



Policy

7337 Fingerprinting

All new employees, student workers, and volunteers of the Yosemite Community College District are required to be fingerprinted within a maximum of ten (10) working days from the date of employment. A background check will be conducted through the Department of Justice and Federal Bureau of Investigation.

EXCEPTIONS:

An individual who is to be employed or volunteering in Child Care Departments, or as a Custodian, or in the Campus Safety/Security Department or if they have disclosed a misdemeanor or felony, must clear fingerprinting and background checks prior to beginning work.

Volunteers serving in single day college events and individuals serving as volunteers in Associated Student Organization officer and senator positions at the colleges, and students being paid a stipend by the District for participation in an educational program are not required to be fingerprinted.

References:

Education Code Sections [87013](#) and [88024](#); Penal Code Section [11077.1](#)

Adopted: February 9, 2011

Revision Adopted: ~~November 12, 2014~~, April 12, 2023

Last Reviewed: April 12, 2023

Administrative Procedure

7337 Fingerprinting

Fingerprinting shall occur via Live Scan at any Live Scan facility. All employees, student workers, and volunteers are responsible to pay the cost of the fingerprinting and processing. Department of Justice and Federal Bureau of Investigation background checks shall be kept confidential in Human Resources.

The following documents are required for Live Scan:

1. Valid picture ID (Driver's License, Passport, etc.)
2. LiveScan Submission Form
3. Payment

References:

Education Code Sections [87013](#) and [88024](#); Penal Code Sections [11077.1](#) and [11102.2](#)

Procedure Last Revised: ~~February 9, 2011, November 12, 2014,~~ April 12, 2023

Last Reviewed: April 12, 2023