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4	12/14/2015	11/23/2022	11/23/2026

## BUENA PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

### SS522 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

#### SS522.1 PURPOSE AND SCOPE

This procedure describes the criteria for accessing CLETS.

##### SS522.1.1 ACCREDITATION STANDARDS

This procedure pertains to the following CALEA Standards: 81.2.8, 82.3.6.

#### SS522.2 PROGRAM

CLETS is an efficient law enforcement communications network available to all public law enforcement agencies within the state. CLETS will provide all law enforcement and criminal justice user agencies with the capability to obtain information directly from federal and state computerized information files.

Each CLETS subscribing agency must designate one or more Agency CLETS Coordinator(s) (ACCs). ACCs serve as the coordinator(s) with the California (CA) Department of Justice (DOJ) on matters pertaining to the use of:

- a) CLETS
- b) The Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC)
- c) The National Law Enforcement Telecommunications System (NLETS)
- d) The CA DOJ criminal justice databases and administrative network that the CLETS accesses.

The ACCs will be responsible for ensuring compliance with the CA DOJ/FBI policies and regulations including validation requirements, as well as facilitate the exchange of the CLETS administrative information between the CA DOJ and the ACC's agency. The Systems Administrator and the Records Supervisor are this Department's designated ACCs.

#### SS522.3 CLETS ACCESS REQUIREMENTS

CLETS access is permitted only from an agency device or terminal licensed and approved by DOJ. Reasonable measures shall be taken to place terminals and equipment in an area with adequate physical security to provide protection from vandalism or sabotage and to preclude public view. This includes unauthorized viewing or access to computer terminals, access devices, or stored/printed data at all times.

All persons with physical access to the CLETS equipment, information from the CLETS, or to criminal offender record information, are required to undergo a background and fingerprint-based Criminal Offender Record Information (CORI) search. This includes:

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- a) Non-criminal justice personnel
- b) Volunteer personnel
- c) Private vendor technical or maintenance personnel

Pursuant to the FBI's CJIS Security Policy § 5.12, CLETS/NCIC access shall not be granted if the fingerprint-based criminal offender record information search reveals a felony conviction of any kind. If it is revealed that the person appears to be a fugitive or has an arrest history without conviction for a felony, the agency head or his/her designee will review the matter and decide if the CLETS access is appropriate.

Users may access CLETS via Spillman (records management system) or Orange County's Enhanced Law Enforcement Telecommunications Emulator (ELETE). Each system's Systems Administrator assigns usernames and passwords.

### **SS522.4 CLETS USERS DEFINED**

**Full Access Operators (FAO):** Any operator who has a CLETS User ID and password and makes inquiries into the systems and/or performs update functions. FAO training requirements:

- a) Within six months of appointment:
  - 1. Demonstrate familiarity with CLETS operations, policies, and regulations.
  - 2. Complete the appropriate CLETS/NCIC Telecommunications Proficiency Examination approved by CA DOJ.
- b) Annually:
  - 1. Complete a Department of Motor Vehicles confidentiality statement.
- c) Biennially:
  - 1. Complete a current FAO Proficiency Exam with a passing score of at least 70%.
  - 2. Complete the Employee/Volunteer Statement Form.

**Less-Than-Full Access Operators (LTFAO):** Any operator who has a CLETS User ID and password and makes inquiries into the systems. LTFAOs do not perform update functions. Required training:

- a) Within six months of appointment:
  - 1. Demonstrate familiarity with CLETS operations, policies, and regulations.
  - 2. Complete the appropriate CLETS/NCIC Telecommunications Proficiency Examination approved by CA DOJ.
- b) Annually:
  - 1. Complete a Department of Motor Vehicles confidentiality statement.
- c) Biennially:
  - 1. Complete a current FAO Proficiency Exam with a passing score of at least 70%.
  - 2. Complete the Employee/Volunteer Statement Form.

**Practitioners:** Any person who has access to information from the CLETS and is not a CLETS

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operator; for example, non-criminal justice personnel, volunteers, and private vendor technical or maintenance personnel. Access to information may be intended or accidental. Required training:

- a) Within six months of appointment:
  - 1. Complete basic training in the CLETS/NCIC policies, liability issues, and regulations.
  - 2. Complete the Security Awareness Training and test.

**Administrators:** Upper-level managers and any person designated a criminal justice administrator. Required training:

- a) Peer-level training on the CLETS/NCIC system use, regulations, policies, audits, sanctions, and related civil liability. Training is accomplished by reviewing and signing for the NCIC "Areas of Liability for the Criminal Justice Information System Administrator" packet.
- b) Complete the Security Awareness Training and test.

### **SS522.5 CLETS CERTIFICATION TESTING**

The ACCs will ensure all persons falling under the access requirements stated in § SS 522.3 have completed CLETS training and testing as required by the CA DOJ.