

**CAMBRIAN SCHOOL DISTRICT
Board Policy**

Policy 4312.5
Adopted: February 24, 2009
Page 1 of 2

PERSONNEL

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 ensure 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 of Personnel.

- A. Record Security: Any questions regarding the release, security, and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Director of Personnel.
- B. Record Storage: CORI shall be under lock and key and accessible only to the Director of Personnel, Personnel Technician or Substitute Coordinator, who is 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 of Personnel.
- 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 of Personnel, Personnel Technician and Substitute Coordinator are required:
 - 1. To read and abide by this policy.
 - 2. To themselves be fingerprinted and have a Department of Justice 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.