

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**7337**

**Fingerprinting**

Reference: Education Code Sections 87013, and 88024; Penal Code Section 11077.1

California Education Code Sections 87013 and 88024 states that whenever a college district employs a person in a position other than child care, the District will require the individual to be fingerprinted before start date of employment.

If an individual is hired in a child care position, fingerprints must be on file before the individual reports to work. Palo Verde Community College District is subject to an immediate \$100 civil penalty for each violation if fingerprint cards are not submitted for a new child care employee before the individual is employed.

Beginning January 1, 1999, an FBI background check will be required. This is not a retroactive requirement. The FBI check, which is also process through DOJ, is required for anyone who must have a criminal background check. Applications to work will not be delayed pending the FBI clearance.

All fingerprinting will be done by the "Live Scan" method at a California Department of Justice site. The Live Scan method is the Department of Justice's preferred method for the submission of fingerprints. All information received from either agency is strictly confidential and destroyed upon hiring determination in accordance with subdivision (a) of Section 708 of Title II of California Code of Regulations.

The Palo Verde Community College District will not enter the perspective employee into the system until the form is on file which will result in "no pay" for the employee.

Fees are determined by the agency listed below and vary from agency to agency.

DOJ = Department of Justice - State Processing  
FBI = Federal Bureau of Investigation = Federal Processing  
PD = Blythe Police Department = take fingerprints  
CAI = Child Abuse Index = required for all persons working day care facilities

The Live Scan form is attached.

*(Formerly PVC Administrative Regulation 4044)*

3/5/09 College Council Approval  
3/24/09 Board First Read  
4/28/09 Board Second Read and Approval  
9/2/09 College Council Approval  
9/22/09 Board First Read  
10/27/09 Board Second Read and Approval