

Human Resources

1 **AP 7337 FINGERPRINTING**

2 **References:**

- 3 Education Code, Sections 87013 and 88024;
4 Penal Code Sections 11102.2 and 11077.1

5 The Vice President of Human Resources will designate one or more employees to receive,
6 store, disseminate and destroy criminal records furnished by the California Department of
7 Justice and to serve as the contact for the California Department of Justice for related issues.
8 Any such employee must be confirmed by the California Department of Justice as required
9 by law and pursuant to California Department of Justice procedures. The Vice President of
10 Human Resources will notify the California Department of Justice by March 1 of each year
11 beginning on March 1, 2012, of the individuals designated.

12 The Vice President of Human Resources will ensure that criminal history record information
13 is destroyed in accordance with Administrative Procedure 3310 titled Records Retention
14 and Destruction once the District's business need for the information is fulfilled.

15 **Classified Employees**

16 The District, not later than ten working days from the date of employment, shall require
17 each person to be employed, or employed in, a nonacademic position to:

- 18 • complete a Request for Live Scan Service Form which contains a personal
19 description of the applicant or employee which will be electronically transmitted to
20 the Department of Justice by the Cerritos College Campus Police Department; and
21 • submit to a process at the Cerritos College Campus Police Department whereby
22 that applicant's or employee's fingerprints are rolled onto a Live Scan device which
23 electronically captures and transmits the fingerprints to the Department of Justice.

24 The Cerritos College Campus Police Department will excerpt the information returned
25 from the Department of Justice indicating any convictions of the applicant or employee
26 and forward that information to the Human Resources Office.

27 Employees who have not completed the fingerprinting process are not deemed to be
28 legally employed.

29 The fee for the service is determined by the Department of Justice and that fee shall be
30 a proper charge against the general fund of the District and no fee shall be charged to
31 the applicant or employee.

32 Upon separation from service with the District, the Human Resources Office will initiate
33 notification to the Department of Justice of that separation. If the person is reemployed,
34 after notification of separation to the Department of Justice, the person shall be required
35 to undergo the same procedures as a newly hired employee.

36 Substitute and temporary employees employed for less than the academic year may be
37 exempted from these procedures.

38 **Academic Employees**

39 When the Human Resources Office receives an Employment Request, the Human
40 Resources Office will notify the person to be employed in an academic position that the
41 fingerprinting process must be completed no later than ten working days from the date of
42 employment. All academic employees who have not previously been employed by the
43 District will be required to:

- 44 • complete a Request for Live Scan Service Form which contains a personal
45 description of the applicant or employee which will be electronically transmitted to the
46 Department of Justice by the Cerritos College Campus Police Department or other
47 law enforcement agency; and
- 48 • submit to a process at the Cerritos College Campus Police Department or other law
49 enforcement agency whereby that applicant's or employee's fingerprints are rolled
50 onto a Live Scan device which electronically captures and transmits the fingerprints
51 to the Department of Justice.

52 The Cerritos College Campus Police Department or the law enforcement agency which
53 processed the fingerprints will excerpt the information returned from the Department of
54 Justice indicating any convictions of the applicant or employee and forward that information
55 to the Human Resources Office.

56 Employees who have not completed the fingerprinting process are not deemed to be legally
57 employed.

58 The fee for the service is determined by the Department of Justice and the employee will be
59 notified of that fee by the Human Resources Office. The academic employee will not be
60 reimbursed by the District for the Department of Justice fee.

61 The Cerritos College Campus Police Department will not assess an additional charge for
62 processing the fingerprints of an academic employee. If the academic employee chooses
63 to have his/her fingerprints processed at another law enforcement agency, the employee
64 will not be reimbursed for such charges.

65 When an academic employee has not been employed with the District for a period of four
66 or more consecutive semesters, the Human Resources Office will initiate notification to the
67 Department of Justice of the separation from service. If such notification has taken place
68 and that person is being reemployed, that person will be required to complete the fingerprint
69 process as well.

70 Also see AP 7126 titled Applicant Background Checks and AP 3310 titled Records
71 Retention and Destruction.

72 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

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(Replaces former Cerritos CCD Policies 7204 and 7313)