



ALHAMBRA

UNIFIED SCHOOL DISTRICT

Human Resources Division

Frequently Asked Questions on Fingerprinting (Department of Justice and Federal Bureau of Investigation)

1. Why do we require fingerprinting for volunteer assistance?

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety, while strengthening the school's relationships with the community. Prior to assuming a volunteer position to work with students in a district sponsored student activity or classroom, a volunteer shall obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district.

For clarification, the definition of student activity programs is listed below:

"Student activity programs," include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, dance team, and marching band. This requirement shall apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant Education Code 35021, including parents/guardians volunteering in a classroom and/or on a field trip or community members providing non-instructional services. (Education Code 49024)

2. Who needs a live scan?

All institutions and professions with applicants for employment, licensing, certification; and for volunteer assistance need live scan.

3. How long does it take for Human Resources to receive DOJ and FBI results?

Live Scan Results can be delivered to Human Resources as soon as 72 business hours. However, there have been cases when delays can occur. Delays can be caused by poor fingerprint quality, the existence of any criminal information in the applicant's record, birthdates before 1920 and incorrect data submitted on the electronic transaction.

4. I am worried about my results. My record has been cleared for over 10 years, but I had some issues when I was younger. How will this affect me and my opportunity to volunteer at my child's school?

When Human Resources review the live scan results, we take into consideration a number of factors:

- Was the offense a violent or serious felony?
- Did the applicant obtain a certificate of rehabilitation, or a pardon?
- Was the applicant granted an expungement?
- Did the applicant complete probation?
- Did the applicant's record show a period of rehabilitation? (This means no continued behaviors resulting in arrests).
- Was the applicant's case dismissed?

5. I was granted an expungement. Does this mean that I am cleared?

Expungement does not mean that your case is sealed or closed. It means that your case was dismissed. It is important that when one is working or applying for a position requiring security clearance, the conviction will be discovered. You should disclose the initial conviction and its later expungement.

6. How long is my fingerprinting good for? Do I have to re-fingerprint if I leave the district and come back?

Your fingerprinting is good for as long as you remain active as a volunteer with the district by renewing your volunteer registration annually with the school.

However, if you become inactive, or leave the district for three or more consecutive years, you will have to re-fingerprint upon your return.