STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS
JOHN A. WAGNER
DIRECTOR

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GOVERNOR

REASON FOR THIS TRANSMITTAL

[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

April 24, 2009

ALL COUNTY INFORMATION NOTICE NO. I-32-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
ALL CHIEF PROBATION OFFICERS

SUBJECT: CRIMINAL RECORD BACKGROUND CHECK

REFERENCE: ALL COUNTY INFORMATION NOTICE I-14-96
WELFARE AND INSTITUTIONS CODE SECTION 16501

The purpose of this All County Information Notice (ACIN) is to inform counties of the options and services currently available in law regarding criminal record checks and notification services available through the California Department of Justice (DOJ). These resources are available to assist counties in their efforts to employ qualified staff who are in frequent and routine contact with children, including staff employed in local child welfare offices.

Counties are reminded of the Welfare and Institutions Code Section 16501, Chapter 284, Statutes of 1995, which provides county child welfare agencies the authority to obtain fingerprints for purposes of checking for state-level and federal-level criminal histories, and a signed declaration under penalty of perjury regarding any prior criminal conviction.

The California Department of Social Services strongly encourages counties to consider the options available under state law and the services of the DOJ to conduct a criminal record background check for both prospective and current employees. Additionally, subsequent arrest notifications often referred to as “rap-backs,” can be obtained through the DOJ website at http://ag.ca.gov/fingerprints/. In order to receive subsequent arrest

notifications, counties should check the appropriate box on the Live Scan form when initially submitting for the fingerprint check.

Further information to assist counties is also available in the Guidelines for Screening Care Providers published by the federal Office of Juvenile Justice and Delinquency Prevention at: http://ojjdp.ncjrs.org/publications/index.html.

If you have further questions, please contact me at (916) 651-6600.

Sincerely,

Original Document Signed By:

LINNÉ STOUT, Chief
Child Protection and Family Support Branch

c: CWDA