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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

**Effective Date: July 30, 2004**  
**Revised: January 17, 2008**  
**Revised: March 10, 2011**  
**Revised: May 16, 2014**

**Number: B-0115**

## **Live Scan Fingerprinting**

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<b>Purpose</b>	To provide guidelines for requesting and completing criminal background clearances through live scan fingerprinting.
<b>Approved</b>	This policy was approved by Gary Taylor, Director of CFS, on May 16, 2014. <i>Signature on file.</i>
<b>Most Recent Revision</b>	This revision of the Policy and Procedure (P&P) includes: <ul style="list-style-type: none"><li>• AB1064 (2014) that amended Welfare and Institutions Code (WIC) 309 which expanded primary forms of identification for the purpose of a relative/NREFM home approval only</li><li>• The release of confidential criminal records to the person who is the subject of the live scan when it is the basis for an adverse employment, licensing or certification decision pursuant to Penal Code (PC) 11105 (2012)</li></ul>
<b>Background</b>	<p>Applicant Live Scan is a system for the electronic submission of applicant fingerprints to the Department of Justice (DOJ) and the subsequent automated background check and response.</p> <p>The DOJ provides Criminal Offender Record Information (CORI) to authorized agencies, including Orange County Children and Family Services (CFS), for the purposes of employment, licensing, certification, and volunteer clearances. For CFS, that information is primarily used for assessing prospective adoptive parent(s), licensing foster parent(s), evaluating placement resources, and</p>

assessing a parent or legal guardian’s suitability to reunify with a child who is a dependent of the Juvenile Court. Additionally, the information is used as a part of the application process for new staff at Orangewood Children and Family Center (OCFC) and for screening CFS/OCFC volunteers and interns prior to contact with CFS clients.

For purposes of this P&P, CFS clients and others receiving live scan services will be referred to as “applicants” throughout the document.

**Note:** For guidelines on statutory authority to request a live scan, refer to [Attachment 7—Parties Subject to Live Scan Clearances](#).

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**Definitions**

**CORI (criminal offender record information):** Penal Code Section 11075 defines CORI as records and data compiled by criminal justice agencies for the purposes of identifying criminal offenders and of maintaining as to each offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release.

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**POLICY**

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**Authorization to Receive CORI**

The DOJ is authorized to provide CORI to CFS to assist in fulfilling employment, licensing, and certification responsibilities. CFS use of CORI is restricted to the sole purpose for which it was requested.

**Electronic Submission**

Live scan fingerprints must be submitted electronically unless an electronic transmission site is regionally unavailable or internal processing procedures dictate a need to submit manually. Refer to Policy sections “Requests for Out-of-State Live Scans” and “Applicants With Disabilities” for further direction in these circumstances.

**Live Scan Operators**

In California, live scan fingerprinting must be conducted by a certified fingerprint roller or qualified law enforcement personnel. All CFS staff who operate a live scan terminal must be certified under the DOJ Fingerprint Rolling Certification Program and must possess a valid “Fingerprint Roller Certificate.” A certificate for each certified CFS live scan operator will be available in the terminal room(s) used by that operator to verify the qualifications of the operator to roll fingerprint impressions.

## Live Scan Sites

To obtain a live scan, CFS clients will be directed to a CFS live scan site or to a local law enforcement location. CFS has live scan terminals located at:

- 800 North Eckhoff, Orange, (714)704-8000
- Orangewood Children and Family Center, 401 The City Drive, Orange, (714)935-7584
- 115 Columbia, Aliso Viejo, (949)389-8401

The assigned Senior Social Worker (SSW) or SSW on duty (OD) is responsible for providing the applicant with a *Request for Live Scan Service (BCII 8016)* and directing the applicant to call one of the sites listed above to schedule a live scan appointment. For additional information on *Request for Live Scan Service (BCII 8016)*, refer to the Policy section of the same title. The SSW will instruct the applicant to arrive at the live scan site with appropriate photo identification (ID) as indicated below in the “Photo ID” section of this policy.

If the applicant chooses to complete the live scan at a law enforcement location, the SSW is responsible for providing the applicant with a *Request for Live Scan Service (BCII 8016)* that includes the CFS mail code (see [Attachment 1](#)) to ensure that the results of the live scan are provided to CFS.

Mail codes are as follows:

- 05715 for Relative Placements
- 05715 for assessment of suitability for reunification (refer to CFS PDU Dispatch [Live Scan Services to Assess Reunification \(B-0120-D\)](#) for further information on this process)
- 04428 for Adoptions
- 05226 for Foster Care Licensing

The applicant is responsible for assuming any fees associated with fingerprinting at a non-CFS site. A current listing of live scan sites offering electronic fingerprint services is available to the public on the California Attorney General’s website at <http://www.ag.ca.gov/fingerprints/publications/contact.php>.

## Photo ID

When a live scan is completed by CFS staff, the applicant will be required to show current, valid, and unexpired photo ID prior to being fingerprinted.

The SSW or other staff member requesting the live scan is responsible for directing the applicant to bring appropriate photo ID to the live scan appointment, per the guidelines below.

Upon the applicant's arrival to the CFS live scan site, the live scan operator will verify that the applicant possesses either primary ID or secondary ID with supplemental documentation. The live scan operator is responsible for examining the ID to ensure that:

- The personal descriptor information (e.g., name, gender, date of birth, etc.) matches the information on the *Request for Live Scan Service (BCII 8016)*
- The expiration date has not elapsed
- The photo reasonably resembles the applicant's physical appearance

The following primary forms of ID are acceptable as identified in [Attachment 4–California Department of Justice Guidelines for Submitting Applicant Live Scan Transactions](#), page 3:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

For the purposes of a relative/NREFM home approval, including a prospective relative/NREFM guardian, per WIC 309 the following are primary forms of ID which are acceptable:

- Identification card from a foreign consulate (e.g., Mexican Matricula Consular Identification Card)
- A foreign passport
- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

In the absence of a primary form of ID, a secondary form of ID will be accepted. However, a secondary form of ID will only be accepted when supported by at least one supplemental document (see list below). Secondary forms of ID include:

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card
- U.S. Passport
- Federal Government Personal Identity Verification Card

- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issues)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- Resident Alien Card Issued Since 1997 (INS I-551)
- Temporary Resident Identification Card (INS I-688)
- Employment Authorization Card (INS I-688B)

Supplemental documents include:

- Utility Bill
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name and Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

When supplemental documentation does not support the validation of the original ID documents, the applicant will not be fingerprinted.

**Note: There may be exceptions made to the guidelines above as determined and approved by a Program Manager (PM). The SSW is responsible for providing written documentation of PM approval for exception to the live scan operator prior to commencement of fingerprinting. Provide the written documentation to the live scan operator using *Orange County Children and Family Services Live Scan Photo ID Exceptions (F063-25-491)*.**

**Request for  
Live Scan  
Service Form**

The applicant will provide the live scan operator with a *Request for Live Scan Service (BCII 8016)* (see [Attachment 2](#)) prior to fingerprinting. The SSW is responsible for ensuring that the following information has been completed by either the SSW or the applicant before the form is given to the live scan operator:

- Name of applicant and any aliases
- Driver's license number
- Date of birth
- Sex
- Height and weight
- Eye and hair color
- Place of birth
- Home address and telephone number
- Social security number
- OCA number – state number (**Exception:** For foster care licensing, provide caseload number rather than state number)

If any information on the form is missing or incomplete, the live scan operator will not initiate a live scan transaction and will direct the applicant to either complete the form at that time or contact the requesting SSW for further assistance.

After completion of the fingerprinting, a copy of all *Request for Live Scan Service (BCII 8016)* forms will be retained for a period of one year. Copies will be stored in a locked file cabinet at the live scan site and accessible only to staff who have a legitimate need to view them. All copies will be destroyed by cross-cut shredding after one year.

