
Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7337 FINGERPRINTING

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 by March 1 of each year beginning on March 1, 2012, of the individuals designated.

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

Classified Employees

The District, within 10 working days of date of employment, shall require each person to be employed in a nonacademic position to have Live Scan or fingerprint cards bearing the legible rolled and flat impressions of that person's fingerprints together with a personal description of the applicant or employee, as the case may be, prepared by a local law enforcement agency or certificated provider.

The fee for the service is \$32.00 or as determined by the state Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application.

The fee is forwarded to the Department of Justice with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2). The additional fees are to be transmitted to the appropriate city or county treasury.

The fee is reimbursed to an applicant who submits fingerprints in accordance with these procedures and who is subsequently hired by the District within 30 days of the application. Funds not reimbursed to applicants are credited to the general fund of the District.

If the fingerprint cards forwarded to the Department of Justice are those of a person already in the employ of the Governing Board, the District pays the fee required by this

section. The fee shall be a proper charge against the general fund of the District, and no fee shall be charged the employee.

Volunteer, 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, within 10 working days of the person's date of employment, requires the individual to have duplicate personal identification cards upon which shall appear the legible fingerprints and a personal description of the employee prepared by a local law enforcement agency having jurisdiction in the area of the District. The law enforcement agency transmits the cards, together with any applicable fee, to the Department of Justice.

The local law enforcement agency, upon receipt of information from the Department of Justice, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.

The District may provide the means whereby the identification cards may be completed and may charge a fee determined by the Department of Justice to be sufficient to reimburse the Department for the costs incurred in processing the application. The amount of the fee shall be forwarded to the Department of Justice, with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the local public law enforcement agency taking the fingerprints and completing the data on the fingerprint cards.

Also see BP/AP 7120 titled Recruitment and Hiring

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

Approved: 4/11/17