



CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM SUBSCRIBER AGREEMENT

Department of Justice
CLETS Administration Section
P.O. Box 903387
Sacramento, CA 94203-3870

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cas@doj.ca.gov

ORI# _____

County _____

In accordance with Section 15165 of the Government Code, it is hereby agreed that

(Name of Agency or Organization)

hereinafter referred to as Subscriber, as a Subscriber to the California Law Enforcement Telecommunications System (CLETS), will conform to the operating policies and regulations of the California Department of Justice (CA DOJ) and the Federal Bureau of Investigation (FBI).

It is further agreed by the Subscriber that, to receive such criminal history information as is available in the FBI files and in the CA DOJ files, the Subscriber agrees to abide by all rules and policies of the FBI as approved by the National Crime Information Center (NCIC) Advisory Policy Board. The Subscriber also agrees to adhere to all rules and policies of the National Law Enforcement Telecommunications System. No private entity shall be authorized to access the CLETS, nor shall the CLETS be used on behalf of a private entity for purposes of parking citation enforcement.

It is understood by the Subscriber that violation of these policies and regulations may result in suspension of service or other appropriate disciplinary actions as determined by the CA DOJ, with recommendation from the CLETS Advisory Committee.

The CA DOJ reserves the right to immediately suspend furnishing criminal offender record information to the Subscriber when either security or dissemination requirements are violated.

It is understood by the Subscriber that it is the responsibility of all city, county, state, and federal agencies that use information from the CLETS to participate in the CA DOJ's training programs to ensure all personnel (i.e., terminal operators, peace officers, investigators, clerical, agency management/supervisors, etc.) are trained in the operation, policies, and regulations of each file that is accessed or updated. Subscriber understands that training shall be provided only by the CA DOJ's training staff or another certified CLETS/NCIC trainer. Periodic unannounced site inspections may be performed by the CA DOJ to ensure compliance with the criminal offender record information regulations and CA DOJ policies.



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It is further agreed by the Subscriber that the following training requirements will be followed:

1. Initially (within six months of employment or assignment) train, functionally test, and affirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
2. Biennially provide functional re-testing and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) by the completion of a Proficiency Examination (or facsimile thereof) to ensure compliance with the CLETS/NCIC policies and regulations.
3. Maintain record of all training, testing, and proficiency affirmation. An individual computerized or written log must be maintained on each full access operator. Such logs may be destroyed three years after the operator is separated from the agency. Training records for less than full access operators, practitioners, administrators, and other sworn/non-sworn law enforcement personnel shall be maintained on a computerized or written group log. Less than full access operator group access logs shall be retained indefinitely by the agency. The examinations may be discarded upon entry of the required information in the appropriate log.
4. Initially (within six months of employment or assignment) all sworn law enforcement personnel must receive basic training in the CLETS/NCIC policy and regulations.
5. Make available appropriate training on the CLETS/NCIC system use for criminal justice practitioners other than sworn personnel.
6. All sworn law enforcement personnel and other practitioners should be provided with continuing access to information concerning the CLETS/NCIC systems, using methods such as roll call and in-service training.
7. Provide peer-level training on the CLETS/NCIC system use, regulations, policies, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers.

Either the CA DOJ or the Subscriber may, upon 30 days notice in writing, discontinue service. This Subscriber Agreement shall be renewed when the agency head changes or immediately upon request of the CA DOJ.

Agency Head Name

Title

Agency Head Signature

Date