
Human Resources

AP 7337 FINGERPRINTING

References:

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

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/or the Federal Bureau of Investigation 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 by March 1 of each year beginning on March 1, 2012, of the individuals designated.

All candidates for academic, classified, and contract positions shall be required to have fingerprints taken via Live Scan prior to Board approval for employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice and/or the Federal Bureau of Investigation. The Department of Justice will forward any findings to the Human Resources Office. Human Resources will evaluate findings to ensure all criminal activity was reported, that no offense would disqualify the applicant from employment, and that no conviction would render the candidate unfit for the position.

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.

Date Adopted: June 16, 2015

(This is a new procedure recommended by the Policy and Procedure Service.)