

BP 3315 CRIMINAL OFFENDER RECORD SECURITY

References:

The Department of College Safety and shall maintain the security and privacy of Criminal Offender Record Information. The procedures supporting this policy shall be reviewed annually for conformity to any changes in the law.

Date Adopted: May 19, 2009
(Replaces RCCD Policy 4011)

AP 3315 CRIMINAL OFFENDER RECORD SECURITY

References:

I. Definition

- A. Criminal Offender Record Information is information collected as a result of an arrest and stored in summary format. This information comes from the California Department of Justice on a document known as a “rap sheet.”
- B. Right-to-Know -- Legal authority, granted by statute or court order, for a person or agency to have access to Criminal Offender Record Information. Persons or agencies with a right-to-know are listed in the Department of Justice Authorized Agencies List.
- C. Need-to-Know -- Official purpose of which the information may be requested and used.

II. Determination of Right-to-Know and Need-to-Know

Before release of any information, the Record Security Officer will determine the requestor’s right-to-know and need-to-know.

III. Record Security Officer

The Chief of Police is designated as the Record Security Officer. Any questions regarding the release or security and privacy of criminal offender record information are to be resolved by the Record Security Officer.

IV. Personnel Designated to Release Information

Criminal Offender Record Information may be released only by the Record Security Officer or designee. No other person may release such information.

V. Audit Trail Requirements

A record shall be maintained of each release of information contained in the “rap sheet” and shall contain the date of release, name of person to whom released.

VI. Reproduction

No reproduction is authorized for any reason.

VII. Security of Information

Criminal Offender Record Information will be stored in a secure area, and only persons authorized by the Record Security Officer may have access to the information.

VIII. Destruction

All Criminal Offender Record Information shall be destroyed by shredding in such a way that the subject's name can no longer be identified. Such destruction shall take place under the supervision of an authorized person at the time the employee terminates employment with the District.

Office of Primary Responsibility: Chief of Police, College Safety and Police

Administrative Approval: June 1, 2009
(Replaces RCCD Regulation 4011)