

**Summary of May 14, 2024
CLETS Advisory Committee
Meeting**

This summary of the May 14, 2024 CLETS Advisory Committee meeting includes:

- Action Items from Meeting
- Agenda from Meeting
- Executive Secretary Report
- Legislative Update
- CAS Presentation Regarding Agency Outage Options
- New CLETS Service Application Staff Comments
- Transcript of the Meeting

Action Items from May 14, 2024

CLETS Advisory Committee

Meeting

This summary of the Action Items from the May 14, 2024, CLETS Advisory Committee meeting includes:

Action Item #1 (Chief White, 12/14/23 & 5/14/24):

DOJ to revisit previous action item “Should the PPPs require that retraining occur if operator misuse was founded?”

(page 9, lines 1-18)

Action Item #2 (Committee Member Park, 5/14/24):

DOJ to reach out to the agencies that reported higher numbers of cases of misuse to determine how many individuals committed the misuse.

(page 11, line 10 through page 12, line 4)

Action Item #3 (Committee Member Park, 5/14/24):

DOJ to research the feasibility of establishing agency “disaster mnemonics” that do not expire.

(page 19, line 25 through page 20, line 17)

Action Item #4 (Committee Member Park and Chief O’Keefe, 5/14/24):

CLETS Administration Unit (CAS) to coordinate with DOJ Client Services Program (CSP) on creating an Information Bulletin and/or providing presentation regarding options for agencies experiencing outages affecting CLETS connections; DOJ to consider providing to CA Chief’s and CA Sheriff’s meetings.

(page 22, lines 5-10; page 22, lines 13-15)

Action Item #5 (Committee Member Park, 12/14/23 & 5/14/24):

CAS to coordinate with DOJ CSP on creating a presentation outlining what CLEW contains and how it operates to support law enforcement agencies’ efforts.

(page 33, lines 3-6)

Action Item #6 (Chief White, 5/14/24):

DOJ to continue discussions related to access to the Automated License Plate Reader hotlist.

(page 33, lines 11-18)

Department of Justice (DOJ)
California Law Enforcement Telecommunications System (CLETS)
CLETS Advisory Committee (CAC) Meeting
Notice and Agenda

May 14, 2024
1:00 p.m.

Elk Grove City Council Chambers
8400 Laguna Palms Way
Elk Grove, CA 95758

OPEN SESSION

1. Call to Order
2. Roll Call
3. Housekeeping
4. Approval of Minutes from the December 14, 2023, CAC Meeting
5. Chairman's Report
6. Executive Secretary's Report
 - a. CLETS Traffic
 - b. Misuse Statistics
 - c. Action Items from Last Meeting
7. CAS Presentation – Contingency Plans for CLETS Outages
8. CLETS Legislative Update – John Ponce, DOJ, will provide an update on pending legislation.
9. New Service Applications
 - a. CN-01 – City of Lancaster Police Department (Los Angeles County)
10. Upgrade Applications Approved by DOJ
 - a. City of Burbank Police Department (Los Angeles County)
 - b. City of Beaumont Police Department (Riverside County)
 - c. Solano Community College Department of Public Safety (Solano County)
 - d. U.S. Department of Interior, Bureau of Indian Affairs, Blue Lake Tribal Police Department (Humboldt County)
 - e. Yuba County Sheriff's Department (Yuba County)
 - f. City of Los Gatos Police Department (Santa Clara County)

- g. University of California Police Department, Riverside (Riverside County)
- h. City of Atwater Police Department (Merced County)
- i. City of San Gabriel Police Department (Los Angeles County)
- j. City of Monterey Police Department (Monterey County)
- k. Los Angeles Sheriff's Department (Los Angeles County)
- l. City of Del Rey Oaks Police Department (Monterey County)
- m. Santa Clara County Probation Department (Santa Clara County)
- n. Santa Clara County Sheriff's Office (Santa Clara County)
- o. City of Grover Beach Police Department (San Luis Obispo County)
- p. Butte County Sheriff's Office (Butte County)
- q. Contra Costa County Probation Department (Contra Costa County)
- r. City of Atascadero Police Department (San Luis Obispo County)
- s. City of Lathrop Police Department (San Joaquin County)
- t. City of Arvin Police Department (Kern County)

CLOSED SESSION

- 11. Client Report for noncompliance issues – Closed session pursuant to Government Code section 11126, subdivisions (c)(18) – Review of detailed Client Reports regarding specific matters that pose “a threat or potential threat of criminal activity” against CLETS and/or CLETS data transmitted between the Department of Justice and specific client law enforcement agencies.

OPEN SESSION

- 12. Members' Reports
- 13. CAC Discussion/Open Forum/Public Comment
- 14. Next CAC Meeting/Adjourn

Notices and agendas are also available at the following website: <https://oag.ca.gov/meetings>.

To submit written material regarding an agenda item or questions regarding the agenda or meeting, please contact:

Department of Justice
CLETS Administration Section
Lydia Shindelbower
Telephone: 916-210-4240
cas@doj.ca.gov

The CAC complies with the Americans with Disabilities Act (ADA) by ensuring that the facilities are accessible to persons with disabilities, and providing this notice and information given to the members of the CAC in appropriate alternate formats when requested. If you need further assistance, including

disability-related modifications or accommodations, you may contact the CAC no later than seven (7) calendars days before the meeting at (916) 210-4240 or cas@doj.ca.gov.



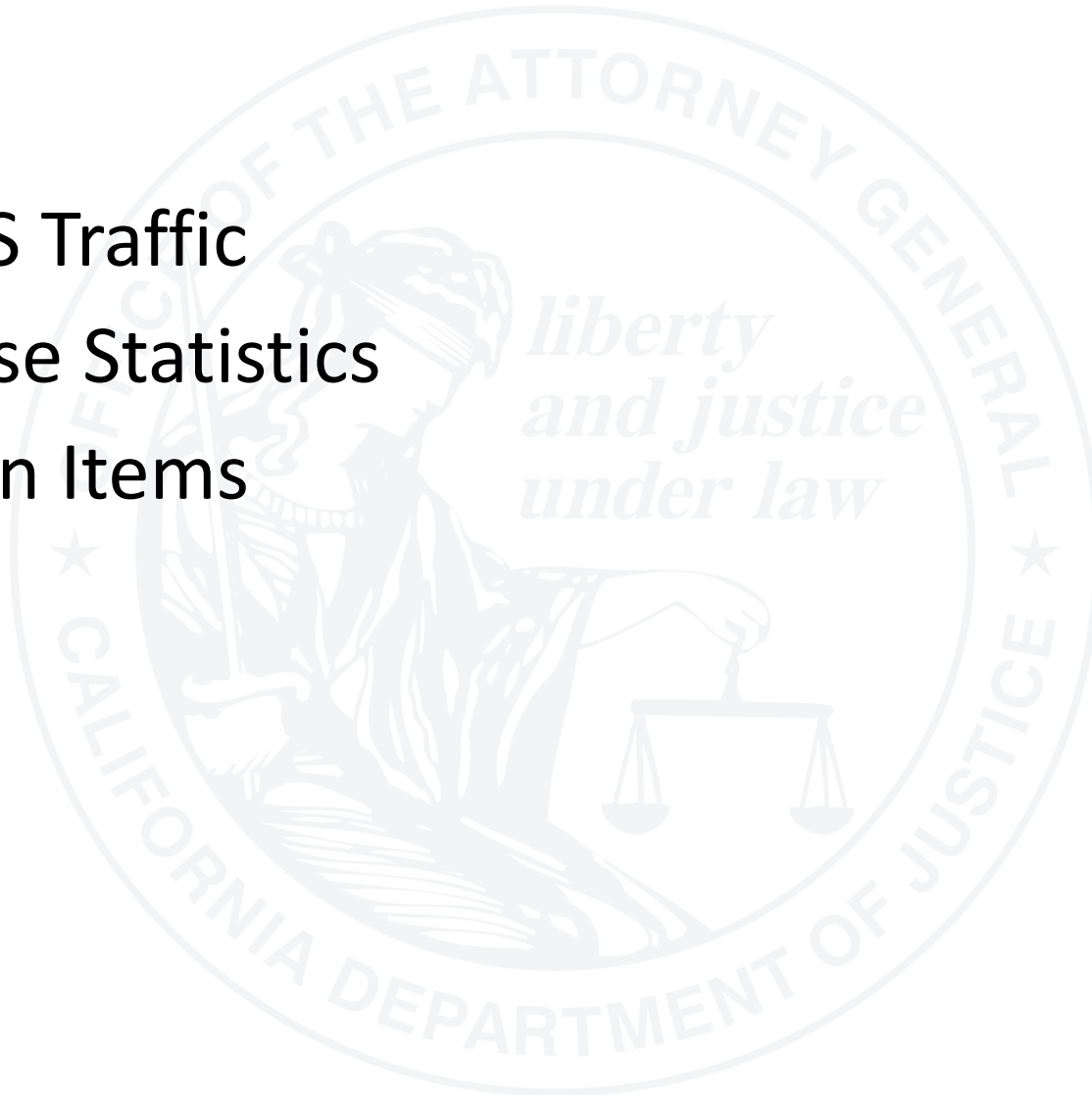
C A L I F O R N I A

DEPARTMENT OF JUSTICE

**CLETS ADVISORY COMMITTEE
MEETING
May 14, 2024**

Executive Secretary's Report

- CLETS Traffic
- Misuse Statistics
- Action Items



CLETS Traffic Statistics

First Quarter

January 1 – March 31, 2024

	<u>Inbound</u>	<u>Outbound</u>
Total Messages.....	250,899,159	251,600,084
Monthly Average.....	83,633,053	83,866,695
Daily Average	2,757,134	2,764,836
Peak Day	3,369,311	3,377,127



CLETS Traffic Statistics

**Reporting agencies consistently falling
below 95 Percent Up Time
Total 160 CLETS Direct Connections (LCT)**

CLETS Direct Connect Lines	Average Up Time (%)
Santa Barbara Co SO	87.37



CLETS Misuse Statistics

1.10.1 System Misuse (D):
 All CLETS agencies shall submit a report to the DOJ on the number of investigations performed related to CLETS misuse

¹ Our efforts to obtain misuse reports from the remaining agencies for the 2023 calendar year are ongoing.