<b>Timeliness of Submission</b>	All live scan transactions must be submitted to the DOJ within 24 hours from the time the fingerprint images are obtained from the applicant.
<b>Corrections to Submission</b>	If, after the transmission of a live scan transaction, it is discovered that incorrect information was submitted to the DOJ due to an error made by the live scan operator, the operator will immediately complete and send a <i>Request for Correction to Live Scan Submission</i> form (BCII 8017) to the DOJ. The live scan operator will fax the completed form to the DOJ at (916) 227-2000.
<b>Live Scan Log</b>	Per DOJ guidelines, a record of all live scan transactions conducted by CFS must be maintained on a <i>Live Scan Log (F063-28-305)</i> . The log will identify: <ul style="list-style-type: none"> <li>• Name of the live scan operator who conducted the live scan transaction</li> <li>• Date the applicant was fingerprinted</li> <li>• Name of the applicant</li> <li>• Type of photo ID presented</li> </ul>

- Applicant Tracking Identifier (ATI) number associated with the transaction
- Whether a PM exception was requested

Each fingerprint transaction entry on the log must be initialed by the live scan operator who conducted the transaction. Logs will be maintained by the CFS Clearance Unit for a minimum of one year from the date the services were provided.

**Subsequent Arrests**

At the time of the live scan, CFS may request to obtain subsequent arrest notification, also known as “sub arrests,” on the applicant. This information is provided upon the arrest of any person whose fingerprints are maintained by the DOJ as the result of an application for licensing, employment, certification, or approval of relative/NREFM placements. Subsequent arrest notification consists of a current copy of the applicant’s state summary criminal history.

The OCA number (or caseload number for licensing) listed on the *Request for Live Scan Service (BCII 8016)* must be completed to accurately route subsequent arrest information to the currently assigned SSW. For additional information on this process, refer to “Request for Live Scan Service Form” Policy section above.

**No Longer Interested Notification**

When CFS has requested subsequent arrest notification but no longer has a need for that information, CFS must notify the DOJ by way of a *No Longer Interested Notification (BCII 8302)*.

CFS will immediately notify the DOJ when employment of the applicant is terminated, the applicant’s license or certification is revoked, the license or certification will not be renewed, or the relative/NREFM placement is terminated.

If CFS receives subsequent arrest notification for a person unknown to CFS, no longer employed by CFS, or no longer eligible to renew a certificate or license, CFS will immediately return the subsequent arrest notification to the DOJ and inform that CFS is no longer interested in the applicant.

CFS will not record or retain any information received as a result of a subsequent arrest notification on an applicant in which CFS is no longer interested.

Copies of completed *No Longer Interested Notification (BCII 8302)* will be sent to and maintained by the CFS Clearance Unit.

**Results Retention**

Per DOJ Bulletin 02-17-BCII, retention of CORI beyond its initial use is permissible only if CFS has a legitimate business need for the information and if there are no statutory requirements to destroy the information. Any CORI that is retained beyond its initial use will be stored in a secured, confidential file with access limited to CFS staff working directly with the applicant in question.

Per ACL 03-55, CORI on foster parents and other individuals residing in homes licensed by CFS must be retained for a minimum of 3 years after the home is no longer in use. This information may be stored in the child's case file or in the child's caregiver's licensing/ approval file. The files will be locked outside of normal business hours.

For Adoption cases and relative/NREFM placements, CFS will retain CORI to be available for the purpose of future adoption and placement requests. CORI will be maintained in the case files in a secure location. When it has been determined that this information is no longer needed, CFS will complete a *No Longer Interested Notification (BCII 8302)* and submit to the DOJ.

CORI obtained on OCH employees and volunteers will be retained as long as the employee/volunteer remains associated with OCH. CFS will complete a *No Longer Interested Notification (BCII 8302)* when the employee/volunteer is no longer employed by or associated with OCH.

**Confidentiality**

All CORI provided by the DOJ to CFS is confidential and will not be disseminated to any other person or agency not authorized by law.

