

FEE REQUEST FORM

Humboldt State University

In accordance with the provisions of the Chancellor's Executive Order 740, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the Chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

I.	Request to:	<input type="checkbox"/> Establish a Campus Fee	<input checked="" type="checkbox"/> Adjust a Campus Fee
II.	Fee Type: (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III.	Name of Fee:	<u>LIVESCAN FINGERPRINT FEE</u>	
IV.	Fee Category: (See reverse for definition of fee categories)	<input type="checkbox"/> Category I	<input checked="" type="checkbox"/> Category III <input type="checkbox"/> Category IV
V.	Current fee: (if applicable)	<u>\$ 10-</u>	per <u>STUDENT BEING FINGERPRINTED</u>
	Proposed fee:	<u>\$ 15-</u>	per <u>STUDENT BEING FINGERPRINTED</u>
VI.	Proposed effective date:	<u>AUGUST 16, 2005</u>	

VII. Please attach a short narrative regarding description or purpose of fee.

ATTACHED

VIII. Authorization, if applicable (for proposed fees only):

N/A

IX. Budget: For new fee request, attach a revenue and expenditure budget plan covering three years of activity from proposed effective date. For fee adjustment, attach a revenue and expenditure budget plan covering the most recent year and two projected years for the fee supported activity.

X.	Submitted by: <u>Thomas W. Dewe</u>	Date <u>5/5/05</u>	Phone <u>4658</u>
	<small>Department Representative</small>		
XI.	Approved by: <u>[Signature]</u>	Date _____	Phone _____
	<small>Dean/Director</small>		
	_____	Date _____	Phone _____
	<small>*Dean of Research & Graduate Studies</small>		
	_____	Date _____	Phone _____
	<small>**Office of Budget & Institutional Data</small>		
	<u>[Signature]</u>	Date <u>5-5-05</u>	Phone <u>3361</u>
	<small>Vice President</small>		
XII.	Reviewed by: <u>[Signature]</u>	Date <u>5-6-05</u>	
	<small>Director, Fiscal Affairs</small>		

* Approval required for fees associated with field trips only.
 ** Review required for fees associated with academic affairs / programs.

Final review and recommendation will be made according to Executive Memorandum P01-5

HUMBOLDT STATE UNIVERSITY

University Police Department

May 4, 2005



LIVE SCAN FINGERPRINT FEE INCREASE REQUEST

SUMMARY:

This fee increase would affect about 1200 current students, staff, and faculty who are required to be fingerprinted by a police agency as part of a background check. The current "rolling fee" would be increased from \$10 to \$15 for this service, putting it in line with the lower range of fees charged by California colleges and universities, but significantly less than the \$20 charged by other local Humboldt County law enforcement agencies for this service.

The need for a fee increase has been prompted by newly-imposed limitations on the use of state funding to subsidize the Live Scan fingerprint program, and the need to replace aging technology.

UPD has tried to minimize the amount of this fee increase by charging more to the general public (\$20.00), and incorporating the Live Scan program into a recent reorganization of Police and Parking/Commuter Services, but we cannot absorb all of next year's costs without a fee increase.

Without the fee increase, the Live Scan fingerprinting program is predicted to create a shortfall of \$6,943 in 2005-2006. With the fee increase, the shortfall is predicted to be \$ 943.

NARRATIVE: DETAILS AND JUSTIFICATION

HSUPD Fingerprinting Services: For many years, the University Police Department has provided a service of fingerprinting certain students and civilians who seek "official clearance" for sensitive positions and employers that require them to clear "background checks" prior to assuming their assignments. Fingerprinting is not a "registration" process; it is a check of the applicant's fingerprints against persons who have been booked and fingerprinted for crimes. Common examples of applicants include: HSU students seeking student teaching opportunities, HSU students and other community members seeking employment in day care, school settings, camps, and recreation programs; HSU students and others seeking employment as a park ranger, deputy sheriff, or other peace officer, and others. In the University setting, more and more staff members are being expected to pass "background checks" including fingerprinting and criminal history checks. Vice Chancellor Jackie McClain issued a Systemwide memo (HR 2005-10) noting the responsibility campus administration has to ensure that adequate background checks are conducted on key employees with significant responsibilities. The demand for fingerprinting in relation to background checks continues to go up throughout the system and the state. For example, HSU's Nursing Department has made a commitment to have all its students fingerprinted in the future.

Live Scan Technology: In the late 1990's, significant breakthroughs were made with computerized digital imaging. By 1995, California police departments began the transition from inked fingerprinting to Live Scan. Applicants (and arrestees) had their fingerprints recorded by rolling their fingertips on a special glass-surfaced scanner. Fingerprints were electronically submitted to state and federal authorities, streamlining operations at those levels, but placing a fiscal burden on agencies. Each machine costs \$40,000 or more. HSUPD purchased our current Live Scan equipment in 1999 and have been using it since then, relying less and less on inked fingerprints. The process of capturing digital fingerprints has evolved substantially since its original inception. Equipment is becoming obsolete, parts are scarce, and vendors are no longer renewing their service agreements on old equipment. Just as every family and business have been forced to "upgrade" their computers within the last 5 years, law enforcement agencies across the state are being forced to replace their aging equipment with new Live Scan machines.

