTMENTS			(323,347)				323,347

HUMAN SERVICES							
Cost Object	G/L	Description	Amount	Cost Object	G/L	Description	Amount
154000	701412	Sal Adjustment	(49,564)	250110	701412	Sal Adjustment	49,564
154000	705360	Ben Adjustment	(30,421)	250110	705360	Ben Adjustment	30,421
154000	812025	TRF to Sr. Svcs.	79,985	250110	621001	TRF from GF	79,985
TOTAL EXPENDITURE ADJUSTMENTS			(79,985)				79,985

RENO JUSTICE COURT							
Cost Object	G/L	Description	Amount	Cost Object	G/L	Description	Amount
154100	701412	Sal Adjustment	(40,986)	125300	701412	Sal Adjustment	40,986
154100	705360	Ben Adjustment	(24,089)	125300	705360	Ben Adjustment	24,089
154100	701412	Sal Adjustment	(2,519)	125300	711504	Non-cap Equipment	4,000
154100	705360	Ben Adjustment	(1,481)				
154100	701412	Sal Adjustment	(630)	125300	710300	Operating Supplies	1,000
154100	705360	Ben Adjustment	(370)				
154100	701412	Sal Adjustment	(14,423)	125300	710101	Lab Testing Svcs	22,900
154100	705360	Ben Adjustment	(8,477)				
TOTAL EXPENDITURE ADJUSTMENTS			(92,975)				92,975

SPARKS JUSTICE COURT							
Cost Object	G/L	Description	Amount	Cost Object	G/L	Description	Amount
154100	701412	Sal Adjustment	(7,623)	125400	701412	Sal Adjustment	7,623
154100	705360	Ben Adjustment	(2,665)	125400	705360	Ben Adjustment	2,665
154100	701130	Pooled	(2,100)	125400	701130	Pooled	2,100
154100	701412	Sal Adjustment	(28,846)	125400	710101	Lab Testing Svcs	45,800
154100	705360	Ben Adjustment	(16,954)	125400			
TOTAL EXPENDITURE ADJUSTMENTS			(58,188)				58,188

Transfers In	296,154
Transfers Out	296,154
Expenditure Increases	1,450,931
Expenditure Decreases	(1,450,931)
TOTAL NET IMPACT	-

RECOMMENDATION

It is recommended that the Board of County Commissioners approve personnel changes (Alternative Sentencing Officer; Alternative Sentencing Sergeant; Chief Alternative Sentencing Officer, DAS Case Manager, DAS Program Manager, Drug Screen Collector, Grants Coordinator, Investigative Assistant, Laboratory Assistant, Lead Drug Screen Collector, Mental Health Counselor II, Supervising DAS Case Manager), including position reassignments, position reclassifications, creation of one new 1.0 FTE Case Manager III (new job classification - J 150), creation of one new 0.40 FTE Case Manager III (J 150), and position abolishments, and equipment services departmental vehicle reassignments, as a result of the Board of County Commissioners' repeal of Chapter 11 of Washoe County Code, elimination of the Department of Alternative Sentencing, and transition of program functions effective January 1, 2026; and direct Finance to make the necessary cross functional and cross-fund budget appropriation transfers.

POSSIBLE MOTION

Should the Board agree with the staff's recommendation, a possible motion would be:

“Move to approve personnel changes (Alternative Sentencing Officer; Alternative Sentencing Sergeant; Chief Alternative Sentencing Officer, DAS Case Manager, DAS Program Manager, Drug Screen Collector, Grants Coordinator, Investigative Assistant, Laboratory Assistant, Lead Drug Screen Collector, Mental Health Counselor II, Supervising DAS Case Manager), including position reassignments, position reclassifications, creation of one new 1.0 FTE Case Manager III (new job classification - J 150), creation of one new 0.40 FTE Case Manager III (J 150), and position abolishments, and equipment services departmental vehicle reassignments, as a result of the Board of County Commissioners' repeal of Chapter 11 of Washoe County Code, elimination of the Department of Alternative Sentencing, and transition of program functions effective January 1, 2026; and direct Finance to make the necessary cross functional and cross-fund budget appropriation transfers.”