


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Code: FSR 85-72

Date: October 31, 1985

To: Presidents

Subject:
Appointments

From: Caesar J. Naples 
Vice Chancellor
Faculty and Staff Relations

Subject: Fingerprinting Practices

The mandatory requirement to fingerprint all new CSU employees was revised in August 1982. From that point, the practice of fingerprinting new employees was to be done at the discretion of the President. The requirement for fingerprinting was initially established to enable the campus to validate information provided by prospective employees and to act upon Education Code, Section 89535 which states that any 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.

Recently, FSR surveyed the campuses' pre-employment screening procedures for positions which require custodial responsibility for students, the handling of cash and work assignments which would ordinarily require bonding. All campuses responded to the survey. From the data we are able to report the following: The application materials of the majority of campuses contain inquiries regarding prior criminal convictions. The majority of campuses who responded are fingerprinting new employees appointed to selected positions. However, with the exception of sworn Public Safety Officer applicants, the available data showed that there does not seem to be any pattern to the types of positions for which applicants are routinely fingerprinted.

At this time you should review your campus' fingerprinting practices. Consideration on your part should be given to the value of fingerprinting prospective employees who work in the following types of functions:

(Over)

Distribution:
Vice President, Academic Affairs
Associate Vice President/Dean, Faculty Affairs
Vice President, Administration
Business Manager
Personnel Officer
Payroll Supervisor
Affirmative Action Officer
Auxiliary Organization
Chancellor's Office

Page 2
FSR 85-72
October 31, 1985

- o Public Safety Officers (P.O.S.T. procedures require fingerprinting)
- o Personnel who work in children's centers
- o Personnel who work in residence halls
- o Personnel who work in health centers
- o Personnel who are required to handle cash
- o Personnel who work with student records and student financial data
- o Personnel who are issued or who have access to master keys and pass keys
- o Personnel who work in budget, accounting and payroll offices

If you determine fingerprinting should be used as an employment screening tool for certain position classifications or functions, processing arrangements should be made directly with the Department of Justice, Central Services, (916) 739-5468.

If you have any questions, please contact Ms. Rose Ortega of my staff at (213) 590-5688 or ATSS 635-5688.

CJN:KAF:rmo