

The district shall within ten working days of the date of employment require each person to be fingerprinted by Live Scan. The Live Scan (digitally scanned fingerprints) submission provides the quickest way to submit and process background checks. The California Department of Justice (DOJ) level of service provides information relative to California arrests/detentions/fingerprint submissions. In addition, anyone applying for student or hourly (temporary) employment or as a volunteer in the Child Development Center, Campus Police, and other departments where minors are present or cash is handled or there is access to sensitive information on students or employees, shall be fingerprinted. The completed Request for Live Scan Service form, which contains a personal description of the applicant or employee, will be electronically transmitted to the California Department of Justice by an authorized Live Scan agency.

A list of suggested Live Scan agencies is available in the Human Resources Department.

The fee for the Live Scan service is billed directly to and paid by the district. The rolling fee collected by the Live Scan agency is paid by the employee and is not reimbursed by the district.

Student workers and substitute and temporary classified workers may be exempt from being fingerprinted.