

# AR ~~7120.7~~ 7337 – Employee Fingerprinting

## **References:**

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

All employees are required to submit fingerprints as a condition of employment prior to the first day of work. The fingerprints are processed by the State of California to ensure that the employee has not been convicted of any crime that would preclude them from providing service to the district.

**Fees:** All ~~full-time and part-time~~ employees will be responsible for paying the fingerprinting processing fee that is charged by the State. Payment of the fee shall be through payroll deduction.

The Vice Chancellor of Human Resources 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 Vice Chancellor of Human Resources will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

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

**Responsible Manager:** Executive Vice Chancellor of Human Resources & ~~Educational Services~~

**Revised:** \_\_\_\_\_ **(Previously AR4104.2)**