

California Department of Justice  
DIVISION OF CRIMINAL JUSTICE  
INFORMATION SERVICES  
Nick L. Dedier, Director



# INFORMATION BULLETIN

*Subject:*

“RELATIVE PLACEMENT” NAME CHECKS

*No.*

00-08-BCIA

*Date:*

June 19, 2000

*Contact for information:*

Child Protection Program

(916) 227-3285

## TO: COUNTY CHILD & FAMILY SERVICES AGENCIES

California Health and Safety Code section 1522.06 and Welfare and Institutions Code section 361.4 authorize child and family services agencies to get background information from the Department of Justice (DOJ) on relatives, among others, prior to placing a minor into that relative’s care.

Per California Health and Safety Code section 1522.06, this background information is no longer available via the California Law Enforcement Telecommunication System, effective January 1, 2000. After this date, all relative placement background checks must be fingerprint based. Many agencies choose to use live scan technology to electronically submit their requests for background information. The electronic submission or live scan process is efficient for the Automated Criminal History System search, but is proving to be problematic for the Child Abuse Central Index (CACI) search. Therefore, until programming changes are functioning to allow the DOJ Child Protection staff to respond to the appropriate agency, the following procedures will be followed:

- **Fingerprint Checks** - Continue to send information via Live Scan using the form BCII 8016 for the “relative placement” applicant information.
- **CACI Checks** - FAX the “relative placement” applicant information to CACI using form BCIA-4084 (attached). Indicate “relative placement” in the “other” block to specify the purpose of the name check. The Child Protection Program staff will respond to the FAX request the same day received. On Saturday and Sunday, same day service is provided when the request is faxed to the DOJ Command Center. The Command Center fax number is provided on the attached form. Otherwise fax requests sent directly to the Child Protection Program will be handled on Monday if sent on Saturday or Sunday. The results of the CACI name check will be given by telephone unless a FAX reply is requested.

Sincerely,

DOUGLAS A. SMITH, Chief  
Bureau of Criminal Information and Analysis

For **BILL LOCKYER**  
Attorney General