

**FINGERPRINTING NEW EMPLOYEES**

1. New employees, including all full and part-time faculty, management, supervisory, and monthly classified employees, are to be fingerprinted by an Applicant Live Scan Site designated by the District.
  - a. The hiring location's Human Resources Office will prepare a "Request for Live Scan Service." A copy will be kept in a pending file at the hiring location until clearance is received. The employee should also be given a copy with instructions to contact a live scan site for an appointment
  - b. Employment or continued employment is contingent on receiving a fingerprinting clearance.
  - c. The designated live scan site will submit electronic fingerprint images to the Department of Justice, complete the bottom portion of the Request for Live Scan Service form, retain one copy of the request form for agency records, and give one copy to the employee. A completed copy is sent to the District Human Resources Office by the Live Scan Site.
  - d. When the electronic clearance is received by the District Human Resources Office, it will be forwarded to the appropriate location for placement in the employee's personnel file.
  - e. If a Criminal Offender Record is returned for an individual, it will be referred to the Chief Human Resources Officer or designee for review and action as needed. Criminal Offender Records will be placed in sealed envelopes and filed in the confidential portion of the employees' personnel file and are only to be opened under instructions of the Chief Human Resources Officer or designee.
  
2. Criminal Offender Record Information  
Misuse of Criminal Offender Record Information is a criminal offense. Violation of the procedures regarding Criminal Offender Record Information may result in disciplinary action and/or criminal or civil prosecution.
  - a. The overall responsibility for the administration of the employee fingerprint and resulting criminal history information rests with the Chief Human Resources Officer. The Chief Human Resources Officer 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 Chief Human Resources Officer will notify the California Department of Justice when a designated employee no longer serves in that capacity.
  - b. The Chief of the District Police Services will be responsible for all criminal offender record information obtained by the college police services department.
  - c. Any questions regarding the release, security and privacy of Criminal Offender Record Information are to be resolved by the Chief Human Resources Officer.
  - d. Criminal Offender Record Information shall be under lock and key and accessible only to the Chief Human Resources Officer or designee, who are committed to protect Criminal Offender Record Information from authorized access, use or disclosure.
  - e. Criminal Offender Record Information shall be used only for the purpose for which it was requested.
  - f. Criminal Offender Record Information shall be destroyed after employment separation has been made, and copies of the same will be destroyed in such a way that the employee's name can no longer be identified.
  - g. Criminal Offender Record Information may not be reproduced or disseminated.

- h. Employees involved in accessing confidential criminal history records are required:
- 1) to read and abide by this procedure;
  - 2) to themselves be fingerprinted and have a clearance check completed; and
  - 3) to have on file a signed copy of the Employee Statement Form acknowledging an understanding of laws prohibiting the misuse of Criminal Offender Record Information.

Penal Code Section 11077.1, 11102.2  
Education Code Section 87013, 88024