



AP 7337 FINGERPRINTING

References:

Education Code Sections 87013 and 88024;
Penal Code Sections 11102.2 and 11077.1

Classified Employees

Within 10 working days after the start date of employment, the District shall require each person employed in a classified position to have the Live Scan fingerprint process performed by an agent licensed to collect this information on behalf of the California Department of Justice.

New classified employees will be reimbursed the fee for this service to a maximum amount.

Short-term Hourly and Student Workers

Depending on their work assignment, certain short-term hourly and student workers may also be required to comply with the requirement to be fingerprinted.

Academic Employees

Within 10 working days after the start date of employment, the District shall require each person in an academic position to have the Live Scan fingerprint process performed by an agent licensed to collect this information on behalf of the California Department of Justice. The associated fees are the responsibility of the new employee.

California Department of Justice Records

The Chief Human Resources Officer will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

The Chief Human Resources Officer will designate one or more employees to receive, store, disseminate, and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice of the individual so designated.

Date Approved: February 3, 2016