

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-111</b>
		<b>FINGERPRINTS</b>
<b>ISSUE DATE:</b> September 28, 2017	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide Dated August 23, 2006	<b>CHANGES:</b> Updated fingerprint requirements and Tables	

## I. POLICY

All employees in the Los Angeles College District must be fingerprinted and cleared before commencing employment 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.
- **Rehire** is the return to pay status of a person who has previously worked for the District and who is selected for the same or a different position after full separation has occurred.
- **Separation** is stopping one work assignment in one position with the LACCD for at least one (1) day.

## III. REQUIREMENTS

- A. All newly hired employees must be fingerprinted in order to work in the District. All fingerprints taken are screened by the Department of Justice.
- B. Appointments must be scheduled upon acceptance of employment, but should be scheduled no later than ten (10) working days prior to the first day of employment service..
- C. Fingerprints are not required to extend an assignment provided an employee does not have a separation of more than a year or a change in service type.
- D. **Change of Employee Service (No Separation)**
  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. Rehire

1. An employee with less than a year of separation may be re-hired without having additional fingerprints, provided their fingerprint record is on file and there is no change in service type (i.e., classified, unclassified, or academic).
2. Employees with a separation of a year or more must be fingerprinted.

F. 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.

G. 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 and volunteers only.
- b. Child Development Center (CDC) employees are typically not fingerprinted at a District Live Scan Site but are to be fingerprinted at contracted locations. The Director of the Child Development Center schedules appointments for CDC employees. Nevertheless, CDC employees may be required to also fingerprint at a District live scan site.
- c. 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 prior to 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 Live 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 prior to the employee's first day of service.
- c. For more information on where or when to make a Live Scan appointment call (213) 891-2181 or (213) 891-2303.

**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-111A  
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 <sup>1,2</sup>	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	X
	Maintain staff of Live Scan operators		X	X
	Email copies of Live Scan forms and Report of Convictions forms to Employer-Employee Relations.	X		X
	Maintain copies of Live Scan forms.			X
	Maintain designated Live Scan supplies		X	X
	Contact Biometrics4All helpline for assistance with Live Scan equipment		X	
	Contact designated representative at Department of Justice for assistance with DOJ procedures			X
Process Administration	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 Biometrics4All			X
	Schedule equipment maintenance appoints with Biometrics4All			X
	Schedule equipment maintenance appoints with Biometrics4All			X
	Schedule equipment maintenance appoints with Biometrics4All			X

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](#)

**EMPLOYEE TIP SHEET**

[Meeting Fingerprint Requirements](#)