
**DEPARTMENT OF JUSTICE VOLUNTEER
SEX OFFENDER CLEARANCE (PSL-W047)**

Sacramento City Unified School District

1.0 SCOPE:

1.1 Department of Justice 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

5.0 PROCEDURE:

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

5.2 Place phone call to Department of Justice for clearance – two clearances per call

5.3 After clearance is received, email school sites names of those who cleared

5.4 Update spread sheet in “H” drive

5.5 Make copies of Clearance Forms – put original in Volunteer binder, give copy to budget.

6.0 ASSOCIATED DOCUMENTS:

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

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>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change Responsibility change

***** End of procedure *****