

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO. 7337**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Fingerprinting

Adoption Date: August 27, 2013

Responsible Office: Human Resources

Reference: Education Code Sections 87013 and 88024; Penal Code Sections 11102.2 and 11077.1

Fingerprints will be transmitted to the Department of Justice for the purpose of ascertaining criminal convictions. The District may charge a fee as determined by the Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the fingerprint application.

Each person (except students) employed by the District shall be fingerprinted within 10 working days of the date of employment.