

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 96.10	Issue 1	Page 1 of 5
FINGERPRINT POLICY	Effective Date July 2, 2026		

1. PURPOSE

- 1.1. To ensure that *candidates* are suitable for the position for which they are being considered for hire, the City of San Diego (City) conducts background checks as outlined in Personnel Manual Index Code C-3, Criminal History Background Reviews, and Personnel Manual Index Code G-3, Fingerprint, Record Checks, and Identity Verification Program.
- 1.2. This policy describes the process of fingerprinting *candidates* at locations other than the Personnel Department. It also includes current City employees, *interns*, and certain volunteers as determined by the Human Resources Department or non-Mayoral department head.

2. SCOPE

- 2.1. This policy applies to all *candidates* who have received a conditional job offer, except for *candidates* in the Police Department and the Office of the City Attorney.
  - 2.1.1. The Police Department should refer to its department fingerprinting and background process.
  - 2.1.2. The Office of the City Attorney should refer to its department fingerprinting and background process.
- 2.2. This policy applies to current City employees who are transferring, promoting, or demoting from the Police Department or the Office of the City Attorney to another City department.
- 2.3. This policy applies to prospective *interns* for all City departments, except for interns in the Police Department and the Office of the City Attorney.
  - 2.3.1. The Police Department should refer to its department fingerprinting and background process.

New Administrative Regulation 96.10, Issue 1, effective July 2, 2026

Authorized

[Signature on File]

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MAYOR TODD GLORIA

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2.3.2. The Office of the City Attorney should refer to its department fingerprinting and background process.

2.4. This policy applies to prospective *volunteers* for all City departments (except for volunteers in the Police Department or the Office of the City Attorney), who are required to be fingerprinted, as identified by the Human Resources Department or non-Mayoral department head, based on the responsibilities of their volunteer position.

2.4.1. The Police Department should refer to its department fingerprinting and background process.

2.4.2. The Office of the City Attorney should refer to its department fingerprinting and background process.

3. DEFINITIONS

3.1. *Candidate* – A prospective City employee who has received a conditional job offer for a compensated position in the City’s classified or unclassified service.

3.2. *Intern* – A person enrolled in a verified high school, vocational program, job readiness program, or an accredited college or university, seeking work experience in the City related to their career aspirations and interests. Internships can be paid or unpaid.

3.3. *Volunteer* – A person who provides City services without pay.

4. POLICY

4.1. *Candidates, interns, and certain volunteers* residing in San Diego County, as well as current City employees transferring, promoting, or demoting from the Police Department or the Office of the City Attorney to another City department, will be fingerprinted by Personnel Department staff at either of the following locations.

*Candidates and interns* residing outside San Diego County or outside California may also be fingerprinted by Personnel Department staff at either of the following locations.

4.1.1. City of San Diego Personnel Department, 1200 Third Avenue, Suite 101A, San Diego, CA 92101.

4.1.2. City of San Diego mobile fingerprinting location as determined by the Personnel

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Department.

- 4.2. For *candidates* and *interns* residing outside San Diego County but in California, the hiring department may request fingerprinting by the City’s authorized vendor of the Personnel Department at any location in California, at an additional cost to the City.
- 4.3. For *candidates* and *interns* residing outside California, but in the United States, the hiring department may request for the individual to be fingerprinted in their state of residence, at an additional cost to the City. The *candidate* or *intern* must be fingerprinted on a hard card in compliance with Department of Justice (DOJ) regulations.

5. PROCEDURES

- 5.1. This section applies only to *candidates* and *interns*. *Volunteers* can only be fingerprinted by Personnel Department staff at either of the locations indicated in section 4.1.1 or 4.1.2.
- 5.2. The hiring department is responsible for determining the residence of the individual to be fingerprinted.

5.2.1. If the individual resides in San Diego County:

- a. The hiring department must provide the individual with a completed Pre-Hire Clearance Request Form which provides them instructions to contact the Personnel Department to schedule an appointment.

5.2.2. If the individual resides in California but outside San Diego County:

- a. If the hiring department Appointing Authority would like to provide the *candidate* or *intern* with the option to get fingerprinted by a vendor instead of the Personnel Department, at an additional cost to the City, they must send the completed Pre-Hire Clearance Request Form (For Candidate Residing Outside of San Diego), and the individual’s contact information to the Personnel Department Backgrounds/Medical Program Administrator via email at [PersonnelBackgrounds@sandiego.gov](mailto:PersonnelBackgrounds@sandiego.gov).
- b. The hiring department will provide the individual with a copy of the completed Pre-Hire Clearance Request Form (For Candidate Residing Outside of San Diego) which provides them instructions to contact the Personnel Department who will provide the individual with the vendor form and a list of authorized fingerprint locations.

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- c. The individual will select a fingerprinting location from the list of authorized locations.
- d. The individual will take the completed vendor form to the location where they will be fingerprinted and inform the Personnel Department of the completion date and location.

5.2.3. If the individual resides outside California but in the United States:

- a. If the Department Head would like to provide the candidate or intern the option to get fingerprinted where they reside instead of by Personnel Department staff, the Department Head must contact the Personnel Director for the required hard cards to be mailed to the individual to be fingerprinted to take to their local law enforcement agency.
- b. The department will send the completed Pre-Hire Clearance Request Form (For Candidate Residing Outside of San Diego) and the individual's contact information to the Personnel Department Backgrounds/Medical Program Administrator via email at [PersonnelBackgrounds@sandiego.gov](mailto:PersonnelBackgrounds@sandiego.gov).
- c. The hiring department will provide the individual with a copy of the completed Pre-Hire Clearance Request Form (For Candidate Residing Outside of San Diego) which provides them with instructions to contact the Personnel Department who will send the individual the hard cards via U.S. mail.
- d. The individual will contact their local law enforcement agency for fingerprinting services.
- e. After the fingerprint hard card has been completed, the individual must send the hard cards to the Personnel Department via certified mail.
- f. The Personnel Department will submit the hard card to the DOJ.

6. RESPONSIBILITY

- 6.1. Hiring Department

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- 6.1.1. Ensures that the candidate, intern, or volunteer is provided with the appropriate paperwork to make their fingerprint appointment at the appropriate location.
- 6.2. Personnel Department
  - 6.2.1. Fingerprints individuals sent by hiring departments.
  - 6.2.2. If requested by a hiring department Appointing Authority, facilitates the fingerprinting of *candidates* and *interns*, who reside outside San Diego County, by a vendor instead of Personnel Department staff. .
  - 6.2.3. If requested by the hiring Department Head, provides information to *candidates* or *interns*, who reside outside California but in the United States, about being fingerprinted in their state of residence instead of by Personnel Department staff.

APPENDIX

Legal References

Personnel Manuel, Index Code C-3, Criminal Conviction Policy

Personnel Manuel Index Code G-3, Fingerprint, Record Checks, and Identity Verification Program

Forms

Pre-Hire Clearance Request Form

Pre-Hire Clearance Request Form (For Candidate Residing Outside of San Diego)

Subject Index

Fingerprinting Process

Criminal Conviction Record Review

Administering Department

Personnel Department