

**Personnel**

**Maintenance of Criminal Offender Records**

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of Mendocino Unified School District, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code [502](#) prescribes the penalties related to computer crimes. Penal Code [11105](#) and [13300](#) identify who has access to criminal history information and under what circumstances it may be released. Penal Code [11140-11144](#) and [13301-13305](#) prescribe penalties for misuse of criminal history information. Government Code [6200](#) prescribes the felony penalties for misuse of public record and CLETS (California Law Enforcement Telecommunication System) information. Penal Code [11142](#) and [13303](#) state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any employee who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_