

## ~~8.29 Security of Criminal Records~~

- ~~1. Criminal offender record information is defined by the Penal Code and includes summary information collected as the result of an arrest. These records may include: California Department of Justice rap sheets; Department of Justice computerized criminal history system printouts (CHS); and FBI or other states' rap sheets.~~
- ~~2. The Assistant Superintendent, or designee, is the Record Security Officer for the District. Any questions regarding the security and privacy of criminal offender record information are to be resolved by the Record Security Officer. The Record Security Officer has the authority and responsibility for enforcing these regulations. Only the Record Security Officer is authorized to release criminal offender record information.~~
- ~~3. Criminal offender record information (CORI) maintained by the District will not normally be released to any other agency. Agencies or departments wishing to obtain CORI will be referred either to the California Department of Justice or whichever local agency created the record. Any variation from this policy must be approved by the Record Security Officer and shall be documented in writing. Any release of a California Department of Justice rap sheet shall be documented in the following manner:
  - ~~a. A record shall be maintained of each release of state summary criminal offender record information for a period of three years. A record of the release shall contain the date of dissemination, the name of the agency, and, where possible, the name of the person to whom the information was given, the extent of the information given, and how it was transmitted.~~
  - ~~b. The Record Security Officer shall comply with any reasonable request made by a representative of the Department of Justice relative to any security and privacy audit.~~~~
- ~~4. Criminal offender record information shall be stored in a secure area, and only persons authorized by the Record Security Officer may have access to criminal offender record information maintained by the District.
  - ~~a. If a criminal offender record is destroyed, it shall be destroyed in such a way that the subject's name can no longer be identified (shredding, burning, tearing, etc.). Criminal offender record information will be destroyed by a person authorized by the Record Security Officer to do so.~~
  - ~~b. Criminal offender record information shall not be reproduced by the District. Any variance in this policy must be approved by the Record Security Officer and will be documented in writing.~~~~
- ~~5. Criminal offender record information shall not be made available to the employee. An employee may apply for a copy of his/her record from the California Department of Justice.~~
- ~~6. District personnel who have access to criminal offender record information shall be required to read and understand this policy. Violation of this policy, or of the rules and regulations governing the use and control of criminal offender record information, may result in disciplinary action, and possible criminal and civil penalties.~~
- ~~7. The Record Security Officer shall either attend a Department of Justice session on the proper use and control of criminal offender record information or shall familiarize himself/herself with training materials on the proper use and control of criminal offender record information provided by the California Department of Justice.~~