

# Arrest Reports and Clearinghouse

What you need to know about Criminal History Information

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**San Diego County Office of Education**

# Agenda

- Fingerprinting 101
  - Who must be fingerprinted?
  - Who am I printing for?
  - DOJ Responses
  - What is considered serious or violent?
- Clearinghouse
  - What is the Clearinghouse?
  - What can I see in the Clearinghouse?
  - Clearinghouse Status Definitions
  - Weekly Report
  - Appeal Process





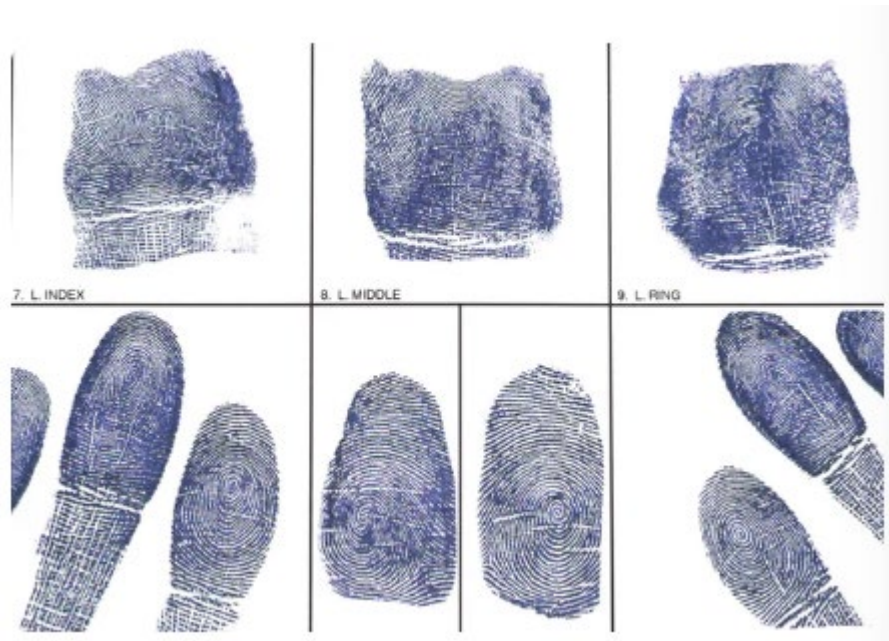
"I'd like to run for class president but I'm afraid of the background check. I once faked sleep during nap time in pre school."

# Fun Fingerprint Facts

- For Employment, Fingerprint submissions may be sent to DOJ only, or DOJ and FBI, never just FBI.
- Department of Justice (DOJ) results reflect *state* level criminal offenses in the state of California only.
- Federal Bureau of Investigation (FBI) results reflect any criminal offenses in the United States including federal offenses.
- If you are hiring classified applicants coming from out of state or who have worked for a federal agency, it is suggested you print for both DOJ and FBI prior to employment.

# Fingerprinting 101

## Who must be printed?



# Fingerprinting Employees Classified

- **California Education Code § 45125** requires all classified employees to have fingerprint clearance from the California Department of Justice (DOJ) prior to employment.
  - Optional to be printed for FBI – however, if they are coming from out of state or who have worked for a federal agency, it is suggested you print for both DOJ and FBI prior to employment.

# Fingerprinting Employees Certificated

- **California Education Code §44340 & §44341** require that all individuals who seek to obtain California credentials, certificates, permits, and waivers issued by the California Commission on Teacher Credentialing (CTC) receive fingerprint clearance from the **California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)** through the Commission.
- **California Education Code, 45125.1**, all "certificated employees" who work in a California school district are required to undergo fingerprinting and a criminal background check through the Department of Justice (DOJ) to verify their eligibility for **employment**; this applies even to those who may only have "limited contact" with students, meaning no exceptions are generally made based on the level of interaction with pupils.

