

**AP 7337 FINGERPRINTING**

**References:**

Education Code Sections 87010, 87011, 87013 and 88024  
Penal Code Sections 11077.1 and 11102.2

In accordance with Education Code, Riverside Community College District requires mandatory fingerprinting for all employees of the District to obtain Department of Justice (DOJ) fingerprint clearance. Peace Officers who work in the Safety and Police Department are also required to receive clearance from the Federal Bureau of Investigation (FBI), and firearms. Employees working in the District's Child Development Center must have clearance from the Child Abuse Index Check (CAIC). A conditional offer of employment is made to employees contingent on completion of and clearance through the fingerprint/background process.

No person shall be employed or retained in employment who has been convicted of any sex offense as defined in Education Code Section 87010, or a controlled substance offense as defined in Education Code Section 87011. However, in accordance with Education Code employment may be considered if any such conviction is reversed and the person is acquitted of the offense in a new trial or charges against them are dismissed, or the applicant can provide a certificate of rehabilitation and pardon terminating probation, or demonstrate to the Board they have been rehabilitated for at least five years. Applicants with misdemeanor or felony criminal convictions must provide requested information for all convictions on their employment application. Failure to provide the requested information for all convictions or being dishonest on the application will result in disqualification from consideration of employment.

Criminal conviction information will be considered only during the final stage of the hiring process. The office of Diversity, Equity and Compliance shall maintain an aggregate record of employment decisions based on criminal convictions and the applicant's EEO demographic information. The District's record of denials will be periodically assessed for any potential negative impact based on legally protected categories of employment.

Fingerprinting can be done for most applicants in the Diversity and Human Resources Department on the District's Live Scan fingerprinting equipment. Those working in the Early Childhood Education Center are directed to a separate location for licensing reasons. Live Scan is an automated service that electronically transmits fingerprint information to DOJ and/or the FBI to identify criminal history background checks as a condition of employment. The Diversity and Human Resources Department provides this service at no cost to employees of the District. Fingerprint information will be destroyed

upon employment unless required to be retained in the recruitment file in accordance with Administrative Procedure 7120, Recruitment and Hiring.

Employees must make an appointment for fingerprinting by calling the Diversity and Human Resources Department. They are required to bring a valid photo ID (state-issued Driver's License or ID card, or Passport) at the time they are to be fingerprinted.

The Vice Chancellor, Diversity and Human Resources will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Vice Chancellor, Diversity and Human Resources will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individual(s) designated.

The Vice Chancellor, Diversity and Human Resources will ensure that criminal history record information is destroyed once the district's business need for the information is fulfilled.

Office of Primary Responsibility: Diversity and Human Resources

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Revised: April 11, 2011

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