

## **CLETS Access**

### **807.1 PURPOSE AND SCOPE**

In order to ensure the San Luis Obispo Police Department maintains compliance with the legal requirements of the California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center System, this policy defines levels of access to CLETS information and the training required for each level.

### **807.2 ACCESS LEVELS**

Employees or operators with CLETS access will comply with all training and examination requirements specific to their access levels, as follows:

#### **807.2.1 FULL ACCESS OPERATORS**

Any employee or operator who uses a CLETS terminal to make updates or inquiries into any of the CLETS provided data bases is considered a Full Access Operator.

Within six months of appointment as a Full Access Operator, the employee will receive six hours of Department provided training and will complete a Full Access Operator workbook. The POST Basic Dispatcher Course provides the required training; however, a Full Access workbook must subsequently be completed.

Every two years, and within the DOJ window of re-certification, Full Access Operators must successfully complete a Full Access Operator Recertification Exam with a passing score of at least 70%. Remedial training and a re-examination will be required if a Full Service Operator fails to pass. Full Access Operators will also review DOJ Information Bulletins, CLETS/CJIS updates and other necessary training and regulatory material. All training and information review will be documented according to Department procedures.

#### **807.2.2 LESS THAN FULL ACCESS OPERATORS (INQUIRY ONLY)**

Any employee or operator who uses CLETS to make inquiries only into the system is considered a Less Than Full Access Operator.

Within six months of appointment as a Less Than Full Access Operator, the employee will receive four hours of Department provided training and will complete a Less Than Full Access Operator workbook. Every two years, and within the DOJ window of re-certification, Less Than Full Access Operators must successfully complete a Less Than Full Access Operator Recertification Exam with a passing score of at least 70%. Remedial training and a re-examination will be required if a Less Than Full Service Operator fails to pass. Less Than Full Access Operators will also review DOJ Information Bulletins, CLETS/CJIS updates and other necessary training and regulatory material. All training and information review will be documented according to Department procedures.

# San Luis Obispo Police Department

San Luis Obispo PD CA Policy Manual

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### 807.2.3 PRACTITIONERS

Any employees who has on-going access to CLETS information (i.e. print-outs, reports or verbal information), but who does not operate or access a CLETS terminal, is considered a Practitioner.

Within six months of appointment as a Practitioner, the employee will receive four hours of Department provided training. POST Basic Law Enforcement Academy training fulfills this requirement.

Practitioners will also review DOJ Information Bulletins and CLETS/CJIS updates, and will certify this review using a routing slip attached to the training material.

Other city employees, such as Rangers, Parking Officers, Fire Investigators, and Code Enforcement Officers, who have a legitimate law enforcement purpose for receiving CLETS information may qualify as a Practitioner. Practitioner access shall require a DOJ-FBI fingerprint check and Practitioner training by a certified instructor in the appropriate CLETS sections. The employee's Division Head will sign a Release of CLETS Information form.