
FINGERPRINTING PROCEDURE (PSS-P001)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to fingerprint perspective school district employees and members of the public.

2.0 RESPONSIBILITY:

- 2.1 Police Officer or Designee

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor, Police

Signature

Date

4.0 DEFINITIONS:

- 4.1 SCUSD's Livescan Fingerprinting system. Fingerprinting Machine, fingerprints are taken and transmitted electronically.
- 4.2 Livescan Forms. Forms issued by the Department of Justice for fingerprinting.

5.0 PROCEDURE:

- 5.1 Receive Livescan form from individuals needing to be fingerprinted.
- 5.2 Enter data from Livescan form into computer.
- 5.3 Fingerprint perspective employee/member of the public.
- 5.4 Check computer for accuracy.
- 5.5 Electronically transmit fingerprints. The Department of Justice and/or the FBI, depending on the level of service required.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Livescan Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Livescan form	File cabinet in I.D. Office	6 Months	Discard as desired	Secured file cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/20/05	A	Initial release

*** End of procedure ***