

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER MANUAL**

**CHAPTER 1 ADMINISTRATION  
GO-01-12  
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**DATE  
February 17, 1987  
REV. 11-29-01**

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**CRIMINAL OFFENDER RECORD INFORMATION**

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**POLICY**

It shall be the policy of the Marin County Sheriff's Office to acquire, secure, and retain Criminal Offender Record Information (CORI) for investigations, employment, licensing, and certification. It is also the policy of the Sheriff's Office to guard against the misuse of such information that may adversely affect the individual's civil rights and violate constitutional rights of privacy.

**DEFINITIONS**

CORI – Criminal Offender Record Information. CORI means records and data compiled by criminal justice agencies for purposes of identifying criminal offenders and of maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release.

CORI Access – right, authorized by court, statute, or decisional law, to view and use criminal offender record information.

Custodian of Records – the individual designated by the Sheriff to be responsible for overseeing the control, security, and disposition of Sheriff's Office criminal history, personnel, investigation, and crime report records.

**PROCEDURE**

The Custodian of Records shall be responsible for the administration and management control of Criminal Offender Record Information in accordance with guidelines and regulations set forth by Sheriff, the California State Department of Justice and/or United States Department of Justice.

CORI information provided to the Marin County Sheriff's Office or any law enforcement agency is *confidential* and shall not be disseminated to any other person or agency not authorized by law. Misuse of CORI is a criminal offense and may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice.

CORI information shall be kept in locked, secured area(s) designated by the Sheriff or Custodian of Records.

CORI shall be used only for the purpose for which it was requested (i.e. criminal investigation, employment, licensing).

CORI information received and/or maintained on a computer shall be computer password protected. CORI requests that will be faxed will be directed to a Sheriff's Office fax machine located in a secured area away from unauthorized persons.

An audit log will be maintained at each location where CORI is maintained. The log will indicate each release of CORI. The log shall be retained for a minimum of three years from the date of last release. The log

shall contain the date of release; the requesting person, agency, case or file number, and the reason the information was given. If the request is through a CLETS terminal the requesting terminal identifier and the receiving terminal identifier will also be logged.

All personnel with access to CORI will be trained in secure handling, storage, dissemination, and destruction of CORI.

The Custodian of Records shall be responsible for resolving any questions regarding the release, security, and privacy of CORI.

The Marin County Sheriff's Office shall insure the suitability of personnel accessing confidential criminal history records. All personnel with access to CORI shall be fingerprinted and a fingerprint background check processed through the California Department of Justice as required by California Code of Regulations §703(d). The CAL-ID automated fingerprint information system shall be used for fingerprint submission.

All Sheriff's Office employees and volunteers having access to CORI shall have a signed copy of the Employee CORI Form which acknowledges an understanding of the laws and policies prohibiting misuse of CORI. The form will be maintained in the employee's personnel record folder.

**RELATED STANDARDS:**

Government Code §6200 to 6265  
Penal Code §11075 to 11112; 11120 to 11144; 13102; 13202; 13300-13305  
California Code of Regulations §700 to 711

**AFFECTED DIVISIONS:**

All

**DATE OF REVISIONS:**

2/17/87  
11/29/01 (replaced Special Order 87-08)

**By Order of:**

ROBERT T. DOYLE  
SHERIFF