

Community Care Licensing Division (CCLD)

TRUSTLINE BACKGROUND CHECKS



Caregiver Background Check Bureau

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Caregiver Background Check Bureau (CBCB)

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Criminal Record Exemptions

- Processed for more than 20 licensing programs.

TrustLine (TL) Program

- Process applications and background checks for CDSS and CDE subsidized programs, Ancillary Day Care Program, Foster Care Mentors, and Volunteers.

Policy

- Write Regulations, Legislative Proposals, Bill Analyses, etc.

CBCB

(continued)

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Staffing

- 40 Analysts
- 19 Clerical
- 11 Managers

Workload (per year)

- + 21,000 fingerprints
- + 12,000 Rap Sheets
- + 18,000 TL Applications

TL Staff:

- 6 Analysts
- 4 Clerical
- 2 Managers



TL Statutory Requirements

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- ❖ Per H&S Code 1596.603, persons must submit fingerprints and a complete TL application.
- ❖ If convicted of certain crimes, a criminal record exemption is necessary before an individual can be TL Registered.
- ❖ Per H&S Code 1596.607 (a)(1), if the TL applicant has been convicted of a crime the department shall deny the application, unless an exemption is granted.



TL Exemption Analysts

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- Review and process DOJ and FBI RAP Sheets.
- Review arrest and CACI information.
 - ❖ CACI must be checked prior to granting a TL application to care for children.
- Refer arrest-only cases to the CCLD, Investigations Branch (IB).

Exemption Evaluation & Decision Process

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Things Analysts Consider:

- ❖ The type of crime committed
- ❖ Rehabilitation efforts made
- ❖ Length of time since last conviction
- ❖ Release from probation
- ❖ Self disclosure statements
- ❖ Character references
- ❖ Written verification of education, drug/alcohol treatment, or counseling

Processing Timeframes

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- ❖ Complete requests for exemptions must be provided within 45 days of the date on the letter.
- ❖ It may take CBCB up to 75 days to process the exemption.



Final Determinations

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- ❑ If CBCB does not receive a response from the individual, the exemption case will be closed.
- ❑ If the exemption is denied, CBCB sends notification of the denial to the individual.
 - ❖ The individual has 15 days to request an appeal.
- ❑ In addition, CBCB sends pending/cleared/closed status updates to the Network three times per week.





Non-Exemptible Convictions



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- ❑ Currently, there are 58 non-exemptible crimes, including:
 - ❖ Murder
 - ❖ Mayhem
 - ❖ Torture
 - ❖ Kidnapping
- ❑ Individuals with non-exemptible conviction(s) are not eligible to apply for a criminal record exemption.
- ❑ All arrests for non-exemptible crimes must be investigated.

Investigation of Arrests

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- ❖ Arrest-only investigation is conducted of all non-exemptible and other serious crimes.
- ❖ Investigation is completed by IB.
- ❖ IB determines if the “conduct” is substantiated to an administrative standard.

Investigation of CACI

- ❖ CACI must be checked prior to granting a TL application to care for children.
- ❖ When a CACI match is received, the analyst requests a copy of the report from the County Welfare Department.
- ❖ After reviewing the report, the analyst may refer the case to IB for investigation.

Mistaken Identity

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If the rap sheet contains incorrect information, the individual is informed to contact:
DOJ Records Department
(916) 227-3849



Background Check Information

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- The CCLD website is located at: www.cclid.ca.gov
- General information and FAQs can be accessed under Fingerprinting /Background Check Process



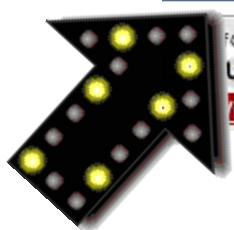
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Governor
Ernest R. Brown Jr.
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Community Care Licensing Division

CBCB Contact Information

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Information:

1-888-422-5669

Mailing Address:

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