



*County of Lassen*  
Department of Planning and Building Services

• Planning • Building Permits • Code Enforcement • Surveyor • Surface Mining

Maurice L. Anderson, *Director*  
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May 1, 2017

Zoning & Building  
Inspection Requests  
Phone: 530 257-5263

TO: Board of Supervisors  
Agenda Date: May 9, 2017

FROM: Maurice L. Anderson, Director

A handwritten signature in black ink, appearing to be "MLA", is written over the name "Maurice L. Anderson, Director".

SUBJECT: Resolution Authorizing the Department of Planning and Building Services to Request Criminal Record Information from the Department of Justice for Employment Purposes

ACTION REQUESTED:

Adopt resolution.

SUMMARY

The process of providing background checks is a critical part of the recruitment and hiring process. Attached is a resolution authorizing this Department to request criminal record information from the Department of Justice for employment purposes for certain positions (e.g. Chief Building Official and Code Enforcement Officer). This process is in addition to the background investigation performed by the Personnel Department, which excludes criminal record information.

Adoption of this resolution is a requirement of the Department of Justice. If approved, the Department will initiate the application process.

MLA:nes  
Attachment

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RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE LASSEN COUNTY BOARD OF SUPERVISORS

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, or governing body of a city, county, district or joint powers authorities to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS: The Lassen County Department of Planning and Building Services is hereby authorized to access state summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes and may not disseminate the information to a private entity.

The foregoing resolution was adopted at a regular meeting of the Lassen County Board of Supervisors of the County of Lassen, State of California, held on the \_\_\_\_th day of \_\_\_\_\_ 20\_\_ by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board of Supervisors  
County of Lassen, State of California

ATTEST:  
JULIE BUSTAMANTE, Clerk of the Board

BY \_\_\_\_\_  
MICHELE J. YDERRAGA, Deputy Clerk of the Board

RESOLUTION NO. \_\_\_\_\_

I, MICHELE J. YDERRAGA, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk of the County of Lassen  
Board of Supervisors