



AP 7337 Fingerprinting

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

Under some circumstances, student workers may be exempted from this procedure. All workers or volunteers in programs requiring fingerprinting must submit to Live Scan fingerprinting unless specifically exempted by law.

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.

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;
Health and Safety Code Section 1596.871;
Penal Code Sections 11077.1 and 11102.2

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