



Item: Resolution 10057- Establish Fees for Arrest Record Background Checks at the Police Department

From: Great Falls Police Department

Initiated By: David Bowen, Chief of Police

Presented By: David Bowen, Chief of Police

Action Requested: Conduct Public Hearing on Resolution 10057

Public Hearing:

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (adopt/deny) Resolution 10057”
 2. Mayor calls for a second, discussion, and calls for the vote.
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Staff Recommendation: Staff recommends the City Commission adopt Resolution 10057, which establishes a fee for Arrest Record Background Checks at the Police Department.

Background:

The Great Falls Police Department currently conducts arrest record background checks for applicants seeking employment. The vast majority of these background checks are conducted for applicants seeking employment with government entities residing outside the jurisdiction of the City of Great Falls. Government agencies employ background investigators to conduct these checks on prospective employees which require checks with the local municipalities. Many of these requests are received through the mail and others are brought in by local investigators en masse. This arrest record check requires staff time to process and return the applications. On average 900 arrest record checks are performed annually by Police Department staff with the majority of these checks for the above mentioned government agencies. Currently, the Great

Falls Police Department is not charging any fees for the processing of these arrest records checks on applicants. The recommended fee for this service is \$15.

Concurrences: The proposed fee is in alignment with other departments across the state.

Attachments: Resolution 10057

RESOLUTION NO. 10057

**A RESOLUTION ESTABLISHING GREAT FALLS POLICE
DEPARTMENT FEES FOR BACKGROUND CHECKS**

WHEREAS, § 7-6-4013, MCA, empowers municipalities to impose a fee for the provision of a service; and

WHEREAS, on average, 900 arrest record background checks are performed annually by the Great Falls Police Department; and

WHEREAS, arrest record background checks require staff time to process and return the applications; and,

WHEREAS, implementing an administrative fee will recover expenses incurred for this service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

The processing fee for the Great Falls Police Department to conduct arrest record background checks shall be \$15.

This Resolution shall become effective upon adoption.

PASSED and ADOPTED by the City Commission of the City of Great Falls, Montana, this 18th day of March, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney