



**AP 7337      Fingerprints**

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

Approved:             July 2014; August 2022

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The District shall require fingerprinting, for each person to be employed, prior to the first day of employment. These records and a personal description of the employee shall be transmitted to the Department of Justice and Federal Bureau of Investigation.

The District also requires each substitute, professional expert, temporary/short-term, student employees, and volunteers to be fingerprinted.

The preferred method for fingerprinting is the live scan fingerprint system located in the Human Resources office on the main campus, in the Student Administration Services (SAS) building, RM344 at no cost. If this location is not convenient, applicants can use another live scan fingerprint service but must bear their own fees and costs for such services. The District will provide the appropriate paperwork.

The Executive Director, Human Resources will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

The Executive Director, Human Resources Office 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 Executive Director, Human Resources Officer will notify the California Department of Justice when a designated employee no longer serves in that capacity.