

## **Fingerprinting of Employees, Volunteers and Student Workers**

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**7337**

Each employee hired by and each volunteer engaged to provide service to the Foothill-De Anza Community College District shall be fingerprinted as a condition of employment and such fingerprints shall be submitted to the Department of Justice with a request for records regarding conviction of any crime(s). Further, each campus shall determine and identify, by tasks, responsibilities and other business-related criteria, those student workers which shall be fingerprinted as a condition of student employment.

All information received in response to this policy is considered sensitive and shall be handled in a confidential manner consistent with the District's personnel practices and applicable state regulations.

The District shall not employ or retain in employment, including employees, volunteers, and student workers, any person who has been convicted of: 1) a sex offense as defined by Education Code § 87010 or a controlled substance offense as defined by Education Code § 87011; or 2) a crime, where such conviction is determined to be job related and consistent with business necessity.

*See Administrative Procedure 7337 Fingerprinting of Employees, Volunteers and Student Workers*

Education Code Sections 87010, 87011, 87013 and 88024  
Penal Code Sections 11102.2 and 11077.1

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