

Adopted
September 29, 2016

AP 7337 FINGERPRINTING

References:

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

Regular Employees Except Sworn Police Officers

The District, within 10 working days of date of employment, shall require each person to be employed, or is employed in a position, to have Live Scan fingerprints taken bearing the 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 Live Scan Identity.

Substitute and temporary employees employed for less than a school year may be exempted from these procedures.

The Department of Justice, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District Police Department.

Human Resources reviews the history to ensure that there are no convictions that prevent the individual from being employed in a community college.

Sworn Police Officers (Regular, Temporary and Substitute)

Each person to be employed, or employed in a sworn officer position shall have fingerprints submitted to the Department of Justice, the FBI and Fire Arms Clearance.

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.

Also see BP/AP 7120 titled Recruitment and Hiring