# Fingerprinting Contractors/Vendors

- California Education Omnibus Bill Trailer Act **AB 130** (2022) Requires employees of entities that have contracts with school districts to obtain valid criminal records summaries if they will interact with students. This applies to contracts for off-campus services, including virtual/online services.
- California Assembly Bill **AB 506** requires churches and other youth service organizations to perform Live Scan background checks on employees and volunteers. This law went into effect on January 1, 2022.



# **Fingerprinting 101**

## **Who am I printing for?**



# Education Fingerprint Options

- **41-LS Form** Request for Live Scan Service - Commission on Teacher Credentialing's form. Always DOJ & FBI and results go only to CTC.
- **Clearinghouse** – SDCOE's centralized system for receiving and maintaining fingerprint results of temporary, part-time, or substitute certificated and classified employees employed in San Diego County.
- **Employer's Livescan form** - Unique DOJ's Originating Agency Identifier Number (ORI) assigned by the DOJ. This identifies where the fingerprint results will be sent. Employer will receive the results directly.

# Non-Education Fingerprints

Who needs to have a fingerprint background check? Many jobs!

- Doctors, Nurses, Chiropractors,
- EMT, Paramedics
- Medical students
- Child Care facilities (social services & employment)
- Private adoption
- Firearms
- Healthcare
- State Gaming
- Riverboats/Gambling License
- Casino Workers
- Cannabis Dispensing Agent
- Bank Employees
- Amusement park and Carnival employees
- Pyrotechnic Distributor Employees
- Locksmiths
- Private Alarm Contractors
- Real Estate Appraisers
- Tow Truck Driver
- Drivers Training Instructor
- Charter Bus Driver

# Why print multiple times?

California law requires all public-school employers to secure criminal background clearance for each new employee. It is prohibited for different agencies to share confidential fingerprint results with each other. The information provided by the Department of Justice to each employer regarding previous criminal history information is confidential. As a result, this information may not be shared between employers AND therefore, each new employer must obtain clearance.

# DOJ/FBI Responses



# DOJ/FBI Response Legend

RESPONSE (from DOJ/FBI)	Description
No Record/FBI No Hit	No arrest report
CA Delay/FBI Delay	DOJ or FBI needs more time to review data
APP Reject/FBI Reject	Applicant needs to be reprinted due to quality or data issue
RAP Sheet/FBI Hit (Record)	New fingerprint roll shows arrest on file
Subsequent Arrest Report (DOJ)	Fingerprints currently on file and new arrest reported
Subsequent Disposition Notice (DOJ)	Follow-up on prior arrest report. Not a new arrest.

# DOJ/FBI No Record

**“DOJ No Record”  
or  
“FBI No Hit”**

\*\*\*\*

Based upon a fingerprint search of records contained in the Bureau of Criminal Information and Analysis files, there is no information meeting dissemination criteria pursuant to California law on the above-named individual.

No information found

DOJ

\*\*\*\*

Based upon a fingerprint search of records contained in the Federal Bureau of Investigation files, there is no out-of-state or federal criminal history information on the above named individual that meets dissemination criteria pursuant to California law.

FBI

# DOJ Delay/FBI Delay

\*\*\*\*\* CA DELAY NOTIFICATION \*\*\*\*\*

RE: This is to notify you of a delay in completing the following applicant transaction.

DOJ

RE: FINGERPRINTS SUBMITTED TO THE FBI

\*\*\*\*\* FBI DELAY NOTIFICATION \*\*\*\*\*

RE: This is to notify you of a delay in completing the following applicant transaction.

FBI

THIS BACKGROUND CHECK REQUIRES MANUAL INTERVENTION AND WILL TAKE TIME TO COMPLETE. QUESTIONS RELATED TO THE DELAY (THAT CAN BE CAUSED BY MANY FACTORS) CANNOT BE RESPONDED TO AS THERE IS NO PERTINENT INFORMATION THAT CAN BE STATUTORILY PROVIDED TO YOU UNTIL THE REVIEW OF ALL RELEVANT INFORMATION IS COMPLETE.



