

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject: REQUEST FOR CRIMINAL OFFENDER RECORD INFORMATION (CORI) - RAP SHEET INTRODUCTION

To assist this Department in complying with the law that requires control of Criminal Offender Record Information (CORI), the Barstow Police Department has adopted the following policy for release of such information.

REQUESTING INFORMATION

1. For the purpose of this policy, the Chief Records Clerk shall be the Records Security Officer.
2. Requests for Criminal Offender Record Information shall be submitted to the Chief of Police, Division Commander, Watch Commander, or Chief Records Clerk.
3. Requests for Criminal Offender Record Information submitted to the Chief of Police, Division Commander or Watch Commander shall be submitted to the Chief Records Clerk for transmittal to the day shift Dispatcher.
4. The Chief Records Clerk shall provide the information to the day shift Dispatcher to obtain Criminal Record Information.
5. The day shift Dispatcher shall be responsible for requesting required information through the CLETS terminal.
6. If the day shift Dispatcher receives a "No Hit" response, the day shift dispatcher shall then send an "Administrative Message" requesting required information.
7. Upon receipt of Criminal Offender Record Information, the day shift Dispatcher shall give the information directly to the Chief Records Clerk (all teletypes requesting information and all returned messages).
8. If required by the District Attorney, the Chief Records Clerk shall run a photocopy of the Criminal Offender Record Information, stamp same with a rubber stamp which reads "CONFIDENTIAL" "DO NOT REPRODUCE OR RELEASE TO ANYONE OUTSIDE THE CRIMINAL JUSTICE SYSTEM". The photocopy of the Criminal Offender Record Information will then be forwarded to the District Attorney through the appropriate channel for disposition. The original copy of the Criminal Offender Record Information will be retained by Records Division personnel and placed in the subject's I.D. Jacket.

Reference:

Effective Date

Revision No.

Section

March 01, 1988

Page 1 of 2

1002

CITY OF BARSTOW

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Subject:
REQUEST FOR CRIMINAL OFFENDER RECORD INFORMATION (CORI)-RAP SHEET - cont

9. Records Division personnel will fill out a "Record of Criminal Review" form with the appropriate information. The "Record of Criminal Review" will then be stapled in the front of the I.D. Jacket where it will remain for a period of three years.

Note: Between 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, Criminal Offender Record Information shall not be requested by anyone other than the Chief Records Clerk.

Only dispatch personnel shall be permitted to request Criminal Offender Record Information through the CLETS terminal.

Only the Chief Records Clerk shall be allowed to release Criminal Offender Record Information.

10. No member of this Department, other than those specified in this policy may request Criminal Offender Record Information without express permission of the Chief of Police, Chief Records Clerk, or designated Records Division personnel.
11. In the event a Watch Commander or a superior officer determines that Criminal Offender Record Information is required immediately, the Chief of Police, Division Commander, or the Watch Commander may request Criminal Offender Record Information.

In such instances, the on-duty Dispatcher shall request such information through the CLETS terminal. If the on-duty Dispatcher receives a "NO HIT" response, the Dispatcher shall then send an "ADMINISTRATIVE MESSAGE" requesting required information.

Upon receipt of Criminal Offender Record Information, the authorizing employee, i.e., the Watch Commander or a superior officer, may show Criminal Offender Record Information to an Officer handling an investigation requiring such data. The authorizing employee shall retain possession of Criminal Offender Record Information until such time that it is turned over to the Chief Records Clerk.

Under no circumstances shall Barstow Police Department personnel run a subject's Criminal Offender Record Information history to satisfy individual curiosity or for any reason other than for bonafide law enforcement purpose.

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Effective Date
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Revision No.

Page 2 of 2

Section

1002