



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Fingerprinting of Employees, Applicants and Volunteers
Resolution No.	
Issue Date:	March 2008
Revision Date:	August 31, 2009
Prepared By	Leslie Loomis, Human Resources Director
Approved By:	Ken Nordhoff, City Manager

### FINGERPRINTING POLICY

#### **PURPOSE:**

State law requires every adult employee and volunteer that will have direct contact with minors to be fingerprinted prior to beginning service. The City adheres to this requirement and, furthermore, requires all adults who are final candidates for regular City of San Rafael positions to be fingerprinted prior to beginning employment.

#### **RESPONSIBILITY:**

It is the responsibility of the Hiring Department to obtain a signed Authorization for Release of Information Form from the applicant to authorize fingerprinting and to contact the Police Department Personnel Office to arrange for fingerprinting.

The Police Department Personnel Office will advise the Human Resources Department if the applicant is eligible to be hired or not based on the results of fingerprinting and/or background checks and Human Resources will communicate these results to the Hiring Department.

#### **REFERENCES:**

City of San Rafael Hiring Practices Policy  
5164 California Public Resource Code  
13300 California Penal Code  
11105.3 California Penal Code  
1095.3 California Education Code

#### **DEFINITIONS:**

Fingerprinting provides information on an employee's criminal background by accessing the State and National database to determine if the applicant has been arrested anywhere in the United States.

#### **POLICY:**

Any offer of employment to a regular position or to a temporary/seasonal position with the City of San Rafael that has direct contact with minors, is conditional upon submission of fingerprints.

**Fingerprinting of Employees, Applicants and Volunteers Policy**

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**PROCEDURES:**

- A. Job announcements will include notice of the City's requirement to pass a background investigation, including fingerprinting for applicable positions.
- B. Fingerprinting will be performed by the San Rafael Police Department during prescribed hours at no cost to the volunteer/applicant.
- C. No appointment to a volunteer or employee position shall be made prior to Human Resources receiving results from the fingerprinting exam from the San Rafael Police Department.
- D. In the event that a background check disqualifies a volunteer or job applicant due to a fingerprinting violation (California Public Resources Code [CPRC] #5164), the Human Resources Department shall orally instruct the appointing authority to dismiss the disqualified volunteer/applicant immediately from further consideration to an appointment with the City of San Rafael and will indicate the disqualification on the eligibility list.
- E. In the event that a volunteer/employee is under 18 years of age when beginning service, but will turn 18 while still serving as a volunteer/employee, that volunteer/employee will be required to submit a completed fingerprint card to the Human Resources Department no later than 30 days prior to that volunteer/employee's 18<sup>th</sup> birthday. It will be the responsibility of the Department Director to monitor compliance with this requirement.

**APPROVED BY:**

  
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Ken Nordhoff, City Manager

8-31-2009  
\_\_\_\_\_  
Date