



### SDSU Research Foundation Live Scan Fingerprinting Procedures

Since you will be working with or near children, the elderly or individuals with disabilities, you are required to undergo fingerprinting. You may **NOT** begin working with/near children, the elderly, or individuals with disabilities until your fingerprint results have cleared with the SDSURF Human Resources Department.

In this packet you will find the form titled "Request for Live Scan Service". You must complete the middle section of this form and submit it to the Live Scan location of your choice. The Live Scan location will then complete the bottom portion of the form and give you a copy after the fingerprinting has been completed. Please save this form until we have received confirmation from your supervisor that you have been cleared to begin working. When clearance is received from Department of Justice, we will send an email to your supervisor advising that you are have clearance and are eligible to begin working. SDSU Research Foundation Human Resources does **NOT** require a copy of this form.

For a full list of available locations, please visit the State of California Department of Justice's website at:

<http://ag.ca.gov/fingerprints/publications/contact.php#countylist>

Also included in this packet is the form titled "Employee/Volunteer Agreement for Conduct When Working with or Near Children, Youth, the Disabled & Elderly". Please read, complete and have your supervisor sign and date and have them return this form to the SDSURF Human Resources Department as soon as possible.

If you should have any questions or concerns in regards to this process, please feel free to contact the SDSU Research Foundation Human Resources Department at (619) 594-4139 or stop by our office at the following address:

**SDSU Research Foundation  
Gateway Center, 4th Floor  
5250 Campanile Dr.  
San Diego, CA 92182-1945**

**SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION  
EMPLOYEE/VOLUNTEER AGREEMENT  
FOR CONDUCT WHEN WORKING WITH OR NEAR CHILDREN, YOUTH, THE DISABLED AND ELDERLY**

In order to protect children, youths, disabled, elderly, employees, volunteers and project participants, the following guidelines must be adhered to for all categories listed above.

Employees and volunteers shall not abuse children, youth, the disabled and elderly. This includes:

- Physical Abuse – striking, spanking, shaking, slapping.
- Verbal Abuse – humiliating, degrading, threatening.
- Mental Abuse – shaming, withholding kindness, cruelty.
- Sexual Abuse – inappropriate touching, kissing or verbal exchange.
- Neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

Employees/volunteers should respond to children, youths, the disabled and elderly with respect and consideration and treat all groups equal regardless of sex, race, religion, culture, ability, etc.

Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, youth, the disabled and elderly or parents and family is prohibited. Employees/volunteers must portray positive role models for all groups by maintaining a behavior that reflects respect, loyalty, patience, courtesy, tact, and maturity.

Employees/volunteers should be neat, clean, and appropriately attired. They must also be free of physical or psychological conditions that might adversely affect a child's, youth's, the disabled and the elder's mental health or physical safety. Using, possessing or being under the influence of alcohol, or being impaired using any medication or drugs during work hours is prohibited. Smoking or use of tobacco in the presence of children, youth, the disabled and elderly during work hours is also prohibited.

During work hours, employees/volunteers should always refrain from intimate displays of affection towards others.

### **Specific to Children, Youth and Elderly**

At no time during work hours should anyone be alone with a single child or youth where others cannot observe him or her. As employees/volunteers supervise children/youths, they should space themselves in a way that other employees, staff, or volunteers can see them. Employees/volunteers should never leave a child/youth unsupervised. Employees/volunteers should conduct or supervise private activities in pairs, or they should be positioned so that they and the child/youth are visible to other adults. These activities depend upon the program and age of the child or youth but may include such activities at diapering, putting on bathing suits, taking showers, etc.

Employees and volunteers have the responsibility to assure that any restroom to be used by children/youth/elderly is safe. They should check to be sure that any restrooms to be used are not occupied by suspicious or unknown individuals before allowing children/youth/elderly to use the facilities. Employees/volunteers may need to stand in the doorway of the room while a child, youth or elder is using the restroom. This policy allows privacy for the child/youth/elder, and protection for the employee/volunteer (not being alone with a child/youth/elder). If an employee/volunteer is assisting a young child, disabled youth or elder in the restroom, they should be visible to other adults. No child or youth, regardless of age, or elder should ever enter a restroom alone on a field trip. Always send them in pairs and, whenever possible, with an employee/volunteer.

