

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 to serve as the contact for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to the California Department of Justice procedures.

The District, within 10 working days of date of employment, shall require each person to be employed by District, including volunteers, to be fingerprinted for submission to the Department of Justice and Federal Bureau of Investigation for a background check.

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.

References:

Education Code Sections 87013 and 88024
Penal Code sections 1102.2 and 11077.1

April 17, 2017