



Live Scan Policy

Pursuant to California Penal Code section 11105.3, the CSU, Chico Research Foundation may request criminal record information from the Department of Justice to assist with determining the character and fitness of a person who applies for employment, or is employed, or is a volunteer in a human services field that involves the care and security of children, the elderly, the handicapped, or the mentally impaired or in which employees or volunteers have supervisory or disciplinary power over children.

The Human Resources Department of the CSU, Chico Research Foundation in conjunction with the Project Director and in consideration of the work being performed on a specific grant/contract will determine what positions will require fingerprinting and Department of Justice or FBI background checks. Individuals appointed to such employment or volunteer positions will be processed through Live Scan. It is the Foundation's policy that only those positions which have a true exposure involving the care and security of children, the elderly, the handicapped, or the mentally impaired or with supervisory or disciplinary power over children will be processed through a DOJ or FBI background check. Those positions with tangential interactions not involving isolated one-to-one relationships will not require fingerprinting.

Procedure:

1. Departments preauthorized by the HR Office will dispense a "Request for Live Scan Service" and instructions directly to the individual and communicate required information to the Foundation HR Office. (Upward Bound, Education Talent Search, Passages).
2. Departments not noted in paragraph 1 will notify the HR Office and communicate the required information. The individuals needing Live Scan will then be sent to the Foundation HR Office for instructions and form dispersal.
3. An individual in an identified position who has not been cleared through this process will not be allowed to work in a capacity where the specific exposure exists until such clearance is obtained. Individuals will be allowed to be in a team with a cleared individual for training purposes, or may work in a capacity where the exposure does not exist pending clearance.
4. The HR Office will be responsible for receiving the information via secure website from the Department of Justice.
5. When clearance is obtained, the appropriate departments will be notified that the individual can assume his/her full duties.
6. If criminal history information is received by the HR Office, an assessment will be made on an individual basis as to the relevance of the offense to the position being pursued, and the age of the offense. For example, a thirty year old conviction for embezzlement may not now bear any relevance or risk for an individual volunteering to be a foster grandparent; however, it may still not be appropriate for someone employed as a bill payer for a senior. Crimes of a sexual or violent nature would never be appropriate for those involving the care and security of children, the elderly, the handicapped, or the mentally impaired or with supervisory or disciplinary power over children.