

## **Fingerprinting**

**Reference:** *Education Code Sections 87013 and 88024;  
Penal Code Sections 11102.2 and 11077.1*

All candidates for academic, classified, and contract positions shall be required to have fingerprints taken via electronic fingerprinting service (e.g., Livescan) within ten (10) working days of the date of employment. A list of suggested agencies which provide electronic fingerprinting services is available in the Human Resources Office. The fingerprinting service will provide a verification form to the employee, which must be furnished to the Human Resources Office. Failure to comply within 10 working days of the date of employment can result in the employee being placed on a leave of absence without pay and/or dismissal. It shall be the responsibility of the Director of Human Resources to ensure that this requirement is met.

The electronic fingerprints will be forwarded to the Department of Justice (DOJ) and possibly to the Federal Bureau of Investigation (FBI). The DOJ and/or FBI will forward any findings to the Director of Human Resources. Human Resources will evaluate findings to ensure all criminal activity was reported, and that no information received would render the candidate unfit for the position.

The cost of the electronic fingerprinting will be reimbursed to the employee who submits the electronic fingerprints in accordance with these procedures.

Student workers, substitute, and temporary employees may be exempted from this procedure, except those employed in positions working with minors, having after-hours access to work areas, or handling cash and/or confidential information.