

Personnel

CRIMINAL RECORD CHECK

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EMPLOYEE STATEMENT FORM CONDITIONS FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

To uphold the standards of security specified in the Federal Bureau of Investigation's, "CJIS Security Policy," for all personnel accessing or viewing criminal offender record information (CORI), controlled by state and federal statutes, please review and acknowledge the terms below. Misuse of CORI may violate constitutional rights of privacy, result in the suspension or loss of your employment, and prosecution for state and federal crimes. **Once acknowledged, this form shall be kept on file by the Custodian of Records and not returned to the California Department of Justice (DOJ).**

I recognize that CORI and related data are sensitive and have the potential for great harm if misused

I acknowledge I will complete the basic security awareness training required within six months of initial assignment and biennially thereafter

I acknowledge that access to CORI and related data is limited to the purpose(s) for which my district is authorized to receive it for (Penal Code 11105; 28 CFR 50.12)

I understand that in order to be given direct access to the web-based portal, Applicant Agency Justice Connection (AAJC), I must become a confirmed Custodian of Records with the DOJ

If confirmed, my login information to the portal shall not be shared with anyone

I understand that accessing the AAJC for an appropriate purpose and then disseminating the information received for another purpose constitutes misuse (Penal Code 11142, 11143)

I understand that misuse of the AAJC may include but not be limited to: accessing it without authorization; exceeding authorized access; accessing it for an improper purpose; using or disseminating information without authorization, and may subject me to administrative and criminal penalties

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_____ I understand I am required to report any security events and weaknesses as quickly as possible to the district's Custodian of Records

_____ I further understand that the occurrence of misuse does not depend upon whether I receive compensation for the unauthorized activity

I hereby acknowledge and understand the terms listed above and agree to uphold the standards of security when accessing or viewing criminal offender record information.

Signature: _____ Date: _____

Printed Name: _____

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
11 CCR 701-708	<u>Criminal offender record information</u>
11 CCR 720-724	<u>Incomplete criminal history information</u>
11 CCR 994-994.15	Certification of individuals who take fingerprint impressions
Ed. Code 44010	<u>Sex offense; definitions</u>
Ed. Code 44011	<u>Controlled substance offense</u>
Ed. Code 44051	Employment history
Ed. Code 44332-44332.6	<u>Temporary certificate of clearance</u>
Ed. Code 44346.1	<u>Applicants for credential; conviction of a violent or serious felony</u>
Ed. Code 44830.1	<u>Criminal record summary; certificated employees</u>
Ed. Code 44830.2	<u>Certificated employees; interagency agreement for sharing criminal record information</u>
Ed. Code 44836	<u>Employment of certificated persons convicted of sex offense or controlled substance offense</u>
Ed. Code 44932	<u>Grounds for dismissal of permanent employees</u>
Ed. Code 44939.5	<u>Certificated employees; report of egregious misconduct</u>
Ed. Code 45122.1	<u>Classified employees; conviction of a violent or serious felony</u>
Ed. Code 45125	<u>Use of personal identification cards to ascertain conviction of crime</u>

