

## **AP 7337 Fingerprinting**

All candidates for academic, classified, and contract positions shall be required to have fingerprints taken via Live Scan ten working days prior to the date of employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice. The Department of Justice will forward any findings to the Human Resources Office. Human Resources will evaluate findings to ensure all criminal activity was reported, that no offense would disqualify the applicant from employment, and that no conviction would render the candidate unfit for the position. The costs of Live Scan fingerprinting are the sole responsibility of the candidate.

Student workers, substitute, and temporary employees employed for less than an academic year may be exempted from this procedure. All workers or volunteers in the Child Development Center and in other programs requiring fingerprinting must submit to Live Scan fingerprinting.

The Chief Human Resources Officer shall ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

Also see AP 7126 titled Applicant Background Checks

References: Education Code Sections 87013 and 88024;  
Penal Code Sections 11102.2 and 11077.1

Approved: 3/6/12