² Investigations may find multiple instances of misuse, and administrative actions may include more than one response per incident.

Calendar Year Reporting Period	2023
Agencies/ORIs Submitting Report	1620
Agencies/ORIs Not Reporting ¹	82
Agencies/ORIs Reporting No Misuse	1587
Agencies/ORIs Reporting CLETS Misuse	33

Calendar Year Reporting Period	2022	2023
Investigations Performed	169	122
Pending Investigations	9	30
No CLETS Misuse Found	83	51
Misuse Violations Found ²	84	7,275
Counseled	26	35
Reprimanded	10	8
Training	45	7,235
Suspended	11	10
Resigned	7	6
Terminated	9	6
Other	1	6
No Action Taken	0	0



CLETS Journal Search Misuse Statistics

**1.10.1 System Misuse (A):
Assistance from the
CA DOJ in conducting
a journal search for an
Agency**

- Investigations may find multiple instances of misuse, and administrative actions may include more than one response per incident

* Administrative actions are pending

Calendar Year	2023	2024
Agency Investigations Requesting Journal Searches	38	14
Pending Investigations	9	7
No CLETS Misuse Found	26	7
Misuse Violations Found	3	0
Counseled	0	0
Reprimanded	0	0
Training	0	0
Suspended	2	0
Resigned	0	0
Terminated	0	0
Other	*1	0
No Action Taken	0	0



Action Items

(Action items are requests that staff received from the Committee at previous meetings)

Action Item 1 (Greg Park) – Provide guidance on how to plan for an outage that affects an entire county

- Action Taken – The CLETS Administration Section (CAS) has prepared a presentation to be provided later in the meeting.

Action Item 2 (Chief White) – Provide notification to agencies of ASAP to PSAP availability.

- Action Taken – CAS is preparing an Information Bulletin to send to all agencies to notify them of the availability of ASAP to PSAP.

Action Item 3 (Chief White) – Should the PPPs require that retraining occur if operator misuse was founded?

- Action Taken - Due to the various types of violations that constitute misuse, DOJ recommends that administrative/corrective actions continue to be at the discretion of the Agency Head.

Action Item 4 (Greg Park) – Provide overview of CLEW

- Action Taken – DOJ determined that the CAC is not the appropriate forum to discuss the California Law Enforcement Web website, as it is for law enforcement purposes only. For additional information about training available on CLEW, please reach out to the DOJ's Client Services Program at DOJCSP@doj.ca.gov.





C A L I F O R N I A

DEPARTMENT OF JUSTICE

**CLETS ADVISORY COMMITTEE
MEETING
May 14, 2024**

CLETS Advisory Committee (CAC) Legislation Update

May 14, 2024

1) Assembly Bill (AB) 2352 (Irwin) – Mental health and psychiatric advance directives

Status: In Assembly Appropriations Committee; Referred to suspense file

AB 2352 would specify the requirements for the formation of a written or digital psychiatric advance directive (PAD) and how PAD may be used in numerous and healthcare legal settings. A PAD is a legally binding document that the individual completes and shares regarding their desire for treatment, medication, and other individuals to contact when the individual is experiencing a mental health crisis.

DOJ is engaged with the author's office and her sponsor regarding technical assistance on this bill to allow PAD to be available to any state or local law enforcement agency through the California Law Enforcement Telecommunications System (CLETS). The goal of this possible bill amendment is to give first responders (e.g. law enforcement agencies) additional information (the PAD) to assist them in de-escalating a situation, avoiding a dangerous outcome, or directing an individual to treatment.

2) AB 2917 (Zbur) – Firearms: restraining orders

Status: Passed the Assembly Appropriations Committee (11-0); Ordered to third reading.

Existing law requires the Department of Justice (DOJ) to maintain state summary criminal history information and to furnish this information to specified entities, including city attorneys pursuing civil gang injunctions or drug abatement actions.

AB 2917 would require DOJ to also furnish state summary criminal history information to city attorneys and county counsels pursuing gun violence restraining orders (GVRO).

While not specified in the bill, prosecuting city attorneys or city prosecutors may be able to get this information in CLETS if they qualify for CLETS access. They may qualify for CLETS access only if they prosecute misdemeanors. So the bill may potentially increase the number of entities seeking access to CLETS. I believe there are a handful of city attorney offices that currently have access due to prosecuting misdemeanors. Alternatively, if they need a certified record, they would instead request it from the BCIA Records Custodian.

While there may be potential increased asks for CLETS access, the intent behind AB 2917 is to make clear that city attorneys can have access to criminal history information when filing GVRO petitions on behalf of law enforcement agencies (LEA), and we expect them to receive the information from the LEAs, not from our office or via CLETS access requests.



C A L I F O R N I A

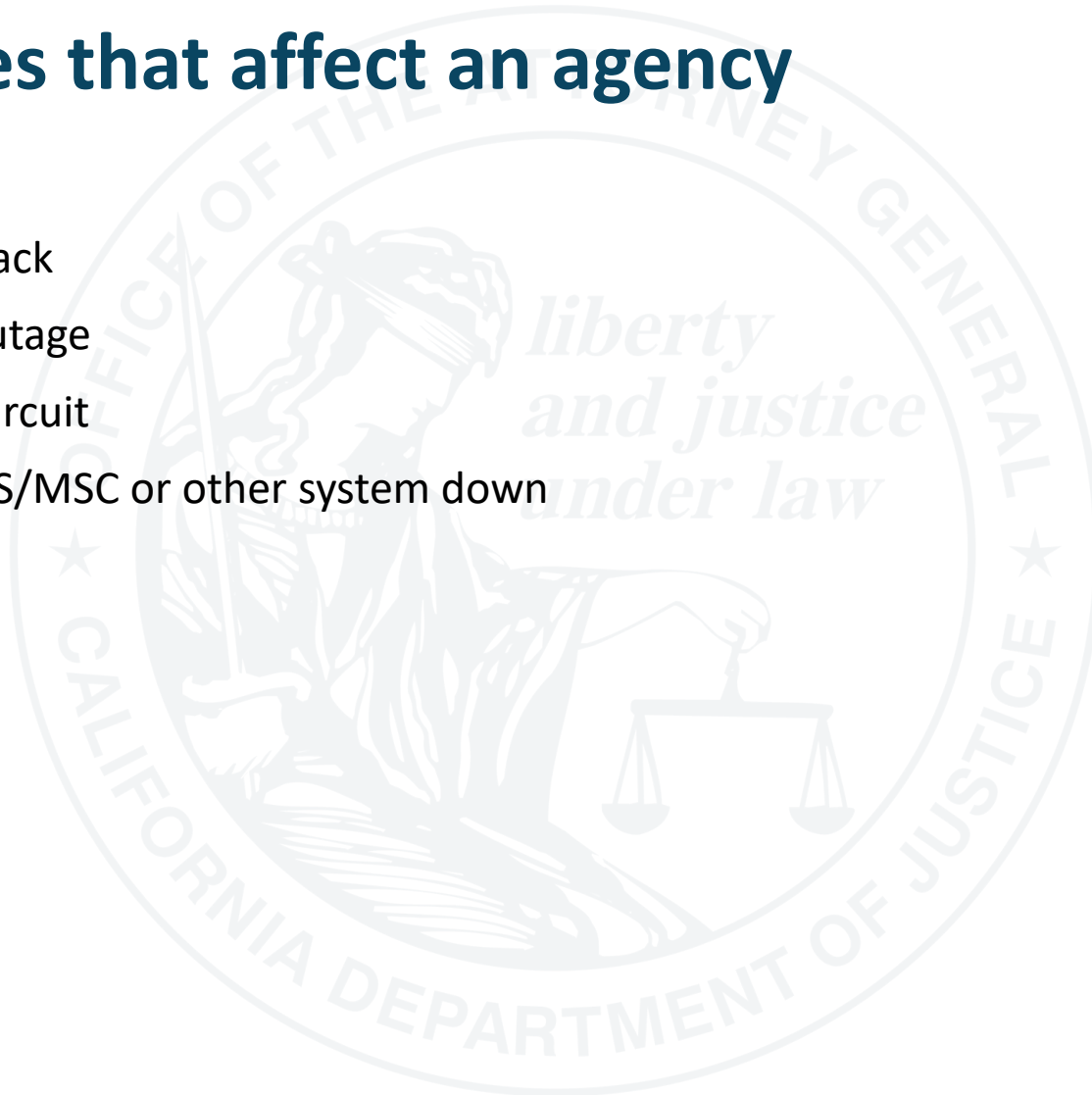
DEPARTMENT OF JUSTICE

**Agencies Experiencing CLETS Outages
Contingency Options**

Types of Situations That May Cause CLETS Outages

Outages that affect an agency

- Cyberattack
- Power outage
- Broken circuit
- CAD/RMS/MSC or other system down



Definitions

Definitions for purposes of this presentation:

