

Chapter - Human Resources

AP 7337 Fingerprinting

References:

Education Code Sections 87013 and 88024; Penal Code Section 11077.1

All new employees to the College are required to submit to and obtain clearance of Live Scan fingerprinting to be eligible for employment. The Office of Human Resources shall provide the appropriate paperwork for the fingerprinting. The employee shall be responsible for paying the required processing fees.

All employees are required to have passed the fingerprinting process prior to beginning to work.

The College may require volunteers, interns, substitutes, short-term, professional experts and student assistants to obtain Live Scan fingerprint clearance prior to beginning assignments.

Revised: June 2008

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

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