

**RESOLUTION NO. 24-8906**

**AUTHORIZING THE SHERIFF TO EXECUTE AN AGREEMENT WITH THE DEPARTMENT OF JUSTICE  
(DOJ)**

**WHEREAS** the Department of Justice (DOJ), upon the submission of fingerprints by the Plumas County Sheriff's Office (PCSO), has the ability to provide Criminal Offender Record Information (CORI);

**WHEREAS** the PCSO desires to enter into an agreement to receive CORI from the DOJ upon submission of fingerprints to the DOJ.

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff of the County of Plumas is authorized, on behalf of this Board of Supervisors, to sign Agreement #PCSO00097 with the DOJ, including any amendments of modification thereof; provided, however, that any amendments shall be subject to approval by the Purchasing Agent or this Board to the extent such approval is required by the Purchasing Policy or other County policy.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that this Board of Supervisors hereby ratifies Agreement #PCSO00097 effective January 1, 2024.

I hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Supervisors of Plumas County in a meeting thereof held on the 2nd day of April 2024 by the following:

Ayes: Supervisors: Ceresola, McGowan, Goss, Engel, Hagwood

Noes:

Absent:



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER  
PCSO00097

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

COUNTY OF PLUMAS, a political subdivision of the State of California

CONTRACTOR NAME

DEPARTMENT OF JUSTICE (DOJ)

2. The term of this Agreement is:

START DATE

January 1, 2024

THROUGH END DATE

December 31, 2024

3. The maximum amount of this Agreement is:

\$25,000.00 Twenty-Five Thousand Dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions	

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/1234567890>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

DEPARTMENT OF JUSTICE (DOJ)

CONTRACTOR BUSINESS ADDRESS 1300 I STREET, ROOM 810	CITY SACRAMENTO	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING CHRIS RYAN	TITLE CHIEF, DIVISION OF OPERATIONS		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

COUNTY OF PLUMAS (PCSO)

CONTRACTING AGENCY ADDRESS 1400 E. MAIN STREET	CITY QUINCY	STATE CA	ZIP 95971
PRINTED NAME OF PERSON SIGNING TODD JOHNS	TITLE SHERIFF		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

## **EXHIBIT A** **SCOPE OF WORK**

The County of Plumas, hereinafter referred to as PCSO and the Department of Justice, hereinafter referred to as DOJ, hereby enter into this agreement for the purpose of submitting fingerprint images and related information electronically and having the DOJ provide the PCSO with DOJ and FBI Criminal Offender Record Information (CORI).

1. DOJ Responsibilities:
  - A. The DOJ is responsible to receive and process the PCSO CORI requests via electronic submissions. The DOJ shall provide the PCSO with the following information when the DOJ receives and processes CORI requests submitted by PCSO, for PCSO:
    - DOJ CORI or a no record response and (if authorized) subsequent arrest notifications
    - FBI CORI or a no record response for initial submissions (as applicable)
    - Child Abuse Central Index (CACI – as applicable)
    - Peace Officer Carry Concealed Weapon (CCW – as applicable)
    - Other – Custodian of Records (COR – as applicable)
  - B. The DOJ is responsible to receive and process CORI requests submitted by PCSO on behalf of an applicant and/or an applicant agency. The DOJ shall provide the applicant and/or the applicant agency with the CORI requested and submitted through PCSO.
2. The PCSO Responsibilities:
  - A. The PCSO will request CORI electronically. The PCSO is statutorily authorized to request and receive CORI under ORI Number CA0320000. Accordingly, the DOJ will deal exclusively with the PCSO for all issues associated with these responses.
  - B. The PCSO agrees to maintain the confidentiality of all information submitted to the DOJ and of all DOJ and FBI no record responses or CORI received from the DOJ, in accordance with the FBI CJIS Security Policy. The PCSO, any official or employee of the PCSO shall not divulge any State or Federal level CORI information provided by the DOJ, except upon written authorization of the DOJ.
  - C. The PCSO, if operating a live scan device, will also be responsible for payment if their live scan operator fails to input a billing/customer account number or inputs an incorrect billing/customer account number and/or applicant agency information, and the DOJ cannot determine which agency should be billed for the transaction.

3. The contact representatives during the term of this agreement will be:

**Program Inquiries:**

**Requesting Agency:**  
COUNTY OF PLUMAS (PCSO)  
Livescan Account

Name: Roni Towery  
Address: 1400 E. Main St.  
Quincy, CA 95971  
Phone: (530) 283-6396  
FAX: (530) 283-6344  
E-Mail: ronitowery@countyofplumas.com

**Providing Agency:**

DEPARTMENT OF JUSTICE (DOJ)  
CJIS/OSP – Electronic Billing Unit

Name: DOJ Contract Analyst  
Address: P.O. Box 160608  
Sacramento, CA 95816-0608  
Phone: None  
FAX: None  
E-Mail: DOJ.Contract.Analyst@doj.gov

**Contract inquiries:**

**Requesting Agency:**  
PCSO  
Livescan Account

Name: Roni Towery  
Address: 1400 E. Main St.  
Quincy, CA 95971  
Phone: (530) 283-6396  
FAX: (530) 283-6344  
E-Mail: ronitowery@countyofplumas.com

