The Chief Human Resources Officer will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures.

The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

The Chief Human Resources Officer will ensure that criminal history record information is destroyed once the District’s business need for the information is fulfilled.

References:
Education Code Sections 87013 and 88024;
Penal Code Sections 11102.2 and 11077.1

Adopted: 3/19/14