***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **12/10/24** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Courtney Greenley/Sheriff** | **Phone:** | **530-842-8326** |
| **Address:** | **305 Butte Street, Yreka CA 96097** |
| **Person Appearing/Title:** | **Jeremiah LaRue/Sheriff-Coroner** |
| **Subject/Summary of Issue:** |
| Allow the Sheriff to purchase, and sell, Form FD-258 to the public for anyone requesting fingerprint roll services from certified Sheriff personnel. Form FD-258 is the card onto which inked fingerprints are physically rolled.Currently, anyone needing fingerprint roll services must provide their own forms but instances occur where forms are not in hand at the time of appointment. We would like to eliminate the inconvenience of leaving their scheduled appointment to return at a later time or day, after being given the opportunity to include a purchase fee for Form FD-258 with services.We intend to purchase in bulk to reduce costs onto the public. The purchase will include procuring and processing equating to $1.00 for each form purchased. This will be a separate fee from the standard roll fee of $23.00 (subject to change).  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 10.00 |  |  |  |  |
| Fund:  | 1002 |  | Description: | SHERIFF | Org.: | 202010 | Description: | SHERIFF |
| Account: | 560100 |  | Description: | OTH ER SALES |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* We have priced Amazon.com, Yreka Mailbox, Crimescene.com,  |
| idtechnologies.com |
| Additional Information: |  |
| . |
| **Recommended Motion:** |
| Adopt the Resolution permitting the Sheriff's Office to purchase, and sell, Form FD-258 to the public as needed for fingerprint roll services. Allow the Auditor to make appropriations. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021