

# **SOLANO COUNTY SHERIFF-CORONER'S OFFICE**

## **Administration**

### **SHERIFF'S ACTIVE VOLUNTEER EXPERIENCE (S.A.V.E.) NOTICE TO APPLICANTS**

It is important for you to thoroughly complete the enclosed Personal History Statement and attach copies of the required documents (birth certificate, social security card, and valid driver's license or other legal identification). All copies should be on standard 8 ½" x 11" paper. Any omissions of information and/or copies of required documents will delay the hiring process.

As part of the background clearance process, we will be contacting you to schedule an appointment for fingerprinting. It can take several weeks for us to receive responses from the fingerprint submission. **PLEASE DO NOT CALL AND INQUIRE ABOUT THE STATUS OF YOUR BACKGROUND CLEARANCE.** The background investigator is prohibited by department policy from discussing the status of your background clearance, any results, conclusions or other information. Please understand that we process a large number of backgrounds; we could have 20 to 50 background clearances being conducted at any given time.

You will be notified by the Volunteer Coordinator or his/her designee of the status of your background clearance when it is complete and has been reviewed by command staff.

## BACKGROUND CHECKLIST FOR VOLUNTEER'S

Please include the following documents with your Volunteer application.

- Volunteer/Intern CLETS application packets
- Copy of Driver's License
- Copy of birth certificate (If born outside the US and don't have a birth certificate, copy of passport is acceptable)
- Copy of Social Security Card



**LEGAL**

Have you ever been **convicted** of any crime?  YES  NO

(Please exclude minor traffic citations, or other offenses which have been sealed by court order, discharged by the court, or a pardon granted.)

If YES, please list the date of conviction, charge, court of jurisdiction, arresting agency, sentencing information:

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Have you ever been placed on court probation as an adult?  YES  NO

If yes, please give details (include when, where, why).

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Were you ever required to appear before a juvenile court for an act that would have been a crime if committed by an adult?

YES  NO If yes, please give details (include when, where, why).

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Additional Information:

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*I hereby certify that all statements made in this personal history statement are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SOLANO COUNTY SHERIFF-CORONER'S OFFICE

## Administration

### SHERIFF'S ACTIVE VOLUNTEER EXPERIENCE (S.A.V.E.) AUTHORIZATION TO RELEASE INFORMATION

To Whom it May Concern:

I am an applicant for the position of **volunteer** with the Solano County Sheriff's Office. As a matter of department policy and California state law and regulations, my prospective employer is required to conduct an investigation into my ability to serve in this capacity.

A background investigation for **volunteer** is required pursuant to Sections 703(d) and 707(b) of the California Code of Regulations and the CLETS Users Manual Section 1.9.2.

I hereby direct you, your organization, its Custodian of Records, and/or persons in your employ to release to the Solano County Sheriff's Office only, any and all information you may have concerning me, including information that may be confidential, privileged and/or derogatory nature, including, but not limited to: employment information, official employment information, official employment documents, employment performance data, character reference information, educational records and transcripts (pursuant to Public Law 93-380), credit and financial information (pursuant to the Banking Privacy and Fair Credit Reporting Acts), local criminal history information (pursuant to Penal Code Section 13300(b)[10]), and **any internal affairs investigation files or any other file that has been sealed or closed by any agreement.**

I hereby agree to exonerate, release, discharge, indemnify and hold harmless the **Solano County Sheriff's Office or any other agency**, its officers, employees, custodian of records, authorized agents and representatives of and from any and all claims, damages or liability, of any nature, known or unknown, contingent or certain, past, present or future, arising out of or relating in any way to the furnishing of such documents, records and other information to the Solano County Sheriff's Office only. ***I hereby release discharge, and exonerate any agency, its agents, representatives and/or any person from liability arising out of furnishing and/or inspecting records and/or providing truthful, though possibly embarrassing information.*** This release shall be binding on my legal representatives, heirs and assigns.

