

Department of Justice Discussion Points
CalGang Executive Board (CEB) and California Gang Node Advisory Committee (CGNAC) Meetings
February 2017

1. Develop policies and procedures requiring the disabling of user accounts for all individuals who no longer have a need to or right to access CalGang because they have separated from their employment with user agencies or for other reasons.
2. Post all available agendas, minutes, and referenced attachments from scheduled and ad hoc board and committee meetings, as well as all other documents of significance from the past five years to the AG's website.
3. Instruct all user agencies to report to Justice every six months, beginning in January 2017, on their progress toward completing their gang and gang member reviews.
4. Develop best practices.
5. Develop standardized periodic training content for all CalGang users and training instructors.
6. Establish a plan to recertify all CalGang users and training instructors on the new training content.
7. Implement re-certification training.
8. Posting quarterly reports to the AG's website, including (a) the progress the CEB, CGNAC, and user agencies have made in implementing and adhering to safeguards; (b) the steps these entities still must take to implement safeguards; and (c) any barriers to the CEB and CGNAC's success in achieving these goals.
9. Instruct user agencies that use CalGang to complete comprehensive review of all the gangs documented in CalGang to determine if they meet the necessary requirements for inclusion and to purge from CalGang any groups that do not meet the requirements.
10. Instruct all user agencies to complete a comprehensive review of the records in CalGang to determine if the user agencies have adequate support for the criteria associated with all the individuals they have entered as gang members. If the user agencies do not have adequate support, they should immediately purge the criteria—and, if necessary, the individuals—from CalGang. In addition, the user agencies should ensure that all the fields in each CalGang record are accurate.
11. Determine what steps must be taken to upgrade CalGang's controls to ensure that CalGang will automatically purge all individuals whose records have not been updated by user agencies for five years.
12. Post summary report from the committee's audits of CalGang records to AG's website.
13. Post the agendas, minutes, and referenced attachments for all future board and committee meetings, as well as other documents of significance such as letters, memos, or agreements to the AG's website.