PROCESSING VOLUNTEERS (PSL-W040)
Sacramento City Unified School District

1.0 SCOPE:

1.1 Working instructions on how to process volunteers with a live scan form and/or do sexual predator backgrounds check on volunteers for the district.

2.0 RESPONSIBILITY:

2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 Live scan form - Form that volunteers have to fill out in order to get fingerprinted.

4.2 Request—site or department will send either by mail or on paper the request to have a person fingerprinted.

4.3 HRS—Human Resource Services.

4.4 CHESS—Community, Health, and Education Support Services.

5.0 PROCEDURE:

5.1 Receive a request from school or department:

 5.1.1 Make sure that there is a budget code on document or e-mail.

 5.1.2 If there is no budget code or e-mail you must determine if the volunteer will pay.

5.2 Paper completion:

 5.2.1 Live scan form - attach the rolling fee voucher and fingerprinting requirement to the paperwork brought from the site or department and give it to the person in charge of fingerprints.

 5.2.2 If person is paying for either fingerprints or sex offender background they can pay by cash, check or money order. Checks must be payable to SCUSD, you collect the payment and give them a receipt.

5.3 If volunteer does not have correct paper work, if paper work is incomplete or have no paperwork:

 5.3.1 Refer to school site or department.

 5.3.2 If any question refer to CHESS Division.

6.0 ASSOCIATED DOCUMENTS:

6.1 Fingerprint packet (Live scan). (PSL-F050, PSL-F051)

6.2 Fee voucher

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Live Scan Form	HRS Bin	1 or 2 months	Discard as Desired	Access Limited to HRS

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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