

# Agenda Report

**To:** City Council

**Date:** July 21, 2003

**From:** City Manager

**Re:** Resolution Authorizing the City to Conduct Criminal Offender Record Information (CORI) checks on Employment, Volunteer, and Permit Applicants

## **RECOMMENDATIONS:**

It is recommended that the City Council adopt a resolution authorizing the City to continue the practice of conducting Criminal Offender Record Information (CORI) checks on employment, volunteer, and permit applicants.

## **BACKGROUND**

Penal Code Sections 11105(b)(10) and 13300(b)(10) authorize cities, with Council approval, to access state and local summary criminal history information for employment, licensing, or certification purposes. The Department of Justice requires that a resolution be on file to confirm this approval has been granted. During a recent audit by the Department of Justice, it was discovered that no resolution was on file.

Criminal Offender Record Information (CORI) is obtained by submitting fingerprints to the Department of Justice (DOJ). DOJ then returns arrest and conviction information for applicable records with matching fingerprints.

Background checks for law enforcement officers and firefighters are required under Government Codes 1029-1031. Additionally, interagency agreements entered into by the City with the Department of Justice and DMV require background checks on all law enforcement employees and volunteers because they have access to criminal justice information systems.

Since January 1, 1993, Education Code 10911.5 has required fingerprinting of all recreation employees and volunteers having direct contact with minors.

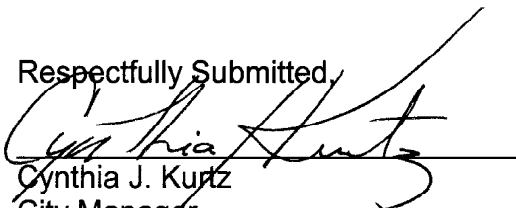
In August of 1984 the City began fingerprinting all employment applicants. In FY 1992-1993, fingerprinting was reduced to include only specific classifications including recreation employees, City Treasurer, Director of Finance, Senior Internal Auditor of Water and Power, Firefighters, and Police employees.

Under City Ordinance the Police Department also conducts CORI supported background checks on massage parlor establishment owner/employee, taxi driver, and pushcart vendor permit applicants. Permit applicants pay the costs associated with their submissions.

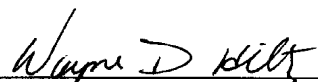
**FISCAL IMPACT**

For reference, the Department of Justice charges between \$32 and \$56 per submission, depending on classification. Because the resolution is a formality required to continue an existing practice, and funding already exists to pay for this expense in the FY2003-2004 adopted budget, there will be no fiscal impact to the City as a result of this action.

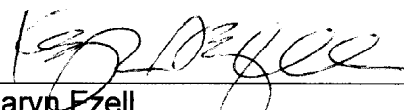
Respectfully Submitted,

  
Cynthia J. Kurtz  
City Manager


Approved by:

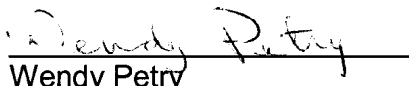
  
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