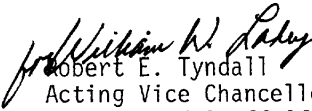


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5596

Code: FSA 82-31  
Supersedes FSA  
74-02 and 74-02A

Date: August 11, 1982

To: Presidents

From:   
Robert E. Tyndall  
Acting Vice Chancellor  
Faculty and Staff Affairs

Subject: Revision of Policy on Fingerprinting of Employees

Current policy on the fingerprinting of employees, as set forth in FSA 74-02 and 74-02A, requires that all new employees be fingerprinted and that the completed fingerprint cards be processed through the State Department of Justice. Effective immediately, the fingerprinting of new employees shall be done at the discretion of the President; it is no longer mandatory that all new employees be fingerprinted.

The requirement for fingerprinting was established primarily to enable the campus to validate information provided by prospective employees. The Education Code, Section 89535 (g) and (h), states that any permanent or probationary employee may be dismissed, demoted, or suspended for conviction of a felony or conviction of any misdemeanor involving moral turpitude, or for fraud in securing appointment. These Education Code provisions should be kept in mind in making a decision at the campus level whether or not to fingerprint all or any classes of employees at the time of employment.

Additional consideration on your part might be given to the value of fingerprinting prospective employees who will handle cash or will be in an assignment or role which would ordinarily require bonding.

If a judgment is made at your campus that fingerprinting of new employees will continue in certain specified classes or functions, then the process outlined below should be followed. Offers of employment for those classes specified should include a statement that fingerprinting prior to appointment may be required. (Over)

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**Distribution:** Vice Presidents, Academic Affairs  
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Chancellor's Office Staff

The campus should provide the California State Department of Justice's Bureau of Criminal Identification with the name and address of the campus department that will be responsible for submission of fingerprint cards and the receipt of subsequent arrest reports. This information should be mailed to:

Department of Justice  
Bureau of Criminal Identification  
Quality Control Section  
P.O. Box 13417  
Sacramento, CA 95813

Phone ATSS 492-5261

The Department of Justice determines the charge for processing fingerprint cards and providing rap sheets to the campus. The campus Business Officer should make arrangements with the Bureau of Criminal Identification of the Department of Justice for receipt of subsequent arrest reports. This is done by contacting:

Department of Justice  
Bureau of Criminal Identification  
Central Services  
P.O. Box 13367  
Sacramento, CA 95813

Phone ATSS 485-3313

There is a nominal fee for each arrest notification issued. Public Safety Officers, Public Safety Investigators or Public Safety Dispatchers and related supervisory classes are automatically covered by the subsequent arrest notification service, whether or not a written agreement exists.

An internal control system should be maintained for the fingerprint cards submitted to the Bureau of Criminal Investigation. It is the responsibility of the campus to evaluate the information provided on the rap sheet in relation to the class in which the individual is working. The campus also is responsible for the confidentiality and security of rap sheets following their receipt.

If a campus has a subsequent arrest record agreement with the Department of Justice on an employee who transfers to another CSU campus or the Chancellor's Office, then the leaving campus should modify the subsequent arrest record agreement accordingly.

This policy supersedes FSAs 74-02 and 74-02A on fingerprinting of employees. University and College Administrative Manual (UCAM) holders should annotate their manuals, Sections 5292 through 5292.03, with the number of this policy letter and an indication that this policy letter supersedes those sections. UCAM will be updated to reflect the change at a later date. Holders of copies of "Show It To Me In Writing", the FSA subject guide to current personnel policies and regulations, should also amend that document accordingly (See Fingerprinting, p. 25).

If there are any questions regarding this policy, please contact Linda W. Allman of my staff at Public Number (213) 590-5584 or ATSS 635-5584.


RET:LWA:kw

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590- 5596

Code: FSA 82-31  
Supplement 1

Date: October 7, 1982

To: Presidents

From:   
Robert E. Tyndall  
Acting Vice Chancellor  
Faculty and Staff Affairs

Subject: Clarification of Revised Policy on Fingerprinting of Employees

FSA letter 82-31 dated August 11, 1982, did not make it clear that State law and the regulations of the State Department of Justice require fingerprinting of all sworn public safety personnel and public safety dispatchers. Therefore, the delegation to you covers all classes of employees except the public safety personnel noted above. Persons employed in such positions must be fingerprinted at the time of employment.

RET:LWA:kw

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