
Administrative Procedure
Chapter 7 – Human Resources

AP 7337 FINGERPRINTING**References:**

Education Code Sections 87013 and 88024;
Health and Safety Code Section 1596.871;
Penal Code Sections 11102.2 and 11077.1

The Vice President, Human Resources, 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 contact 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 Vice President, Human Resources, will notify the California Department of Justice when a designated employee no longer serves in that capacity.

The Vice President, Human Resources, will ensure that criminal history record information shall be kept confidential and shall be maintained securely in accordance with Department of Justice regulations and requirements.

Prior to the first day of employment, each person to be employed by the District shall be required to have the Live Scan fingerprint process performed by an agent licensed to collect this information on behalf of the California Department of Justice. Exceptions to this requirement may be granted in extraordinary circumstances by the Vice President, Human Resources or their management designee. Under no circumstances shall an employee be permitted to continue on a District site longer than 10 working days without completion of the Live Scan process, including the District's receipt of the Live Scan records information.

Employment is contingent upon clearance following a review of information received from the Department of Justice. The District reserves the right to withdraw a job offer or terminate employment based on the outcome of the background check.

Employment in the District shall be restricted pursuant to Education Code section 88022.

Individuals rehired after a separation from the District of more than 12 months shall be required to undergo Live Scan fingerprinting unless Department of Justice retention of records is confirmed.

The fee for the service is determined by the California Department of Justice. The fee for such service is not reimbursed to the prospective employee who submits fingerprints in accordance with these procedures.

Substitute and temporary employees employed for less than a school year are not exempted from these procedures.

Volunteers

All official District volunteers are required to have fingerprints taken via Live Scan prior to the start of their volunteer activities. The costs of Live Scan fingerprinting for volunteers will be paid by the District. The office of Human Resources will review and assess the information received from the Department of Justice.

Child Development Center

The following individuals providing services in a childcare center shall provide fingerprint identification in order for the District to obtain either a criminal record clearance or a criminal record exemption from the State Department of Social Services before the individual's initial presence in a child day care facility:

- Adults responsible for administration or direct supervision of staff.
- Any person, other than a child, residing in the facility.
- Any person who provides care and supervision to the children.
- Any staff person, volunteer, or employee who has contact with the children.

Employees of the District who have completed a criminal record clearance as a condition of employment are not subject to this requirement.

The following individuals are exempt from the fingerprint identification requirement under the following conditions:

- A volunteer providing time-limited specialized services if this person is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the volunteer spends no more than 16 hours per week at the facility, and the volunteer is not left alone with children in care.
- A student enrolled or participating at an accredited educational institution if the student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the facility has an agreement with the educational institution concerning the placement of the student, the student spends no more than 16 hours per week at the facility, and the student is not left alone with children in care.
- A volunteer who is a relative, legal guardian, or foster parent of a client in the facility.
- A contracted repair person retained by the facility, if not left alone with children in care.

Also see BP/AP 7120 Recruitment and Hiring, Personnel Commission's Laws/Rules, and the related collective bargaining agreements for applicable employee groups.

Approved: July 9, 2025

(This is a new procedure)