



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7337

AP 7337 Fingerprinting

The Vice President of Human Resources will designate one or more employees to receive, store, disseminate, and destroy criminal records furnished by the California Department of Justice and/or the Federal Bureau of Investigation 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 President of Human Resources will notify the California Department of Justice when a designated employee no longer serves in that capacity.

The Vice President of Human Resources will ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled.

All candidates for academic, classified, contract, and volunteer positions shall be required to have fingerprints taken via Live Scan prior to Board approval for employment. This includes candidates for both permanent and temporary employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice and/or the Federal Bureau of Investigation. The Department of Justice will forward any findings to the Office of Human Resources. Human Resources will evaluate findings to ensure that no offense would disqualify the applicant from employment, and that no conviction would render the candidate unfit for the position.

Child Development Center

The following individuals providing services in a childcare center shall provide fingerprint identification in order for the District to obtain either a criminal record clearance or a criminal record exemption from the State Department of Social Services before the individual's initial presence in a child day care facility:

- Adults responsible for administration or direct supervision of staff.
- Any person, other than a child, residing in the facility.
- Any person who provides care and supervision to the children.
- Any staff person, volunteer, or employee who has contact with the children.

Employees of the District who have completed a criminal record clearance as a condition of employment are not subject to this requirement.



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The following individuals are exempt from the fingerprint identification requirement under the following conditions:

- A volunteer providing time-limited specialized services if this person is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the volunteer spends no more than 16 hours per week at the facility, and the volunteer is not left alone with children in care.
- A student enrolled or participating at an accredited educational institution if the student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the facility has an agreement with the educational institution concerning the placement of the student, the student spends no more than 16 hours per week at the facility, and the student is not left alone with children in care.
- A volunteer who is a relative, legal guardian, or foster parent of a client in the facility.
- A contracted repair person retained by the facility, if not left alone with children in care.

References: *Education Code Sections 87013 and 88024;*
Penal Code Sections 11102.2 and 11077.1;
Health and Safety Code Section 1596.871

Approved: November 8, 2022