



ALAMEDA COUNTY PROBATION DEPARTMENT APPLICATION FOR CLEARANCE



Dear Applicant,

Thank you for your interest in providing services within the Alameda County Juvenile Facilities, including Juvenile Hall and Camp Wilmont Sweeney.

In accordance with Prison Rape Elimination Act (PREA), specifically 28 CFR § 115.317(d), Alameda County Probation Department (ACPD) is required to conduct a criminal background records check and consult applicable child abuse registries prior to enlisting the services of any contractor or service provider who may have contact with youth in the Facilities. "Contact", as defined by the Department of Justice, includes any physical, visual, or auditory contact with a youth.

To proceed with your clearance, please complete the following requirements:

- Complete and return the enclosed application packet in full
- Schedule and complete a Live Scan fingerprinting appointment
- Undergo a fingerprint-based criminal background records check
- Complete a Child Abuse Central Index (CACI) check
- Undergo a Department of Motor Vehicles (DMV) record check
- Successfully complete PREA training requirements as noted below

Pursuant to PREA (28 CFR § 115.332), ACPD must ensure that all contractors or service providers who have contact with youth are properly trained on their responsibilities related to the prevention, detection, and response to sexual misconduct. This includes, but is not limited to, sexual assault, sexual abuse, sexual harassment, and voyeurism. Completion of this training is mandatory prior to Facility access.

Please note that all applicants must be at least 21 years of age to enter Juvenile Hall or Camp Wilmont Sweeney.

Your clearance will not be approved until all required steps have been completed and reviewed. If you have any questions regarding this process or need assistance scheduling your Live Scan appointment, please contact your ACPD representative.

We appreciate your cooperation in maintaining a safe and secure environment for the youth in our care.

Please return your completed application to **VIP@acgov.org**.

ALAMEDA COUNTY PROBATION DEPARTMENT VOLUNTEER/PROVIDER APPLICATION

VIP Coordinator
2500 Fairmont Drive
San Leandro, CA 94578
510-667-3117 office
vip@acgov.org

ACPD Use Only

Date Received:

PERSONAL INFORMATION

Last Name	First	Middle Int.	Maiden/AKA	Gender
Physical Address (Street, City, State, Zip)			Mailing Address (if different from Physical Address)	
Date of Birth	Social Security Number		Phone #	Mobile #
Driver License # or Identification #	State of Issue	Exp. Date	Email Address	

ETHNICITY

☐ Native American
 ☐ Filipino
 ☐ African-American
 ☐ Middle Eastern
 ☐ Pacific Islander
☐ Asian
☐ Latino
☐ Caucasian
☐ Other _____
☐ Decline to state

EMPLOYMENT INFORMATION

Employer Name and Address	Work Telephone
Title and Description of Work	Work Hours

EMERGENCY CONTACT

Emergency Contact Name	Relationship
Emergency Contact Phone #	Emergency Contact Address

RELATIONSHIPS

Are any of your family members in the Alameda County Juvenile Hall (including immediate and extended family)?

☐ YES ☐ NO

Do you know any youth currently in the Alameda County Juvenile Hall?

☐ YES ☐ NO

Are any of your family members on probation in Alameda County?

☐ YES ☐ NO

If yes to any of the above questions, explain.

BACKGROUND INFORMATION FOR VOLUNTEERS

(Community Based Organizations and Providers –
SKIP to the *Provider* section on page 4)

EDUCATION

Education: Last School
Attended

Highest Grade Level
Completed

Major/Degree
(if applicable)

LANGUAGE SKILLS

Can you speak any language in addition to English?
Which one(s)?

Sign Language

☐ YES ☐ NO If yes, languages: _____

☐ YES ☐ NO

BACKGROUND

Have you ever been arrested?

☐ YES ☐ NO

If yes, please explain any convictions

How did you hear about the VIP program?

How many hours are you available to volunteer per week?

Why do you want to serve as a volunteer?

Are you a member of any community service organizations or clubs? (List)

VOLUNTEER COMMITMENT

(Community Based Organizations and Providers –
SKIP this page and continue to the *Provider* page below)

Are you willing to make the following commitments:

Complete the volunteer basic training program?