- **Terminal Access Request Form (TARF)**
 - This form is used to request new mnemonics or modify mnemonics
- **Time Activated Message Forwarding (TAMF)**
 - This form is used to forward certain messages from one mnemonic to another. Concerning hit confirmations, the agency being forwarded to needs to have access to the originating agency's master case files.
- **Message Switching Computer (MSC)**
 - Directly connected hardware/software designed to switch/move transactions to and from CLETS
- **Law Enforcement Agency Web Interface (LEAWEB)**
 - Browser-based application that utilizes the California Law Enforcement Telecommunication System (CLETS) to provide access to critical criminal justice databases.



What to do?

Short term-immediate action options:

1. Have personnel at a different agency (not affected by outage) enter records under the unaffected agency's ORI.
 - Affected agency could coordinate with unaffected agency to have records entered during the outage.
 - Once the affected agency is no longer impacted by the outage, these records would need to be deleted and then re-entered under the affected agency's ORI. Both agencies would need to track the records being entered so that they could be cancelled/re-entered once connection is reestablished.
 - In this situation, if the affected agency's phone is still available, they could still receive calls regarding hit confirmations, notices of locate, etc. via phone; however, they couldn't receive those via CLETS. A TAMF could be set up to forward these types of messages to a mnemonic at the unaffected agency (applicable if host/MSC is not affected).
 - The unaffected agency would need to coordinate with the affected agency so that incoming messages could be addressed.



What to do?

Short term-immediate action options (cont.):

2. Have personnel from the agency experiencing the outage go to an agency with an active connection and have messages routed to a specific mnemonic there (TAMF).
 - The affected agency's personnel could monitor and respond to messages being forwarded to this mnemonic.
 - This would apply if the affected agency is downstream from a "host" agency, and that host agency's MSC is not affected.



What to do?

Long term options:

1. Apply for a backup secondary direct connection (i.e., router and circuit). This could be set up to use a separate MSC or LEAWEB. CLETS Upgrade Application must be submitted and approved.
2. Agency could set up cross-references with another agency *that has a separate direct connection*, to be used by that other agency or for their own use. The existing mnemonic would already be assigned to the other agency, but the cross-reference would provide the ability to enter/update records for both agencies.
 - HDC 0007 Reciprocity Agreement, TARF, and TAMF required
 - This option could take up to 13 days to become effective due to CLETS tabling schedules.
3. Agency could set up a mnemonic behind another agency's MSC
 - If desired, a mnemonic could be set up behind the unaffected agency's system that is assigned to the affected agency's ORI (must be signed off on by the unaffected agency's ACC). This would allow the affected agency to enter/update records under their own ORI, using the unaffected agency's system.



What to do?

Long term options (cont.):

4. In the event that an agency's local system is down, but their host agency's connection to CLETS is still up, and their connection to their host is still up, LEAWEB could be utilized as a backup.
 - This is a solution for a situation where the agency's application or program used to connect to CLETS is not working; however, their connection to their host is still active. Their active connection could be used to reach LEAWEB and run CLETS transactions.
 - This solution would require a CLETS Application to be submitted and approved.



HDC 0007 – Reciprocity Agreement (RA)

- In order for a CLETS agency to designate another CLETS agency as the responsible entity to enter/update records on behalf of the forwarding agency, a Reciprocity Agreement must be completed.
 - The agreement must be signed by the Agency Head of both agencies and submitted to CAS.

STATE OF CALIFORNIA
HDC 0007
(Rev. 07/2017)

[Print Form](#) [Reset Form](#)

DEPARTMENT OF JUSTICE

**CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
(CLETS) RECIPROCITY AGREEMENT**

Agreement for:

Enter/Update Records
 Hit Confirmations and Notices of Locate (attach Hit Confirmation Data form)

In entering into this agreement, both agencies agree to conform to all the CLETS policies. It is understood by all parties that the California Department of Justice reserves the right to overturn approval of this agreement when the CLETS/Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) policies, regulations, security, or dissemination requirements are violated.

Agency Forwarding Messages _____ Originating Agency Identifier (ORI) Number _____

Agency Receiving Messages _____ ORI Number _____

I agree to be responsible for entering/updating records and/or responding to locate and request for confirmation messages on behalf of the forwarding agency noted above.

Receiving Agency Head (Type or Print Name) _____ Title (Type or Print) _____

Receiving Agency Head Signature _____ Date _____

I accept that the receiving agency noted above will be acting on our behalf by entering/ updating records and/or responding to notices of locate and requests to confirm records by my agency. Also, it is my understanding that copies of all reports for records entered will be delivered to the receiving agency.

Forwarding Agency Head (Type or Print Name) _____ Title (Type or Print) _____

Forwarding Agency Head Signature _____ Date _____

California Department of Justice
CLETS Administration Section
P.O. Box 903387
Sacramento, CA 94203-3870
Phone: (916) 210-4246
Fax: (916) 227-0696
Email: CAS@doj.ca.gov



Time Activated Message Forwarding (TAMF) Request Form

- Have messages routed to a specific mnemonic, located at a different unaffected agency, that is working with the affected agency.
- A TAMF is most commonly used to address Hit Confirmations

TIME ACTIVATED MESSAGE FORWARDING (TAMF)
REQUEST FORM

CLETS Executive Secretary
Department of Justice
P.O. Box 903387
Sacramento, CA 94203-3870
FAX (916) 227-0696

DATE:

Please complete this request to: ADD, CHANGE, or REMOVE TAMF.

AGENCY NAME

ADDRESS

CITY , COUNTY

PERSON COMPLETING FORM

PHONE NUMBER

1) = Terminal to be assigned TAMF capabilities

2) = Terminal to receive messages forwarded from terminal listed in #1.

3) = Terminal designated to modify TAMF (dates/times/enable/disable) for #1.

4) YES NO = Does forwarding terminal belong to another agency?

A. If yes, write agency name below, and attach reciprocity agreement.
Agency =

5) Day(s)/Time(s) messages are to be forwarded:

Sun: Mon: Tue:
Wed: Thu: Fri:
Sat:

6) Messages forwarded include:
Hit confirmation requests (NLETS and CLETS YQ/YR messages only)
Notices of locate
NCIC S messages
CLETS "Emergency" administrative messages

Messages **not** forwarded include:
Normal administrative messages and All Points Bulletins
Data base responses



CLETS Terminal Access Request Form (TARF)

- If the agency entering records on behalf of the other is entering/updating records, then an ORI/mnemonic cross-reference must be set up.
- Once the ORI is cross-referenced, the designated mnemonic will have the ability to enter/update records for any ORIs that it's cross-referenced with.
- Table updates could take up to 13 days to become effective.

CLETS TERMINAL ACCESS REQUEST FORM

Department of Justice, CLETS Administration Section
 P.O. Box 903387, Sacramento, CA 94203-3870
 Telephone (916) 227-3677, FAX (916) 227-0696

Date _____

Complete this request for a new terminal(s)/computer(s), or an access change to existing equipment.
A SEPARATE Terminal Access Request Form is required if level of access, address of terminals/computers, or ORI varies.

