

FINGERPRINT CONSORTIUM CRIMINAL RECORD CLEARANCE DISTRICT PROCEDURES

The following will be the procedure for designated district personnel to utilize the Criminal Record Clearance system for criminal history background checks conducted by the Department of Justice (DOJ) that may be required as a condition of employment for potential employees and volunteers.

OBTAINING ACCESS TO FCOE CRIMINAL RECORDS CLEARANCE SYSTEM (CRC):

1. Access to the CRC portion of the **“Everest”** program requires an additional login and password specific to CRC. To obtain access contact the Fresno County Office of Education (FCOE), Human Resources Department at (559) 497-3736.
2. The Superintendent or person authorized to act on behalf of the Superintendent must complete the **“Personnel Designation/Removal Form”** and send originals to the FCOE – Human Resources Department, Fingerprint Consortium. This will designate the appropriate district contact person(s) to receive information pertaining to the applicant’s background. As staff changes occur, the district shall submit an updated form that reflects the most current authorized personnel. (See Attachment A)
3. Any employee authorized to access confidential Criminal Offender Record Information (CORI), must complete the **“Employee Statement”** and send originals to the FCOE – Human Resources Department, Fingerprint Consortium, (i.e., Superintendent, Administrators or Human Resources staff). A signed copy of this form must be placed in their district personnel file. (See Attachment B)

CRC SYSTEM:

The following steps will guide you through the process to access the CRC system. The CRC system provides employee look up to view the common list and the district appointment system.

1. Access the CRC System:
 - a) Login to the County Office **“Everest”** system utilizing your assigned User ID, Password and District #. Use the tab key to move to the next fields and Click **“Login.”**
 - b) Go to the **“Criminal Records Clearance”** (CRC) application.
2. Employee Lookup: Applicants fingerprinted through the FCOE Fingerprint Consortium and has no criminal history indicated by the Department of Justice (DOJ) are entered into the CRC system. To verify if a clearance is on file with FCOE, click on **“Employee Lookup.”** You will then be asked to login:
 - a) Enter your User Name
 - b) Enter your Password (specific to CRC)
 - c) Click **“Submit”**

The Criminal Records – Employee Lookup screen will appear:

- i. Enter the nine (9) digit Social Security Number of the employee;
- ii. Click "Search"

One of the following two screens will appear:

- i. **"Employee Not Found"** – this will indicate that the employee's clearance is not on file with FCOE; or
- ii. The employee clearance screen will appear and provide the individual's first and last name, level of service (DOJ or FBI), and date the clearance was received, which district initiated the fingerprint, and all other requesting districts including the date and time the clearance was viewed. At the bottom of the screen it will state: **"This Person is APPROVED for Hire"**.

3. District Appointments: If the employee is not in the CRC system, the district will need to schedule an appointment by clicking the **"District Appointments"** option:

This screen will provide one of two prompts:

- a) "Make a New Appointment"
- b) "View an Existing Appointment"

To **"Make a New Appointment"**

- i. Enter the Date: (Example: 07/25/2012) NOTE: The slashes are required.
- ii. Press **Enter**
- iii. Click the **"Name/Comments"** field next to the time you would like to schedule the appointment.
- iv. Enter the individual's First and Last Name along with their phone number.
- v. Click **"Add"**
- vi. The system will display the following prompt **"Appointment(s) made successfully"**.

You may utilize a **"Quick Search"** by leaving the date field blank and press **Enter**. When you click on a preferred date it will list the available times. Once an appointment has been scheduled, the time will no longer be displayed on this screen. You may enter as many appointments for one day as your district requires, and then press **"Add"** to update appointment calendar.

To **"View an Existing Appointment"**: To look up a previously scheduled appointment, you may view this screen by either entering a specific date or a person's name.

To **"Search by Name"**: The screen will display the appointment in the system under this name.

- i. Type in the individual's name
- ii. Click **"Search"**

NOTE: Search results will not provide applicant appointments prior to the date of the search.

To **“Search by Date”**: The screen will display all appointments created by your district on this specific date.

- i. Type in the date using the slashes (Example: 07/25/12).
- ii. Click **“Search”**

CRITICAL NOTE: If you are scheduling an appointment, **NO other user** within the fingerprint consortium can access available appointment times until you click **“ADD.” BE SURE TO LOG OFF THE SCHEDULE FUNCTION WHEN COMPLETED.** Districts are limited to **“ADD”** appointments only.

If you need to reschedule or cancel an appointment you must call 497-3736 or email the FCOE Human Resources Assistant for the Fingerprint Consortium.

