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17-088  
04/10/17

**New JUSTIFICATION Enhancement on the RAPS Masks**

Members may occasionally need to run a criminal history (290 registrants, CI status, etc.) where an actual police case number or CAD incident number do not exist.

To assist users in articulating the “need to know” when using the criminal history mask in these cases, a new JUSTIFICATION field will be added to the RAPS masks on May 1<sup>st</sup>. The JUSTIFICATION field will allow a maximum of 100 alphanumeric characters.

The JUSTIFICATION field will be conditionally mandatory; **if no data is entered in the CASE#/CAD# field you must complete the JUSTIFICATION field.**

These two fields are shown in yellow below:

RAPSNEW (v5.02)

Criminal History Inquiry

Route Data (Name or Initials or ID # and Reason)

Requester Initials  Operator Initials

Subject's Role

Type of Investigation / Inquiry

Case # / CAD #  Comments

Justification

**ACHS On-Line Criminal History Transcript (OHY):**

CII (Record) #  - or - DSP #

CLETS users are again reminded of the regulations placed on the use of criminal history information. During a recent audit it was discovered that some users are still not complying with the required regulations. Access to CLETS information is only allowed upon a verified “right to know” with correlating “need to know” justification. Any misuse of CLETS will be investigated and, if sustained, the employee may be disciplined up to and including termination from employment and/or be subject to criminal and civil action.

Restrictions have been placed on CLETS users to ensure that the rights of all citizens of California are properly protected. Article 1, Section 1 of the California Constitution grants California citizens an absolute right to privacy. Individuals or agencies violating these privacy rights place themselves at both criminal and civil liability.

Please do not hesitate to contact Hilarie Coby, SFPD CLETS administrator, at 1-415-837-7336 or [hilarie.coby@sfgov.org](mailto:hilarie.coby@sfgov.org) for any questions regarding the handling of this new field or any remaining concerns on the use of criminal history.

*William Scott*  
WILLIAM SCOTT  
Chief of Police