# Rejected Prints

DOJ

RE: DOJ APPLICANT FINGERPRINT SUBMISSION  
\*\*\*\*\* DOJ APPLICANT REJECT NOTICE \*\*\*\*\*  
\*\*\*

The Department of Justice was unable to process the applicant fingerprint transaction for this individual due to the reason listed below. The applicant must be re-fingerprinted either electronically at any Live Scan site, or, if the individual resides out-of-state, on a standard FBI applicant fingerprint card (FD-258).

This applicant fingerprint submission was rejected for the following reason(s):

**Fingerprint Quality Too Low To Be Used**

## First Reject

RE: DOJ APPLICANT FINGERPRINT 2ND SUBMISSION  
\*\*\*\*\* DOJ APPLICANT REJECT NOTICE \*\*\*\*\*  
\*

The Department of Justice was unable to process the applicant fingerprint transaction for this individual due to the reason listed below.

This applicant fingerprint submission was rejected for the following reason(s):

**Fingerprint Quality Too Low To Be Used**

THIS IS THE SECOND REJECTION DUE TO POOR QUALITY FINGERPRINTS. A DOJ Name Check will automatically be processed. No additional processing fees will be charged for this name check.

## Second Reject

FBI

RE: FINGERPRINTS SUBMITTED TO THE FBI -  
REJECTION

The applicant fingerprint transaction for this subject was rejected by the FBI for the reason listed below. If the applicant resides in California, he/she must be re-fingerprinted electronically at any Live Scan site. Out-of-state residents can re-submit on a standard FBI fingerprint card (FD-258).

IF THIS IS THE SECOND REJECTION FOR POOR QUALITY FINGERPRINTS, you may request to have an FBI name check performed. If you wish to have an FBI name check, please submit a Request for Applicant Name Check form within 75 days of the date of this letter. The form can be accessed at <http://ag.ca.gov/fingerprints/agencies.php> No additional processing fees will be charged for this name check.

# AB75 – Name Lookup

RE: DOJ APPLICANT NAME SEARCH – AB75 No Hit

A NON-FINGERPRINT BASED SEARCH OF DEPARTMENT OF JUSTICE FILES REVEALS NO INFORMATION MEETING DISSEMINATION CRITERIA PURSUANT TO CALIFORNIA LAW, FOR THE PERSON NAMED BELOW, BASED ON NAME, BIRTH DATE AND/OR OTHER IDENTIFYING INFORMATION.

This notification is being provided to you pursuant to Penal Code Section 11105.7. The Department of Justice has determined that the applicant is currently unable to provide legible fingerprints due to disability, illness, accident or other conditions beyond his/her control. Penal Code Section 11105.7 states:

"The Department of Justice will make a determination that the person presently is unable to provide legible fingerprints and therefore shall be deemed to have complied with the statutory requirement to submit fingerprints. The Department, using available personal identifying data that the Department deems appropriate, shall then conduct a search to determine if the person has a criminal history."

DOJ

FBI

RE: FBI NAME CHECK - NO HIT

A name search of the FBI files for out-of-state or federal criminal history information reflected "NO RECORD BASED ON DESCRIPTIVE DATA" on the following applicant. FBI name checks are processed by utilizing descriptor information and ARE NOT SUBSTANTIATED BY FINGERPRINT VERIFICATION.

# DOJ/FBI Responses

## DOJ “RAP Sheet” or Record

Official Record of Arrests and Prosecutions

COURT:

20070709 CASCNEWPORT BEACH

001:07HM05xxx

243(E)(1) PC-BAT:SPOUSE/EX SP/DATE/ETC TOC:M

DISPO:CONVICTED-PROBATION

CONV STATUS:MISDEMEANOR TOS:4

SEN: 003 YEARS PROBATION, RESTN, WORK PROGRAM

20070709 DISPO:CONDITION OF PROB-FIREARM RESTRICTION

20120522 DISPO:CONV SET ASIDE & DISM PER 1203.4 PC

# DOJ/FBI Responses

## FBI “FBI Hit” Record

RE: CRIMINAL HISTORY INFORMATION FURNISHED PURSUANT TO FINGERPRINTS SUBMITTED TO THE FBI -  
RECORD HIT

\* This information is for OFFICIAL USE ONLY \*  
Unauthorized use is a criminal offense.