**Providing Agency:**

DEPARTMENT OF JUSTICE (DOJ)  
CJIS/OSP – Electronic Billing Unit

Name: DOJ Contract Analyst  
Address: P.O. Box 160608  
Sacramento, CA 95816-0608  
Phone: None  
FAX: None  
E-Mail: DOJ.Contract.Analyst@doj.gov

4. Either party reserves the right to terminate this agreement without cause upon thirty (30) days written notice to the other party. No amendment or variation of the terms of this agreement shall be valid unless made in writing, signed by both parties, and approved as required. An oral understanding or agreement that is not incorporated into this agreement is not binding on either of the parties.
5. This agreement shall be subject to the examination and audit of the California State Auditor for a period of three years after final payment under this agreement (Government Code Section 8546.7).

This agreement shall be governed by the laws of the State of California and shall be interpreted according to California law.

**EXHIBIT B**  
**Invoicing and Payment Provisions**

**Invoicing**

Under the provisions of Penal Code section 11105, the DOJ is authorized to charge agencies requesting CORI a fee sufficient to cover the cost of processing. It is understood that CORI requests will be processed by the DOJ at the rates established by State and Federal agencies. These rates are subject to change with 30-days written notice.

**Current CORI costs and related fees:**

State Level Response	\$32	X
Federal Level Response	\$17	X
Federal Level Response (Volunteer)	\$15	
California Child Abuse Index (CACI)	\$15	X
Trustline CACI	\$15	
Adoption CACI	\$15	
Peace Officer Carry Concealed Weapon (CCW)	\$19	X
Employment CCW	\$22	X
Private Patrol/Security Guard CCW	\$38	
Standard CCW	\$44	X
Judge CCW	\$66	X
Reserve/Custodial Peace Officer CCW	\$88	X
Fingerprint Roller Certification	\$25	
DOJ Fingerprint Rolling Fee	\$10	
Record Review	\$25	
DSS Fee	\$10	
CS DSS Fee	\$20	
Custodian of Records	\$62	

CORI submissions specific to the PCSO, as delineated in paragraph 1. A. of Exhibit A, are indicated here with an X.

The PCSO agrees to compensate the DOJ for services rendered upon receipt of the DOJ invoice. All invoices will state the services provided, the time period covered, the contract number, and the billing/customer account number, 120112, with a tear-off bottom that must be returned with payment. The PCSO is responsible for the use of its billing/customer account number. All costs associated to the billing/customer account number will be the responsibility of the PCSO, and reflected on the DOJ invoice. The total amount payable for each invoice shall not exceed the sum of the costs for each CORI request submitted for the period covered by the invoice excluding corrections, other changes, or amounts overdue.

The DOJ will mail invoices to the following address:

Plumas County Sheriff's Office  
ATTN: Roni Towery  
1400 E. Main Street  
Quincy, CA 95971  
ronitowery@countyofplumas.com

#### Budget Contingency Clause

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the business/entity shall have no liability to pay any funds whatsoever to the DOJ or to furnish any other considerations under this agreement and the DOJ shall not be obligated to perform any provisions of this agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the business/entity shall have the option to either cancel this agreement with no liability occurring to the business/entity, or offer an agreement amendment to the DOJ to reflect the reduced amount.

#### Prompt Payment Clause

This is an agreement to pay the processing fees associated to the transmission of electronic criminal offender record information requests, including fees incurred by duplicate transmissions or other errors on the part of the PCSO or its representative(s).

The PCSO agrees to compensate the DOJ monthly, in arrears, upon receipt of an invoice, computed in accordance with the State Administrative Manual Section 8752 and 8752.1.

Nothing herein contained shall preclude advance payments pursuant to Article I, Chapter 3, Part 1, Division 3, Title 2, of the Government Code.

**GIA-610**

1. APPROVAL: This Agreement is not valid until signed by both parties and approved by the Department of General Services, if required.
2. AUDIT: The agency performing work under this Agreement agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement if it exceeds \$10,000. The agency performing work agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated.
3. PAYMENT: Costs for this Agreement shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.
4. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
5. SUBCONTRACTING: All subcontracting must comply with the requirements of the State Contracting Manual, Section 3.06.
6. ADVANCE PAYMENT: The parties to this interagency agreement may agree to the advancing of funds as provided in Government Code Sections 11257 through 11263.
7. DISPUTES: The agency performing work under this Agreement shall continue with the responsibilities under this Agreement during any dispute.
8. TIMELINESS: Time is of the essence in this Agreement.
9. NON-PAYMENT OF INVOICES – FUND TRANSACTION REQUEST: In accordance with Government Code Section 11255, the parties agree that when an invoice is not paid by the requested due date to the Contractor (agency providing the service) and the invoice is not disputed by the contracting Department (agency receiving the service), Contractor may send the contracting Department a 30-day notice that it intends to initiate a transfer of funds through a Transaction Request sent to the State Controller's Office. To facilitate a Transaction Request should one be needed, the contracting Department shall no later than 10 business days following execution of this agreement provide data to the Contractor for the appropriation to be charged including: fund number, organization code, fiscal year, reference, category or program, and, if applicable, element, component, and task.