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|  | LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE | HR P-111 |
| | | FINGERPRINTS |
| ISSUE DATE: August 23, 2006 | SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED | |
| REPLACES: HR Guide Dated January 18, 2006 | CHANGES: Broadens fingerprint requirement to include all newly hired employees regardless of job classification. | |

I. POLICY

All applicants for employment in the Los Angeles College District must be fingerprinted before being assigned to a position in the District.

II. DEFINITIONS

- **Fingerprinting** is the system used to identify employees in order to ascertain their possible criminal history.
- **Live Scan** is the system used for the electronic submission of applicant fingerprints and the subsequent automated background check and response.

III. REQUIREMENTS

A. All newly hired employees must be fingerprinted in order to work in the District.

1. All fingerprints taken are screened by the Department of Justice.
2. FBI screening is also required for individuals whose work involves supervision or association with minors under 18 years of age.

B. Timeline

1. Fingerprint appointments for newly hired employees may be scheduled upon acceptance of an employment offer but must be scheduled no later than the employee's first day of service.
2. Fingerprints must be taken within five (5) working days of the employee's first day of service.

C. Fingerprints are not required to extend an assignment provided an employee does not have a break in service as defined in HR [P-120](#), Rehire.

D. Change of Employee Service

1. An employee who is fingerprinted for a classified position may be selected for an academic position without being fingerprinted again.
2. An employee fingerprinted for an academic-position may be employed in a non- academic position without having additional fingerprints taken.
3. Employees changing from Unclassified Service to either Academic or Classified Service need to be fingerprinted unless a fingerprint record is on file and no break in service has occurred.

E. Disposition

1. Fingerprints taken by LiveScan at any of the authorized facilities will be forwarded to the State of California, Department of Justice, Bureau of Identification.
2. Following analysis of the information and gathering the criminal data, the Department of Justice forwards a criminal report to the District's Employer-Employee Relations Office for review and, if required, appropriate action. This report is normally received within two (2) weeks.
3. Individuals whose background check indicates a potential problem will be contacted by either the District Office or hiring location.

F. Use of Live Scan System

1. All fingerprints will be taken using the Live Scan processing system adopted by the California Department of Justice at a State of California authorized LiveScan facility.

2. Service Levels

- a. Fingerprinting is for LACCD employees only.
- b. Each Location Personnel Office, not the Live Scan Operator, determines if an employee requires FBI screening, i.e., Child Development Center employees. This determination is to be made prior to fingerprinting and on the Request for Live Scan Service form by the Personnel Assistant.
- c. Child Development Center (CDC) employees are not fingerprinted at District Live Scan Site but are to be fingerprinted at contracted locations. The Director of the Child Development Center schedules appointments for CDC employees.
- d. District Live Scan services will not be extended to District Nursing students.

3. Fingerprint Rolling Fees

- a. Applicants for employment in the District shall be fingerprinted at District expense at one of the authorized Live Scan facilities under contract.
- b. Rolling fees vary from provider to provider. Consequently, appointments are to be scheduled with an LACCD location whenever feasible. Non-LACCD Live Scan service providers may be used when needed to ensure a new employee's fingerprints are taken within five (5) business days of the employee's first day of service.
- c. Payment for Live Scan services provided to the District is handled through a contractual billing and payment processed. In order for this process to occur, the applicant must bring an authorized Request for Live Scan Service form to the Live Scan facility at the time they are fingerprinted. No money is collected at any of the Live Scan sites.
- d. If an applicant chooses for any reason not to be fingerprinted at a facility under contract with the District or fails to present an authorized Request for Life Scan Service form at the facility, the applicant will bear the cost charged for fingerprinting processing at the authorized Live Scan facility the applicant selects. The District does not reimburse applicants for fingerprinting services.

