



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: CRIMINAL RECORDS BACKGROUND  
CHECK AND FINGERPRINTING POLICY**

**Policy No.: A201.1  
Supersedes: July 15, 2003  
Revision Date: August 12, 2013  
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### PURPOSE

b ensure that any employee newly hired, rehired, or transferred in from another County department, does not have a criminal record that might conflict with duties performed or a criminal conviction that might pose a potential threat to the Department of Health Services (DHS) or the public served in performance of duties

### POLICY

A newly hired employee, both permanent and temporary, as well as employees transferring into the Department from other County departments, will be fingerprinted. Fingerprints are submitted to the State of California Department of Justice (DOJ) and to the Federal Bureau of Investigations (FBI) for criminal records background check. Continued employment is contingent upon the outcome of the background check. Any conviction( s) disclosed in the background check that have not been disclosed on the Employee Information Sheet or the County Employment Application may be cause for dismissal, in accordance with Civil Service Rule 18 031, which states that disciplinary action, including discharge, is appropriate in regards to".....qualitative as well as quantitative elements of the performance such as . failure to report information accurately and completely .. " Certain criminal offenses may disqualify an individual for employment (Attachment I).

The County shall not place a person if convicted of a felony or misdemeanor; except that such conviction may be disregarded if it is determined that there were mitigating circumstances or that the conviction is not related to the position and poses no threat or risk to the County or the public Persons with criminal convictions may still be placed in a position for which they qualify and in which their previous convictions do not pose a risk. Each case is to be individually reviewed and evaluated by the local Human Resources manager or his/her designee..

Each Department's Human Resources Manager is designated as the custodian of information regarding criminal convictions and will be responsible for its security and confidentiality. All fingerprinting and criminal conviction information will be maintained under lock and key and will not leave the premises of Human Resources Information should be accessed by designated staff only A log for review of information will be maintained listing the name and title of the individual reviewing the information, the date and time of such review and the reason for their view. Each entry shall be reviewed and approved by the Human Resources manager's signature. All automated systems containing conviction information must be secured to prevent unauthorized access, alteration, deletion, or release of the information Computer terminals shall be located in secure premises The retention and sharing of conviction information is strictly prohibited

### PROCEDURE

All employees who are fingerprinted shall sign a form advising them that continued employment is contingent upon the outcome of the criminal records background check and that any conviction(s) disclosed in the

EFFECTIVE DATE: September 1, 2001  
APPROVED BY:

COUNTY OF LOS ANGELES · DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.

background check not divulged by the employee may be cause for dismissal (Attachment II)

Criminal conviction information will be obtained through fingerprints submitted to the DOJ and FBI within two business days of employment.

### LIVE SCAN OPTIONS

Option 1- Live Scan may be performed at the following Los Angeles County-DHS facilities:

HSA/OMC & LAC+USC Medical Center  
5555 Ferguson Drive, 2nd Floor  
Commerce, CA 90022  
M-F 8:30am to 4:30pm.

Olive View-UCLA Medical Center  
14445 Olive View Drive  
Sylmar, CA 91342  
M-F 8:30am. to 4:30p.m.

Rancho Los Amigos National Rehab Center  
7601 E. Imperial Highway  
Downey, CA 90242  
M-F 8:30am to 4:30pm

Harbor-UCLA Medical Center  
1000 W Carson Street  
Torrance, CA 90509  
M-F 8:30am. to 4:30pm

High Desert MACC  
44900 N 60th Street, West  
Lancaster, CA 93536  
M-F 8:30am. to 4:30pm

Martin Luther King, Jr. MACC  
12021 S Wilmington Avenue  
Los Angeles, CA 90059  
M-F 8:30am to 4:30pm

There is no charge to the applicant if Live Scan service is completed at a DHS facility. At the time of Live Scan service, applicant is required to complete and provide the Request for Live Scan Service Form and the Pre-Employment Packet which include the Employee Information Sheet, the Background Investigation Policy Form, the Conviction Disclosure Instructions, the Non-County Assignment Acknowledgment, and the Comprehensive Policy Statement.