Live Scan Statistics at HSU: In recent months, HSU has been Live Scanning more applicants than any other local agency. We have averaged more than 1,000 Live Scans a year. We predict (and hope) that this number will increase with enrollment and with new guidelines and mandates for background checks.

New Mandate to only use Live Scan: Recent legislation has resulted in new laws and mandates that all California law enforcement agencies discontinue the practice of obtaining inked fingerprints, and to only use Live Scan technology. California Penal Code §11077.1 mandates that effective July 1, 2005, agencies must use only electronically submitted Live Scan fingerprint imaging.

History of Partial State Funding to Support Live Scan: The State of California has enacted legislation tapping into certain vehicle registration moneys to compensate local agencies for the costs of administering Live Scan programs. This distribution of funding is handled by the County Sheriff through a group known as RAN, or "Random Access Network". In Humboldt County, this group provides some funding to the County, the University Police Department, and Police Departments in Eureka, Fortuna, and Arcata. At HSU, this incoming revenue stream is processed through the University Foundation "Live Scan Trust". Originally, this funding subsidized the purchase of UPD's first Live Scan machine in 1999. Since then, additional money has been received and applied towards the personnel costs related to Live Scan. Chief Foster allocated funds supporting up to 75% of one Police Administrative Assistant's salary and benefits using money received from the RAN board. We now believe Live Scan coordination requires .25% of one Administrative Assistant position.

Current RAN Board Now Limiting Use of Funds: The County Sheriff and his staff have determined that users of the money from the state have been drawing it down faster than is prudent to allow adequate savings towards new technology. At the most recent RAN board meeting, the Sheriff imposed new limits on the authorized expenditures of RAN moneys. For the foreseeable future, the only authorized distributions of RAN money will be for equipment replacements, upgrades, and possibly maintenance and some supplies.

"Rolling Fees": History of Fees at HSU: In March, 2000, Chancellor Reed issued Executive Order 733 authorizing Humboldt State to charge each applicant a modest fee to help cover the costs of the personnel and supplies for fingerprinting. The fee rate for students, faculty, and staff has not been raised in over 5 years:

Current Students, Faculty, Staff:	\$10.00 each
All other persons:	Previously \$12.00 each, \$20.00 each as of 01/01/05

Other Local Agency Rolling Fees: Most or all of the other agencies around the state also charge rolling fees. Most or all are raising their fees in order to keep up with personnel/benefit costs and the expenses associated with technology upgrades. In Humboldt County, the Sheriff and the Chiefs of Police have agreed that the rolling fee should be about \$20.00 per person, and either already have their rates at \$20 a person or are in the process of raising their rates.

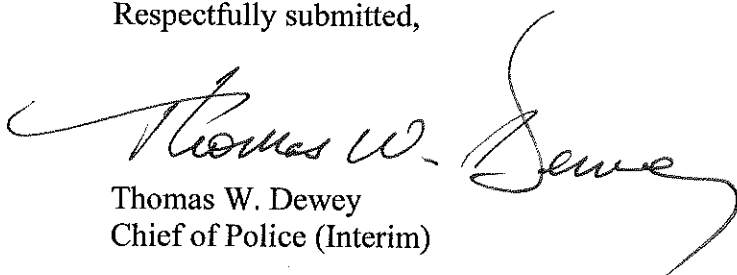
Other University Rolling Fees: Humboldt State charges the least of almost any public University, and would remain among the least expensive in this area if this fee was approved. Refer attached survey for rolling fee costs in California.

University Police/Parking Organizational Update: Carrying forward some initiatives of Chief Foster's, the University Police Department has reassigned an Administrative Assistant from working 75% in police functions and 25% in parking functions, to 25% in police (Live Scan) functions and 75% in Parking/Customer Service.

Budget Forecast:

- a) The Parking/Police reorganization described above results in a savings of over \$20,000 to the UPD police budget per year. This savings will be critical to offset the loss of revenue from the RAN board. We cannot reorganize or streamline any more than we have.
- b) The increase in rolling fees will result in increased revenue to help meet increased costs.
- c) We are anticipating a small shortfall this year, but are seeking to minimize it as much as possible. We are counting on using residual funds from our Live Scan Trust account at the HSU Foundation or salary savings elsewhere in UPD to cover the shortfall.
- d) UPD is counting on a full subsidy from RAN to replace our aging equipment in '05-06.
- e) Assuming increased Live Scan usage, and increased rolling fees, and an equipment subsidy from RAN, UPD would end next year about \$943 in the red for Live Scan operations.
- f) We hope that we could "catch up" and end subsequent years in the black through increased usage of Live Scan and possibly some legislative action to increase the revenue available through RAN.
- g) If we do not raise our fees, we predict that instead of a \$ 943 shortfall, we will experience a shortfall of \$ 6,943 year in our Live Scan operations.

Respectfully submitted,


Thomas W. Dewey
Chief of Police (Interim)