



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: March 1, 2016

TO: Mayor and Councilmembers

FROM: Administrative Services, Police Department

SUBJECT: Amendment To The Professional Services Contract For Background Investigations Regarding Police Department Personnel

RECOMMENDATION:

That Council authorize the Interim Chief of Police to execute an amendment to the professional services agreement with Sintra Group, increasing the contract from \$10,000 to \$50,000 to conduct background investigations for prospective Police Department personnel for Fiscal Year 2016.

DISCUSSION:

As part of the hiring process, the Police Department conducts thorough background investigations on all potential employees. In the last year, the number of positions that need to be filled has significantly increased, which in turn has increased the number of background investigations to be done.

The Police Department has retained Sintra Group to complete individual background investigations as a supplement to the five hourly background investigators employed by the Police Department. Sintra Group has previously and successfully completed background investigations for the positions of Police Officer, Dispatcher, Parking Enforcement Officer, and Records personnel.

During this period of accelerated hiring, the number of assigned background investigations will exceed the capabilities of the Department's five hourly background investigators. Therefore, the services of the Sintra Group are needed to assist in conducting background investigations for the Police Department in a timely manner.

BUDGET/FINANCIAL INFORMATION:

The original contract called for the expenditure of \$10,000 per year from Fiscal Year 2015 through 2018. The additional \$40,000 will be spent in Fiscal Year 2016, bringing the total not to exceed this year to \$50,000. Fiscal Years 2017 and 2018 will remain at \$10,000 per year.

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There are funds available in the Fiscal Year 2016 Police Department budget due to ongoing salary savings from vacant positions and anticipated retirements.

PREPARED BY: Todd Stoney, Police Captain

SUBMITTED BY: John Crombach, Interim Chief of Police

APPROVED BY: City Administrator's Office