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**FINGERPRINTING (PSL-W041)**  
Sacramento City Unified School District

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**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.

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

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**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