



STAFF REPORT

Regular City Commission Meeting

September 12, 2024

To: Elected Officials

From: Dale L. Martin, City Manager

Date: September 5, 2024

Item Name: Approve an Agreement with Pro First Training for pre-hire background checks.

Background: The Police Department is requesting approval of an Agreement between the City and Pro First Training and Consulting, dba Pro First Training for Florida Department of Law Enforcement (FDLE) compliant employment investigations for employees at the Police Station.

Public Safety Pre-Employment FDLE compliant background investigations are required for all public safety personnel. All staff and persons requesting unescorted access to the Police Building (a CJIS secure facility) are required to undergo a Criminal Justice Information System (CJIS) background clearance. Police Officer background investigations will be constructed in accordance with Florida state guidelines as well as best practices, and the contract has been reviewed by our City Attorney, Mr. Drew Smith.

Chief Doughney reports that his current staff performs the background checks and the amount of time to complete the investigation can range from a few weeks to over a month. The variable that prolong the process are dependent upon the ability to contact references, conduct a neighborhood canvas, compile pertinent educational information, and the Officer or Detective's availability; shift work and active caseloads. The contract amount (\$895) per investigation is less than the expense of staff time, and furthermore frees up the Officer and/or Detective's time for actual Police work.

Fiscal Impact: Monies are included in the FY 2024/25 budget to cover the expense estimated for new hire background checks. 001-5214-303100.

Staff Recommendation: Attorney Smith has reviewed the agreement and added language to make the agreement compliant with state law related to e-verify.

Attachments: Agreement