



FINGERPRINTING AND BACKGROUND CHECKS - VOLUNTEERS

Fingerprinting

UPCS shall comply with the applicable provisions of the Education Code regarding fingerprinting and background checks, including Sections 44237, 44803.1 and 45125.1.

It is the policy of UPCS to require fingerprinting and background checks for school volunteers who will come into contact with students outside of the supervision of a UPCS employee or who will work with students in excess of ten (10) hours per week, prior to volunteering at UPCS. A school volunteer is defined as an individual working under the direction of a paid UPCS employee to provide a service without compensation on campus while working with or around children. Campus volunteers must abide by all applicable laws and agree to abide by the policies of UPCS, including the submission of fingerprints and the approval for UPCS or its designee to perform background checks. The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary. The volunteer will pay for the fingerprint and background check unless unable to and then UPCS will pay.

Procedures for Background Checks

The Executive Director or designee shall review Department of Justice reports on prospective volunteers to determine whether a volunteer may be employed in accordance with Education Code Section 44237, 44803.1 or 45125.1. The Executive Director or designee shall monitor compliance with this policy and report to the Board of Directors on a quarterly basis.

Adopted/Ratified: 10/13/10

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