Criminal History Queries

216.1 PURPOSE AND SCOPE

This procedure establishes guidelines for querying and disseminating an individual's criminal history (Also referred to as RAP sheets or CII). Criminal history checks can inform the officer on proper charging and to inform of officer safety. The CII (Criminal Identification and Information) System is strictly regulated by the Department of Justice with periodic audits to ensure compliance. Due to these strict guidelines, queries shall only be conducted by Dispatch, Records, CRU, and officers assigned to the Detective Bureau.

216.2 REASONS FOR RUNNING A CII CRIMINAL HISTORY QUERY

CII criminal history queries can be queried for the following reasons:

- For the District Attorney's (DA) Office when processing in-custody reports.
- Requests from an officer for an open investigation.
- Ride-a-longs
- Backgrounds for our agency.

216.3 SECURITY OF CRIMINAL HISTORY INFORMATION

The information provided in the criminal history return should only be accessed when there is a need to know (the information is required for the performance of official duties or functions) and right to know (access is authorized by statute or law). Additionally, the information should not be disseminated over the radio, through email, or through any unsecured means. RAP sheets should not be retained and should be immediately shredded after review. The documents shall not be scanned and attached to any case file or anywhere in the Records Management System (RMS) or Computer Aided Dispatch (CAD) System. RAP sheets should not be queried for outside agencies other than for the purpose of in custodies for the DA's office. Accessing and/or releasing information from the California Law Enforcement Telecommunications System (CLETS) for non-law enforcement purposes is prohibited, unless otherwise mandated, and is subject to administrative action and/or criminal prosecution. Pursuant to the PPP § 1.10.1D, all investigations of misuse must be reported to the CA DOJ on the CLETS Misuse Investigation Reporting form including investigations where misuse was not found.

216.4 CRIMINAL OFFENDER RECORD INFORMATION (CORI) AUDITS

As mentioned previously, the Department is subject to audits from the Department of Justice every 3 years and could be audited by the FBI who performs random audits every 2 years. All queries must be accompanied with a case number, incident number, requestor ID, and reason for the query. If there is no associated case file, the user who made the query must be able to articulate the reason for the query.

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216.5 PERFORMING THE QUERY IN RIMS

Dispatch, Records, and detectives performing a criminal history query will utilize the criminal history mask. Upon opening this mask, the user will be prompted to re-enter their password. You will need the CII number of the individual to retrieve the criminal history. If this is not readily available you can search for the number utilizing the same mask. The following is required to complete the query:

- Requesting Unit
- Name (Last name, first name)
- Sex (M, F, X)
- Incident or Case Number (Case number should be used when available)
- Reason (Format: Officer badge and reason)
- Purpose Code
- CII (Numerical only)

216.6 PERFORMING THE QUERY IN CLETS

Criminal history queries can also be performed from a CLETS terminal. To do so, utilize the mask CR-HST. The requesting unit should be 4116. The requestor field should use the following standard format:

Personnel Initials (i.e. the dispatch,records,or detective making the query) / Requesting officer's employee ID or badge / Reason / Case or Incident Number

The user should mark an X next to the COMPL RAP(QHY).

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