

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

October 22, 2024

**FROM**

**AMY COUGHLIN, Director, Department of Child Support Services**

**SUBJECT**

Non-Financial Cal-Photo Program Agreement with the California Department of Justice

**RECOMMENDATION(S)**

1. Approve non-financial Cal-Photo Agency **Agreement No. 24-1010** with the California Department of Justice for access to Cal-Photo by the Department of Child Support Services, for a period not to exceed three years from the date of execution by both parties.
2. Authorize the Director of the Department of Child Support Services to execute and submit any subsequent non-substantive amendments to the Cal-Photo Agency Agreement, on behalf of the County, subject to review by County Counsel.
3. Direct the Director of the Department of Child Support Services to transmit any non-substantive amendments to the Cal-Photo Agency Agreement to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Amy Coughlin, Director, 478-7471)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

The Cal-Photo Agency Agreement (Agreement) with the California Department of Justice (DOJ) is non-financial and therefore does not impact Discretionary General Funding (Net County Cost).

**BACKGROUND INFORMATION**

Cal-Photo provides a quick and easy means of visual identification through access to mugshots maintained by California's law enforcement agencies and the California Department of Motor Vehicles.

The Department of Child Support Services (DCSS) is required by federal regulation to establish and enforce child support orders. Cal-Photo assists DCSS in confirming identities for genetic testing to establish paternity, resolving potential mistaken identity cases, locating parties relevant to the establishment or collection of child support, and assisting the third-party process servers in identifying case participants evading service of legal documents to establish or collect child support.

The DOJ requires an updated Agreement every three years or upon change in agency leadership or immediately upon request by the DOJ. With the recent appointment of Amy

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Coughlin as the Director of DCSS in March 2024, Board approval of this updated Agreement is necessary to maintain compliance with DOJ requirements. Approval of the recommended Agreement will allow DCSS continued access to Cal-Photo via conformance with the DOJ's requirements for submission of an updated Agreement every three years and upon a change in agency leadership and in conformance with County Policy No. 11-06.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on September 3, 2024; County Counsel (Ramona Verduzco, Deputy County Counsel, 387-5455) on October 17, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on September 27, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on October 3, 2024.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.  
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 22, 2024



cc: DCSS - Paredes w/agree  
Contractor - c/o DCSS w/agree  
File - w/agree  
CCM 10/23/2024