

IMMEDIATE NEED REQUEST

2013 - 2014



Requested by: (Unit, Department, Division or Vice President)		Date to VP: Original 5/20/2014
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Public Safety	Date to Cabinet:
Division:	Administrative Services	Outcome:
Vice President:	Michael Gregoryk	

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	<p>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</p> <p>Although this request will not cause a program to cease function, the purchase of a second Live Scan Machine will allow the Public Safety Department to better accommodate the on-going, large volume of Live Scan applicants. The second Live Scan machine would be installed in building 23 where additional certified roller staff members are located.</p> <p><i>Lack of sufficient on-campus Live Scan capacity hiring, delay as proven in Cabinet 6/10/14</i></p>	\$12,244.00			
2.					
3.					

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

Justification for Second Live-Scan Machine

Currently, the Public Safety Department is operating one Live-Scan Fingerprinting Machine at Building 40, in the Public Safety Administrative Office. We are requesting a second Live-Scan machine to be stationed at Building 23, Pubic Safety/Parking Office.

Currently, there are only four Public Safety Employees who are performing Live Scan service for the College District. Two of these employees are Public Safety Department Administrators. Three additional Parking Office Employees are authorized to perform Live Scans but are working in Building 23.

Applications for Live Scan service has increased, to the point that this provided service currently takes up half the work day of those employees currently performing this service. The request for this service continues to increase in number. A second Life Scan machine would enable the other authorized employees to provide this service, thereby providing efficient customer service.

This Live Scan service is provided to Mt. SAC College students, newly hired Faculty, Adjunct and Classified employees. If the current Live Scan machine were to experience down time due to malfunction that would require repair, these user groups would not be able to obtain clearance for employment or enrollment in college programs that require fingerprinting. These students and employees would have to find an outside agency other than Mt. SAC to obtain the required fingerprinting. This would not provide acceptable or efficient customer service.

It is essential that another Live Scan machine be purchased to meet the demands for this service and provide excellent customer service.