



CONFIRE

STAFF REPORT

DATE: July 23, 2024

**FROM: Nathan Cooke
Interim Director**

TO: CONFIRE Administrative Committee

SUBJECT: Resolution authorizing the Department of Justice to transmit fingerprint images and related information to the Federal Bureau of Investigation

Recommendation

Adopt Resolution No. 2024-03 authorizing CONFIRE to allow the Department of Justice (DOJ) to submit fingerprint images and related information to the Federal Bureau of Investigation (FBI) for federal level criminal background history information for newly hired CONFIRE employees, volunteers, and contract employees.

Background Information

On March 26, 2024, the Administrative Committee adopted Resolution No. 2024-01 authorizing CONFIRE to access Federal and State level summary criminal background history information through the California Department of Justice (DOJ), however, in order for a federal level background history to be completed, the Administrative Committee must adopt an additional resolution authorizing CONFIRE to provide permission to the DOJ for submittal of fingerprint images and related information to the FBI for federal level background history.

CONFIRE is authorized by the law to perform background checks for job applicants, volunteers and contract employees and is permitted to inquire into a job applicant's criminal records by use of criminal history record searches. An applicant's criminal history can be used as a basis for denying employment if the conviction is related to the job and future job performance and provides assurance to our Governing Board, community, and staff, that we have prescreened our employees, volunteers, and contract employees to the fullest extent to maintain safety, integrity, and pride we value at CONFIRE.

The adoption of Resolution No. 2024-03 will allow CONFIRE to provide authorization to the DOJ for submittal of background fingerprinting and related information to the FBI for a federal comprehensive criminal background check for newly hired CONFIRE employees, volunteers, and contract employees.

Fiscal Impact

The costs associated with this agreement will fluctuate annually and are based on the actual number employees who are submitted to the DOJ and Live Scan for background checks. Currently, CONFIRE is paying \$32 for the fingerprint vouchers through the County of San Bernardino Sheriff and the DOJ Live scan is \$49 for a total of \$81 per employee.