



CITY OF ORLAND STAFF REPORT

MEETING DATE: January 6, 2026

TO: Honorable Mayor and Council

FROM: Joe Goodman, City Manager

SUBJECT: **Authorizing the City of Orland to Access State and Federal Summary Criminal History Information**

Background

The City of Orland currently conducts background checks for employment and volunteer positions through third-party providers. In order for the City to conduct Live Scan fingerprinting and receive state and federal criminal history information directly from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), the DOJ requires formal authorization by the City Council.

Discussion

California Penal Code Sections 11105(b)(11) and 13300(b)(11) allow cities to access state, local, and federal summary criminal history information for employment purposes, provided the governing body adopts a resolution specifically authorizing such access. These statutes also require that employment eligibility be tied to specific criminal conduct and that criminal history information not be disseminated to private entities.

Approval of this resolution will authorize the City's Department of Human Resources to:

- Conduct Live Scan fingerprinting for City employment, volunteer positions, and contract employees.
- Receive and review state and federal criminal history information directly from DOJ and FBI.
- Ensure compliance with state law regarding confidentiality and appropriate use of criminal history information.

The resolution also establishes that individuals convicted of specified violent or serious felonies or misdemeanors may be deemed ineligible for employment or service with the City, consistent with state law and public safety best practices.

Attached: Resolution 2025-XX

Fiscal Impact

There is no direct fiscal impact associated with adoption of this resolution.

Staff Recommendation

Adopt Resolution No. 2025-XX authorizing the Department of Human Resources of the City of Orland to access state and federal level summary criminal history information through the California Department of Justice Live Scan program for employment, volunteer positions, and contract employees.