



# Agenda Report

June 5, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Department of Human Resources

**SUBJECT: ADOPTION OF A RESOLUTION TO ADD “LICENSING AND CERTIFICATION” CATEGORIES TO DEPARTMENT OF JUSTICE AUTHORIZATION FOR EMERGENCY MEDICAL TECHNICIANS IN THE FIRE DEPARTMENT**

## RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a “project” as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt a resolution approving access to state and federal level summary criminal history information and subsequent arrests for employment, licensing and certification.

## BACKGROUND:

All applicants for City employment are offered a position conditioned on satisfactory completion of the background process and pre-employment physical examination. For applicants age 18 and over, the background process includes a mandatory criminal history review to determine suitability for the position. The Human Resources Department contracts with the state of California Department of Justice to access state, local and federal summary criminal history information. The City also receives subsequent arrest information for current employees who have been fingerprinted.

Penal Code section 11105(b)(11) authorizes a city, county or special district to request criminal record information from the Department of Justice (DOJ) in order to assist in fulfilling employment, certification, or licensing duties. Currently, the City is only authorized by the DOJ to request such information for *employment*. The purpose of this

recommendation is to add the categories of "licensing and certification" to the City's authorization agreement with the DOJ so that the Pasadena Fire Department can continue to certify Emergency Medical Technician (EMT) personnel in-house. EMT certification may be held by any sworn safety staff in the Fire Department, but it is required for the classifications of Fire Engineer and Fire Captain.

EMT licenses are regulated by the state of California Emergency Medical Services Authority (EMSA). However, the licenses are issued and maintained by local certifying agencies. The City of Pasadena Fire Department is authorized by the EMSA as a local certifying agency. Certification and recertification of EMT licenses require a background check. Results and subsequent arrest information from this background check must be sent both to the City of Pasadena and to the state of California EMSA. Because the City does not have a contract with the DOJ that includes the categories of "licensing and certification," dual results cannot be sent directly to the EMSA. The state EMSA recently notified the Pasadena Fire Department that they had not received the required DOJ information for certified personnel, and instructed the Fire Department to add the required category (licensing and certification) to the City's DOJ authorization.

By adopting the attached resolution, the criminal history results for EMT licensing and certification will be sent both to the City of Pasadena and to the state of California EMSA. This action ensures that the City of Pasadena Fire Department can continue to certify EMT personnel in-house, which saves the time and expense of sending staff to an outside agency such as Los Angeles County Department of Health Services.

**FISCAL IMPACT:**

There is no fiscal impact to this action. EMT personnel are already fingerprinted as required by the state of California when recertifying their EMT license with the Pasadena Fire Department. The fee for DOJ Livescan fingerprinting includes any and all categories of applicant (employment, licensing and certification).

Respectfully submitted,

  
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