

FINGERPRINTING POLICY – VOLUNTEER/RECREATION EMPLOYEES

City of Manteca - Administrative Policy and Procedure

Section 1: **PURPOSE**

To ensure employees hired by the City to serve in positions working with youth, are in compliance with the requirements of the Penal Code, which outlines the convictions that are not acceptable for employment.

Section 2: **POLICY**

The following procedures will be followed regarding fingerprinting. Clearance is required before work can begin in any recreation program or volunteer program, regardless if full-time, part-time, or volunteer employment status. Volunteer programs shall include but not be limited to SAFE (Seniors Assisting Firefighter Efforts), SHARP (Seniors Helping Area Residents and Police), CERT (Community Emergency Response Team), CAMPR (Community Ambassador for Manteca Parks and Recreation Services)

1. If a regular city staff member, employed by the City, other than in the recreation department, is planning on being a part of a volunteer or recreation program, that employee must be fingerprinted and receive clearance from Human Resources before taking part in the program.
2. If someone is separated from employment (off the payroll system, in inactive status) they should be printed and cleared again before resuming work.
3. If someone is active on the payroll system and there is a gap of 6 months or more between assignments (not actively working in a program for 6 months or more) they should be printed and cleared again before resuming work.