\*\*\*\*

FBI NO: 79257xxxx

1- COURT DATE-2003/03/25 SID#-ID00285xxx  
AGENCY-ADA COUNTY MAGISTRATE  
CASE #- CR-MD-2003-11xx  
CHARGE-1- THEFT-PETIT-MISD  
DISPOSITION- GUILTY  
SENTENCE-2 DAYS JAIL, FINE AND COSTS \$213.50

\* \* \* END OF MESSAGE \* \* \*

Based upon a fingerprint search of records contained in the Federal Bureau of Investigation files, this response contains all out-of-state and federal criminal history information that meets dissemination criteria pursuant to California law.

# Subsequent Arrest Info

- Fingerprint checks through the **DOJ** establish a reporting relationship between the employer and the DOJ. This allows for subsequent arrest reports to be sent to the employer regarding any future criminal activity and/or outcome of any pending criminal proceedings.
- Fingerprint checks through the **FBI** are a Point of Time report and does not allow for subsequent arrest reports to be sent to the employer. Some agencies whose employees work in other states, choose to reprint them regularly to ensure no new arrests are made.

# Subsequent Arrest Info

Our records indicate you have requested, or are statutorily mandated to receive, subsequent arrest notification service from the Department of Justice. Therefore, you will be advised of subsequent arrests for this individual. Pursuant to Section 11105.2 of the California Penal Code, your agency is required to notify the Department of Justice when it no longer has a legitimate interest in this subject, (i.e., the applicant is no longer, or was never employed; his/her license or certification is denied or revoked; or he/she is no longer eligible to renew or re-instate the license or certificate).

DOJ

FBI

This transaction has not been recorded by DOJ Bureau of Criminal Information and Analysis; therefore, no federal subsequent arrest information will be provided.

# DOJ Subsequent Arrest

## Subsequent Arrest Notification

Furnished pursuant to your prior Applicant Fingerprint Submission

\*This information is for OFFICIAL USE ONLY\*

Unauthorized use is a Criminal Offense

This information is being provided pursuant to Section 11105.2 of the California Penal Code and was verified at the time of submission. It is the responsibility of the authorized agency receiving the information to obtain independent validation of the current status of the arrest charge(s) prior to making any decision relating to the employment, licensing, or certification of the subject of this notice.

ARR/DET/CITE:

2024/09/28 CASOSAN DIEGO NAM:NAME,FAKE

001:19761069A

23152(A) VC-DUI ALCOHOL/DRUGS TOC:M

ARR BY:CAHPSAN DIEGO

002:

23152(B) VC-DUI ALCOHOL/0.08 PERCENT TOC:M

# **DOJ Subsequent Disposition Notice**

## **Subsequent Disposition Notification**

Furnished pursuant to your prior Applicant Fingerprint Submission

\*This information is for OFFICIAL USE ONLY\*

Unauthorized use is a Criminal Offense

COURT:

2024/04/08 CASCSAN DIEGO CENTRAL NAM:NAME,FAKE

001:M075223

2800.1(A) VC-EVADING PEACE OFFICER TOC:M

DISPO:DISMISSED

002:

2800.1(A) VC-EVADING PEACE OFFICER TOC:M

DISPO:DISMISSED

003:

415(1) PC-FIGHT/ETC IN PUBLIC PLACE TOC:I

DISPO:DISMISSED



# CA Fair Chance Act (2018)

- Employers cannot ask about conviction history before making a conditional job offer.
- If you decide not to hire someone in California based on their criminal record, you are legally required to provide:
  - Written explanation
  - A copy of conviction history report (if received)
  - Give applicant at least five business days to respond.
- If the applicant wishes to obtain a copy of his/her criminal history record, he/she should either contact the Department of Justice Record Review office at (916)227-3835 or access the required forms at [www.oag.ca.gov/fingerprints/security.php](http://www.oag.ca.gov/fingerprints/security.php).

