THE CITY OF ASHEVILLE

City Council Staff Report

Council Meeting Date

- 04/14/2026

Subject

- Contract with US ISS Agency, LLC for a Police Applicant Background Check and Polygraph Testing Provider

Staff Resource(s)

- Jackie Stepp - APD Interim Police Chief
- Elise Lewis - APD Financial Business Manager

Action Requested

- Adoption of a resolution authorizing the City Manager to execute a contract with US ISS Agency, LLC on behalf of the City of Asheville for a Police Applicant Background Check and Polygraph Testing Provider, with two additional one-year options to renew, not to exceed $360,000 upon budgetary approval by Council for each fiscal year.

Background

- The Asheville Police Department (APD) is requesting approval from Council to contract with US ISS Agency, LLC to provide police applicant background checks and polygraph testing services.
- US ISS is a selected vendor of the North Carolina Sheriffs' Association (NCSA) Cooperative Purchasing Program.
- 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 has also found having a dedicated vendor performing these processes has shortened turnaround time from APD working these internally with current limited staff.
- APD will execute a contract to include a one year term with two additional one-year options to renew.

Vendor Outreach Efforts:

- Not applicable. US ISS is a selected vendor of the North Carolina Sheriffs' Association (NCSA) Cooperative Purchasing Program.

Council Vision 2036 Focus Area(s):

- Fiscally Resilient City

Council Priority Recovery Area(s):

- Economic Recovery

Committee(s):

- Public Safety Committee March 26, 2026. The Public Safety Committee approved to move this forward to City Council on March 26, 2026 with a 2-0 vote.

Pro(s)

- Ensures the ability to better protect the safety of the residents of Asheville and Buncombe County by allowing as many sworn staff as possible to be available for patrol duties.

Con(s)

- Continued annual cost of contracting

Fiscal Impact

- Funding for Year 1 of this contract, $120,000, is available in the Asheville Police Department operating budget.

Suggested Motion

- Motion to adopt a resolution authorizing the City Manager to execute a one-year contract with US ISS Agency, LLC on behalf of the City of Asheville for a Police Applicant Background Check and Polygraph Testing Provider, with two additional one-year options to renew, and a total contract amount not to exceed $360,000 upon budgetary approval by Council for each fiscal year.

Attachment(s)

- Resolution

City of Asheville Resolution Number 26-___

Resolution authorizing the City Manager to execute a one-year contract with US ISS Agency, LLC on behalf of the City of Asheville for a Police Applicant Background Check and Polygraph Testing Provider, with two additional one-year options to renew, and a total contract amount not to exceed $360,000 upon budgetary approval by Council for each fiscal year.

Whereas, the City of Asheville has authority pursuant to Article 2 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

Whereas, pursuant to the City's Procurement, Purchasing and Contracting policy, general service contracts valued at $90,000 or more require City Council approval; and

Whereas, the Asheville Police Department (APD) is requesting approval from Council to contract with US ISS Agency, LLC to provide police applicant background checks and polygraph testing services; and

Whereas, US ISS is a selected vendor of the North Carolina Sheriffs' Association (NCSA) Cooperative Purchasing Program; and

Whereas, All Police Officer candidates and Civilian employees that work for APD are required to pass a background investigation and polygraph test before they are hired; and

Whereas, APD seeks to execute a contract to include a one year initial term with two additional one-year options to renew, with a total contract price not to exceed $360,000; and

Whereas, APD already budgets for this expense in the annual Operating Budget;

Now, Therefore, be it resolved by the City Council of the City of Asheville that:

The City Manager is hereby authorized to execute a one-year contract with US ISS Agency, LLC on behalf of the City of Asheville for a Police Applicant Background Check and Polygraph Testing Provider, with two additional one-year options to renew, and a total contract amount not to exceed $360,000 upon budgetary approval by Council for each fiscal year.

Read, approved and adopted this the 14th day of April, 2026.

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Esther E. Manheimer, Mayor

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Brad Branham, City Attorney

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Magdalen Burleson, City Clerk