Agency Name _____ Location (e.g., Dispatch) _____ ORI _____
 Terminal/Computer Address _____ Room Number _____ Phone _____
 City _____ County _____ State _____ ZIP Code _____ Message Switching Computer Mnemonics will be Behind (line group) _____

1. CHECK THE TYPE OF SERVICE REQUESTED: If changing existing mnemonics, identify the affected mnemonics here. Describe the change in the "Comments" portion of this form.
 New Terminal/Computer Mnemonic(s) or
 Existing Mnemonic Change(s)

2. NUMBER OF NEW/CHANGED MNEMONICS REQUESTED
 (#) Fixed (hardwired or wireless network, including laptop using docking station) **0**
 (#) Mobile (MCT, MDC, mobile laptop, handheld device) _____

3. TYPE OF TERMINAL CONNECTION:
 Landline Cellular (e.g. CDPD)
 Radio Microwave
 Satellite Dial-in
 Docking Other (specify): _____

4. WILL THE TERMINALS/ COMPUTERS HAVE INTERNET ACCESS?
 No Yes IF YES: via Server Modem

5. WILL THE TERMINALS/COMPUTERS BE BEHIND YOUR AGENCY'S LOCAL SYSTEM, e.g., LAN, WAN, CAD, MDT SERVER?
 No Yes IF YES, specify: _____

6. IS THIS PART OF YOUR AGENCY'S SYSTEM UPGRADE?
 No Yes IF YES, explain: _____

7. DOES YOUR AGENCY STAFF/MONITOR A CLETS TERMINAL/COMPUTER 24 HOURS DAILY?
 No Yes
 IF NO: Has 24-hour coverage been established with another agency?
 No Yes (Reciprocity Agreement required)

8. CIRCLE ACCESS AUTHORIZATIONS DESIRED:
 A. CLETS (In-state) Administrative (Teletype) Message Capability: No Yes
 B. NLETS (Interstate) Access Authorizations: No Partial Full *

1. If "partial" access only is desired, identify level of access:
 Out-of-State Criminal History Information: No Yes (Not given to mobiles)
 Out-of-State DMV Access: No Yes
 Hazardous Materials: No Yes
 FAA/TECS Aircraft Tracking: No Yes

2. Does this terminal need to directly receive unsolicited, out-of-state teletypes or act as a "prime" mnemonic?
 No Yes (Default)

* Full NLETS access includes all NLETS data bases available under "partial", plus INTERPOL, ORION, NICB, and Canada, in addition to out-of-state administrative (teletype) message capability, and regional or national broadcasts.

Rev. 04/03 Continued

C. CJIS, FB/IN/CIC and Other Database Access Authorizations

Access Key: None = No access required to this database
 Inq = Inquiry access, only
 Ltd = Inquiry access, plus limited update access (locates, low/d/stored) (for non-24-hour agencies)
 Full = Inquiry access, plus full entry/update access (24-hour agencies only, unless 24-hour coverage established)

Database	Level of Access			
	None	Inq	Ltd	Full
1. Automated Firearms System (AFS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
2. Automated Property System (APS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
3. Wanted Persons System (WPS) also includes: Domestic Violence Restraining Order System (DVROS), and/or Sex and Arson Registration System (SARS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
4. Stolen Vehicle System (SVS) and Automated Boat System (ABS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
5. Criminal History System (CHS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
6. Department of Motor Vehicles (DMV)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
7. Oregon's State Data Bases (OSDBS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
8. FBI/National Crime Information Center (NCIC)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
9. Missing/Undetained Persons System (MUPS)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
10. Mental Health Firearms Prohibition System (MHFPS) (Inquiry to CHS required)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>
11. Supervised Release File (SRF)	None <input type="checkbox"/>	Inq <input type="checkbox"/>	Ltd <input type="checkbox"/>	Full <input type="checkbox"/>

(SVRN will automatically be added to all mnemonics receiving SVS access.)
 (See PPP 1.6.1.D regarding wireless CHS.)

Person preparing form (please print) _____ Telephone _____ Agency ORI _____

Comments (Describe any changes to existing mnemonics.) _____

ATC for Agency Requesting TARF (signature) _____ ATC for Agency Requesting TARF (print name) _____

The CLETS Terminal Access Request Form must be submitted and approved by the County Control Agency/Direct Interface System Host before sending to DOJ.

County Control/Host Agency Approval (signature) _____ County Control/Host Agency Approval (print name) _____

County Control/Host Agency Name _____ Mailing Address _____
 City _____ State _____ ZIP Code _____ Telephone _____

DOJ CLETS ADMINISTRATION SECTION USE ONLY:
 Changes have been made to the CLETS tables as shown on this form, and will be implemented: _____

ORI= _____ MSC= _____ Change # _____ (Mnemonics will not have alpha 'O' or 'Q' endings.)
 LLT= _____

Completed by: _____ MNE ASSIGNMENT: _____
 Analyst: _____
 Date: _____

DOJ LEAWEB staff
 cc: DOJ Field Operations Section

Print **Clear Form**



Who to notify?

Normal Business Hours:

- DOJ Operations: 916-210-3500 (CLETS)
- CAS unit: 916-210-4240 or CAS@doj.ca.gov
- CAS County Analyst Representative
 - A list of CAS county analyst assignments can be found on CLEW at: <https://clew.doj.ca.gov/clets#admin-sect>

After-Hours:

- DOJ Operations: 916-210-3500 (CLETS)

Additional resources, such as copies of all of the forms mentioned previously:

- CLEW <https://clew.doj.ca.gov/home>



New CLETS Service Application Staff Comments	Calendar # CN-01
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Agency Name:	City of Lancaster Police Department		
Resident City:	Lancaster	County:	Los Angeles
Recommendation:	Approval, pending DOJ's security review		

AGENCY			
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Class: 1=Law enforcement agency 2=Criminal justice agency 3=Law enforcement sub-unit of a non-law enforcement agency	1	Statute of Entitlement:	CA Penal Code 830.1
Primary function of agency (How will CLETS be used?)	The City of Lancaster Police Department's primary function is to preserve the peace and security of the city. The Police Department shall enforce all laws of the United States, State of California, and all ordinances of the city.		
Post certified?	Yes	Peace Officer Powers?	Yes
No. of sworn personnel:	1 (with 7 hires pending)		

SYSTEM	
---------------	--

Type of computer system(s) planned to be used by agency in processing CLETS transactions:	Type of System	
	<input checked="" type="checkbox"/>	Local Area Network (LAN)
	<input checked="" type="checkbox"/>	Wide Area Network (WAN)
	<input checked="" type="checkbox"/>	Computer Aided Dispatch (CAD)
	<input type="checkbox"/>	Records Management System (RMS)
	<input type="checkbox"/>	Message Switching Computer (MSC)
	<input checked="" type="checkbox"/>	Wireless Server
	<input type="checkbox"/>	Controller/Other Server
Type of interface to CLETS:	<input type="checkbox"/>	No System
	Type of Interface	
	<input type="checkbox"/>	Direct line interface to CLETS as county-wide MSC
	<input type="checkbox"/>	Direct line interface to CLETS as host for other agencies
	<input type="checkbox"/>	Direct line interface to CLETS for own agency only
	<input checked="" type="checkbox"/>	Via county MSC to CLETS
<input type="checkbox"/>	Via DOJ's LEAWEB	
<input type="checkbox"/>	Via other interface	

New CLETS Service Application Staff Comments	Calendar # CN-01
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Type of connection to be used to access CLETS:	Type of Connection					
	X	Dedicated Land Line				
	X	Wireless (Identify): Wi-Fi and Cellular				
		Satellite/Microwave:				
	X	Remote Communications (Public, Dial-Up, etc.): VPN				
	Other:					
Number of terminals planned:	6	=Fixed	9	=Mobile	15	=Total
If Internet access, does it meet CLETS firewall policy?	Yes					
If direct interface, will agency journal all transactions for three years per CLETS policy?	N/A					
Level of access:	Inquiry/Entry/Update					
Additional Comments:	This agency qualifies for CLETS service and has been assigned an ORI by the FBI; however, the application is still under DOJ review to ensure their connectivity meets all security requirements.					
<i>HOST RECOMMENDATION</i>						
Host system (MSC, etc.):	Los Angeles County Sheriff's JDIC MSC					
Host recommendation:	Approval					
Host recommendation by:	Captain James Peterson, Agency CLETS Coordinator, Los Angeles County Sheriff					
<i>AUTHOR</i>						
CLETS Analyst:	Gavin Wei	Telephone:	(916) 210-4151			
Analyst e-mail address:	Gavin.Wei@doj.ca.gov					
<i>Please contact the analyst if you have any questions on the application or staff comments</i>						

1 TRANSCRIPTION OF RECORDED MEETING
2 OF
3 CLETS ADVISORY COMMITTEE MEETING
4

5 MAY 14, 2024

6 ELK GROVE, CALIFORNIA
7

8 Members Present:

9 MARK BONINI, California State Association of Counties
10 VERONICA GILLIARD, Department of Justice
11 RICK HILLMAN, California Police Chiefs Association
12 DONALD O'KEEFE, Office of Emergency Services
13 CHRISTINA MICHEL, Department of Motor Vehicles
14 GREG PARK, League of California Cities
15 ANDREW WHITE, California Peace Officers Association

13 Non-Members Present:

14 CHRIS BLAIR, CLETS Executive Secretary
15 MILAD DALJU, Legal Counsel

16 Due to technical difficulties at the beginning of the
17 meeting, audio was not captured for Agenda Items #1-5.

18 The following is a summary of these agenda items:

19 1. Call to Order

20 Chief Donald O'Keefe, Vice Chair of the CLETS Advisory
21 Committee, called the meeting to order at 1:00 p.m.

22 2. Roll Call

23 CLETS Executive Secretary Chris Blair called roll and
24 announced that a quorum was present.

25

1 3. Housekeeping

2 Vice Chair O'Keefe told meeting attendees where restrooms
3 could be found within the building. He asked for all
4 committee members to identify themselves before speaking
5 or making a motion or second for the transcript. For
6 audience members wanting to make a comment, Vice Chair
7 O'Keefe requested that they use the microphone located on
8 the podium at the front of the room. He stated that
9 public comment will be limited to 3 minutes per person,
10 and that members of the public will not be permitted to
11 "yield" their allotted time to other members of the
12 public to make comments.

