

REMINDER: Senate Bill (SB) 287 – Fingerprint Requirement

Senate Bill (SB) 287, Section 33, of the 79th Session of the Nevada Legislature (2017), requires that all CCSD employees submit fingerprints to CCSD once every five years. **This document contains specific information for Support Staff employees only.**

To assist you in complying with this employment requirement, CCSD Police Services and Human Resources are currently fingerprinting Support Staff employees at the Edward Greer Education Center, 2832 East Flamingo Road, Las Vegas, Nevada, 89121. The deadline to submit your fingerprints is based upon your adjusted hire date. You can locate your adjusted hire date in Employee Self Service (ESS) <https://ess.ccsd.net/a/ess/Login>. Please refer to the attached schedule to determine the deadline to submit your fingerprints. If your prints are currently overdue, please make arrangements to print immediately.

Before arriving to be fingerprinted, you must complete a Civil Applicant Waiver form in SearchSoft. If you have never created a SearchSoft account, please refer to the attached instructions for creating an account. If you have a SearchSoft account, please refer to the attached instructions for an existing account. If you have questions regarding your SearchSoft account, please call 702-799-5427.

A \$55.00 non-refundable fingerprint fee is required in advance. The fee is payable by credit card on the CCSD Police Services Web site: <http://ccsd.net/departments/police-services/fingerprinting-services>. Please print or take a picture of the payment receipt to submit to the fingerprint technician. While in the Fingerprint Department, you may elect to complete a payroll deduction form which will disperse the \$55.00 fee over four pay periods.

Upon arrival, check-in at the front desk and then report to Room 109. Government issued identification (driver's license, passport, military, or state ID) is required to fingerprint.

Fingerprinting services are offered from 7:30 a.m. – 4:30 p.m. Monday through Thursday, and from 1:00 p.m. – 4:30 p.m. on Friday.

Additionally, you may fingerprint on **Saturday, October 6, 2018, from 8:00 a.m. until 12:00 p.m.** On Saturday, staff will be present to assist you with your SearchSoft account.

Saturday fingerprinting services will also be offered on November 3 and December 1, 2018, and on January 5, February 2, March 2, April 6, and May 4, 2019.

If you fail to submit your fingerprints by the deadline, you may be subject to potential disciplinary action.

Attachments:

- Saturday Schedule
- SearchSoft Instructions
- Fingerprint Schedule