4. Live Scan Locations and Scheduling

- a. All appointments are to be scheduled through location personnel offices. Personnel Assistants are the only LACCD employees authorized to schedule appointments.
- b. Fingerprint appointments are to be scheduled no later than the employee's first day of service.
- c. A Live Scan facilities list identifying locations within the District shall be provided to each applicant as part of the new hire process. Table P-111A identifies LACCD Live Scan locations.

| TABLE P-111A LIVE SCAN APPOINTMENT SCHEDULING FOR LACCD SITES | | | |
|--|-------------|--|---|
| LOCATION | DAYS | HOURS | APPOINTMENT PROCEDURE |
| District Office | T Th | 10:00 AM – 12:00 PM 1:00 PM – 3:30 PM | Schedule appointment via web-based calendar. |
| Los Angeles City College | T Th W | 8:00 AM – 11:00 AM 5:00 PM – 8:00 PM | No appointment necessary during scheduled hours of operation. |
| Los Angeles Valley College | M T W Th | 7:00 AM – 3:00 PM | Phone to schedule appointment; same day appointments given. |
| West Los Angeles College | M W | 10:00 AM – 12 PM 1:00 PM – 4:00 PM | Phone to schedule appointment; one day notice required. |

5. LACCD Live Scan Functions and Responsibilities

The responsibility for handling Live Scan functions is shared between the District Office, Campus, Colleges/Divisions, and Campus Sheriff Substations as shown in Table P-111A, Live Scan Functions and Responsibility Area, below.

**TABLE P-111B
LIVE SCAN FUNCTIONS AND RESPONSIBILITY AREA**

| FUNCTION | | PERSONNEL OFFICE | SHERIFF-SUBSTATION | HUMAN RESOURCES, DISTRICT OFFICE |
|------------------------|--|------------------|--------------------|----------------------------------|
| Scheduling | Schedule Live Scan appointments | X | | X |
| | Provide parking permit/validation | X | X | X |
| | Provide pre-printed Request for Live Scan Service form | X | | X |
| | Complete pre-designated area of Request for Live Scan Service form and/or review for accuracy ^{1,2} | X | X | X |
| | Instruct employee with form requirements and documentation needed at appointment | X | X | X |
| | Maintain supply of Request for Live Scan Service forms | X | | X |
| Scanning | Conduct Live Scan for new employees and maintain Live Scan work area | | X | |
| | Maintain staff of Live Scan operators | | X | X |
| | Train cadets to use Live Scan equipment | | X | |
| | Courier copies of Live Scan forms to Employer-Employee Relations each week | | X | |
| | Maintain copies of Live Scan forms in campus Live Scan binder | | X | |
| | Maintain designated Live Scan supplies | | X | X |
| | Contact Identix helpline for assistance with Live Scan equipment | | X | |
| | Contact designated representative at Department of Justice for assistance with DOJ procedures | | X | |
| Process Administration | Notify Employer-Employee Relations of any problems with equipment, scheduling procedures, etc. | X | X | X |
| | Notify Employer-Employee Relations of staff changes | X | X | X |
| | Maintain and distribute current list of Live Scan operator contacts | | | X |
| | Manage billing account with Department of Justice | | | X |
| | Maintain master log of all LACCD Live Scan sites for billing verification | | | X |
| | Oversee maintenance contracts with Identix | | | X |
| | Schedule equipment maintenance appoints with Identix | | | X |

¹ Personnel Office is responsible for Job Title, Level of Service, Correct Billing Information

² Sheriff Substation is responsible for Name of Operator, ATI Number, Name of Campus

IV. **ADDITIONAL SOURCES**

CALIFORNIA EDUCATION CODE

87013 Identification Cards, Criminal History, Local Law Enforcement Agencies
88024 Use of Personal Identification Cards to Ascertain Conviction of Crime

LACCD BOARD RULES

Chapter X. Human Resources

[10105.10 Fingerprints of Applicants for Positions](#)

LACCD HUMAN RESOURCES GUIDE

[HR P-120 Rehire](#)

LACCD FORMS

Livescan 8016

EMPLOYEE TIP SHEET

[Meeting Fingerprint Requirements](#)