

FULLERTON SCHOOL DISTRICT

ALL PERSONNEL

Policy No.: 4012.4

Appointments and Conditions of Employment – Maintenance of Criminal Offender Records – Page 1

Board Adopted: November 29, 2005

All information received from the Department of Justice is confidential.

The Superintendent shall designate an employee as record custodian of all confidential fingerprint and criminal record history who shall be responsible for the administration of the information. Any questions regarding Criminal Offender Record Information shall be resolved by the record custodian.

Criminal Offender Record Information shall be accessible only to the record custodian and shall be kept in a locked file separate from other files. The contents of these records shall not be disclosed and shall not be reproduced.

The record custodian shall be fingerprinted and processed through the California Department of Justice. He/she shall sign an Employee Statement Form, acknowledging an understanding of the laws regarding Criminal Offender Record Information.

These records shall be used only for the purpose for which they were requested.

Upon a hiring determination, the records shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained.

Violation of this administrative regulation may result in suspension, dismissal and/or criminal or civil prosecution.

The record custodian shall ensure that the Fullerton School District complies with destruction, storage, dissemination, auditing, background and training requirements as set forth in 11 CCR 700-708 and the rules regarding use and security of these records as set forth in Penal Code 11077.

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

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Appointments and Conditions of Employment –
Maintenance of Criminal Offender Records – Page 2

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Legal Reference:	Penal Code	
	667.5	Prior Prison Terms, Enhancement of Prison Terms
	1192.7	Plea Bargaining Limitation
	11075-11081	Criminal Record Dissemination
	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 II	
	700-708	Criminal Offender Record Information