

Human Resources

AP 7337 FINGERPRINTING**References:**

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

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 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. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year 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.

Classified Employees

The District, within ten working days of date of employment, shall require each person to be employed, or employed in, a nonacademic position to be fingerprinted with a personal description of the applicant or employee, as the case may be, prepared by an approved law enforcement agency. The law enforcement agency transmits the fingerprints to the Department of Justice and the Federal Bureau of Investigation.

The District assumes the cost for the service for probationary/permanent classified applicants/employees.

If the applicant/employee incurs a fingerprinting administrative fee, the fee will be reimbursed once the applicant submits fingerprints in accordance with these procedures and is subsequently hired by the District within 30 days of the application.

Substitute and temporary classified employees employed for less than an academic year are exempted from these procedures.

The local law enforcement agency, upon receipt of information from the Department of Justice and/or the Federal Bureau of Investigation, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

Academic Employees

The District, within ten working days of the person's date of employment, requires the individual to be fingerprinted and a personal description of the employee prepared by an approved law enforcement

agency. The law enforcement agency transmits the fingerprints to the Department of Justice and the Federal Bureau of Investigation.

The District assumes the cost for the service for probationary/permanent academic applicants/employees.

Substitute, adjunct, and/or temporary academic employees employed for less than an academic year do not receive reimbursement for the cost of the fingerprinting process.

The local law enforcement agency, upon receipt of information from the Department of Justice and/or the Federal Bureau of Investigation, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

Others Employed by the District

Other employees or individuals providing services to the District (such as Children’s Center Workers, Student Ambassadors, and Interim Employees) may be required to be fingerprinted at the discretion of the District.

Date Approved: July 19, 2011