REQUEST FOR LIVE SCAN SERVICE – APPLICANT SUBMISSION FORM:

1. Complete a **“Request for Live Scan Service - Applicant Submission”** form for each individual. (See Attachment C) These forms are available electronically from the DOJ website at http://www.ag.ca.gov/fingerprints/forms/BCII_8016A.pdf (DOJ no longer supplies hard-copy Live Scan forms) or on FCOE’s Fingerprint Consortium site at: www.hr.fcoe.org/fingerprinting-resources.

Enter your district and applicant information accordingly:

- **ORI:** A0888
- **Type of Application:** Check the appropriate box for Classified School Employee, Credentialed School Employee or Volunteer.
- **Job Title or Type of License, Certification or Permit:** Enter the job title for which the applicant is applying.

Agency Address Set Contributing Agency:

- **Agency Name:** Fresno County Office of Education
- **Street Address:** 1111 Van Ness Avenue
- **City, State, and Zip:** Fresno CA 93721-2000
- **Mail Code:** 01683
- **Contact Name:** FCOE Contact Person
- **Phone No:** (559) 497-3736

Applicant Information:

- **Name of Applicant:** Indicate Legal Name, Last, First and Middle;
- **Also Known As (AKA’s):** Indicate nickname, maiden name, or any name used other than the name listed on their birth certificate;
- **CDL No.:** CA Driver’s License #
- **DOB:** Date of Birth **Sex:** Gender **Misc. No. BIL:** District’s Billing Number
- **Ht:** Height **Wt:** Weight **Misc. No. :** Leave blank
- **EYE/Color:** Eye Color **HAIR/Color:** Natural Hair Color
- **Home Address:** Leave Blank
- **POB:** Place of Birth (City and State)
- **SSN:** Social Security Number (all 9 digits)

Department Information:

- **Your Number:** List your District Number - District Name (i.e. 01 – FCOE)
- **Select the Level of Service(s):** Check the box(s) DOJ and FBI
- **If Resubmission:** Leave blank, FCOE will complete if applicable.

Live Scan Completed by:

- This section will be completed by FCOE at the time of the fingerprint appointment.

2. Send the completed **“Request for Live Scan Service”** form, with the applicant to their prescheduled appointment.

Note: The **“Request for Live Scan Service”** form must be printed on 3 part NCR paper for distribution and billing.

DOJ RESPONSES:

The DOJ and FBI responses will be received by FCOE, at which time the district originating the fingerprint request will be notified via email. (See Attachment D) If the applicant has a ‘No Record Response’ the individual is cleared by the Department of Justice, and FCOE will add the applicant information in the CRC system when received.

If the applicant has a criminal record, the Fresno County Office of Education (FCOE) will notify the originating district, and the record will be kept on file for 30 days during which time district representatives authorized to view Criminal Records may review the record at FCOE. After 30 days the record will be destroyed. When planning to review records, please contact the FCOE Human Resources Assistant for the Fingerprint Consortium with the anticipated date and time of arrival. For more information about **“Specific Offenses”** see Attachment E.

DOJ BILLING AND FCOE FEES:

The Department of Justice will bill each district directly for each fingerprint processed by FCOE. The fees are based on the level of service requested, refer to **“Fingerprint Fee Schedule”** (See Attachment F):

- DOJ, search of California records only \$32
- FBI, nationwide search \$17;
- FBI, nationwide search for Volunteers \$15

FCOE will bill the district a \$20 processing fee per applicant printed on-site. For any applicant printed off-site, there will be a \$15 processing fee. This fee will be charged to the district on a quarterly basis, through a district transfer. Districts using the FCOE Billing Number will be charged the full amount of fingerprint fees, based on the level of service requested.

NO LONGER INTERESTED FORMS:

California Penal Code section 11105.2 (d) states, in part, that any agency which submits the fingerprints of applicants for employment or approval to the Department of Justice (DOJ) for the purpose of establishing a record of the applicant to receive notification of subsequent arrests, shall immediately notify the Department when employment is terminated or the applicant is not hired.

Consortium Members are required to notify the FCOE Fingerprint Consortium via email when the employee separates from service, and/or when an applicant or volunteer is not actually retained in the position for which they applied by indicating a request for a “No Longer Interested” form to be submitted to DOJ. The Human Resources Assistant will complete the “No Longer Interested Form” and submit to DOJ on behalf of the requester.

PLEASE NOTE:

Should your district receive any inquiries regarding the Fingerprint Consortium, please refer them to the FCOE Administrator of Human Resources. Do not complete any paperwork from the Department of Justice directly. All correspondence should be addressed to the FCOE – Human Resources Department, Fingerprint Consortium.