



Roll Call Training Bulletin

Produced by: Lt. Greg Galliano, PSU
Prepared by: Sgt. Clayton Buchanan, PSU

Daniel Hahn, Chief of Police
Volume 96

California Law Enforcement Telecommunications System (CLETS) 4-28-21

BACKGROUND

Every person has a right to privacy and their privacy should be safeguarded by all Sacramento Police Department employees. Employees with access to personal information should be aware that all private information collected by the Sacramento Police Department is for official business only. Simply because an employee has access to the information, does not grant the employee the right to access that information unnecessarily. Employees must be able to articulate both their “right to know” and their “need to know” the information they are seeking.

CLETS stands for the California Law Enforcement Telecommunications System. This system provides law enforcement and criminal justice agencies with access to a variety of databases that contain such data as a person’s criminal history, criminal record, and driving record information. A Department employee using this system can access the following databases:

- International Justice and Public Safety Network (NLETS)
- Criminal Justice Information System (CJIS)
- National Crime Information Center (NCIC)
- Department of Motor Vehicle Records

Criminal Offender Record Information, or “CORI,” can be accessed via CLETS. CORI are records and data that are compiled to help identify criminal offenders and to maintain a summary of a person’s date of birth and social security number, as well as information relating to arrests, pretrial proceedings, criminal charges, sentencing information, incarcerations, parole and or probation information, and rehabilitation programs. Department employees must be able to articulate the “right to know” and the “need to know” when accessing CORI.

REQUIRED INFORMATION

When conducting any Automated Criminal History System (ACHS) inquiries via CLETS all Department employees need to clearly establish their need/right to know. Simply putting your name is not enough, the recommendation is always to enter the call number or report number. The following are required for all ACHS inquiries:

- Authorized purpose
- Operator ID
- Requestor ID if different than operator
- Right to know



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MISUSE of CLETS

The misuse of CLETS not only violates department policy, it also violates the law. Examples of misuse of the system may include:

- Using the system to gain information regarding a family member, friend, or former significant other or spouse
- Obtaining home address or vehicle registration information for personal gain
- Looking for personal information on high-profile individuals
- Looking up any CLETS/CORI for personal gain
- Looking up information for another Department employee without verifying the “right to know” and “need to know”
- Looking up out of County information when no action is required by the City of Sacramento or the Department. This information should be gathered by the local jurisdiction, which would respond if needed.
- Allowing a non CLETS user the ability to see inquiries via paper, computer screen, or other media.

SUMMARY

Accessing CLETS data is a requirement of our profession and safeguarding the information we access must be a priority. Access to the system is monitored, and both the Department and the Department of Justice have the ability to audit all inquiries into the system. The misuse of CLETS could result in loss of employment, criminal prosecution, and civil liability. When accessing CLETS it is the responsibility of the person that is inputting the data to ensure that information is for “Official Business Only”. There is never a justification for a Department employee to access any of the databases for personal gain.