

## Fingerprinting Procedure

By law, all employees and contractors who will work with or come in contact with children as a part of their job must be fingerprinted. An employee or contractor who is required to be fingerprinted may not begin working until the Live Scan report has been received and cleared by Human Resources. If fingerprint results are delayed, approval for hire will not be given and the prospective employee or contractor may not be scheduled to work.

### PROCEDURE FOR INDIVIDUALS

Includes Part-Time Regular Employees, Hourly Contract Employees, and Percentage Contract Employees

1. When a position or contract is offered to the applicant, the hiring Supervisor must provide them with a **Request for Live Scan Service** form.
2. The applicant must then complete the form with his or her personal information, take the form to an approved Live Scan operator, and provide the operator with appropriate identification.
3. Fingerprint scans are taken and sent to the Department of Justice in order to process a background check.
4. The results of the background check are sent to the Human Resources department, who then clears the applicant for hire (pending Administrator approval) or determines that they are ineligible for hire.
5. The date on which the fingerprint results are cleared by Human Resources must be noted on the Contract Form or Service Contract when submitting for Administrator approval.

### PROCEDURE FOR BUSINESSES

Percentage Contracts offered to businesses with their own employees do not undergo fingerprinting through CRPD. The contractor must instead provide verification that all individuals performing services under their contract have been fingerprinted and cleared by submitting a completed **Acknowledgement of Requirement and Certification of Fingerprinting & Criminal Background Screening** form with the contract.

Additional individuals may be added after the contract has been signed by completing the **Addendum to Contract – Additional Individuals for Certification of Fingerprinting & Criminal Background Screening** form. The supplemental screening form must be submitted prior to the individuals performing any contracted services.



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*Rochelle Callis*

Rochelle Callis, Administrator

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Date