

REPORT OF GENERAL MANAGER

NO. 05-41

DATE January 26, 2005

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROVISION OF LIVE SCAN SERVICE TO OTHER DEPARTMENTS AND REIMBURSEMENT OF COSTS

K.Chan
J. Combs
*H. Fujita



J. Kolb
F. Mok
G. Stigite



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board of Recreation and Park Commissioners approve the use of the Department's Live Scan machines to provide other interested City departments with fingerprint imaging and transmission services at a cost of ten dollars (\$10.00) per individual to reimburse the Department.

SUMMARY:

Current technology facilitates the criminal history background check of candidates for employment via electronic fingerprint scanners called Live Scan machines. A Live Scan machine takes an image of a candidate's fingerprints and transmits it to the California State Department of Justice for processing. Years ago, the Department purchased six (6) Live Scan machines for the purpose of screening its volunteers per California Public Resources Code Section 5164. The Department currently provides Live Scan services at six (6) different sites. Several City departments recently expressed an interest in availing themselves of our Live Scan resources. As a result, staff determined that two (2) centrally located sites could be used to screen the volunteer candidates of other City operating departments without any detrimental impact on our own program. Staff proposes charging these departments a fee of \$10.00 per individual. At no time would the Department be in receipt of the criminal history background information on these individuals. In fact, the Department would only provide the Live Scan service for an interested City department after it:

- a. Obtained an Originating Agency Identification (ORI) Number, Mail Code, and Billing Code for their department, from the Department of Justice, so that Recreation and Parks will not have to pay Department of Justice Fees;
- b. Coordinated with the RAP Volunteer Coordinator; and
- c. Agreed to transfer fees, on a quarterly basis, directly to the Department's Volunteer Section (MRP number 791, Account 1702) to subsidize the cost of extra staff time expended at the two locations.

Prepared by: Monica Resendez