

Clerk of the Board of Supervisors

County of Santa Barbara
105 E. Anapamu St., Rm. 407
Santa Barbara, CA 93101



Memo: Resolution for Placement on Board of Supervisors' Agenda

Agenda Date: May 6, 2025

Staff Contact: Veronica H. Romo vhr5142@sbsheriff.org x14245

Subject: Resolution of Recognition – National Correctional Officers Week

To be Sponsored by Supervisor(s): Sponsor Capps, Co-sponsor Nelson

This Resolution (CHECK ONE):

- ☒ Will Be Presented at the Meeting
☐ Will Not Be Presented at the Meeting

To be Presented to: All Custody Personnel

- ☒ In Person
☐ Via Zoom
☐ Not to be Presented at BOS Hearing

**Emails are required for all recipients in order to provide them with important logistic information.*

Mandatory Docketing Requirements:

- ☐ When being presented - Original Resolution on Legal-Sized parchment paper with a seal and ribbon, in a navy folder or framed (Example of when to frame: Retirement Resolutions).
- ☐ Docket One (1) 8 ½" x 11" hard copy.
- ☐ Scan and E-mail scanned copy of Resolution and Cover Page to boardletters@countyofsb.org with clearly titled email by the Docketing Deadline.

Additional Information:

- ☐ The last paragraph of the Resolution should include the agenda date, as follows:

“Passed and adopted by the Board of Supervisors of Santa Barbara County, State of California, this [day] day of [month] 20[year], by unanimous vote of all members present.”

Please Check if Applicable:

- ☐ A time certain of _____ o'clock A.M./P.M. has been approved by the Chair of the Board.
☐ A reception will immediately follow the presentation of the Resolution.