13 4. VOTE: Approval of Minutes from the December 14, 2023
14 CAC Meeting

15 Vice Chair O'Keefe asked if any member of the committee
16 had any comment on the minutes. Hearing none, he then
17 asked if any member of the public had any comment on the
18 minutes. Hearing none, Vice Chair O'Keefe requested for a
19 motion to vote to approve the minutes. Chief Andrew White
20 motioned to vote. Vice Chair O'Keefe requested a
21 committee member to second the motion, and Committee
22 Member Greg Park seconded. Executive Secretary Blair took
23 a roll call vote for the approval of the minutes. The
24 minutes were unanimously approved.

25 5. Chairman's Report

1 Vice Chair O'Keefe stated that the chair position is
2 still vacant on the Committee; therefore, as Vice Chair,
3 he would be chairing today's meeting. He then stated that
4 nominating and voting for a new chair will occur at a
5 future meeting. Vice Chair O'Keefe announced that there
6 is a recent vacancy on the committee for the California
7 Highway Patrol; a nominee from the California Highway
8 Patrol has been selected and will be introduced once they
9 have been sworn in. Vice Chair O'Keefe asked if any
10 member of the committee had any comment on the Chairman's
11 Report. Hearing none, Vice Chair O'Keefe asked that
12 Executive Secretary Chris Blair move onto Agenda Item #6,
13 The Executive Secretary's Report. The remainder of the
14 meeting was captured on audio, and was transcribed by:

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Brittany Olsen-Graham,
Foothill Transcription Company
May 22, 2024
Elk Grove, California

--o0o--

1 **Mr. Blair:** For the Executive Secretary's Report, I
2 will be discussing CLETS traffic, misused statistics, and
3 action items from the last CAC meeting.

4 Here are some of the CLETS traffic statistics for
5 the first quarter of 2024. Total messages are
6 approximately 256 million messages for the quarter for
7 inbound and 257 million outbound. The monthly average is
8 approximately 85 million. The daily average is almost 2.8
9 million, and the peak day is approximately 3.4 million
10 messages.

11 In the first quarter of the total of 160 CLETS
12 direct connections, only one connection did not
13 consistently maintain 95 percent uptime, and that was the
14 Santa Barbara County Sheriff's Office. This agency has
15 two different connections, and this is one of their
16 connections. And this connection, actually no other
17 agencies connect through this one, and their secondary
18 connection averaged 100 percent uptime.

19 Now these are the misused statistics for 2023 and
20 2022. In 2023 we've had 1,620 ORIs submit. We're missing
21 82 agencies' misuse reports. 1,587 reported no misuse. 33
22 reported misuse. Of all the investigations, there were
23 122 investigations performed. 30 of those investigations
24 are pending. 51 found no CLETS misuse.

25 And in 2023 there were 7,275 violations found, and

1 we'll come back to that in a second. 35 of those resulted
2 in counseling. Eight resulted in reprimand. 7,235
3 resulted in training. Ten resulted in suspension. Six
4 resulted in resignation. Six resulted in termination. And
5 there were six others. And of the others, three of those
6 are still pending and three of them were compensation
7 reductions.

8 Now back to the 7,275 violations found in 2023. The
9 highest number of violations from one agency in 2023 was
10 6,789. These were the result of an agency running III
11 queries for carry concealed weapon permits.

12 The violations have been addressed by the agency and
13 retraining has occurred for their CCW unit. The agency
14 indicated that their CCW unit supervisors briefed those
15 employees on the proper process, and no further incidents
16 of misuse have been identified since. The agency has also
17 implemented new processes so that this type of misuse is
18 highlighted in their future training classes.

19 And speaking of III or criminal history queries via
20 CLETS for CCW permit purposes, there were a few other
21 agencies that were identified as running criminal history
22 queries for this purpose. Due to this, the DOJ is
23 planning on providing further guidance to LEAs via an
24 information bulletin describing what information can be
25 accessed for CCW purposes, how to access it, and

1 reminding agencies that accessing criminal history via
2 CLETS for this purpose is considered misuse and should be
3 reported as such.

4 These are the statistics for journal searches. When
5 or if an agency is conducting an investigation related to
6 potential CLETS misuse, they have the option to reach out
7 to the DOJ to request assistance with their
8 investigation, and these are the statistics related to
9 that.

10 So, in 2023 we received 38 requests. Nine of those
11 are still related to investigations. Nine of those
12 investigations are still pending. 26 found no misuse.
13 Three violations were found. Two resulted in suspension,
14 and one is pending administrative action.

15 In 2024 so far, we have received 14 requests. Seven
16 of them are pending, and seven found no CLETS misuse.

17 Now for the action items. Action items are requests
18 that staff received from the committee at the previous
19 meeting. So, action item one, from Committee Member Park:
20 the action item was providing guidance on how to plan for
21 an outage that affects an entire county. The CLETS
22 Administration Section has prepared a presentation to be
23 provided later in the meeting.

24 Action item two, from Chief White: provide
25 notification to agencies of ASAP to PSAP availability.

1 Action taken: CAS -- the CLETS Administration Section --
2 is preparing an information bulletin to send to all
3 agencies to notify them of the availability of ASAP to
4 PSAP.

5 Action item three, Chief White: should the PPPs
6 require that retraining occur if operator misuse was
7 founded? And action taken: due to the various types of
8 violations that constitute misuse, DOJ recommends that
9 administrative or corrective actions continue to be at
10 the discretion of the agency.

11 Action item four, from Committee Member Park:
12 provide an overview of CLEW. Action taken: DOJ determined
13 that the CLETS Advisory Committee is not the appropriate
14 forum to discuss the California Law Enforcement Website,
15 or CLEW, as it is for law enforcement purposes only. For
16 additional information about training available on CLEW,
17 please reach out to the DOJ's Client Services Program at
18 DOJCSP@DOJ.CA.GOV. Thank you.

19 **Chief O'Keefe:** Okay. Before moving to the next
20 item, is there any public comment? Seeing or hearing
21 none. We have a CSS --

22 **Mr. Park:** A question from committee members.

23 **Chief O'Keefe:** I'm sorry. Yes, Chief.

24 **Chief White:** Thank you, Chair. I have two
25 questions. The first one is the significant increase,

1 seven thousand misuses related to III inquiries. I know
2 DOJ labels the inquiries at the top. It says clearly not
3 to be used for licensing purposes. I'm curious if you can
4 indicate what the risk is to California as far as this? I
5 assume this is going to raise some red flags with the FBI
6 CJIS that we went from, on average, a very small number
7 to an extremely large number. What's the risk to our
8 system?

9 **Mr. Blair:** So, the question -- sorry. The question
10 is --

11 **Chief White:** Like is -- are we at risk --

12 **Mr. Blair:** What is the risk?

13 **Chief White:** -- as a state, based upon this agency
14 having -- I mean our numbers are exponential --

15 **Mr. Blair:** Right.

16 **Chief White:** -- for that misuse. Are we at risk of
17 the FBI doing something because of misuse, or do you feel
18 that with the corrective action that was coordinated with
19 DOJ, we're safe?

20 **Mr. Blair:** I don't believe I can definitively say
21 either way, but I believe that the actions taken would be
22 considered to have resolved the issue. I can't speak for
23 the FBI, but I would imagine that they would agree. It's
24 something that we'll continue to monitor to ensure that
25 agency and other agencies aren't continuing to do that.

1 **Chief White:** Understood. Thank you. The second one
2 relates to security of the system and when there's misuse
3 that's detected. I understand that the action item
4 proposed as a resolution is that DOJ recommends it's
5 business as usual and it stays the same. When I brought
6 this up before, the request was that the committee
7 consider -- it's my understanding the role of the
8 committee is to actually advise DOJ, not to have DOJ
9 advise itself. So, I'm just wondering what -- I realize
10 that's DOJ's position. Is the idea to come back to us and
11 say, "Here's DOJ's recommendation," and then allow the
12 committee to advise DOJ or vote on it? I'm just confused
13 to see it come up that way.

14 **Chief Gilliard:** So, we can probably have further
15 conversations on how we can move forward with that. I
16 think at this point in time, we probably need to talk a
17 little bit further. Can we bring this back as a follow-up
18 at the next committee meeting?

19 **Chief White:** Thank you.

20 **Mr. Park:** An additional committee member question.

21 **Mr. Blair:** Okay. Mr. Park.

22 **Mr. Park:** If we can go back to the misuse
23 statistics slide if that's possible. This was helpful for
24 me. Thank you for presenting this information. My
25 understanding initially has been that these numbers

1 represent individuals, but it appears that these numbers
2 represent events, not necessarily seven thousand
3 individuals. Seven-thousand-plus individuals have misused
4 the system -- is that correct?

5 **Mr. Blair:** No. So, it's a number of violations
6 found.

7 **Mr. Park:** But that could be one person --

8 **Mr. Blair:** Assume --

9 **Mr. Park:** -- doing seven thousand violations
10 perhaps, right?

11 **Mr. Blair:** It could be, yes.

12 **Mr. Park:** Yeah.

13 **Mr. Blair:** So, if that one person conducted seven
14 thousand transactions that were considered misuse, it
15 would be considered seven thousand violations.

