

SECURITY OF CRIMINAL OFFENDER RECORD INFORMATION POLICY

(In accordance with the provisions of Education Code Section 88024)

All criminal offender information regarding employees or prospective employees shall be mailed to the Personnel Services Office to the Director of Personnel Services, who will be identified as the Criminal Records Security Officer. This officer shall review the criminal offender information and shall determine, either through knowledge of the law or through contact with a law enforcement agency or County Counsel, if such criminal offender information is relevant to the employee's or prospective employee's position. If the information is relevant to the individual's employment status then the Criminal Records Security Officer shall initiate appropriate steps. If the criminal offender information is not considered relevant, then the information shall be filed. The filing of information shall be as follows:

1. It will be placed in separate folder with the notation in a card file indicating that the information was received with the stated date. All criminal record information shall be kept for a minimum period of three years in a separate file folder.
2. The date of release and name of requesting person to whom the information was disseminated will be recorded on the card. This information will be disseminated to administrators on a "need-to-know" basis within the District **only**.
3. If the information is destroyed, this date will be noted on the card. The destruction of the criminal offender information will be accomplished by a shredding machine or appropriately torn up by the Criminal Records Security Officer and discarded so that the identity of the person will be unknown.

If the criminal offender record information indicates that an employee has been arrested and the case is still pending and such information would be relevant to the employee's position with the school district, the information shall also be retained in a separate file in the Personnel Office with the same procedures. In addition, a card will be placed in the employee's folder indicating that the information was received and is being held in a separate file. When the pending case has been resolved, as determined by the Criminal Records Security Officer, and such disposition is not relevant to the employee's position, the personnel file card will be removed from the employee's personnel folder and the information will be handled in the same manner as non-relevant criminal offender record information. It will also be destroyed after the three-year period.

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The use of criminal offender record information may be reviewed by any manager on a "need-to-know" basis. If a manager has a need to review the personnel record of an employee who has criminal offender information in a separate file, and the administrator has a "need-to-know" of this information, the release of this information shall be considered "standard procedure" and shall not require recording of the information reviewed.

The security of the Criminal Offender Record Information and the training of Personnel Services staff in handling Criminal Offender Record Information is the responsibility of the Director of Personnel Services. Any questions regarding the release or the security and privacy of criminal offender record information are to be resolved by the Criminal Records Security Officer.