Pursuant to DOJ Bulletin 12-05-BCIA, CFS will provide a copy of the CORI to the person to whom the information relates if the information is a basis for an adverse employment, licensing or certification decision.

All automated systems handling CORI will be secure from unauthorized access, alteration, deletion, or release. The computer system and terminals used to transmit and receive CORI will be located in secure premises.

**Live Scan Requests for Clients from Other Counties**

CFS does not provide live scan services for other counties. Anyone requesting a live scan who is associated with a dependency case outside of OC will be directed to a local law enforcement location in their area for completion of the live scan process.



**Requests for Out-of-State Fingerprinting**

When there is a need to obtain CORI on an applicant who resides out-of-state and the applicant cannot be fingerprinted in California, the applicant must complete the fingerprinting at a law enforcement location in their state of residence. All requests for out-of-state fingerprinting services will be made through the CFS Clearance Unit. For additional information on this process, see procedure section below.

**Live Scan Rejections**

Live scan submissions may be rejected by the DOJ for the following reasons:

- Missing data
- Invalid data
- Conflicting data
- Illegible fingerprint images

When CFS receives notification that a fingerprint submission has been rejected, the SSW will be notified and asked to contact the applicant to live scan again. In order to resubmit live scan information, the original ATI number must be used on the second *Request for Live Scan Services (BCII 8016)* (see [Attachment 3](#)). If the second submission is also rejected, the DOJ will automatically commence a name check to access state criminal background information on the applicant. To obtain federal criminal background information through the Federal Bureau of Investigations (FBI), a *Request for Applicant FBI Name Check (BCII 8020)* will be completed by the CFS Clearance Unit and faxed to the FBI.

**Exception:** Licensing clerical staff will complete the *Request for Applicant FBI Name Check (BCII 8020)* when necessary for licensing cases.

**Applicants With Disabilities**

When an applicant is required to complete a criminal background check for the purposes of employment, certification, or licensing, the DOJ may determine that it is impossible for the applicant to submit fingerprints or that the submitted fingerprints are not legible for identification. The DOJ may request that the applicant submit a second set of fingerprints or may determine that the applicant has complied with the statutory requirement to do so. The DOJ, using available personal identifying information, will then conduct a search to determine if the applicant has a criminal history. The DOJ will provide a DOJ Non-Fingerprint Based Search Response in these cases.

**Note:** The DOJ and the FBI will not commence a name check unless they have received two failed fingerprint transactions.

**Destruction of CORI**

When CORI is destroyed, the destruction will be carried out to the extent that the identity of the applicant can no longer reasonably be ascertained.

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**REFERENCES**

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**Hyperlinks**

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- SSA Administrative P&P [Access to State Summary Criminal History Authority \(D 33\)](#)
- CFS P&P [Relative/NREFM Placement Assessments \(K-0105\)](#)
- CFS P&P [Clearances–Relative Assessment \(K-0101\)](#)
- CFS PDU Dispatch [Live Scan Services to Assess Reunification \(B-0120-D\)](#)
- [California Department of Justice website regarding fingerprints](#)
- Federal Bureau of Investigation [Identity Verification Program Guide](#)
- [Attachment 1—Sample Request for Live Scan Service Form with callout for Mail Code](#)
- [Attachment 2—Sample Request for Live Scan Service Form with callout for Required Identifying Information](#)
- [Attachment 3—Sample Request for Live Scan Service Form with callout for Applicant Tracking Identifier \(ATI\) Number](#)
- [Attachment 4—California Department of Justice Guidelines for Submitting Applicant Live Scan Transactions](#)
- [Attachment 5—California Department of Justice Guidelines for Agencies Receiving CORI](#)
- [Attachment 6—California Department of Justice Applicant Fingerprint Guidelines and Audit \(2006\)](#)
- [Attachment 7—Parties Subject to Live Scan Clearances](#)
- [California Department of Justice Fingerprint Rolling Certification Program](#)

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**Other Sources** Other printed references include the following:

None.