16 **Mr. Park:** Understood. But I think part of what has
17 driven this addition to the Executive Secretary's Report
18 was how the individuals, perhaps within law enforcement
19 and other justice partners, might be misusing the system.
20 Is there any way for us to understand -- of that seven
21 thousand or of any of these cases of misuse -- how many
22 individuals essentially were responsible for making those
23 incidents happen? Can we have a better understanding of
24 what the audience is that we need to be paying attention
25 to and who is abusing the system as opposed to a bad

1 actor doing it thousands and thousands and thousands of
2 times?

3 **Mr. Blair:** That's --

4 **Mr. Park:** I don't know if there's a way for -- so
5 that 7,275, is there a way to add parentheses that would
6 say, "This was caused by five individuals, two
7 individuals..."

8 **Mr. Blair:** We could --

9 **Mr. Park:** -- that sort of thing?

10 **Mr. Blair:** We could follow up with the agencies
11 that reported higher numbers of violations and determine
12 how many individuals that came from.

13 **Mr. Park:** Because that would go back to Chief
14 White's concern about making sure they get retrained,
15 right? If we have to retrain seven thousand people,
16 that's obviously a significant effort. But if there's --

17 **Mr. Blair:** Right.

18 **Mr. Park:** -- two people that need to be retrained,
19 that would kind of help us understand the audience.

20 **Mr. Blair:** In this case, it appeared to have come
21 from a specific unit within the agency --

22 **Mr. Park:** Sure, sure.

23 **Mr. Blair:** -- their CCW unit.

24 **Mr. Park:** Four or five people maybe.

25 **Mr. Blair:** Right.

1 **Mr. Park:** Yeah.

2 **Mr. Blair:** But yes, we could get that information.

3 **Mr. Park:** That would be very helpful. Thank you.

4 Thank you very much.

5 **Chief O'Keefe:** Thank you. Anything more from the
6 members before we move forward? Okay. We have the CLETS
7 Administrative Section. Mr. Richard Mason and Ms. Sabrina
8 Ortega will give us a presentation on contingency plans
9 for various CLETS outages.

10 **Ms. Ortega:** Good afternoon. I'm Sabrina Ortega.

11 **Mr. Mason:** My name is Richard Mason.

12 **Ms. Ortega:** We're here from the California
13 Department of Justice CLETS Administration Section, and
14 we'll be giving the presentation for the contingency
15 options for CLETS outages.

16 So, some of the types of situations that may cause a
17 CLETS outage would be a cyberattack, a power outage, a
18 broken circuit, or a system down such as your CAD, your
19 RMS, or your MSC.

20 Some of the definitions throughout this presentation
21 we'll be mentioning will be the Terminal Access Request
22 Form known as TARF. This form is used to request new
23 mnemonics or modify mnemonics. We also have the Time
24 Activated Message Forwarding known as TAMF. This form is
25 used to forward certain messages from one mnemonic to

1 another, and this is concerning hit confirmations. The
2 agency may need to have access to the originating
3 agency's master case files. We also have the Message
4 Switching Computer known as the MSC. And this is directly
5 connected hardware or software designed to switch or move
6 transactions to and from CLETS. And lastly, we have the
7 LEAWeb which is the Law Enforcement Agency Web interface.
8 And this is a browser-based application that utilizes the
9 California Law Enforcement Telecommunications System that
10 provides access to critical criminal justice databases.

11 **Mr. Mason:** Now we're going to discuss what to do.
12 We're going to start with two different short-term
13 immediate action options.

14 Number one: have personnel at a different agency,
15 one not affected by the outage, enter records on the
16 unaffected agency's ORI. The affected agency should --
17 could coordinate with the unaffected agency to have
18 records entered during the outage. Once the affected
19 agency is no longer impacted by the outage, these records
20 would need to be deleted and then reentered under the
21 affected agency's ORI. Both agencies would need to track
22 the records being entered so that they could be cancelled
23 and reentered once the connection is reestablished. In
24 this situation, if the affected agency's phone is still
25 available, they could still receive calls regarding hit

1 confirmations, notices of locate, etcetera, via phone.
2 However, they couldn't receive those via CLETS. A TAMF --
3 Time Activated Message Forwarding -- could be set up to
4 forward those types of messages to a mnemonic at the
5 unaffected agency. This is applicable if the host Message
6 Switching Computer is not affected. The unaffected agency
7 would need to coordinate with the affected agency so that
8 incoming messages could be addressed.

9 Outage option number two, short-term: have personnel
10 from the agency experiencing the outage go to an agency
11 with an active connection and have messages routed to a
12 specific mnemonic there using Time Activated Message
13 Forwarding. The affected agency's personnel could monitor
14 and respond to messages being forwarded to this mnemonic.
15 This would apply if the affected agency is downstream
16 from a host agency and that host agency's Message
17 Switching Computer is not affected.

18 Now I'm going to talk about long-term options for
19 outages. There are four. The first one is to apply for a
20 backup secondary direct connection. This involves a new
21 router and a new circuit. This could be set up to use a
22 separate Message Switching Computer or LEAWeb. A CLETS
23 Upgrade Application must be submitted and approved for
24 this.

25 Number two: an agency could set up a cross-reference

1 with a different agency that has a separate direct
2 connection to CLETS. This will be used by the agency for
3 their own use. The existing mnemonic would be assigned to
4 the other agency, but the cross-reference would provide
5 the ability to enter update records for both agencies.
6 The HDC 007 Reciprocity Agreement, a TARF, and a TAMF are
7 required to set this up. This option could take up to 13
8 days to become effective due to CLETS tabling schedules.

9 Option number three: the agency could set up a
10 mnemonic behind another agency's Message Switching
11 Computer. If desired, a mnemonic can be set up behind the
12 unaffected agency's system that is assigned to the
13 affected agency's ORI. This must be signed off by the
14 unaffected agency's ACC -- Agency CLETS Coordinator. This
15 would allow the affected agency to enter update records
16 under their own ORI using the unaffected agency's system.

17 And lastly, in the event that the agency's local
18 system is down, but their host agency's connection to
19 CLETS is still up and their connection to the host is
20 still up, LEAWeb can be utilized as a backup. This
21 solution is for a situation where the agency's
22 application or program used to connect to CLETS is not
23 working. However, their connection to their host is still
24 active, their active connection can be used to reach
25 LEAWeb and run CLETS transactions. This solution would

1 require a CLETS Application to be submitted and approved.

2 **Ms. Ortega:** Next, we have the HDC 007 Reciprocity
3 Agreement. This is used in order for a CLETS agency to
4 designate another CLETS agency as their responsible
5 entity to enter and update records on behalf of the
6 forwarding agency. This form can also be used for
7 responding to hit confirmations and notices of locate.
8 When entering into a reciprocity agreement, the agency
9 responsible for entering and updating records or
10 responding to hit confirmations must have access to the
11 originating agency's master case files. And as Richard
12 mentioned, the agreement must be signed by the Agency
13 Head of both agencies and submitted to CAS.

14 Next is the TAMF, the Time Activated Message
15 Forwarding request form. This Time Activated Message
16 Forwarding request form can be used to have messages
17 routed to a specific mnemonic which is located at a
18 different agency that is not affected by the outage and
19 happens to be working with an agency that is affected.
20 The TAMF is most commonly used to address hit
21 confirmations and is used for non-24-hour agencies to
22 forward or address hit confirmations during off hours.

23 And lastly, the TARF, the Terminal Access Request
24 Form. If the agency entering records on behalf of the
25 other is entering or updating records, then an ORI board

1 mnemonic's cross-reference must be set up. Once the ORI
2 is cross-referenced, the designated mnemonic will have
3 the ability to enter and update records for any ORI that
4 it is cross-referenced with. As Richard mentioned, the
5 table updates can take up to 13 days to be available or
6 to be effective.

7 And lastly, if you are experiencing an outage, you
8 can notify the DOJ Operations Center at 916-210-3500. You
9 can also reach out to the CAS Unit at 916-210-4240 or
10 email us at CAS@DOJ.CA.GOV or you can reach out to your
11 CAS analyst. And you can find a list of county analysts
12 on the CLEW website. If you are affected after hours, you
13 can reach out to the DOJ Operations Center. And lastly,
14 you can find any additional resources or forms on CLEW.
15 Thank you.

16 **Chief O'Keefe:** Thank you, Sabrina. Thank you,
17 Richard. Does the committee have any questions or
18 comments?

19 **Mr. Park:** First of all, thank you very much to the
20 staff, to Kirk Beardwood and team for putting this
21 presentation together. It's highlighted a number of
22 solutions I don't think many agencies have considered or
23 thought are available. It's good to understand that there
24 are some timelines involved specifically with the tabling
25 schedule. I did have a question. I think it was on a

1 long-term solution. Maybe it was option two. But it was
2 essentially -- I think, if I understood correctly -- an
3 agency and partnership with another local agency could
4 preestablish some mnemonics on somebody else's
5 connection. Is that what I understood correctly?

6 **Mr. Mason:** Yes. On option number three --

7 **Mr. Park:** Yeah.

