

**North Orange County Regional Occupational Program**  
**CRIMINAL RECORD CHECK**  
**ROP AR 4112.5**  
**AR 4212.5**  
**AR 4213.5**

## **Administrative Regulation**

### **All Personnel**

Before employing any applicant for a certificated or classified position, the Superintendent or designee shall obtain a criminal record summary from the Department of Justice. The Superintendent or designee shall not issue a temporary certificate of clearance for the credential until the report comes back and the applicant has not been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation or pardon.

The Superintendent or designee shall ensure that all applicants for employment, including applicants for temporary and substitute positions, have Live Scan fingerprinting and receive clearance from the Department of Justice. The ROP will reimburse the applicant for the Live Scan processing fee if they are cleared for employment.

No applicant who has been convicted of a violent or serious felony shall be retained by the ROP, unless that individual has obtained a certificate of rehabilitation and pardon.