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

Prior to the first day of employment, the District shall require each person to be employed in an academic or non-academic position (faculty/certificated, classified, administrative, management, and confidential employees) to be fingerprinted via live scan by the local law enforcement agency having jurisdiction in the area of the District. Student workers, temporary employees, and volunteers with certain responsibilities may also be required to be fingerprinted via live scan.

The fee for the service is as determined by the state Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application. The District pays all live scan fees when required for employment.

The fingerprints shall be transmitted to the Department of Justice and/or the Federal Bureau of Investigation. The District's human resources office receives notification from the agency(ies) regarding any convictions of the individual and evaluates findings to ensure that no offense would disqualify the individual from employments and that no conviction would render the individual unfit for the position.

Date: 11/20/19  
Reviewed/Revised: 4/16/26