

Note: This procedure is **legally required** to comply with Ed Code revisions adding the requirement that Districts designate individuals to receive criminal background information. Local practice may be inserted. Also renumbering the current procedure to coincide with CCLC numbering.

First Reading–2/11/13

Revised – GCCCD Procedure

AP 7320 Fingerprinting **7337**

Reference: **Education Code 87013, 88024; and Penal Code Sections 11102.2 and 11077.1**

Date Issued: January 8, 2007 Updated:

[CCLC template language, except italicized language]

[CCLC note: The following is excerpted from statute. ***This format is not legally required.*** It is provided for the convenience of Districts that want to use it.]

All Grossmont-Cuyamaca Community College District (District) academic, classified, and contract employees, and all workers or volunteers in the Child Development Centers, shall be required to have fingerprints taken via Live Scan within ten (10) working days of the date of employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions. The Department of Justice will forward any findings to the District-Employment Services Human Resources Office. Employment Services-Human Resources will evaluate findings to ensure all criminal activity was reported and that no offense would disqualify the applicant from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

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

~~Substitute and temporary employees employed for less than a school year may be exempted from this policy. All workers or volunteers in the Child Development Centers must submit to fingerprinting.~~

~~Refer to Operating Procedure: PE 25 for more detailed information.~~