

MILPITAS P.A.L. VOLUNTEER REGISTRATION PROCEDURE 2007

It is the intent of the Milpitas Police Department and Milpitas P.A.L. to ensure that all qualified persons selected as a P.A.L. volunteer is of good moral character that meet both the Police Departments and P.A.L. guidelines.

Pursuant to California Law anyone volunteering for a program involving children will be screened by way of fingerprints (Live Scan) submitted to the Department of Justice, before any contact with children.

To expedite the process of background checks for all P.A.L. volunteers, the following procedure **will** take affect.

After a volunteer of any capacity, has been selected and appointed to a Milpitas P.A.L. program, the volunteer will immediately be given the following forms:

1. MILPITAS P.A.L. VOLUNTEER REGISTRATION FORM
2. PARENT / GUARDIAN (S) Code of Ethics
3. REQUEST FOR LIVE SCAN SERVICE (form BCII 8016)
4. Sample LIVE SCAN form
5. Volunteer Screening Policy

The volunteer **must fill in completely** the first three forms and call 586-2400 to make an **appointment** to be fingerprinted. Bring the completed forms to the Milpitas Police Department on your scheduled fingerprinting date. Dates and times for fingerprinting will be every Monday and Wednesday between, 5:00 p.m. and 8:00 p.m.

Fingerprinting is done by appointment only and on a first come, first serve basis. The Request for Live Scan Service must be filled out prior to your appointment! To make an appointment, please call (408) 586-2400.

Due to a change in California Law, if you were fingerprinted on August 1st, 2006 or later, you do not need to be fingerprinted again. If you were fingerprinted before this date, you will have to come in for fingerprinting. After that, you will not need to be fingerprinted for PAL again.

For any questions please contact me at (408) 586-2528
E-mail: kprolo@ci.milpitas.ca.gov

Officer Kristan Hole #203