



# Administrative Report

H.10., File # 25-0849

Meeting Date: 6/17/2025

**To: MAYOR AND CITY COUNCIL**  
**From: JOE HOFFMAN, CHIEF OF POLICE**

## **TITLE**

APPROVE AN AGREEMENT WITH ERIC ARROYO TO CONDUCT POLICE SWORN AND CIVILIAN APPLICANT BACKGROUND INVESTIGATIONS FOR AN ANNUAL AMOUNT NOT TO EXCEED \$33,000 AND THE TERM JUNE 21, 2025 TO JUNE 20, 2026, WITH AN AUTOMATIC ONE-YEAR EXTENSION THROUGH JUNE 20, 2027, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$66,000

## **EXECUTIVE SUMMARY**

The current Agreement with Eric Arroyo, for as-needed consulting background services for the Police Department, is set to expire on June 20, 2025. The proposed Agreement reflects the increase in costs from \$1,500 to \$1,650 per full background check completed, with a one-year term from June 21, 2025 to June 20, 2026. The annual not to exceed amount of the contract is \$33,000, with an automatic renewal, for an additional year, through June 20, 2027, which would bring the total not to exceed amount of the Agreement to \$66,000.

## **BACKGROUND**

The Police Department conducts background investigations as a critical component of its recruitment and hiring process. The Police Department primarily utilizes the approximately ten police officers who are trained in completing background investigations and utilizes Eric Arroyo's services as a secondary option, as-needed. These investigations ensure that prospective employees meet the City's standards of integrity, reliability, and suitability for public service. This process is particularly important for positions of trust, public safety, finance, and administrative roles with access to sensitive information.

On June 21, 2022, the City entered into an agreement with Eric Arroyo Consulting Services to provide professional background investigation services, on an as-needed basis, to conduct police sworn and civilian applicant background investigations. The original Agreement was approved for an annual not to exceed amount of \$15,000, which was increased via amendment on January 16, 2023 to \$30,000. The current cost of a full background investigation utilizing Eric Arroyo is \$1,500 per background though June 20, 2025. The proposed Agreement includes a cost increase to \$1,650 per full background, check which, if approved, would take effect on June 21, 2025.

One of the factors in recruiting success is having background investigators available to process applicants in a timely manner. Using Eric Arroyo's services has allowed the Police Department to maintain hiring timelines, while ensuring that all candidates are properly vetted, and has proven effective in enhancing the quality and efficiency of the Police Department's recruitment practices. In

2023, the Police Department completed approximately 165 background investigations, including twelve with Arroyo. In 2024, the Department completed approximately 112 background investigations, including ten with Eric Arroyo. In 2025, the Department has completed approximately 49 background investigations to date, including six with Eric Arroyo.

Eric Arroyo, is a retired law enforcement professional with extensive experience in personnel investigations. He was selected based on his proven track record, specialized expertise in municipal background checks, and understanding of compliance requirements under California and federal employment laws. His services have included comprehensive reviews of criminal history, employment verification, reference checks, education confirmation, and, where applicable, credit history assessments. All investigations are conducted in accordance with the Fair Credit Reporting Act (FCRA), the California Investigative Consumer Reporting Agencies Act (ICRAA), and applicable City policies.

### **COORDINATION**

The Police Department coordinated the preparation of this report. The City Attorney's Office prepared the proposed Agreement.

### **FISCAL IMPACT**

Funding for the Agreement is available in the Police Department's annual operating budget.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Agreement - Eric Arroyo
- Agmt - First Amendment to the Agreement with Eric Arroyo
- Insurance - First Amendment to the Agreement with Eric Arroyo, June 21, 2022