



Superior Court of California County of Solano

LiveScan Procedures for Juvenile Justice Commission Volunteers

Persons wishing to volunteer for the Juvenile Justice Commission must complete a background check via LiveScan.

The Juvenile Justice Commission (JJC) Chair will provide Court Human Resources (Court HR) with the name of prospective volunteers needing a LiveScan.

The Chair will provide the prospective volunteer with the contact information for Court HR – CourtHR@solano.courts.ca.gov or 707-207-7471. It is the prospective volunteer's responsibility to contact Court HR to schedule their LiveScan appointment.

Court HR will coordinate the LiveScan appointment with the Sheriff's office.

The prospective volunteer will come to the Executive Office in the Hall of Justice to pick up the LiveScan form and pay the fee. The fee for the LiveScan process, as of September 1, 2018, is \$85. The fee covers the rolling fees charged by the Sheriff and the fingerprinting fee charged by DOJ. The prospective volunteer is responsible for paying the fees to the Court at the time he/she comes to pick up the LiveScan form. Payment is accepted by cash, money order, or personal check, payable to Solano Superior Court.

The Court will pay the Sheriff's Department through the regular billing process.

The results of the LiveScan will be sent to the Court and reviewed by the Court Executive Officer (CEO) or designee. The CEO or designee will advise the JJC Chair if the results are favorable or unfavorable. The Chair understands that the Court is not able to release the specific results.

The LiveScan process provides the requestor (the Court) a copy of the person's current criminal history and with any changes in that criminal history until such time as the requestor informs DOJ they are no longer interested in receiving criminal history information for the person. If the Court receives subsequent information that the CEO or designee deems as an unfavorable result, the CEO will notify the JJC Chair.

The JJC Chair will timely notify Court HR when a volunteer ceases their work with the JJC. Court HR will notify DOJ they are no longer interested in receiving the criminal history information for that person. Failure to notify DOJ in a timely manner may result in the Court losing its access to LiveScan.

09/24/18