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<i>Ed. Code 45125.01</i>	<u>Interagency agreements for criminal record information</u>
<i>Ed. Code 45125.5</i>	<u>Automated records check</u>
<i>Ed. Code 45126</i>	<u>Duty of Department of Justice to furnish information</u>
<i>Ed. Code 49024</i>	<u>Activity Supervisor Clearance Certificate</u>
<i>Gov. Code 1021.5</i>	<u>Disqualification for employment</u>
<i>Gov. Code 12954</i>	<u>Employment discrimination; cannabis use</u>
<i>H&S Code 11350</i>	<u>Offenses Involving Controlled Substances Formerly Classified as Narcotics</u>
<i>H&S Code 11377</i>	<u>Offenses Involving Controlled Substances Formerly Classified as Restricted Dangerous Drugs</u>
<i>Pen. Code 11075-11081</i>	<u>Criminal record dissemination</u>
<i>Pen. Code 11102.2</i>	<u>Maintenance of criminal offender records; custodian of records</u>
<i>Pen. Code 11105</i>	<u>Access to criminal history information</u>
<i>Pen. Code 11105.2</i>	<u>Subsequent arrest notification</u>
<i>Pen. Code 11105.3</i>	<u>Record of conviction involving sex crimes, drug crimes, or crimes of violence</u>
<i>Pen. Code 11140-11144</i>	<u>Furnishing of state criminal history information</u>
<i>Pen. Code 1192.7</i>	<u>Plea bargaining limitation</u>
<i>Pen. Code 1203.4</i>	<u>Dismissal of conviction</u>
<i>Pen. Code 1203.425</i>	<u>Conviction relief</u>
<i>Pen. Code 13300-13305</i>	<u>Local summary criminal history information</u>
<i>Pen. Code 288.3</i>	<u>Contacting a minor</u>
<i>Pen. Code 288.4</i>	<u>Meeting a minor</u>
<i>Pen. Code 647.6</i>	<u>Miscellaneous offenses</u>
<i>Pen. Code 667.5</i>	<u>Prior prison terms; enhancement of prison terms</u>
Federal	Description
<i>28 CFR 50.12</i>	<u>Exchange of FBI identification records</u>
Management Resources	Description
<i>Court Decision</i>	<u>Central Valley Chapter of the 7th Step Foundation Inc. v. Evelle J. Younger (1989) 214 Cal. App. 3d 145</u>
<i>Website</i>	<u>Office of the Attorney General, Department of Justice, Applicant Agency Justice Connection</u>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>Office of the Attorney General, Department of Justice, Background Checks</u>
<i>Website</i>	<u>CSBA</u>
Cross References	
Policy	Description
<i>1240</i>	<u>Volunteer Assistance</u>
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1340	<u>Access To District Records</u>
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2120	<u>Superintendent Recruitment And Selection</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3542	<u>School Bus Drivers</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4030	<u>Nondiscrimination In Employment</u>
4030	<u>Nondiscrimination In Employment</u>
4111	<u>Recruitment And Selection</u>
4112	<u>Appointment And Conditions Of Employment</u>
4112.2	<u>Certification</u>
4112.2	<u>Certification</u>
4112.6	<u>Personnel Files</u>
4112.9	<u>Employee Notifications</u>
4112.9-E(1)	<u>Employee Notifications</u>
4116	<u>Probationary/ Permanent Status</u>
4116	<u>Probationary/ Permanent Status</u>
4118	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4118	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4119.23	<u>Unauthorized Release Of Confidential/ Privileged Information</u>
4121	<u>Temporary/ Substitute Personnel</u>
4121	<u>Temporary/ Substitute Personnel</u>
4127	<u>Temporary Athletic Team Coaches</u>
4127	<u>Temporary Athletic Team Coaches</u>
4200	<u>Classified Personnel</u>
4200	<u>Classified Personnel</u>
4211	<u>Recruitment And Selection</u>
4212	<u>Appointment And Conditions Of Employment</u>
4212.6	<u>Personnel Files</u>
4212.9	<u>Employee Notifications</u>
4212.9-E(1)	<u>Employee Notifications</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4218	<u>Dismissal/ Suspension/ Disciplinary Action</u>
4218.1	<u>Dismissal/ Suspension/ Disciplinary Action (Merit System)</u>
4219.23	<u>Unauthorized Release Of Confidential/ Privileged Information</u>
4227	<u>Temporary Athletic Team Coaches</u>
4227	<u>Temporary Athletic Team Coaches</u>
4311	<u>Recruitment And Selection</u>

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4312.6	<u>Personnel Files</u>
4312.9	<u>Employee Notifications</u>
4312.9-E(1)	<u>Employee Notifications</u>
4319.23	<u>Unauthorized Release Of Confidential/ Privileged Information</u>
4327	<u>Temporary Athletic Team Coaches</u>
4327	<u>Temporary Athletic Team Coaches</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
5148.2	<u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u>
5148.3	<u>Preschool/ Early Childhood Education</u>
5148.3	<u>Preschool/ Early Childhood Education</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
9011	<u>Disclosure Of Confidential/ Privileged Information</u>

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