



March 18, 2015
(revised)

To: California Law Enforcement Licensing Agencies

RE: The California Pawn & Secondhand Dealer System (CAPSS)

The California Department of Justice (DOJ) was mandated pursuant to Assembly Bill 391 (Stats 2012, Ch. 172, Pan) to develop and implement a statewide, uniform electronic reporting system that would allow for the electronic reporting of property transaction reports (Pawnbroker/Secondhand Dealer Reports - JUS 123). The California Pawn and Secondhand Dealer System (CAPSS) presenting core functionality which met the Legislative mandate, was implemented by the DOJ in December 2014. Since that time, the DOJ and its contractor have been working diligently on phase-in improvements. The DOJ is happy to announce these improvements are nearing readiness. This exciting iteration will provide pawn and secondhand dealers with vastly improved user capabilities. A few of these capabilities include an auto registration component, multiple property transaction bulk upload, and an advanced licensing application for law enforcement which will streamline the licensing process. The DOJ anticipates several waves of improvement releases between April and June.

This letter (and a copy of the letter being sent to all pawn and secondhand dealers, which is attached) is being provided to law enforcement agencies to assist in providing answers to questions that may be posed by licensees within an agency's jurisdiction.

Update

DOJ is currently working with various pawn and secondhand stores and law enforcement agencies to ensure a smooth implementation of the licensing functionality within the system and to ensure that various data submission processes are successful, including the ability to upload a file (batch upload or bulk upload) containing multiple property transaction reports.

Pawnbroker/Secondhand Dealer Equipment Requirements

There is no cost associated to be a user of CAPSS, however, there may be some equipment costs (e.g., computer, internet access, electronic fingerprint scanner, electronic signature pad, access to email) that the pawn and secondhand businesses will need to purchase in order to comply with the new mandate to electronically submit all required data via CAPSS.

Onboarding Process

To aid with the initial phase of the onboarding process, the CAPSS Unit has included with this letter a listing of all licensed stores and their addresses residing within your agency's jurisdiction. The greatest challenge in this first phase of onboarding will be collecting the correct address and contact person for each store. This information is critical for the subsequent mailing, which will contain each store's specific registration PIN information. The DOJ is hoping to engage your assistance if needed, should difficulties be encountered in making contact with any stores.

DOJ will soon be providing additional information to guide law enforcement and the licensees on the next steps required to prepare for the CAPSS improvements. DOJ will provide each law enforcement agency with their registration information which includes a PIN number, a user guide for the administration functionality, as well as general CAPSS query functionality.

DOJ will also provide the pawnbroker and secondhand dealers with registration information which includes a PIN number, and a step-by-step guide with information on the electronic registration component, the first-time login process, and JUS123 entry instructions.

Copies of all letters mentioned above, along with addition information regarding system readiness, user guides, and frequently asked questions will be posted on the Attorney General's public website at <http://oag.ca.gov/secondhand/capss> or on the California Law Enforcement Telecommunications Website (CLEW). These sites will be updated frequently to provide law enforcement and the pawn and secondhand dealer community with the necessary information to comply with the new reporting requirements.

If there are any questions please contact the DOJ CAPSS unit via email at CAPSS@doj.ca.gov.

Sincerely,

LYDIA PANTOJA, Manager
Investigative Database Services Section
Bureau of Criminal Identification and Investigative
Services

For KAMALA D. HARRIS
Attorney General

Attachments