☐ YES ☐ NO

AUTHORIZATION

Part of the routine screening of volunteer applicants involves performing a background investigation which includes, but may not be limited to, a fingerprint check, a criminal background record check, a child abuse registry check, and a Department of Motor Vehicles record check.

Do you authorize the Volunteer in Probation program to conduct this background investigation?

☐ YES ☐ NO

Please use this space to share any additional information about your background.

PROVIDERS

(Volunteers, SKIP to the next page)

Name of Organization:

Your Title:

Anticipated hours of services per week:

Is the organization above aware you are submitting this application?

Are you providing services under a contract with ACPD?

☐ Yes ☐ No

☐ Yes ☐ No

Please provide detailed information on the services you will be providing: (This section must be completed.)

AUTHORIZATION

Part of the screening to enter the Juvenile Facilities involves performing a background investigation which includes, but may not be limited to, a fingerprint check, a criminal background record check, a child abuse registry check, and a Department of Motor Vehicles record check.

Do you authorize ACPD to conduct this background investigation?

☐ YES ☐ NO

Have you ever been arrested?

☐ YES ☐ NO

Please use this space to share any additional information about your background.

AGREEMENT
(ALL applicants to complete)

I understand and agree that by submitting this application, I authorize the Alameda County Probation Department (ACPD) to make inquiries regarding my suitability. Any information obtained will be used only for the purpose of determining my suitability to enter the Juvenile Facilities and will be held in the strictest confidence. Falsifying and/or knowingly misrepresenting any information in this application are ground for denying the application or dismissing the volunteer.

Initial: _____

I understand that the following will be grounds for denial of this application:

- (1) An open court case (applicant may be allowed to reapply upon closure of the case);
- (2) Any confirmed case, adjudication, or civil decision on any issue stated in the sections below; or
- (3) Failure to truthfully complete this application.

Initial: _____

I understand that I must notify ACPD of any arrest and/or conviction for the following:

- (1) Sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
- (2) Engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse;
- (3) Are civilly or administratively adjudicated to have engaged in the activity described above; and
- (4) Any incidents of sexual harassment in the community.

Initial: _____

I understand that I must notify ACPD of any investigation into an allegation of abuse or neglect towards a child either on this application or if I am made aware of such investigation while this application is active.

Initial: _____

I understand that I am required to notify ACPD if any family members are admitted to Juvenile Hall or placed on Probation in Alameda County after I have been approved for clearance into the Facilities.

Initial: _____

I understand that my record with the California Department of Justice will remain open and the ACPD will receive subsequent arrest notifications until:

- (1) I revoke this authorization in writing;
- (2) My services are terminated by ACPD; or
- (3) I do not provide services at the Juvenile Facilities at least once every 6 months.

Initial: _____

By signing below, I hereby acknowledge that I have completed this application truthfully and have disclosed to ACPD any of the required information as stated on this application. I also acknowledge that I will notify the ACPD when I will no longer be providing services at the Juvenile Facilities.

Signature	Date



BRIAN K. FORD
Chief Probation Officer

ALAMEDA COUNTY PROBATION DEPARTMENT

P.O. Box 2059
1111 Jackson Street
Oakland, CA 94604-2059

RELEASE OF LIABILITY IN THE EVENT OF INJURY WHILE VISITING THE JUVENILE FACILITIES

I, _____, agree to hold Alameda County and the Alameda County Probation Department (ACPD) harmless in the event that I am injured in any way or exposed to an infectious disease while visiting the Juvenile Facilities.

Signature

Date

Signature of Witness

Date



ALAMEDA COUNTY PROBATION DEPARTMENT



USE OF CLETS CRIMINAL JUSTICE INFORMATION AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION

As service provider or contractor of the Alameda County Probation Department (ACPD), you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need-to-know" and the "right-to-know". Misuse of such information may adversely affect an individual's civil rights and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 11142 and 13303 states:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of a misdemeanor."

Any individual who misuses CLETS-related information is subject to immediate dismissal. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.

Signature

Date

Printed Name