
Criminal Offender Record Information (CORI)

357.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of criminal offender information, security of that information, and persons authorized to release that information.

357.2 AUTHORITY

This policy is established pursuant to the mandate of the Regulations Regarding Security of Criminal Offender Record Information in California (Title 11, California Administrative Code). Other authority includes Penal Code §11105, which delineates who has access to Criminal Offender Record Information (CORI), and Penal Code §§11140 through 11144, which establishes penalties for the improper use of criminal history information.

357.2.1 DEFINITIONS

Criminal Offender Record Information - (CORI) shall include CII manual/automated rap sheets and abstracts, CII crime summaries, CII criminal history transcripts, FBI rap sheets, and any IPD documents containing a list of prior arrests.

Criminal Justice Agency - Means a public agency or component thereof which performs a criminal justice activity as its principal function.

Authorized Recipient - Means any person or agency authorized by court order, statute or case law to receive CORI.

Right to Know - Means persons or agencies authorized by court order, statute or decisional case law to receive the information.

Need to Know - means a necessity exists to obtain CORI in order to execute official responsibilities.

357.3 AUTHORIZED RECIPIENTS OF CORI

CORI may be released only to authorized recipients who have both a right to know and a need to know. All trained law enforcement personnel with proper identification are authorized recipients, if they have an official need to know. The California Department of Justice has issued a list of agencies authorized to receive criminal history information. This list can be found in the "Information Dissemination Manual" located in the Records Bureau. Persons not included in the Department of Justice list are not authorized recipients and shall not receive CORI.

357.4 CLETS ADMINISTRATOR

The Records Supervisor is the designated CLETS Administrator for the Irvine Police Department. This supervisor is responsible for ensuring compliance with this procedure and with applicable records security regulations and requirements imposed by federal and state law. The CLETS Administrator or designee will resolve specific questions that arise regarding authorized recipients of CORI.

Irvine Police Department

Policies

Criminal Offender Record Information (CORI)

357.5 RELEASE OF CORI

Only the persons listed below are authorized to release CORI. Each authorized person releasing CORI is responsible to ensure that each request granted appears legitimate and that the requester is an authorized recipient with a right and need to know.

- (a) CLETS Administrator
- (b) Records Supervisor
- (c) Lead Records Specialists and Records Specialists
- (d) Personnel specifically designated in writing by the Support Services Division Commander with the concurrence of the CLETS Administrator
- (e) Public Safety Assistants assigned to the Records Bureau

357.6 RELEASE OF CORI TO FIELD PERSONNEL

Personnel shall not have access to CORI until a background investigation and fingerprint check have been completed and approved. CORI shall not be transmitted by radio broadcast under any circumstance to field personnel or vehicles. Nothing in this procedure is intended to prohibit broadcasting warrant information concerning wanted persons.

357.7 JUVENILE RECORDS

Nothing in this policy is intended to alter existing statutes, case law, or the policies and orders of the Juvenile Court regarding the release of juvenile offender records. Refer to Policy Manual §938 for more specific information regarding cases involving juveniles.

357.8 REVIEW OF CRIMINAL OFFENDER RECORD

Penal Code §§11120 through 11127 provide the authority and procedure whereby an individual may review his/her own California Department of Justice (CII) rap sheet. Individuals shall be allowed to review their arrest or conviction record on file with the Department of Justice after complying with all legal requirements.

357.9 PROTECTION OF CORI

CORI shall be stored in the Records Bureau where consistent personnel coverage will be provided. CORI stored elsewhere shall be secured in locked desks, locked file cabinets, or in locked rooms. Direct access to CORI stored in the Records Bureau shall be restricted to the Records Bureau personnel authorized to release it. Direct access to CORI stored in desks, file cabinets, and rooms outside the Records Bureau shall be restricted to those persons who possess both the right to know and the need to know the information.

357.10 COMPUTER TERMINAL SECURITY

Computer terminal equipment capable of providing access to automated criminal offender record information is located within Public Safety to preclude access by unauthorized persons. No employee shall be authorized to operate computer terminal equipment with access to CORI

Irvine Police Department

Policies

Criminal Offender Record Information (CORI)

until the operator has completed the appropriate training. Information system devices shall be positioned in such a way as to prevent unauthorized individuals from accessing and viewing CORI. Screen protectors shall be used if the monitor is in view of unauthorized individuals.

357.11 DESTRUCTION OF CORI

When any document providing CORI has served the purpose for which it was obtained, it shall be destroyed by crosscut shredding. Each employee shall be responsible for destroying the CORI documents they receive.

357.12 TRAINING PROGRAM

All personnel authorized to process or release CORI shall be required to complete a training program prescribed by the CLETS Administrator or designee. The Office of Professional Development shall coordinate the course to provide training in the proper use, control, and dissemination of CORI.

357.13 PENALTIES FOR MISUSE OF RECORDS

Penal Code §§11140 and 11144 make it a misdemeanor to furnish, buy, receive, or possess Department of Justice rap sheets without authorization by a court, statute, or case law. Title 11, California Administrative Code §702 provides that authorized persons or agencies violating the Regulations Regarding the Security of Criminal Offender Record Information in California may lose direct access to CORI maintained by the California Department of Justice. Divulging the content of any criminal record to anyone other than authorized personnel is a violation of Policy. Employees who obtain, or attempt to obtain, information from the department files other than that to which they are entitled in accordance with their official duties are in violation of Policy.

Each suspected incident of unauthorized or improper use of CORI, or failure to take physical security measures to protect CORI, will be investigated by the Office of Professional Standards. Violations may result in disciplinary action, criminal penalties and/or financial liability for the cost of improper use.