

FINGERPRINTING PROCEDURES

NEW HIRE PROCESS

- All new hires, including substitutes (both classified and certificated), Supplemental Services, Extra Pay Contracts (coaches) **MUST** be fingerprinted upon an offer of employment.
- The new employee must bring a driver's license or ID card to the appointment.
- All new hires must pay for their own fingerprint costs at the time that they are fingerprinted or sign a form for payroll deduction.
- Payment must be in the form of a money order, cashier's check, personal check or cash.
- Fingerprints may be taken at the District Office by appointment only. If fingerprints are taken elsewhere such as at the Tulare County Office of Education, at the Tulare County Sheriff's Office, or any other location, a "Live Scan" form must be used that has the District's ORI number. An appointment may be required at other locations as well
- The cost of the fingerprints is \$40.00 for certificated hires who have already applied for or have their credential; for classified hires the cost is \$67.00.
- If an applicant has just relocated to California, they may be subject to an additional fee for an FBI check. All classified positions are subject to an FBI check.
- New employees will be notified when they have been fingerprint cleared. **NO NEW HIRE MAY BEGIN EMPLOYMENT UNTIL A CLEARANCE HAS BEEN RECEIVED BY THE DEPARTMENT OF JUSTICE AND THE PERSONNEL DEPARTMENT HAS NOTIFIED THEM AND THE APPROPRIATE ADMINISTRATOR THAT THEY ARE APPROVED TO START WORK!**

THIS INCLUDES ALL CLASSIFICATIONS OF EMPLOYEES

Note: *If a substitute employee is hired into a permanent position (classified or certificated) and has already been fingerprinted through COJUSD, they do not need to be reprinted. However, a record must exist in our system confirming that they have been printed. If no record can be found, the substitute must be reprinted at their own expense as any other new hire. The substitute cannot begin in a permanent status until a clearance has been received. The substitute does not need to be removed from their current assignment pending clearance.*

REHIRES

- Rehires/retirees are also subject to the complete fingerprint process.

If a former employee applies with COJUSD, it is considered a break-in-service for fingerprint purposes. They are subject to all requirements for clearance, including the fee unless they were fingerprinted after July 1, 1998 and it can be verified through the District's records and have not been removed from the District's "active" list.

➤ **39-Month re-employment.**

If an employee is rehired, and DOJ notification has been cancelled, they are subject to fingerprints and the fee is their responsibility.

Exception: An employee who is rehired during the 39-month period **and was laid off from their former position**, must be reprinted; however, the District will incur the cost.

COACHES

➤ Coaches, including Walk-on and Volunteer Coaches, are subject to all fingerprint requirements.

*They may **not** begin their coaching assignment until a clearance has been received from the DOJ and the Personnel Department has contacted the site Principal.*

NOTE: *A coach who returns season after season would not be subject to the fingerprint requirement.*

VOLUNTEERS

- All volunteers **MUST** be fingerprinted and receive clearance prior to acting as a volunteer in the schools. This includes classrooms, field trips, and athletics.
- A completed Volunteer Form must be on file at the District Office prior to fingerprinting.
- Fingerprinting is done at the District Office and is paid by the District. An appointment is required. If fingerprinting is done elsewhere, a special form is required and the volunteer must pay the fee.
- The volunteer must bring a driver's license or ID card to the appointment.
- School sites and the volunteer will be notified when fingerprint clearance has been received.
- The District will make the volunteer an identification badge and send it to the school site.
- **NO VOLUNTEER MAY BEGIN SERVICE UNTIL A CLEARANCE HAS BEEN RECEIVED FROM THE DEPARTMENT OF JUSTICE AND THE PERSONNEL DEPARTMENT HAS NOTIFIED THE VOLUNTEER AND THE APPROPRIATE ADMINISTRATOR THAT THE VOLUNTEER IS APPROVED TO START SERVICE!**

FINGERPRINT RECORD KEEPING

- The Personnel Department is responsible for logging and tracking all fingerprinting and the resulting clearances or records received from the Department of Justice.
- When a clearance is received, the Personnel Department will notify the appropriate Principal/Supervisor. A start date will be established.

Clearances are considered a priority and will receive immediate attention.