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CLETS - Protecting Sensitive Criminal Justice Information
(Re-issue DB 15-194)

Members **shall not** attach CLETS-related documents (e.g., CII, SFRAP, DMV or Cal Photo) to submitted incident reports produced in the Crime Data Warehouse or any other Department approved reporting system. Additionally, CLETS related information shall not be copied and pasted into the narrative portion of incident reports or any other police reports. However when applicable and necessary, **CLETS information may be printed and booked into evidence**; for example during the completion of a 12500/14601 CVC report.

Members may articulate CLETS related information about a subject in their incident reports; for example whether a subject has prior felony convictions, a subject's probation or parole status, etc.

It is a violation of the Department of Justice CLETS policy to attach CLETS or CJIS (criminal justice information system) data to any outgoing Department email, including "sworn-only" addressees. Members are reminded that all email transactions are public information and subject to the Sunshine Ordinance.

Rebooking packages may continue to be compiled in coordination with the assigned District Attorney; specifically an investigator may print CLETS information, place the print out in a re-booking packet and deliver it personally to a DA; however attaching CLETS data in an email is prohibited.

Members shall not photograph any CLETS related documents nor shall they store any CLETS related data on personal devices.

Supervisors are encouraged to review their subordinates work to ensure compliance and to hold their subordinates accountable.




WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.