



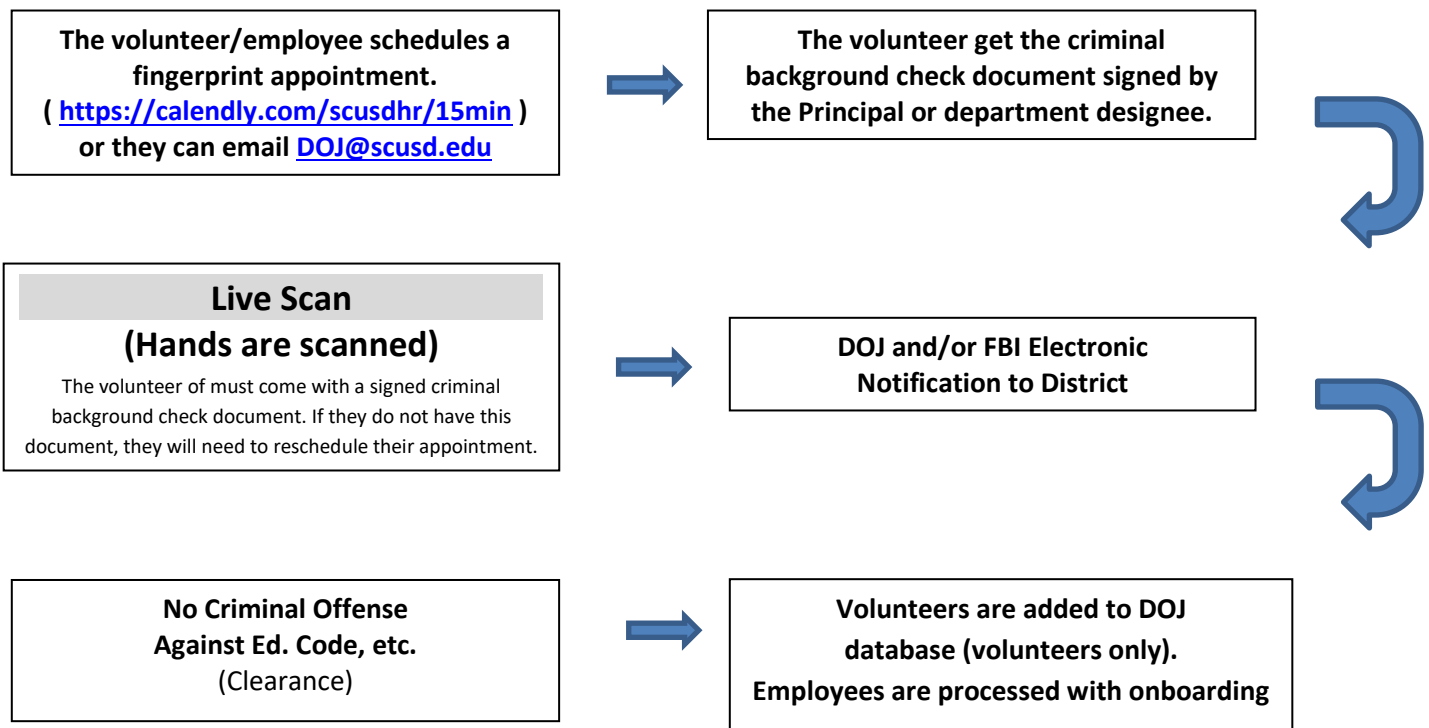
## Fingerprint Process and Procedure

The Human Resource's Department receives the results electronically from the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI).

Once the information is received, the Human Resource's Department will update the DOJ Database (Volunteers Only). This database is accessible by Office Manager(s) and/or designee that the employee and /or volunteer has been cleared to be permitted to work and/or volunteer at the school. **The employee and/or volunteer MUST NOT WORK until clearance is obtained.**

There is a fee for processing the fingerprints. If the person is an employee, the fee will be deducted on the employee's first pay warrant. If the person is a volunteer, the site may pay for the fee by providing a budget code or the volunteer themselves may pay the fee.

Sample Fingerprint Process Diagram:



### Important Notes:

- **Work Clearance** – Employees **CANNOT** work until they have cleared all of their onboarding.
- **Delay Notice** – The District must wait until notification of clearance is obtained, which can take up to 30 business days.
  - We have been informed specifically not to reach out to DOJ until after the 30 business days
- **Criminal Offense** – If a criminal offense is found on the potential employee and/or volunteer's record, the District must verify if the offense is against the Education Code, etc. This will add additional processing time. If the offense is against Ed. Code, the potential employee and/or volunteer will not be allowed to work and/or volunteer.