

**SECURITY/CREDIT CHECK**

The Superintendent or designee shall ensure that each classified employee, within ten days of initial employment, has a local law enforcement authority prepare fingerprint identification cards with his/her personal description. The local law enforcement authority shall forward these cards to the Bureau of Criminal Identification Investigation, State Department of Justice, for processing. (Education Code 45125)

If the district prepares fingerprint identification cards in accordance with law for each classified employee within ten days of his/her initial employment. The district shall send these cards to the Bureau of Criminal Identification Investigation, State Department of Justice, for processing. (Education Code 45125)

The Superintendent or designee may exempt from this requirement those substitute and temporary employees who are hired for less than a school year. (Education Code 45125)

The Superintendent or designee may ask the local law enforcement agency to conduct an automated records check to ascertain whether a prospective noncertificated employee has a criminal record. This information shall be requested only for applicants whom the district intends to hire at the time. (Education Code 45125.5)

(cf. 4112.6 - Personnel Records)

(cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

45125 Use of personal identification cards to ascertain conviction of crime

45125.5 Automated records check

45126 - Duty of Department of Justice to furnish information

PENAL CODE

11075-11081 Criminal record dissemination

11105 State criminal history information; furnishing to authorized persons

11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors

11142 Authorized person furnishing record or information to unauthorized person; misdemeanor

13300 Local criminal history information; furnishing to authorized persons

13303 Furnishing to unauthorized person by authorized person