



ADMINISTRATIVE PROCEDURES

No. 7337.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FINGERPRINTING

The Director of Human Resources will designate staff to receive, store, disseminate, and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Employees in this role must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Director of Human Resources will notify the California Department of Justice when a designated employee no longer serves in this capacity.

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

Fingerprinting through the Live Scan process is required for all District employees or volunteers prior to employment or volunteer service. The Director of Human Resources may exempt a short-term employee or volunteer working less than a complete academic year from the screening process when the employee or volunteer will be under constant supervision of District administrators and/or have limited contact with students. The granting of exemptions must comply with the District's equal employment opportunity and non-discrimination policies. All Live Scan fees are paid by the District for all employees and volunteers.

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 and Child Abuse Index before the individual's initial presence in a child day care facility:

- Any staff person including student employees
- A volunteer providing specialized services such as volunteers of NCO, Ukiah High School, or the Grandparents Program
- Students providing direct care such as in lab classes

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

- A volunteer who is a relative, legal guardian, or foster parent of a client in the facility who does not provide care to any other child than their own.
- A contracted repair person retained by the facility, if not left alone with children in care.
- A contracted special education provider
- Students not providing direct care to children (i.e. assessments, observations, etc.)

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