

FINGERPRINTING

AP No. 7337

Board Reviewed: 12/12/12

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- I. Each person employed by the District shall be fingerprinted within ten (10) working days of the date of employment by a Live Scan bearing legible rolled and flat impressions of that person's fingerprints, together with a personal description of the applicant or employee, as the case may be, prepared by a local law enforcement agency.
- II. Upon employment, the applicant will receive from the Office of Human Resources a Request for Live Scan Service form and a list of local law enforcement agencies where a Live Scan may be taken.
 - A. The fee for the Live Scan service is determined by the California Department of Justice and will be assumed by the applicant.
- III. Upon receipt of the information from the Department of Justice, the District will determine the suitability of the applicant. Criminal offender record information and other information derived therefrom shall be accessible only to the record custodian(s) and/or hiring authority charged with determining the suitability of the applicant.
 - A. The Director of Human Resources, or designee, 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 contract 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.
 - B. The Human Resources Director will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.
- IV. Notwithstanding the foregoing, substitute and temporary employees, employed for less than a school year, may be exempted from these provisions, except if they will be required to render services in the Child Development Center. The District reserves the right to request a Live Scan of substitutes and temporary employees if it deems necessary.
- V. Source / References:

Education Code Sections 87013 and 88024; Penal Code Section 11077.1