AP 7337  Fingerprinting

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

All faculty, classified staff, and administrators are required to submit and obtain clearance of Live Scan fingerprinting to be eligible for employment. The Human Resources Office shall provide the appropriate paperwork for the fingerprinting.

The District may require volunteers, interns, substitutes, short-term employees, professional experts, and student workers to obtain Live Scan fingerprint clearance prior to beginning their assignments, depending on the assignment undertaken, and whether it involves significant and prolonged contact with students and children, especially where that contact may be without close supervision.

All employees are required to have passed the fingerprinting process before starting employment. In unusual circumstances where there is both (a) a pressing need for the employment to begin immediately, and (b) there is reasonable assurance that the individual will pass the clearance (e.g., has worked in another job that requires the same or similar clearance). In those cases, the District requires that this process be completed within 10 working days of an employee’s start date of employment.

The Live Scan fingerprint process will be performed by an agent licensed to collect this information on behalf of the California Department of Justice. The District also will have those prints submitted to the FBI for clearance.

The Department of Justice excerpts from the history all information regarding any convictions of the employee and forwards that information to the District. The Human Resources Department reviews the history to ensure that there are no convictions that prevent the individual from being employed in a community college.

The Chief Human Resources Officer will designate one or more employees in the Human Resources Office 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 those agencies 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.

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.

Replaces BP 5050

Approved by Superintendent/President: May 15, 2018