

Item Title: Memorandum of Understanding between Wake County, Wake County Sheriff's Office, and Raleigh-Wake City/County Bureau of Identification (CCBI)

Specific Action Requested:

That the Board of Commissioners authorizes the County Manager to sign the Memorandum of Understanding between Wake County, the Wake County Sheriff's Office, and the Raleigh-Wake City/County Bureau of Identification (CCBI) for the transfer of two Identification Specialists and associated technology from CCBI to the Wake County Sheriff's Office in order to provide increased fingerprinting services to the public at the Public Safety Center.

Item Summary:

Purpose: The Board of Commissioners approves service agreements with partner agencies. This proposed agreement between Wake County, the Wake County Sheriff's Office, and the Raleigh-Wake City/County Bureau of Identification (CCBI) will cover the transfer of specific fingerprinting services (including personnel and associated technology) from CCBI to the Wake County Sheriff's Office.

Background: CCBI staff is currently providing all criminal and civil fingerprinting functions for the County, including sexual offender registration fingerprinting, concealed handgun permit applications, and other services. These two functions fall under the legislative responsibility of the Wake County Sheriff's Office.

Facing the recent number of pistol permit requests and concealed handgun applications, the Wake County Sheriff's Office has requested additional CCBI staff hours and overtime to effectively provide this service to the public. While CCBI has historically provided fingerprinting services to the Sheriff as a matter of convenience to fulfill functions statutorily required of the Sheriff, this has also required CCBI to manage two separate locations to accommodate these activities. CCBI has proposed the transfer of two Identification Specialist positions to the Sheriff, as well as transferring the existing technology and infrastructure from CCBI's operation/budget for the purposes of allowing the Wake County Sheriff's Office to directly manage these existing resources.

Board Goal: This action supports routine County operations.

Fiscal Impact: There is no net increase in cost for this operational change. Funding for the two Identification Specialist FTEs and associated technology and supply costs were included in CCBI's adopted FY21 General Fund operating budget. No additional appropriation is required for FY21. All FY21 technology costs have been paid by CCBI. The

remaining FY21 costs associated with the two Identification Specialist FTEs and associated supplies will be transferred to the Wake County Sheriff's Office FY21 General Fund operating budget. Future funding for these two FTEs, technology costs, supply costs, and any capital technology replacement costs will be included in future fiscal years and are subject to those future appropriations processes.

Additional Information:

In May of 2012, CCBI moved operations from the Wake County Public Safety Center to the Wake County Detention Center at Hammond Road. Up until May 2012, while housed in Wake County Public Safety Center, CCBI staff had performed all criminal and civil fingerprinting functions to include sexual offender registration fingerprinting as well as fingerprinting for concealed handgun permit applications. These two functions fall under the legislative responsibility of the Sheriff of Wake County.

In anticipation of CCBI's move to the Detention Center, then Wake County Sheriff Donnie Harrison requested that CCBI assign one employee to remain at the Public Safety Center accompanied by the necessary technology to continue performing those functions on behalf of the Sheriff, and CCBI agreed.

In the years following, responding to an increase in concealed handgun permit requests and the ability to increase operational time, former Wake County Sheriff Donnie Harrison requested an FTE expansion for additional pistol permitting staff in the Sheriff's office as well as one additional FTE for CCBI to add an Identification Specialist, so two employees could be assigned full-time in a fingerprinting capacity at the Public Safety Center. With the approval and creation of this new position, and in addition to the CCBI staff member already working there, two CCBI Identification Specialist positions were assigned in a full-time capacity to support the Sheriff's office at the Public Safety Center in their fingerprinting requirements.

The work performed by CCBI staff at the Public Safety Center continues to involve the completion of fingerprints for concealed handgun permit applicants and the collection of fingerprints for sexual offender registration. Further, as a matter of convenience since the Public Safety Center is adjacent to the Wake County Courthouse, CCBI staff have also performed criminal fingerprinting for juvenile offenders. This is a statutory requirement to be completed by CCBI.

Facing the recent unprecedented number of pistol permit requests and concealed handgun applications, current Wake County Sheriff Gerald Baker recently requested CCBI Director Sam Pennica authorize overtime work for the CCBI staff at the Public Safety Center in order to modify the hours of operation to better accommodate the growing number of citizen permit requests.

Director Pennica reviewed the request for CCBI employees to work overtime. Having not budgeted for overtime funds appropriated within CCBI salary budget for this purpose, Director Pennica proposed transferring two Identification Specialist positions to the Sheriff, as well as transferring the existing technology and infrastructure from CCBI's

operation/budget for the purposes of allowing the Wake County Sheriff's Office to directly manage the existing resources. While CCBI has historically provided fingerprinting services to the Sheriff as a matter of convenience to fulfill functions statutorily required of the Sheriff, this has also required CCBI to manage two separate locations to accommodate these activities.

The following table provides a breakdown of the FY 2021 operating budget that will be transferred from CCBI to the Wake County Sheriff's Office. The two Identification Specialists FTEs will have a total FY 2021 remaining salary and benefit cost of \$87,015. CCBI will also be transferring the remaining related supply and consumables costs that are associated with the fingerprinting operations, which total \$2,413. The total amount of FY 2021 budget to be transferred from CCBI to the Wake County Sheriff's Office will be \$89,428.

FY 2021 Operating Budget to be Transferred from CCBI to WCSO	Amount
Personnel Salary & Benefit Budget (2 FTEs for 8 Months)	\$87,015
Supply/Consumables Budget	\$2,413
Total	\$89,428

Attachments:

1. Memorandum of Understanding between Wake County, the Wake County Sheriff's Office, and the Raleigh-Wake City/County Bureau of Identification
2. Budget Memo: FY 2021 CCBI General Fund
3. Budget Memo: FY 2021 Wake County Sheriff's Office General Fund