

LiveScan Policy

Purpose:

This policy applies to all on-campus entities affiliated with Chapman University, including employees, volunteers, contractors, and any other individuals who may have direct contact with minors as part of their duties. Chapman University complies with California state and Federal laws regarding background checks, particularly concerning working with minors. California Business & Professions Code § 18975 mandates LiveScan fingerprinting for individuals working with minors in various capacities.

Eligibility:

- LiveScan fingerprinting is required for all individuals who will have direct contact with minors as part of their responsibilities within on-campus entities.
- This requirement applies to new hires, volunteers, contractors, and any other individuals seeking involvement with programs or activities involving minors.

Scheduling:

- LiveScan appointments must be scheduled through the Office of Human Resources at Chapman University.
- Appointments can be scheduled online via the following link: [Chapman University LiveScan Appointments](https://outlook.office365.com/owa/calendar/LiveScanAppointments@chapman.edu/bookings/)
 - <https://outlook.office365.com/owa/calendar/LiveScanAppointments@chapman.edu/bookings/>

Process:

- Individuals scheduled for LiveScan appointments must bring valid identification as required by the LiveScan provider.
- The LiveScan process involves capturing fingerprints electronically, which are then submitted to the appropriate authorities for background checks.
- The Office of Human Resources will review the results of the background checks to determine eligibility for involvement with on-campus entities working with minors.

Frequency:

- LiveScan fingerprinting must be completed initially for all eligible individuals.
- Subsequent LiveScan screenings may be required periodically as determined by Chapman University based on the nature of the individual's involvement with minors and compliance with relevant laws and regulations.

Confidentiality:

- All information obtained through LiveScan fingerprinting and background checks will be treated with utmost confidentiality and used solely for the purpose of assessing eligibility for involvement with on-campus entities working with minors as well as employment purposes.
- Access to this information will be restricted to authorized personnel involved in the screening process.

Non-Public Availability:

Chapman University conducts LiveScan fingerprinting exclusively for on-campus entities and does not offer this service to the general public.

Review and Updates:

This LiveScan policy will be reviewed periodically to ensure compliance with applicable laws and regulations. Any updates or revisions to the policy will be communicated to relevant stakeholders in a timely manner.

References:

- [California Business & Professions Code § 18975](#)
 - https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=18975.&lawCode=BPC

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Nisha Bailey, nibailey@chapman.edu, 714-628-2754

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/livecan-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: June 3, 2024

(signed)

President

PUBLICATION DATES:

Effective: June 11, 2024

RELATED MATERIALS:

Add links for campus maps, Human Resources Website, labor codes