# **DOJ No Longer Interested Form**

You must send a NLI form to DOJ whenever an individual is no longer employed, volunteering, or otherwise associated with your organization and you do not want to receive subsequent arrest notifications about them (terminated, not hired, or leaves a position)

# What offenses can stop me from working in education?

- Enumerated Crimes and Violent/Serious Felonies - See Education Code §§44424 and 44346.1 and Penal Code §§667.5(c), 1192.7(c), and 1192.8.
  - Examples: Robbery, Kidnapping, Assault with a deadly weapon, Willful cruelty to a child, etc.
- Sex Offenses - See Education Code §§44010, 44346, and 44425
- Controlled Substance Offenses - See Education Code §§44011, 44346, and 44425
  - Examples: Possession or sale of certain drugs

# San Diego County Clearinghouse



# **Fingerprint Clearinghouse for Temporary/Substitute Employment**

- The San Diego Clearinghouse has been in existence since 1998. The purpose of the Clearinghouse is to provide a single data source for background screening results for persons screened for temporary/substitute employment. It allows the results of criminal history checks to be shared among specific agencies when a person has applied to volunteer, be employed, or enter into a contract that requires a state and/or national fingerprint-based criminal history check.

# **Fingerprint Clearinghouse – Record Reviewers**

- There must be an identified Record Reviewer (RR) for each agency who will receive notifications of criminal activity.
- Record Reviewers must sign a confidentiality agreement created by the Department of Justice
- Record Reviewers will have access to the online system of all results
- Record Reviewers may view criminal reports any time in our office.

# Accessing the New Clearinghouse Search Portal (<https://sdcoe.service-now.com/credentials>) for Clearinghouse results



## Credential and Fingerprint Department

Welcome to the San Diego County Office of Education's (SDCOE) Credential and Fingerprint Department. We are here to help you with your credential and fingerprinting needs!

We have two locations that provide these services, our [San Diego main office](#) is in Linda Vista and our North County office is in San Marcos at the [North County Regional Educational Center](#) (NCREC).

To make an appointment for fingerprinting, please [log in](#) or create an account to see our appointment calendar. For credential services, please see our website for [walk-in hours](#).

Access our [Knowledge Base](#) for expert guidance on creating an account and scheduling appointments effortlessly. Click [here](#) to access helpful resources!

### Log in

User name

Password

[Forgot Password ?](#)

**Log in**

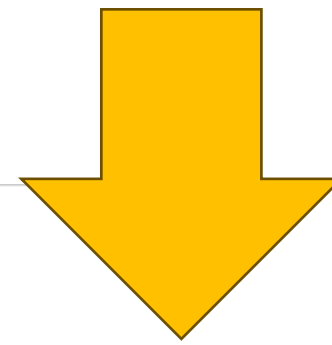
SDCOE Staff Member

Don't have an account? [Register](#)

Services



# How to Search



Use the search bar on the top right to search by **Social Security Number with dashes** (ex: 000-00-0000) or by **Last name then First name with no comma** (ex: Smith John).

**Note:** If the person has a name with a space (ex: Jo Mary) or two last names (Smith Rodriguez), you must use the first word only (ex: Smith Jo). Also, many responses have only the last 4 digits of the social security number so if you do not find the person, please reach out to our office at [sdcred@sdcoe.net](mailto:sdcred@sdcoe.net).

Search by:

- Social Security Number (include dashes) - recommended
- Last name First Name (or Last and last 4 digits of SSN)
- Last name (will return everyone with that name)

Fun Facts: Currently there are 169,000+ clients in the system!



### SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

**First Name:** Fake  
**Last Name:** Person  
**SSN:** 000-01-7881  
**DOB:** 01-01-1999

**Clearinghouse (CH) Status Legend**  
**Awaiting Results**

[Details](#)

End of results



# CH Lookup Screens

### SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

**First Name:** Fake  
**Last Name:** Person  
**SSN:** 000-01-7881  
**DOB:** 01-01-1999

**Clearinghouse (CH) Status Legend**  
**Awaiting Results**

[Details](#)

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Awaiting Results	05-01-2024	05-03-2024