***A photocopy of this release is to be considered valid as an original.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_



## CLETS EMPLOYEE/VOLUNTEER STATEMENT

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### Use of information from the California Law Enforcement Telecommunications System (CLETS) and the Department of Motor Vehicles record information

As an employee/volunteer of \_\_\_\_\_

may have access to confidential criminal records, the Department of Motor Vehicle records or other criminal justice information, much of which is controlled by statute. All information from the CLETS is based on the "need-to-know" and the "right-to-know" basis. The misuse of such information may adversely affect an individual's civil rights and violates the law and/or CLETS policies.

Penal Code (PC) section 502 prescribes the penalties relating to computer crimes. PC sections 11105 and 13300 identify who has access to state and local summary criminal history information and under which circumstances it may be released. PC sections 11141 -11143 and 13302-1 3304 prescribe penalties for misuse of state and local summary criminal history information. Government Code section 6200 prescribes the felony penalties for misuse of public records and information from the CLETS. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of the Department of Motor Vehicle record information.

Penal Code sections 11142 and 13303 state:

**"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 not authorized by law to receive the record or information is guilty of a misdemeanor."**

Any employee/volunteer who is responsible for the CLETS misuse is subject to immediate dismissal from employment. 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 INFORMATION FROM THE CLETS.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

# SOLANO COUNTY SHERIFF-CORONER'S OFFICE

## Administration

### SHERIFF'S ACTIVE VOLUNTEER EXPERIENCE (S.A.V.E.) ADVISEMENT TO APPLICANTS REGARDING FALSE STATEMENTS

The purpose of the pre-employment background investigation, for all intents and purposes, is to verify that the application you have submitted and any statements you have made to this prospective employer concerning your qualifications are true.

The California courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, California law may mandate a background investigation before employment, while in other cases it is merely a matter of public policy or prudence before placing someone in a position of public trust.

Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job, or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including your present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

#### CERTIFICATION

*I understand that any false statements and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents, and have been furnished a copy of it.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SOLANO COUNTY SHERIFF-CORONER'S OFFICE

## Administration

### **SHERIFF'S ACTIVE VOLUNTEER EXPERIENCE (S.A.V.E.) INFORMED CONSENT RELEASE AND HOLD HARMLESS FOR CONFIDENTIALITY OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION**

I fully recognize that under California law, individuals must clearly demonstrate their personal, medical and psychological fitness to serve in certain employment positions. I further recognize that an employing agency has both a legal and moral obligation to take every reasonable effort to ensure that any person employed by them will conform to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical and psychological fitness, and that such an investigation will include contacting persons and/or organizations who have information relating to my fitness to perform in the position applied for, including, if I am a peace officer in California, information protected under sections 832.7 of the Penal Code and 1043 of the Evidence Code. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing legitimate information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in a background investigation file is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I would not be privy. I have also been informed that because this background investigation is either mandated by law or department practice, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under California Civil Code Section 47.

Therefore, I exonerate, release and discharge the Solano County Sheriff-Coroner's Office, its officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including, but not limited to, the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose, and I have been furnished a copy of it pursuant to California Labor Code Section 432.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of California. (This release is valid for 120 days from the date of signature.)

Applicant Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

# SOLANO COUNTY SHERIFF-CORONER'S OFFICE

## Administration

### SHERIFF'S ACTIVE VOLUNTEER EXPERIENCE (S.A.V.E.) RELEASE AND WAIVER

#### ***Waiver of right to view pre-employment background investigation files by sworn and non-sworn applicants.***

I fully recognize that individuals must clearly demonstrate their personal and professional fitness to serve in certain employment positions. I further recognize that an employing entity has an obligation to take every reasonable effort to ensure that any person employed by them will conform to the very highest standards.

I understand that I will undergo a rigorous, in-depth background investigation as a result of my application for this position. This investigation will include, but is not limited to, contacting persons and/or organizations that have information regarding my fitness to work as a **volunteer** for the Solano County Sheriff's Office.

