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# FINGERPRINTING PROCEDURE (PSS-P001)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to fingerprint perspective school district employees and members of the public.

## 2.0 RESPONSIBILITY:

- 2.1 Police Officer or Designee

## 3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor, Police

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 SCUSD's Livescan Fingerprinting system. Fingerprinting Machine, fingerprints are taken and transmitted electronically.
- 4.2 Livescan Forms. Forms issued by the Department of Justice for fingerprinting.

## 5.0 PROCEDURE:

- 5.1 Receive Livescan form from individuals needing to be fingerprinted.
- 5.2 Enter data from Livescan form into computer.
- 5.3 Fingerprint perspective employee/member of the public.
- 5.4 Check computer for accuracy.
- 5.5 Electronically transmit fingerprints. The Department of Justice and/or the FBI, depending on the level of service required.

## 6.0 ASSOCIATED DATA

05      A      Initial release

\*\*\* End of procedure \*\*\*