



1. Can a potential adult volunteer have supervisory responsibility for youth before the background investigation is completed?

No, a potential adult volunteer must complete all volunteer screening including the DOJ clearance.

2. What happens when 4-H YDP staff or an adult volunteer invites a non 4-H adult to attend a non-overnight 4-H YDP event or activity?

In this case, the 4-H YDP is responsible for supervision of the youth and the guest would not have to be fingerprinted.

3. Will fingerprinting screen out 100 percent of potential problems?

No. The fingerprint process will only “red flag” convictions in the specific areas listed in the California Penal Code. This method is not a 100 percent guarantee that potential problems will be detected, nor is any other process we have. Having this process is, however, a significant deterrent. The process will help to reject an applicant if his/her records show they are a danger to youth and will likely keep more individuals with questionable backgrounds from applying for a position.

4. What will happen if an adult volunteer responsible for the supervision of youth, refuses to be fingerprinted?

Refusal to comply with UC/4-H YDP policies and procedures will result non appointment or termination of adult volunteer if appointed with no youth supervision requirements.

5. What are some of the more common reasons that fingerprint submissions are rejected?

Livescan and fingerprint card submissions can be returned by DOJ/FBI for a variety of missing information pieces ranging from fees or billing information, through DOJ assigned number and employer address, to missing applicant information. This latter category is the most common problem with the missing information often being legible fingerprints, signature of applicant, complete name and residence address of applicant, reason for fingerprints (applicant type and title), and other necessary information (e.g., SSN, Sex, Height, Weight, Eye Color, DOB, Place of Birth). Careful completion of the card or live scan request avoids the unnecessary delays associated with rejected submissions.

6. Who do I contact when I have questions about the fingerprinting process or DOJ/FBI processing?





The ANR Office of Risk Services (ORS) will coordinate the responses to questions that arise. Queries can be e-mailed to Risk Services Analyst Linda Harris.

7. We have an ORI Number, do we need a mail code number?

Yes. To receive electronic notification of a volunteer background investigation you must request a mail code number for electronic fingerprint clearance notification.

8. Does the Department of Justice (DOJ) accept faxed copies?

No, faxed copies are not accepted. There are no exceptions.

9. Where can I find the Livescan (electronic fingerprinting) application on-line?

The blank form is on the California Attorney General's website at:

http://ag.ca.gov/fingerprints/forms/BCII_8016.pdf

For a list of Livescan sites go to: <http://ag.ca.gov/fingerprints/publications/contact.php>

You can also find Livescan forms partially completed with ANR-specific information on the Risk Services website under Forms/Waivers:

http://groups.ucanr.org/ANR_Risk_Services/Forms_and_Waivers/

10. What will happen if a Livescan application is missing information and/or forms?

It will be returned to you and will not be processed by the DOJ.

11. Should I keep a copy of all documents sent to DOJ?

Yes, you should retain a copy of all documents sent to DOJ.

12. Are all 4-H YD Programs required to file for Subsequent Arrest Notification?

All counties should have applied to the DOJ by October 1, 2006 for subsequent arrest notification.

13. Is there information available to UCCE county directors about the Subsequent Arrest Notification process?

You may contact the UC ANR Office of Risk Services for specific information, and you may also find the contract for Subsequent Arrest at

<http://ag.ca.gov/fingerprints/forms/subarr.pdf>





14. Is there a process to follow if a county receives a Subsequent Arrest Notification for an adult volunteer?

Yes, you should contact the Statewide 4-H YDP Office, your Regional Office, and ANR Office of Risk Services to assist you through the process.

15. Who do I contact if I need help regarding a Subsequent Arrest Notification?

You should contact the Statewide 4-H YDP Office.

16. What is the policy about how to maintain Subsequent Arrest Notification records?

A confidential business record will be maintained that indicates all active adult volunteers who have received a background clearance from the California DOJ and the date of this clearance. All fingerprint cards, returned by the California DOJ, as well as all DOJ faxed or emailed notices on applicant clearance must be destroyed after recording the DOJ results as a confidential business record in the local office.

The following information must be retained as part of the confidential business record:

- A. Name of applicant*
- B. Date received and type of response from DOJ (clearance/non-clearance)*
- C. Type of application (original or resubmission)*
- D. Original ATI number*
- E. Level of service:*

- 1. Basic DOJ clearance*
- 2. Follow-up service*
- 3. FBI clearance*

17. When an adult volunteer is not reappointed or terminated what process does the UCCE county office follow?

The County Office issues a letter of non-reappointment or termination. Examples are included in this binder. The State 4-H Office is notified in a blind copy. The letter outlines procedures for volunteers to return any property or banking account information to the county office. The volunteer is relieved of his/her leader card.





18. How long should a UCCE county office keep DOJ (clearance and subsequent arrest notification) information on file?

Any criminal record information that is reported during the DOJ clearance or under Subsequent Arrest Notification is confidential and should be destroyed after it is reviewed. However, you should retain identification information (i.e. items A-E in Question 16 above) as a part of the confidential business record as long as the volunteer is active or for two years after the volunteer is no longer in service.

19. The Live Scan form is a three part form. Should the UCCE county office keep a copy of the Live Scan form if an adult volunteer returns it to the UCCE county office?

Yes, as it has all the information needed that is mentioned in Question 16 above. However, you should delete the DOB, SS# and Drivers License information.

20. What if a county office receives notification that an adult volunteer applicant has fingerprints that lack significant ridge detail for identification?

*The DOJ has a **Request for Applicant Name Check form**. This form is to be used by the submitting applicant agency to request an FBI name check when an applicant has had two transactions rejected due to poor quality fingerprints. Both rejections must be for the same applicant type and applicant title. An FBI name check must be requested within 90 days of the second rejection notice.*

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