

Note: This policy is *under general review* to coincide with the legally required AP.

Revised - GCCCD Policy

First Reading–2/11/13

BP 7320 Fingerprinting **7337**

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

Adoption Date: August 21, 2001 Updated: January 16, 2007

All Grossmont-Cuyamaca Community College District (District) academic, classified, and contract employees shall be required to have electronic fingerprints taken within ten (10) working days of employment. The fingerprints will be forwarded to the Department of Justice to ascertain if the applicant or employee has any record of previous arrests or convictions.

Substitute and temporary employees employed for less than a school year may be exempted from this policy. All persons assisting in the Child Development Centers ~~must~~ shall submit fingerprints regardless of employment status.

The Chancellor shall ensure that administrative procedures are written regarding the District's fingerprinting requirement and that the procedures, including any applicable fees, are set forth in detail in the Human Resources Office.