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## REQUIRED FORMS

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**Online Forms** Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<a href="#">Live Scan Log</a>	F063-28-305
<a href="#">Out-Of-State Fingerprint Tracking Log</a>	F063-25-492
<a href="#">Live Scan Appointment Letter</a>	F063-25-467
<a href="#">Live Scan Appointment Letter (Spanish)</a>	F063-25-467Sp
<a href="#">Live Scan Photo ID Exceptions</a>	F063-25-491
<a href="#">Request for Live Scan Service</a>	BCII 8016
<a href="#">Request for Correction to Live Scan Submission</a>	BCII 8017
<a href="#">Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement</a>	BCII 9004
<a href="#">No Longer Interested Notification</a>	BCII 8302
<a href="#">Applicant Fingerprint Transaction Follow-Up Request</a>	BCII 8043
<a href="#">Request for Applicant FBI Name Check</a>	BCII 8020
<a href="#">Applicant Transmittal Form–Billed</a>	JUS 204

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**Hard Copy Forms**

Forms listed below must be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only***, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Fingerprint Card	FD 258

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**CWS/CMS Forms**

The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

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**Brochures**

Brochures to distribute in conjunction with this procedure include:

	<b>Brochure Name</b>	<b>Brochure Number</b>
	None.	

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**PROCEDURE**

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**Required Actions—  
Live Scan at CFS  
Site**

The following actions must be completed when requesting a live scan for an applicant who comes to a CFS live scan location.

<b>Staff Responsible</b>	<b>Step</b>	<b>Required Action</b>
<b>SSW</b>	1.	Identify that live scan is needed and provide applicant with CFS live scan site information, per Live Scan Site policy section above.
	2.	Direct applicant to schedule a live scan appointment by calling reception at one of the three CFS live scan sites listed in Live Scan Sites section.
	3.	Provide the applicant with <i>Request for Live Scan Service (BCII 8016)</i> to bring to live scan appointment. Ensure that all fields are completed, per “Request for Live Scan Service Form” Policy section above.
<b>Live Scan Operator</b>	4.	Receive notification of applicant’s arrival.
	5.	Accompany individual applicant to live scan room.  <b>Note:</b> Applicants are not to be left unattended in live scan room.
	6.	Verify applicant’s photo ID, utilizing criteria in Photo ID section of policy above.
	7.	Enter <i>Live Scan Log (F063-28-305)</i> information. See “Live Scan Log” Policy section above for further direction.
	8.	Input information from <i>Request for Live Scan Services (BCII 8016)</i> into live scan terminal.

9. Roll fingerprints.

**Note:** When it is impossible to obtain fingerprints due to a physical disability or for any other reason, the live scan operator will notify the requesting SSW and SSSS by email.

10. Provide applicant with copy of *Request for Live Scan Services (BCII 8016)*.
11. Escort applicant outside of live scan terminal area and to reception.
12. Retain and file original copy of *Request for Live Scan Services (BCII 8016)* in live scan room.

**Note:** Original copies of *Request for Live Scan Services (BCII 8016)* will be kept in the live scan room for reference, until the end of the current month. At that time, the forms will be filed in a secure location at the live scan site.

<b>Required Actions— Requests For Out- of-State Fingerprinting</b>		The following actions must be completed when requesting fingerprinting service for an applicant who resides out-of-state and cannot be fingerprinted in California.	
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Action</b>	
<b>SSW</b>	1.	Contact CFS Clearance Unit to notify of need for out-of-state fingerprinting. Provide applicant’s name, DOB, address, phone number, and OCA number. Refer to “Request for Live Scan Service Form” Policy section above for further direction.	
	2.	Call applicant to explain out-of-state fingerprinting process.	
<b>CFS Clearance Unit</b>	3.	Send applicant a <i>Fingerprint Card (FD 258)</i> and a <i>Request For Exemption From Mandatory Electronic Fingerprint Submission Requirement (BCII 9004)</i> .	
	4.	Ensure that CFS information is on <i>Fingerprint Card (FD 258)</i> . This includes:	

