



Santa Cruz Consolidated Emergency Communications Center

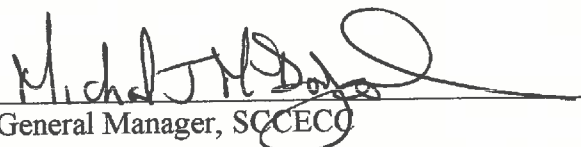
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Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No.: 2007
Date Issued: September 15, 1998
Date Revised:

APPROVED: 
General Manager, SCCECC

SUBJECT: EMPLOYEE FINGERPRINTING

1.0 Purpose

- 1.1 To provide a process for fingerprinting new employees as required by the Department of Justice (DOJ).

2.0 Process

- 2.1 New employees will be fingerprinted within two months of employment.
 - 2.1.1 Fingerprinting will be arranged by the Training Supervisor through the sergeant at any Santa Cruz County Sheriff's Service Center.
 - 2.1.2 The Training Supervisor will be responsible for collecting the fingerprint cards and forwarding them to DOJ.