

## PERSONNEL

### Maintenance of Criminal Offender Records

The Superintendent or designee shall ensure that criminal record background checks on employees or prospective employees are conducted through the Department of Justice (DOJ) and that any Criminal Offender Record Information (CORI) received is maintained in accordance with law.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 3515.6 - Criminal Background Checks for Contractors)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

*(cf. 4212.5 - Criminal Record Check)*

To ensure its confidentiality, CORI shall be accessible only to the custodian of records and shall be kept in a locked file separate from other files. CORI shall be used only for the purpose for which it is requested and its contents shall not be disclosed or reproduced. (Education Code 44830.1, 45125)

Once a hiring determination is made, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained. (Education Code 44830.1, 45125; 11 CCR 708)

Any unauthorized release or reproduction of any criminal offender record or other violation of this administrative regulation may result in suspension, dismissal, and/or criminal or civil legal action.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

### Custodian of Records

The Superintendent shall designate an employee as custodian of records. Beginning July 1, 2011, any employee designated as custodian of records shall receive a criminal background check clearance from the DOJ prior to serving in that capacity. (Penal Code 11102.2)

The custodian of records shall sign and return to the DOJ the Employee Statement Form acknowledging an understanding of the laws prohibiting misuse of CORI. In addition, the custodian of records shall ensure that any individual with access to CORI has on file a signed Employee Statement Form.

The custodian of records shall be responsible for the security, storage, dissemination, and destruction of all CORI furnished to the district. He/she also shall serve as the primary contact for the DOJ for any related issues. (Penal Code 11102.2)

By March 1, 2012, and by March 1 of every year thereafter, the Superintendent or designee shall notify the DOJ of the district's designated custodian of records. In addition, the Superintendent

or designee shall immediately notify the DOJ whenever a designated custodian of records ceases to serve in that capacity. (Penal Code 11102.2)

### Interagency Agreements

The district shall submit an interagency agreement to the DOJ to establish authorization to submit and receive CORI on behalf of all participating districts. (Education Code 44830.2, 45125.01)

Upon receipt from the DOJ of a report of conviction of a serious or violent felony, the district shall communicate that fact to participating districts and shall remove the affected employee from the common list of persons eligible for employment. (Education Code 44830.2, 45125.01)

In addition, upon receipt from the DOJ of a criminal history record or report of subsequent arrest for any person on a common list of persons eligible for employment, the district shall give notice to the superintendent of any participating district, or the person designated in writing by that superintendent, that the report is available for inspection on a confidential basis by the superintendent or the authorized designee. The report shall be made available at the district office for 30 days following the receipt of the notice. (Education Code 44830.2, 45125.01)

The district shall not release a copy of that information to any participating district or any other person. In addition, the district shall retain or dispose of the information in the manner specified in law and in this administrative regulation after all participating districts have had an opportunity to inspect it in accordance with law. (Education Code 44830.2, 45125.01)

The district shall maintain a record of all persons to whom the information has been shown. This record shall be available to the DOJ. (Education Code 44830.2, 45125.01)

### *Legal Reference:*

#### *EDUCATION CODE*

*44332 Temporary certificate*

*44332.6 Criminal record check, county board of education*

*44346.1 Applicants for credential, conviction of a violent or serious felony*

*44830.1 Certificated employees, conviction of a violent or serious felony*

*44830.2 Interagency agreements*

*45122.1 Classified employees, conviction of a violent or serious felony*

*45125 Use of personal identification cards to ascertain conviction of crime*

*45125.01 Interagency agreements*

*45125.5 Automated records check*

*45126 Duty of Department of Justice to furnish information*

*49024 Activity Supervisor Clearance Certificates*

#### *PENAL CODE*

*667.5 Prior prison terms, enhancement of prison terms*

*1192.7 Plea bargaining limitation*

*11075-11081 Criminal record dissemination*

*11102.2 Criminal records: custodian*

*11105 State criminal history information; furnishing to authorized persons*

*11105.3 Record of conviction involving sex crimes, drug crimes or crimes of violence; availability to employer for applicants for positions with supervisory or disciplinary power over minors*

*11140-11144 Furnishing of state criminal history information*

*13300-13305 Local summary criminal history information  
CODE OF REGULATIONS, TITLE 11  
701-708 Criminal offender record information*

*Management Resources:*

*WEB SITES*

*Office of the Attorney General, Department of Justice, Background Checks:*

*<http://www.ag.ca.gov/fingerprints>*

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