

**Human Resources**

1 **AP 7337 FINGERPRINTING**

2 **References:**

- 3 Education Code, Sections 87013 and 88024;  
4 Health and Safety Code Section 1596.871;  
5 Penal Code Sections 11102.2 and 11077.1

6 The Vice President of Human Resources will designate one or more employees to receive,  
7 store, disseminate, and destroy criminal records furnished by the California Department of  
8 Justice and to serve as the contact for the California Department of Justice for related issues.  
9 Any such employee must be confirmed by the California Department of Justice as required  
10 by law and pursuant to California Department of Justice procedures. The Vice President of  
11 Human Resources will notify the California Department of Justice when a designated  
12 employee no longer serves in that capacity.

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

16 **Non-Academic (Classified) Employees**

17 Reference: Education Code, Section 88003(a)

18 The District, no later than ten working days from the date of employment, shall require  
19 each person to be employed, or employed in, a non-academic position to:

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

26 The Cerritos College Office of Human Resources will assess the information returned  
27 from the Department of Justice indicating any arrests and/or convictions of the applicant  
28 or employee. Police officers are subject to additional screening measures as required for  
29 law enforcement officials.

30 Employees who have not completed the fingerprinting process are not deemed to be  
31 legally employed.

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

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

### 39 **Academic Employees**

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

- 45 • complete a Request for Live Scan Service Form which contains a personal  
46 description of the applicant or employee which will be electronically transmitted to the  
47 Department of Justice and the Federal Bureau of Investigation<sup>1</sup> by the Cerritos  
48 College Campus Police Department or other law enforcement agency; and
- 49 • submit to a process at the Cerritos College Campus Police Department or other law  
50 enforcement agency whereby that applicant's or employee's fingerprints are rolled  
51 onto a Live Scan device which electronically captures and transmits the fingerprints  
52 to the Department of Justice and the Federal Bureau of Investigation<sup>1</sup>.

53 The Cerritos College Office of Human Resources will assess the information returned  
54 from the Department of Justice indicating any arrests and/or convictions of the applicant  
55 or employee.

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 Federal Bureau  
59 of Investigation<sup>1</sup> and that fee shall be a proper charge against the general fund of the District  
60 and no fee shall be charged to the applicant or employee.

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/their fingerprints processed at another law enforcement agency, the  
64 employee 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

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<sup>1</sup> FBI background check applies to all full-time and part-time Faculty hired on or after June 1, 2023.

68 and that person is being reemployed, that person will be required to complete the fingerprint  
69 process as well.

## 70 **Child Development Center**

71 The following individuals providing services in a childcare center shall provide fingerprint  
72 identification in order for the District to obtain either a criminal record clearance or a  
73 criminal record exemption from the State Department of Social Services before the  
74 individual's initial presence in a child day care facility:

- 75 • Adults responsible for administration or direct supervision of staff.
- 76 • Any person, other than a child, residing in the facility.
- 77 • Any person who provides care and supervision to the children.
- 78 • Any staff person, volunteer, or employee who has contact with the children  
79 including third party contractors working with the children.

80 Employees of the District who have completed a criminal record clearance as a condition  
81 of employment are not subject to this requirement.

## 82 **Volunteers**

83 All District volunteers are also required to have fingerprints taken via Live Scan prior to  
84 volunteering for their service. The costs of Live Scan fingerprinting for volunteers will be  
85 paid by the District. The Cerritos College Office of Human Resources will assess the  
86 information returned from the Department of Justice indicating any arrests and/or  
87 convictions of the applicant or employee. For all other applicants, the costs of  
88 fingerprinting are the sole responsibility of the applicant unless specifically advised  
89 otherwise.

## 90 **Local Partners**

91 Additional fingerprinting or background requirements as required by local partner  
92 agencies (e.g., Los Padrinos Juvenile Hall) will be followed as stipulated by the partner  
93 agency.

94 Office of Primary Responsibility: Vice President, Human Resources

95 See also AP 7126 titled Applicant Background Checks and AP 3310 titled Records  
96 Retention and Destruction.

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**Date Approved:** December 10, 2008

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