



Agenda Date: 1/29/2008  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Caryn Fagundes for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Karen Brady, Human Resources Analyst II - 253-4490  
**SUBJECT:** Resolution authorizing access to State and Federal level summary criminal history information for employment

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### **RECOMMENDATION**

Human Resources Director requests adoption of resolution authorizing County access to State and Federal level summary criminal history information, for employment, licensing or certification purposes, for miscellaneous County employees, volunteers and contract employees.

### **EXECUTIVE SUMMARY**

The County is currently receiving state and federal criminal history information on sworn and non-sworn peace officer employees. For miscellaneous employees, volunteers and contract employees, however, the County is currently only authorized access to State criminal history information. The California Department of Justice has advised the County to adopt this resolution as the first step in acquiring access to federal criminal history information.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The County is currently receiving State and Federal criminal history information only for sworn and non-sworn peace officer employees. For miscellaneous employees, volunteers and contract employees, the County is only authorized access to State criminal history information. The California Department of Justice has advised the County to adopt this resolution to acquire access to Federal level criminal history information for miscellaneous employees, volunteers and contract employees. Obtaining Federal criminal history information, in addition to State criminal records, will reduce the risk of negligent hiring and further reduce the risk to the vulnerable populations served by the County.

Adoption of this resolution is recommended to expand access to the criminal history information available to the County for miscellaneous employees, volunteers and contract employees. Adoption of this resolution is necessary for the Department of Justice to request on behalf of the County access from the Federal Bureau of Investigation for Federal level summary criminal history information. It will take approximately two months for the Federal Bureau of Investigation to approve the County's access to Federal level summary criminal history information. Following receipt of the approval, further action by the Board of Supervisors may be necessary prior to implementing the fingerprinting process. In such event, staff will return to the Board with appropriate recommendations.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins