
FINGERPRINTING (PSL-W041)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1. Working Instruction on fingerprinting all district employees through DOJ & FBI.

2.0 RESPONSIBILITY:

- 2.1. Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1. Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1. DOJ - Department of Justice.
- 4.2. FBI – Federal Bureau of Investigation.
- 4.3. Classified—employee that does not hold a credential and is not a teacher, however, they can be management.
- 4.4. Certificated—employee that holds a credential and is a teacher, however, they can be management.
- 4.5. HRS—Human Resource Services

5.0 PROCEDURE:

- 5.1.1. If the employee is a classified or certificated mark the box labeled classified or certificated, add the position under “Job Title.”
- 5.1.2. At the bottom of the live scan form check DOJ and FBI for classified, DOJ only for certificated.
- 5.1.3. The cost for fingerprints: classified \$66.00 & \$12.00, certificated \$ 42.00 & \$ 12.00. They do not need to pay the amount at that moment; the cost will come out of their first pay warrant.
- 5.1.4. If the employee is a child-sitter or noon duty the cost is waived.

6.0 ASSOCIATED DOCUMENTS: See Attached

- 6.1. Fingerprint packet (Live scan). (PSL-F050, PSL-F051)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Live Scan Form	File Folder	1 or 2 months	Discard as Desired	Access Limited to HRS
Fingerprint receipt	File folder	1 Year	Discard as Desired	Access Limited to HRS

FINGERPRINTING (PSL-W041)
Sacramento City Unified School District

8. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change