

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

The Vice President of Human Resources will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

Non-Academic Employees

The District, prior to the commencement of employment, shall require the incumbent to successfully complete fingerprinting service with the state Department of Justice. The incumbent may complete this service through any authorized agency. The District will reimburse incumbent for actual fee incurred in the processing of the application.

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

Academic Employees

Whenever the District employs a person in an academic position and that person has not previously been employed by a school or community college district in this state, the District, prior to the commencement of employment, shall require the incumbent to successfully complete fingerprinting service with the state Department of Justice. The incumbent may complete this service through any authorized agency. The District will reimburse incumbent for actual fee incurred in the processing of the application.

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

Child Development Center

In addition to the fingerprinting requirements for academic and non-academic employees, 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.