City Council Agenda Item Request- STEP I

Submit to Clerk's Office

30-60 days before proposed Council meeting

NOTE: this document will be shared with the City Manager and City Attorney's office for initial review before being placed on the 8-week planning calendar

1. Date submitted to Clerk's Office: February 7, 2023

2. Primary contact person and Department requesting agenda item: Elise Lewis, Asheville Police Department

3. Requested Council meeting date: March 14, 2023

4. Note if time sensitive, and why: Yes, would like to award to the vendor selected from an RFP process and execute a contract for their services.

5. List any necessary legal documents: City Council Resolution

6. Conceptual action item and title to be placed on agenda: Contract with US ISS Agency, LLC for a Police Applicant Background Check and Polygraph Testing Provider.

7. Identify all Boards, Commissions and Committees with proposed dates: Environment and Safety Committee on February 28, 2023 - 3-0 approval to move forward to City Council

8. Identify key issues:
    - APD is requesting approval from council to contract with US ISS Agency, LLC to provide police applicant background checks and polygraph testing services.
    - All Police Officer candidates and civilian employees that work for APD must pass a background investigation and polygraph test before they are hired.
    - APD is currently understaffed and does not have sworn administrative staff available to complete these hiring functions

given the volume of new personnel needing to be vetted for hire.

- APD will execute a contract to include two optional renewals, planning to encumber $120,000 each year.
- APD already budgets for this expense in the annual Operating Budget.