8 **Mr. Mason:** -- an agency could set up a mnemonic
9 behind a different agency's Message Switching Computer.
10 So, let's say L.A. wants to set up a mnemonic in San
11 Mateo.

12 **Mr. Park:** Sure.

13 **Mr. Mason:** If L.A. goes down, then the mnemonic in
14 San Mateo is already set up and we'll be able to access
15 both agencies' ORIs. So, entries could be made from Santa
16 Monica. So, somebody from L.A. could go to Santa Monica,
17 do this over the phone, or they could ask if San Mateo
18 would have their people take care of it.

19 **Mr. Park:** So that's a beautiful idea and I will
20 definitely investigate that. Out of curiosity, though,
21 about mnemonics -- sometimes they expire. Is that true?

22 **Mr. Mason:** That is true. The mnemonics will expire
23 if they're unused for 90 days or is it six months? I'm
24 drawing a blank on it.

25 **Mr. Blair:** Should be nine months.

1 **Mr. Mason:** Nine. I'm sorry. Nine months, yes, if
2 they're unused. And that can be fixed very simply by
3 sending out an admin message. Any activity --

4 **Mr. Park:** True.

5 **Mr. Mason:** -- incoming or outgoing will fix that.
6 But yes. After nine months they will drop out of the
7 system. There is a list available on CLEW if you think
8 you might have some. This often happens with backup
9 computers that are kept in a case somewhere --

10 **Mr. Park:** Yeah.

11 **Mr. Mason:** -- and don't come out, then you pull
12 them out and they don't work because your mnemonics have
13 expired. And we cannot reuse mnemonics.

14 **Mr. Park:** Right.

15 **Mr. Mason:** So, we will have to reassign new
16 mnemonics. And as with a lot of the other stuff that
17 we're speaking of that involves the table, worst case
18 scenario would be 13 days. If you hit right after we did
19 a table, then we could get your mnemonic in, but it could
20 take up to 13 days to get it.

21 **Mr. Park:** Understood. Can I take a little bit from
22 Chief White? You know, our role in this committee is to
23 make recommendations. Is there an opportunity that a
24 recommendation could be taken back to your technical
25 staff? Perhaps we can identify disaster recovery

1 mnemonics that are only used in this fashion so that my
2 agency, working in conjunction with a neighboring agency,
3 has that mnemonic in place, identified as "disaster
4 mnemonic," and perhaps it would never expire. Could we
5 consider that as a technical option? It would be a little
6 difficult with transition and retirements and various
7 other folks to remember we've got to drive over to that
8 other agency and do a quick little test so that we keep
9 the mnemonic alive. If we can pre-identify disaster
10 recovery mnemonics that never expire, then at least we
11 know that when the disaster happens, they would be
12 available, and we'd be good to go based on the plans that
13 we would have in place. I submit that for consideration.

14 **Mr. Mason:** Sure, sure. I will -- I will talk to
15 Chris and bring that back to our technical team.

16 **Mr. Park:** That would be amazing. Thank you for
17 these options. This is great.

18 **Mr. Mason:** You are very welcome. Any other
19 questions?

20 **Chief White:** I just wanted to thank DOJ for putting
21 this together. I think sometimes with this committee,
22 it's the same stuff over and over. This is really good
23 information. And having worked with an agency recently
24 that was dealing with a cyberattack, I think sometimes we
25 forget about all the capabilities you guys do have to

1 help keep things going. So, we'll have to figure out a
2 way to get this information out to the agencies, at least
3 to spark that conversation. And I think the message I
4 would add to that is call DOJ early because you have
5 incredible resources that can help maintain continuity,
6 and I like two of the options in here. Some of them are
7 rather manual, but it gets the job done. So, thank you
8 for putting it together and keeping it so succinct.

9 **Mr. Mason:** You're very welcome. If I would make one
10 suggestion: LEAWeb is a wonderful resource and that can
11 be set up in advance. And if you have a couple of
12 employees, get them LEAWeb passwords and then that will
13 provide at least one option for you if you have a
14 situation where your connection still works, but your
15 programs are having a problem. It's a simple thing.
16 Mnemonics for LEAWeb are assigned to people, whereas with
17 everything else it's assigned to a specific device. So,
18 you can set up a couple of people, get them mnemonics,
19 get them passwords, and we table them for you. You even
20 have the option of sending that person to another agency
21 where they can access LEAWeb there using their login and
22 password. So, I really can't stress enough that I would
23 set something like that up if I were in your positions.

24 **Chief White:** Thank you.

25 **Chief O'Keefe:** Yeah. Thank you, Chief White, for

1 that because that's what I was going to talk about, the
2 cyberattacks. And not naming the agency but very, very
3 timely. So, thank you very much for that. Any further
4 comments or questions from the committee?

5 **Mr. Park:** I just might make one other suggestion.
6 Perhaps, Chief Gilliard, there could be an opportunity
7 for a bulletin that would go out to the ACCs kind of
8 adding this presentation to their catalogue of
9 information. I think it would be very helpful for all of
10 our agencies to receive this level of detail. Thank you.

11 **Chief Gilliard:** I agree. I'll take it back to the
12 team. Thank you.

13 **Chief O'Keefe:** And maybe this is something that
14 could be a presentation for Cal chiefs and state sheriffs
15 at their meetings. So, thank you. Any further comments,
16 questions? Thank you very much for your --

17 **Mr. Mason:** Thank you so much for your time.

18 **Chief O'Keefe:** -- for your presentation. Any member
19 of the public that would like to speak or comment on the
20 issue? Seeing and hearing none, thank you. Okay.

21 Let's go to item eight, CLETS Legislative Update.
22 John Ponce will give us a legislative report. John.

23 **Mr. Ponce:** Hi. Good afternoon, committee members.
24 My name is John Ponce. I'm the legislative manager for
25 the California Justice Information Services Division. And

1 thank you again for the opportunity to provide you with
2 updates regarding pending legislation. I do have two that
3 I would like to provide updates for.

4 One is Assembly Bill 2352 by Assembly Member Irwin.
5 This is a bill on mental health and psychiatric advance
6 directives. AB 2352 would specify the requirements for
7 the formation of a written or digital psychiatric advance
8 directive and how these directives may be used in
9 numerous health care and legal settings. A psychiatric
10 advance directive is a legally binding document that the
11 individual completes and shares regarding their desire
12 for treatment, medication, and other individuals to
13 contact when the individual is experiencing a mental
14 health crisis. (Inaudible) engage with the author's
15 office and her sponsor regarding technical assistance on
16 how this bill would allow psychiatric advance directives
17 to be available to any state or local law enforcement
18 agency through the California Law Enforcement
19 Telecommunications System. The goal of this possible bill
20 amendment is to give first responders, such as law
21 enforcement agencies, additional information to assist
22 them in de-escalating a situation, avoiding a dangerous
23 outcome, or directing an individual to treatment.
24 Currently, the bill is in the Assembly of Appropriations
25 Committee. It is in suspense file, and the proposed

1 amendment is not yet in print. It's not yet in the bill.

2 The second bill that I am presenting is AB 2917 by
3 Assembly Member Zbur. It is a bill on firearms
4 restraining orders. Existing law requires the Department
5 of Justice to maintain state summary criminal history
6 information and to furnish this information to specified
7 entities, including city attorneys pursuing gang
8 injunctions or drug abatement actions. AB 2917 would
9 require the Department of Justice to also furnish state
10 summary criminal history information to city attorneys
11 and county counsels pursuing gun violence restraining
12 orders.

13 While not specified in the bill, prosecuting city
14 attorneys or city prosecutors may be able to get this
15 information in CLETS if they qualify for CLETS access.
16 And they may qualify for CLETS access only if they
17 prosecute misdemeanors. So, the bill may potentially
18 increase the number of entities seeking access to CLETS.
19 There are a handful of city attorney offices that
20 currently have access due to prosecuting misdemeanors.
21 Alternatively, if they don't access CLETS, if they need a
22 certified record, they would instead request it from the
23 records custodian in CJIS. While there may be a potential
24 increase in requests for CLETS access, the intent behind
25 AB 2917 is to make clear that city attorneys can have

1 access to criminal history information when filing gun
2 violence restraining order petitions on behalf on law
3 enforcement agencies, and we expect them to receive the
4 information from the law enforcement agencies, not from
5 our office or via CLETS access request.

6 And those are all my updates, and I'm open to any
7 questions.

8 **Chief O'Keefe:** Does the committee have any
9 questions or comments? Seeing and hearing none, is there
10 any public comment? Seeing and hearing none, thank you
11 very much for your report.

12 **Mr. Ponce:** Okay. Thank you.

13 **Chief O'Keefe:** Okay. We'll move on to item number
14 nine, new service applications. Chris, please present the
15 application, the new CLETS service.