I understand that this background investigation is to assess my qualifications for this specific employment. I understand that I will be given **NO FEEDBACK** or results other than being notified whether I have been "**selected**" or "**not selected.**"

Therefore, I exonerate, release, and discharge the Solano County Sheriff-Coroner's Office, its officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation, including, but not limited to, the identity of any person or organization providing the information, as well as the substance of any such information supplied, even where such information has been the basis for my disqualification from further consideration for employment.

I knowingly and voluntarily waive my rights to inspect, view or obtain any access to this pre-employment background investigation record or to otherwise discover the contents of this investigation and all documents related thereto pursuant to Labor Code Section 1198.5 or other legislation.

I have read this advisement, understand its implications, and have received a copy of it.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of California. (This release is valid for 120 days from the date of signature.)

Applicant Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

**SOLANO COUNTY SHERIFF-CORONER'S OFFICE  
AFFIRMATION OF UNDERSTANDING**

**Solano County Sheriff's Office, employees, volunteers and contract workers**

**SHALL:**

Respect the dignity of each person and refrain from profane, callous, or degrading remarks.  
Maintain an ethical demeanor with all inmates in custody and perform assigned duties in a mature and professional manner.  
Be firm, impartial, and resolute in requiring compliance with all departmental rules and regulations.  
Notify the Facility Commander by Memo as soon as you become aware that a close friend, significant other, or family member is incarcerated in the Solano County Jail.  
Keep all inmates and prisoners safe and treat them humanely.

**Solano County Sheriff's Office, employees, volunteers and contract workers**

**SHALL NOT:**

Prejudge the guilt or innocence of any inmate or prisoner.  
Conduct yourself in any manner that promotes the development or continuation of an emotional relationship with any inmate, their lives, or conditions of the arrest, except as required in the course of official employment or duties.  
Deliver any message or article to, from, or for any inmate unless in the performance of official established duties or as directed by a supervisor.  
Discuss job performance or confidential departmental business directly with an inmate or prisoner, or where either can overhear such conversations.  
Criticize the Sheriff's Office, or the actions of any member of the office, in the presence of any inmate, or prisoner or where such conversation can be overheard.  
Discuss personal business about yourself or the personal business of other employees with any inmate or prisoner.  
Purchase any article from any inmate.  
Sell any personal article to any inmate.  
Borrow money or articles from any inmate.  
Loan money or personal articles to any inmate.  
Accept any gift from any inmate.  
Offer any gift to any inmate.  
Place money on the books of any relative or significant other inmate without the prior knowledge and documented approval of the Facility Commander. This is required for each incident of deposit.

**Solano County Sheriff's Office, employees, volunteers and contract workers SHALL immediately report to a supervisor any attempts by inmates to purchase, sell, loan, borrow, or give any money or articles to them or any other staff member.**

**Solano County Sheriff's Office, employees, volunteers and contract workers SHALL immediately report to a supervisor any complaints by an inmate about a member or volunteer.**

Nothing in this statement shall be construed to prohibit the normal course of business in the operation of the Solano County Sheriff's Office nor prohibit conversations with inmates or prisoners in any official capacity. **I have read and discussed the above statement with the witnessing official and agree to abide by the rules and condition of conduct as set forth on this document.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witnessing Officer's Name/Rank

\_\_\_\_\_  
Date

# SOLANO COUNTY SHERIFF-CORONER'S OFFICE

## Administration

### LIVESCAN SCHEDULING

As an applicant for a Sheriff's Active Volunteer Experience position with the Solano County Sheriff-Coroner's Office, please provide the best dates or days and time to schedule a Livescan appointment (fingerprinting). Livescan appointments are available Monday through Friday, from 8:30 a.m. to 3:15 p.m.

The Sheriff's Active Volunteer Experience coordinator will select a Livescan appointment for you based on the information you provide, and will contact you with your scheduled appointment. Please be on time for your appointment. You will need to bring a picture I.D. with you.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date:

Time:

1<sup>st</sup>

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2<sup>nd</sup>

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