Source	Response	Response Date
DOJ	No Record	05-01-2024

Current Status

More Details

000-01-7881

Q

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake  
Last Name: Person  
SSN: 000-01-7881  
DOB: 01-01-1999

Clearinghouse (CH) Status Legend  
Awaiting Results

Details

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Awaiting Results	05-01-2024	05-03-2024

Source	Response	Response Date
DOJ	No Record	05-01-2024

Pending: Awaiting Results

DOJ & FBI Results

000-01-7881

Q

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake  
Last Name: Person  
SSN: 000-01-7881  
DOB: 01-01-1999

Clearinghouse (CH) Status Legend  
Placed

Details

Current Status

DOJ Cleared Date: 05-01-2024  
FBI Cleared Date: 05-03-2024

Clear Dates

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Placed	05-03-2024	05-03-2024

Source	Response	Response Date
FBI	Record	05-03-2024
DOJ	No Record	05-01-2024

Final Status: Placed

# CH Lookup Screens

# Clearinghouse Status Legend



First Name: Fake  
Last Name: Person  
SSN: 000-01-7881  
DOB: 01-01-1999

## Clearinghouse (CH) Status Legend

**Placed**

DOJ Cleared Date: 05-01-2024

FBI Cleared Date: 05-03-2024

**Placed** - Individual has been placed in CH (may or may not have a record - see details for more info)

**Stay** - We received new results for an Individual that is currently in CH and will allow them to remain in the CH

**Awaiting Results** - All results have not been received yet

**Delay** - We received a "Notice of Delay" from DOJ or FBI which may delay the final results for days up to weeks

**Pending Review** - Results have been received but need to be reviewed before a decision is made

**Rejected** - Fingerprints have been rejected and the individual needs to be reprinted

**Not Placed** - Individual has not been placed in CH due to information received

**Removed** - Individual was in the CH but has now been removed due to new information received

# Social Security Numbers (SSN)

- DOJ changed their process to exclude the first 5 digits of the Social Security Number recently
- If we cannot match the name and date of birth, we enter the SSN with leading 000s
- If you find an employee with leading zeros in their SSN, please contact us with the full SSN so we can update our records.

# Clearinghouse Status Reports

- Weekly Reports sent out with details of all applicants processed during the last week with a CORI report

Name	SSN	DOB	PeopleSoft ID	Clearinghouse Status	Level Of Service	Source	Response
MARK [REDACTED]	[REDACTED]	06-14-[REDACTED]		Placed	DOJ with FBI	DOJ	Record
Jamie [REDACTED]	[REDACTED]	05-05-[REDACTED]		Stay	DOJ	DOJ	Sub Arrest Rpt
Maria [REDACTED]	[REDACTED]	01-15-[REDACTED]		Stay	DOJ	DOJ	Sub Arrest Rpt
Jose [REDACTED]	[REDACTED]	08-28-[REDACTED]	524-[REDACTED]	Removed	DOJ	DOJ	Sub Arrest Rpt
MARCAS [REDACTED]	[REDACTED]	04-14-[REDACTED]		Placed	DOJ	DOJ	Record

# Clearinghouse Denial Appeal Process

If we receive a Criminal Offender Record Information (CORI) report on an individual that compels us to deny entry into the Clearinghouse or remove an individual already in the Clearinghouse, the applicant has the right to appeal that decision. The applicant must request an appeal meeting in writing by contacting the Credentials Manager, Casey Choate, at [casey.choate@sdcoe.net](mailto:casey.choate@sdcoe.net).

All appeal meetings will be held virtually through an online platform, or in person at the San Diego County Office of Education, if preferred. During the appeal meeting, applicants may be asked additional questions about their history, and they may provide any backup documentation to support their case.

The SDCOE Clearinghouse will notify the applicant of the final decision within 10 business days of the appeal meeting. Please be aware that participation in an appeal meeting does not guarantee entrance into the Clearinghouse. Also, if the decision is reversed, the applicant will be required to be re-fingerprinted at their own expense. In addition, the results must be received and entered by our office prior to readmission to the Clearinghouse.

# Questions?



# Thank you!

