



CITY OF MORGAN HILL

## **CITY COUNCIL STAFF REPORT**

### **MEETING DATE: June 3, 2020**

PREPARED BY: Mario Ramirez,  
APPROVED BY: City Manager

## **APPROVE AGREEMENT WITH SECURE SOLUTIONS INC. FOR BACKGROUND INVESTIGATION SERVICES**

### **RECOMMENDATION(S)**

Approve and authorize the City Manager to execute and administer an agreement with Secure Solutions Inc. for a not to exceed amount of \$100,000 to conduct hiring background investigations of police personnel.

### **COUNCIL PRIORITIES, GOALS & STRATEGIES**

#### **Ongoing Priorities**

Enhancing Public Safety  
Enhancing Diversity and Inclusiveness

#### **2020-2021 Strategic Priorities**

Financial Sustainability

### **GUIDING DOCUMENTS**

Public Safety Master Plan

### **REPORT NARRATIVE:**

The Morgan Hill Police Department currently has a Consultant Agreement with Secure Solutions Inc. to conduct hiring background investigations for police personnel. The current Consultant Agreement expires on June 30, 2020. Staff is recommending entering into a new agreement beginning July 1, 2020 through June 30, 2022.

#### ***Background:***

On July 31, 2018, the Police Department entered into a Consultant Agreement with Secure Solutions Inc. Secure Solutions Inc. conducts thorough background investigations on each candidate according to the guidelines established by Peace Officer Standards of Training (POST). Each individual investigation includes the following:

- An in-depth interview with the candidate and review of the Personal History Statement and any supplemental questionnaires depending upon the desired position.
- An investigation that includes local law enforcement criminal history check, verification of citizenship, education, DMV history, financial history, military history, and other applicable legal documents.
- Civil court records, to include dissolution of marriages, social media checks, contact with neighbors, relatives, and references, contact with current and past employers and coworkers, review of available personnel files, academy files, and other relevant documents.

- Status of applications with other agencies where the candidate has sought employment within the last two years.
- The backgrounds are conducted for all Police Department positions, including Police Officer, Animal Services Officer, Multi-Services Officer, Dispatcher, Records Specialist, and other administrative/support positions.

Background investigations can cost a few hundred dollars to \$2,500 depending on location of the applicant and length of the investigation. Multiple applicants are sent to backgrounds for each position since the hiring standards are substantial. Prior to the background investigations, most applicants have already passed the application screening, oral boards, polygraph, and pre-psychological assessment in order to keep cost at a minimum.

Staff is recommending entering into a new agreement beginning July 1, 2020 through June 30, 2022 for the current and any future public safety vacancies to include but not limited to Police Officer(s), Record Services positions, Dispatcher(s), the Information Technology Director and other critical positions as needed for the City of Morgan Hill. The Agreement sets forth rates for Secure Solutions and ensures an in-depth background will be conducted on each candidate applying for employment with the Morgan Hill Police Department and others as needed.

**COMMUNITY ENGAGEMENT: Inform**

This staff report serves to inform the community of the City's desire to enter into a two year Agreement with Secure Solutions Inc. for in-depth background check services beginning on July 1, 2020 through June 30, 2022.

**ALTERNATIVE ACTIONS:**

Council could direct staff to seek and contract with alternative firm(s) to provide the background investigation services to fill the current vacancies within the Police Department.

**PRIOR CITY COUNCIL AND COMMISSION ACTIONS:**

In March 2020, Council approved a second amendment to the Secure Solutions original Agreement in the amount of \$85,000.

**FISCAL AND RESOURCE IMPACT:**

Funds have been budgeted for employment backgrounds in the Police Department's operating budget for FY 2020-2021 and 2021-2022. These background investigations will be conducted on an as-needed basis, depending on staffing needs.

**CEQA (California Environmental Quality Act):**

Not a Project.

This Agreement entails organizational or administrative activities of governments and will not result in direct or indirect physical changes in the environment.

**LINKS/ATTACHMENTS:**

## 1. Secure Solutions Agreement