

# CITY OF ONTARIO

*Agenda Report*

October 5, 2021

## SECTION: CONSENT CALENDAR

Department: Human Resources

Prepared By: Lupe Marquez

Staff Member Presenting:

Angela C. Lopez, Executive Director Human  
Resources

Approved By:



Submitted To: Council/OHA

Approved: \_\_\_\_\_

Continued To: \_\_\_\_\_

Denied: \_\_\_\_\_

Item No: 10

### **SUBJECT: A RESOLUTION AUTHORIZING THE HUMAN RESOURCES AGENCY TO EXPAND BACKGROUND CHECKS TO INCLUDE FEDERAL BUREAU OF INVESTIGATION CRIMINAL BACKGROUND CHECKS**

**RECOMMENDATION:** That the City Council approve a Resolution authorizing the Human Resources Agency to expand the DOJ criminal background checks to include criminal history by the FBI for employment purposes including volunteers and contract employees.

#### **THE FOLLOWING COUNCIL GOALS ARE BEING ACHIEVED:**

Operate in a Businesslike Manner

Pursue City's Goals and Objectives by Working with Other Governmental Agencies

**FISCAL IMPACT:** For Fiscal Year 2021-22, the Human Resources Agency has budgeted \$3,500 for the costs associated with processing criminal background checks. Upon approval, the budget will be adjusted to \$7,000, which is a \$3,500 increase. Prospective costs will be included in future fiscal years' budget.

**BACKGROUND & ANALYSIS:** Penal Code (PC) section 11105 (b)(11) and 13300(b)(11) authorizes the City of Ontario to request criminal background information from the Department of Justice (DOJ) to assist in fulfilling employment, certification, or licensing requirements. In addition to state level criminal history information, the City may require federal criminal history information from the Federal Bureau of Investigation (FBI).

Currently, the Police Department and Fire Department are assisting the Human Resources Agency in processing these requests, and specifically the request for positions working with children, with the FBI including receiving the subsequent arrest notifications.

Adoption of this Resolution will help expand these services and increase efficiencies by providing the Human Resources Agency with the ability to obtain this information directly in conjunction with PC 11105(b)(11) and 11105(b)(11).