- Agency title, address, and phone number
  - Reason for fingerprinting
5. Log activities on *Out-Of-State Fingerprint Tracking Log (F063-25-492)*.
- |                           |                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant</b>          | 6. Complete fingerprinting at a local law enforcement site. Mail completed <i>Fingerprint Card (FD 258)</i> and signed <i>Request For Exemption From Mandatory Electronic Fingerprint Submission Requirement (BCII 9004)</i> back to CFS Clearance Unit. |
| <b>CFS Clearance Unit</b> | 7. Send <i>Fingerprint Card (FD 258)</i> , <i>Request For Exemption From Mandatory Electronic Fingerprint Submission Requirement (BCII 9004)</i> , and a billing sheet to the DOJ.                                                                       |
- Note:** Allow 6 to 8 weeks for completion of this process and DOJ results.

**Required Actions—Applicants with Disabilities** The following actions must be completed when requesting a live scan for an applicant who is disabled or physically unable to come to a CFS live scan location.

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
<b>SSW</b>	1.	Identify that live scan is needed and email request for live scan services to a Relative Assessment Unit (RAU) Social Services Supervisor I. Include: <ul style="list-style-type: none"> <li>• Applicant’s name and address</li> <li>• Any medical issues</li> <li>• Contact name and phone number</li> </ul> <p><b>Note:</b> The SSW is to obtain PM approval prior to emailing request for live scan services.</p>
	2.	Complete <i>Request for Live Scan Services (BCII 8016)</i> and provide to live scan operator. Ensure that all fields are completed, per “Request for Live Scan Service Form” Policy section above.
<b>Live Scan Operator</b>	3.	Receive email notification of live scan request and <i>Request for Live Scan Services (BCII 8016)</i> .

4. Call contact person to schedule live scan appointment.
5. Go to applicant's location.
  - Check for photo ID (see Policy section above)
  - Verify applicant's personal identifying information
  - Complete live scan

**Note:** If the quality of the prints appears poor, notify applicant and/or contact person that a second set of prints may be needed.

6. Review information and fingerprint pages to ensure that all fields are complete and accurate. Obtain any missing information while at applicant's home.
7. Provide applicant with copy of *Request for Live Scan Service (BCII 8016)*.
8. Upon returning to office, submit fingerprints and notify requesting SSW of print submission and/or any issues that may necessitate a need for additional prints.
9. Enter *Live Scan Log (F063-28-305)* information. See "Live Scan Log" Policy section above for further direction.
10. File original copy of *Request for Live Scan Services (BCII 8016)* in live scan room.

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## LEGAL MANDATES

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- [Family Code Section 8712\(a\)](#)
- [Title 22, Division 2, Adoptions Manual, Subchapter 5, § 35181 and 35184](#)
- [Title 22, Division 6, Chapter 9.5, Articles 1-2, Section 89219](#)
- [Evaluator's Manual 3-0240](#)
- [All County Letter No. 03-55](#)
- [All County Letter No. 07-27](#)
- [All County Letter No. 14-21](#)
- [Welfare and Institutions Code Section 309](#)
- [Welfare and Institutions Code Section 361.4](#)

- [Welfare and Institutions Code Section 366.21](#)
- [Welfare and Institutions Code Section 366.22](#)
- [Welfare and Institutions Code Section 16504.5](#)
- [Welfare and Institutions Code Section 272](#)
- [Penal Code Section 11075](#)
- [Penal Code Section 11077.1](#)
- [Penal Code Section 11102.1](#)
- [Penal Code Section 11105](#)
- [Penal Code Section 11105.2](#)
- [Penal Code Section 11105.3](#)
- [Penal Code Section 11105.7](#)
- [Penal Code Section 11142](#)
- [Penal Code Section 13300](#)
- California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, Sections [707](#) and [708](#)
- DOJ Bulletin 02-17-BCII
- DOJ Bulletin 03-10-BCIA
- DOJ Bulletin 05-04-BCII
- DOJ Bulletin 05-23-BCIA