Local Human Resources staff shall assist applicants in completing the Request for Live Scan Service, Applicant Submission form (DOJ form #BCII 8016, Attachment III) accurately and clearly. Each applicant must furnish valid photo identification, i e, Driver's License, Passport, etc. The applicant then proceeds to the LIVE SCAN terminal to be fingerprinted. The information from the Applicant Submission form is entered into the LIVE SCAN terminal using the LIVE SCAN Data Entry Guide, and fingerprints are then scanned.. After successful entering of information and electronic capture of fingerprints, information is transmitted to the DOJ and the FBI

Option 2- Live Scan may be performed at a "public" Live Scan agency. A public Live Scan agency is in fact a private business or entity that provides Live Scan service to the general public. For example: The UPS Store, Mailboxes, Etc , Express Photo, L-1 Enrollment Services are private businesses that provide Live Scan service to the public. Option 2 is only available to California residents.

The applicant is responsible for paying for the rolling fees, Rolling fees vary from location to location and cover the operator's cost for rolling the fingerprint images. DHS Human Resources will incur the additional processing fees as required for the State (DOJ) criminal history record checks and future subsequent

notifications. The charge is incurred when the public Live Scan Agency enters DHS HR Mail Code: A06096 and Billing Code: 149938 into the applicable fields on the Live Scan machine

Public Live Scan agencies are not available in all states. Applicants are encouraged to utilize the internet and search for a Live Scan agency in his/her respective state. A listing of public Live Scan agencies within California can be accessed on the California Department of Justice website at <http://ag.ca.gov/fingerprints/>

Upon completion of the Live Scan Service Form and Pre-Employment Packet, the applicant may mail the documents to the DHS Background Verification Unit (BVU) at 5555 Ferguson Drive, 2nd Floor, Commerce, CA 90022; or electronically scan them to the DHS BVU Supervisor, Gloria Alvarez at [galvarez@dhs.lacounty.gov](mailto:galvarez@dhs.lacounty.gov).

Option 3- Ink Fingerprinting- Hard Card Fingerprinting may be performed by a local law enforcement agency. With this option, the applicant is responsible for paying the rolling fees charged by the agency. In order to initiate this process, the applicant must contact the DHS BVU at (323) 869-8242. The DHS BVU will mail a fingerprint card, the Pre-Employment Packet, and the applicable instructions for completing the process. Since this process is conducted via standard mail service, we recommend that applicants choosing this option begin at least 2-4 weeks prior to their scheduled start date. All out-of State applicants must select Option 3.

Designated local Human Resources staff will follow up with the DOJ and FBI regarding outstanding fingerprints that have not been returned within 45 calendar days.

Upon determination of an applicant's fitness for employment, cards shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained.

In cases of disclosure of a criminal conviction not previously disclosed by an employee, the local Human Resources Manager shall be notified. At the discretion of management, any employee who misrepresents criminal history information, whose criminal history is incompatible with the duties to be performed, or who poses a threat to the County or the public being served in performance of duties, may be discharged.

REFERENCE: California Code of Regulations, Title 11 Section 708  
Penal Code Section 11105 and 13300  
County Code Civil Service Rule 6.04  
County Code Civil Service Rule 18 031  
DHS Human Resources Memo, Expansion of the Criminal Background Check  
Program Approved by the Board of Supervisors, Dated 05/29/13

Revised: July 15, 2003 GHI:mm  
August 12, 2013 AC



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A1778

ORI (code assigned by DOJ)

Employee 11105(B)(11) PC (Non-County Employment)  
Authorized Applicant type

Type of License/Certificate/Permit OR Working Title (Maximum 30 characters- if assigned by DOJ use exact title assigned)

#### Contributing Agency Information:

CACBRANCHO LOS AMIGOS LACO

Agency Authorized to Receive Criminal Record Information

7601 E IMPERIAL HWY

Street Address or P O Box

DOWNEY

City

CA 90242

State ZIP Code

A06096

Mail Code (five-digit code assigned by DOJ)

Gloria Alvarez

Contact Name (mandatory for all school submissions)

(323) 869-8242

Contact Telephone Number

#### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number 149938  
- "A g , , cy B il lin g " N om b oc " J

Place of Birth (State or Country) Social Security Number

Misc. Number -- T < 1 1 i --  
(Other Identification Number)

Home Address Street Address or P O Box

City State ZIP Code

Your Number: \_\_\_\_\_  
OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P O Box

City State ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed