

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7337 Fingerprinting

References:

Education Code Sections 87013 and 88024;
Penal Code Sections 11102.2 and 11077.1
AP 7126 titled Applicant Background Checks and AP 3310 titled Records Retention and Destruction.

The Chief Human Resources Officer will designate one or more employees to receive and process 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.

All new academic employees and permanent classified employees are required to submit and obtain clearance of Live Scan fingerprinting to be eligible for employment. District Human Resources shall provide the appropriate paperwork for the fingerprinting.

All employees are required to have passed the fingerprinting process.

The District may require volunteers, interns, substitutes, short-term, professional experts, and student assistants to obtain Live Scan fingerprint clearance prior to beginning assignments. Employment for less than an academic year does not provide an exemption from such a requirement.

Ratified December 11, 2013