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**DEPARTMENT OF JUSTICE VOLUNTEER  
SEX OFFENDER CLEARANCE (PSL-P086)**  
Sacramento City Unified School District

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**1.0 SCOPE:**

1.1 DOJ Volunteer Sex Offender Clearance

**2.0 RESPONSIBILITY:**

2.1 Customer Service Specialist

**3.0 APPROVAL AUTHORITY:**

3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

4.1 SCUSD – Sacramento City Unified School District.

4.2 DOJ – Department of Justice.

4.3 CHES—Community, Health and Education Support Services Division.

4.4 HRS—Human Resource Services.

**5.0 PROCEDURE:**

5.1 Request of Clearance form for volunteer received from school site and/or CHES.

5.2 Process request (see PSL-W047.)

**6.0 ASSOCIATED DOCUMENTS:**

6.1 SCUSD Volunteer Sex Offender Check Authorization (see CHES Division for form)

**7.0 RECORDS RETENTION TABLE**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Clearance Form	Volunteer Binder	As needed	Discard as Desired	Access Limited to HRS

**8.0 REVISION HISTORY**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
01/19/05	A	Modified
10/08/07	B	Responsibility change Approval Authority department name change