

**ORANGE COUNTY SOCIAL SERVICES AGENCY
PDU DISPATCH****Effective Date: January 17, 2008**
Revised: March 10, 2011**Number: B-0120-D****Live Scan Services to Assess Reunification**

Background

Children and Family Services (CFS) staff may obtain state and federal criminal history information for the purpose of assessing a parent's or legal guardian's suitability to reunify with a dependent child of the Juvenile Court. In circumstances where a Family Reunification (FR) case plan is in effect and the assigned Senior Social Worker (SSW) is considering a Trial Visit or a recommendation of Family Maintenance (FM), the SSW may request that the parent/guardian submit to live scan fingerprinting. The SSW will only make this request if submission to live scan fingerprinting is included as a Service Objective in the FR case plan currently in effect for the parent/guardian and the parent/guardian has agreed to submit fingerprint images to obtain criminal history information as part of the case plan.

Note: For guidelines on statutory authority to request a live scan, refer to Attachment 7—Parties Subject to Live Scan Clearances of CFS Policy and Procedure (P&P) Live Scan Fingerprinting (B-0115).

When assessing suitability for reunification, the SSW will only consider criminal history that occurred after removal of the child from the parent/guardian's care. The SSW is not entitled to receive ongoing subsequent arrest notification (per Penal Code Section 11105.2) as a part of the live scan request.

The parent/guardian may decline the request to live scan; however, this factor alone will not be used to determine whether reunification is in the child's best interests.

**Addition to
Service Objective
in Case Plan**

All FR case plans will include a Service Objective that allows for live scan fingerprinting for the purpose of assessing suitability for reunification. In order to include this Service Objective in the case plan, the SSW will follow the process below:

1. For "In-Progress" case plans, click on the Service Objectives page tab.
2. Click on the "+" sign and select the name(s) of the participant(s) who will live scan.
3. Highlight "Do Not Break the Law."
4. Click OK.
5. Use **so24** autotext in the "Additional Description for Participant" box (i.e., *You will submit to live scan fingerprinting upon request of the assigned social worker to assist in determining suitability for reunification*).

Request for Live Scan Services

Prior to recommending return of the child to the parent/guardian's care, the SSW will provide the parent/guardian with a *Request for Live Scan Service (BCII 8016)* and will direct the parent/guardian to a CFS live scan site. The SSW will ensure that all required identifying information is completed on the form (see Attachment 1) and that Type of Application (see Attachment 2) indicates "Reunificatn Per 16504.5 Wi."

Note: The above spelling is not an error, but is the DOJ designation for the application type and title.

For further direction on completing the *Request for Live Scan Service (BCII 8016)*, refer to the "Request for Live Scan Service Form" Policy section of CFS P&P Live Scan Fingerprinting (B-0115).

Attachments

- Attachment 1—Sample Request for Live Scan Service Form with callout for Required Identifying Information
- Attachment 2—Sample Request for Live Scan Service Form with callout for Type of Application

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