Subject: Fingerprinting

Purpose:
Establish an employment policy that requires each employee to submit one set of fingerprints to the Department of Justice (DOJ) in order to comply with Resolution No. 96-8314 authorizing access to summary criminal history information for the purpose of determining an applicants’ eligibility for employment or volunteer services.

Procedures:
1. This requirement is a condition of employment. One set of fingerprints must be submitted on or before the first date of hire or participation.

2. City employees and volunteers are required to submit one set of fingerprints to the DOJ.

3. Fingerprinting will be done by the Pittsburg Police Department using LiveScan.

4. DOJ has a 30-day turnaround on criminal histories. If no report has been received after 30 days Human Resources will follow-up by requesting a status report from DOJ.

5. The appointing authority will indicate fingerprint clearance is a condition of employment under remarks on the Personnel Action Form (PAF). In addition, it is the responsibility of the employing department to ensure that an adequate background investigation on the individual being hired to determine their appropriateness for the position has been conducted by authorized personnel. Assistance in this area is available from the Human Resources Department. In the case if a volunteer, a City “Volunteer Application” will be completed and forwarded to the Human Resources Department.
6. The Director of Human Resources or his/her designee is authorized to receive summary criminal history information from DOJ. The Director of Human Resources or his/her designee will review the criminal history and determine if the person has been convicted of any offense that precludes them from employment. Offenses included but are not limited to: sexual offenses, drug offenses, and crimes of violence.

7. If criminal records indicate that the individual working/volunteering for the City is not eligible to continue their employment they will be immediately terminated. The affected individual will not be allowed to view their criminal history but may be advised to contact the DOJ for their own copy.

8. Criminal history records will be maintained by the Human Resources Department separate from the personnel files.

9. A contract for Subsequent Arrest Notification Service (BC11 8049) will be on file with the DOJ. This allows the Director of Human Resources to receive subsequent arrest information on any individual on whom fingerprints have been collected.

10. The cost of submitting fingerprints to DOJ will be paid by the City.