

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7110                      Fingerprinting**

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

#### **General Provisions**

All applicants shall be required to disclose any criminal conviction as part of the application process. If an applicant lists a conviction, the Office of Human Resources will evaluate the conviction and determine if the applicant should be disqualified for cause from the hiring process.

All new employees of the District, including those hired as temporary employees or professional experts are required, within 10 days of employment, to have fingerprints taken by a District authorized Live Scan provider.

The electronic fingerprints shall be forwarded to the Department of Justice or any other required government agency to ascertain if the employee has any record of previous convictions.

The Department of Justice, or other reporting agency, will forward its findings to the Office of Human Resources. The District will contract with the Department of Justice to receive subsequent conviction reports. The Office of Human Resources will evaluate all such reports and where a conviction is indicated, determine if the offense for which the employee was convicted is cause to disqualify the employee from continued employment.

In the event that a newly hired person fails to disclose any conviction on his/her application, and it is later discovered through the fingerprinting process that the employee has a conviction that is cause to disqualify the individual from employment, it shall be deemed that the employee has not been legally employed and will be immediately released.

The District may require volunteers, interns, substitutes, and student employees to submit to fingerprinting by a District authorized Live Scan provider as set forth above.

Board Approved	05/04/10
Desk Review	06/11/11
Desk Review	10/17/12
Desk Review	10/19/16