16 **Mr. Blair:** Thank you. So, the City of Lancaster
17 Police Department, located in Los Angeles County, has
18 submitted an application for new CLETS service. They are
19 a Class 1 law enforcement agency. The statute of
20 entitlement that they fall under is the California Penal
21 Code 830.1. The City of Lancaster Police Department's
22 primary function is to preserve the peace and security of
23 the city. The police department shall enforce all laws of
24 the United States, state of California, and all
25 ordinances of the city. They are P.O.S.T. certified. They

1 have peace officer powers. They currently have one sworn
2 personnel with seven hires pending. They connect through
3 a local area network, wide area network. They have a CAD
4 system, wireless server, and they will be connecting
5 through the county Message Switching Computer to CLETS.
6 They also have Wi-Fi and cellular within their network
7 and a VPN for remote communications. They have six fixed
8 terminals planned and nine mobile terminals planned. They
9 do meet the CLETS firewall policy. They are seeking
10 inquiry, entry, and update access. And some additional
11 comments, this agency qualifies for CLETS service and has
12 been assigned an ORI by the FBI. However, the application
13 is still under DOJ review to ensure that their
14 connectivity meets all security requirements. DOJ
15 recommends approval for the City of Lancaster Police
16 Department.

17 **Chief O'Keefe:** Thank you, Chris. Approval for this
18 agency requires a vote. Is there any discussion from the
19 members surrounding this agency? Seeing and hearing none,
20 before we take the motion, is there any public comment?
21 Not seeing any public comment. Chris, please initiate a
22 roll call vote for the application.

23 **Mr. Blair:** Chief White?

24 **Chief White:** Approve.

25 **Mr. Blair:** Chief Bonini?

1 **Chief Bonini:** Approve.

2 **Mr. Blair:** Chief Hillman?

3 **Chief Hillman:** Approve.

4 **Mr. Blair:** Chief O'Keefe?

5 **Chief O'Keefe:** Approve.

6 **Mr. Blair:** Chief Gilliard?

7 **Chief Gilliard:** Approve.

8 **Mr. Blair:** Chief Michel?

9 **Chief Michel:** Approve.

10 **Mr. Blair:** Committee Member Park?

11 **Mr. Park:** Approve.

12 **Mr. Blair:** Thank you.

13 **Chief O'Keefe:** Okay. Moving on to item number ten,

14 upgrade applications approved by DOJ. For CLETS upgrade

15 applications approved by DOJ, there were a total of 17

16 approved since last meeting. These are presented as

17 information only and do not require a vote by the

18 committee. Instead of reading the list of applications, I

19 will ask the members and the public to refer to the

20 agenda where they are listed. I'll just give you a few

21 moments to take a look at it.

22 Okay. Do the members have any questions or comments?

23 None. Is there any member of the public that would like

24 to comment on this? Okay. Seeing none, next on the agenda

25 is our closed session. Before we go, Chris, please

1 present the information about the closed session.

2 **Mr. Blair:** Pursuant to Government Code section
3 11126, subsection C18, a closed session is being
4 conducted in order to review detailed client reports
5 regarding specific matters that pose a threat or
6 potential threat of criminal activity against CLETS
7 and/or CLETS data transmitted between the DOJ and
8 specific client law enforcement agencies.

9 **Chief O'Keefe:** Thank you. Before we proceed to
10 closed session, is there any public comment regarding
11 this item? Okay. Now a closed session.

12 **Mr. Blair:** Do we need to make a vote to go into
13 session?

14 **Chief O'Keefe:** Oh. I'm sorry. We will take a vote
15 to go. Chris, please take the vote.

16 **Mr. Blair:** Chief White?

17 **Chief White:** Approve.

18 **Mr. Blair:** Chief Bonini?

19 **Chief Bonini:** Approve.

20 **Mr. Blair:** Chief Hillman?

21 **Chief Hillman:** Approve.

22 **Mr. Blair:** Chief O'Keefe?

23 **Chief O'Keefe:** Approve.

24 **Mr. Blair:** Chief Gilliard?

25 **Chief Gilliard:** Approve.

1 association which you are representing on the committee.

2 And I'm just going to start with Mr. Park, and we'll
3 just work our way down.

4 **Mr. Park:** Thank you very much on behalf of the
5 League of California Cities, or Cal Cities. Again, I want
6 to extend a thanks to staff for the report on disaster
7 recovery and other technology options available to us.
8 I'd also like to extend a thank you to Kirk Beardwood, to
9 Executive Secretary Blair, and Richele Coy for a
10 presentation that they coordinated for Alameda County
11 agencies presenting LEAWeb. It was very helpful for our
12 law enforcement agencies to understand that that
13 technology is available and the state's presentation kind
14 of gives us the pipelines or the pathways to get there.
15 So, staff and Chief, thank you for your support on that
16 effort.

17 I also want to highlight and appreciate the work
18 that Mark St. Pierre, Jessica Beshara, and Jessica
19 Velasquez continue to do on the master federal code table
20 effort. This year new laws that were passed by the
21 legislature and signed by the governor were made
22 available to local law enforcement agencies for download,
23 I think by January 3rd, if not sooner. And that's amazing
24 for our data systems to have that new information
25 available and tabled for the (inaudible) reporting and

1 various other requirements that we must comply with. So,
2 thank you to DOJ staff for that continued effort.

3 We will have our next state-wide master federal code
4 update call this Friday, May 17th at 1:00 p.m. If folks
5 are interested, we'll get you dialed in. Thank you very
6 much.

7 **Chief O'Keefe:** Chief Michel, would you like to --

8 **Chief Michel:** I have nothing to report.

9 **Chief O'Keefe:** Okay.

10 **Chief Michel:** Thank you.

11 **Chief O'Keefe:** Chief Gilliard?

12 **Chief Gilliard:** No updates.

13 **Chief O'Keefe:** Go down. Chief?

14 **Chief Hillman:** No updates from the California
15 Police Chiefs Association, other than there will be a
16 training symposium next week in Palm Springs.

17 **Chief Bonini:** I have nothing to report.

18 **Chief O'Keefe:** Chief White?

19 **Chief White:** Nothing to report.

20 **Chief O'Keefe:** Don O'Keefe here, again, from Cal
21 OES. I want to thank staff for everything they've done to
22 put this meeting together. I want to thank the
23 presenters. Of course, Cal OES, it's emergency
24 (inaudible). If it's not a fire, it's a flood or civil
25 unrest and a lot of things that you see going on in the

1 news around the nation, and also in California. So, we've
2 been extremely busy with that. That's all I have.

3 And agenda item 13: CAC Discussion/Open Form/Public
4 Comment. For this item on the agenda, I would like first
5 to open it up to the committee to request any items
6 members would like to recommend for future CAC meetings.
7 Although any CAC member may identify a topic of interest,
8 CAC may not substantially discuss or take action on any
9 matter raised during the meeting that is not included on
10 this agenda, except to decide to place the matter on the
11 agenda for a future meeting.

12 Now I'd like to open to public comment on any item
13 that is not agendized for this meeting. Okay.

14 **Mr. Park:** Committee Member Park.

15 **Chief O'Keefe:** I'm sorry. I forgot to put it out to
16 the committee members.

17 **Mr. Park:** There you go.

18 **Chief O'Keefe:** I'm sorry. Go ahead.

19 **Mr. Park:** During the Executive Secretary's Report,
20 there was a mention that the CLEW environment is for law
21 enforcement only. I guess for clarification, is there any
22 member of this CLETS Advisory Committee, the CAC, that is
23 not law enforcement that would not have access to that
24 CLEW environment?

25 **Mr. Blair:** No.

1 **Mr. Park:** So, we had presentations today from some
2 excellent experts in your staff who pointed us to CLEW to
3 understand where these resources are available. I'd like
4 to resubmit my request that CLEW -- an understanding of
5 what CLEW contains and how it operates to support our
6 efforts could be available to us and our constituents. I
7 just want to resubmit that if possible. Thank you.

8 **Chief O'Keefe:** Any other members?

9 **Chief White:** Yes, Chair.

10 **Chief O'Keefe:** Yes, Chief White.

11 **Chief White:** Just in transparency, I wanted to put
12 on the record that I did reach out to DOJ regarding
13 discussions of access to the ALPR hotlist. I think that
14 that's a critical item that we maintain access to while
15 obviously balancing security. So, I appreciate the staff
16 looking into that further and look forward to discussing
17 it in the future, it being resolved offline or if it
18 needs to come back to the committee. Thank you.

19 **Chief O'Keefe:** Any other comments by the committee
20 members? Okay. I'd like to open up to public comment.
21 Anything that's not agendaized for this meeting? Okay.
22 Don't see any.

23 The next item will be the next CAC meeting, and
24 we'll adjourn after this. The next meeting will be
25 scheduled for around September or October 2024. Staff are

1 currently looking for a date when we will have a quorum.

2 I would like to adjourn the meeting and thank you
3 all for coming.

4 **Mr. Park:** Mr. Chair, if I may?

5 **Chief O'Keefe:** Yes, you may.

6 **Mr. Park:** Thank you to staff for making the date
7 adjustments that we discussed at our last advisory
8 meeting about moving them a little bit further away from
9 holiday periods. Today was phenomenal for me, and I
10 anticipate our next meeting will also be. And that looks
11 like a better window. So, staff, thank you for working
12 with us on that.

13 **Chief O'Keefe:** Thank you, Mr. Park. With that,
14 we'll adjourn the meeting.

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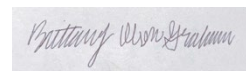
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