

NORRIS SCHOOL DISTRICT

POLICY ON CRIMINAL OFFENDER RECORD INFORMATION

This policy has been developed to meet the requirements of the State of California, Department of Justice, Bureau of Criminal Identification and information, Field Operations and Record Security Section for any agency that maintains or receives criminal history information.

To all Norris School District employees. To insure that this employer is aware of the background of employees accessing confidential criminal history records they shall be fingerprinted and processed through the California Department of Justice.

The overall responsibility for the administration of the employee fingerprint and resulting criminal history information rests with the Director or person in charge.

- A. **Record Security:** Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Director or person in charge.
- B. **Record Storage:** CORI shall be under lock and key and accessible only to the Director or person in charge; who are committed to protect CORI from unauthorized access, use or disclosure.
- C. **Record Dissemination:** CORI shall be used only for the purpose for which it was requested by the Director or person in charge.
- D. **Record Destruction:** CORI shall be destroyed after employment determination has been made, and copies of same will be destroyed in such a way that the employee's name can no longer be identified.
- E. **Record Reproduction:** CORI may not be reproduced for dissemination.
- F. **Training:** Director or person in charge are required:
 - 1. to read and abide by this policy,
 - 2. to themselves be fingerprinted & have a clearance check completed,
 - 3. To have on file a signed copy of the attached Employee Statement Form (which is itself a part of this policy) which acknowledges an understanding of laws prohibiting misuse of CORI.
- G. **Penalties:** Misuse of CORI is a criminal offense. Violation of this policy regarding CORI may result in suspension, dismissal, and/or Criminal or Civil prosecution.

Adopted: 5/14/97

NORRIS SCHOOL DISTRICT

EMPLOYEE STATEMENT

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of: _____

you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. Penal Code Sections 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Any employee who is responsible for such misuse maybe subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: _____

Date: _____