Employees/volunteers must respect a child's/youth's/elder's right not to be touched in ways that make them feel uncomfortable, and their right to say "no" to any activity. Children/youths/elders are not to be touched in areas of their bodies.

Employees/volunteers should review the health and well being of each child/youth/elder each day as he/she enters the program. Any fever, bumps, bruises, burns, etc. should be noted. If any of these exist, questions or comments should be addressed to the parent or child or guardian in a non-threatening way. Sick children should be sent home. Any questionable marks or responses should be reported to the program director who should in turn report to the SDSU Research Foundation's Director of Human Resources. Deb Naylor, SDSU Research Foundation's Director of Human Resources, reports all such suspected circumstances to the proper authorities. Ms. Naylor can be contacted directly at [dnaylor@sdsu.edu](mailto:dnaylor@sdsu.edu).

Employees/volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than negative comparison and personal criticism. Discipline for and/or criticism of inappropriate behavior or actions must be coordinated with the Program Director. Employees must have age-appropriate expectations and create age-appropriate guidelines and environments.

SDSU Research Foundation strongly discourages any fraternization outside of the workplace between employees/volunteers and youth/elder participants. If an employee wishes to fraternize due to a family relationship or a long-standing friendship with a participant or the participant's family, such a relationship should be disclosed to the program director. All other personal contact between employees/volunteers and youth/elders participants is discouraged. Dating, kissing, handholding, and other forms of sexually related forms of behavior with a program participant is strictly prohibited.

Unless directed to do so by the program director, employees/volunteers are not to transport children/youths/elders in their personal vehicles.

Under no circumstances may an employee/volunteer release children/youths/elders to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Such authorized permission must be written and on file with the program.

**Specific to Disabled/Elderly**

Employees/volunteers will never borrow, lend, or combine finances with the disabled/elderly who they support.

Employees/volunteers are not to accept gifts, services, or compensation from the disabled/elderly who they support, or their family and will notify their supervisor whenever they are offered any items listed.

Employees/volunteers agree to support the activities, interests, and schedule of the disabled/elderly who they support, regardless of their personal bias or preference.

Employees/volunteers will notify their supervisor and receive approval prior to any of the following occurring during work hours: conducting any personal business, bringing the disabled/elderly to their home, or bringing a friend or family member to a disabled/elderly person's home who they support.

Employees/volunteers will respect the privacy and confidentiality of the disabled/elderly who they support.

While SDSU Research Foundation does not discriminate against an individual's lifestyle, each employee/volunteer is required to abide by these standards of conduct while performing his/her job for the Foundation.

**I understand that any violation of this Code of Conduct may result in disciplinary action up to and including termination of employment.**

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**Employee Signature**

**Print Employee Name Clearly**

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**Supervisor Signature**

**Project Name**

SDSU Research Foundation, Human Resources, 5250 Campanile Drive, San Diego CA 92182-1945  
Voice: 619-594-4139, FAX: 619-594-3763

Rev 08-07  
Rev 02-10  
Rev 07-20



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A4384

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

SDSU Research Foundation Human Resources  
Agency Authorized to Receive Criminal Record Information

04339  
Mail Code (five-digit code assigned by DOJ)

5250 Campanile Dr.  
Street Address or P.O. Box

Adrienne Van De Wiele  
Contact Name (mandatory for all school submissions)

San Diego CA 92182-1945  
City State ZIP Code

(619) 594-2550  
Contact Telephone Number

#### Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First Suffix

Date of Birth Sex  Male  Female

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number (Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number: (Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

SDSU Research Foundation Human Resources  
Employer Name

04339  
Mail Code (five digit code assigned by DOJ)

5250 Campanile Dr.  
Street Address or P.O. Box

San Diego CA 92182-1945  
City State ZIP Code

+1 (619) 594-4139  
Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed