

Subject:	<b>CLETS Second Party Check for Accuracy</b>	
Effective:	<b>6/15/2018</b>	<b>Procedure</b>
Update:	<b>8/20/2019</b>	
Reference:	<b>CJIS Manual Introduction 1.1 and 2.3.11</b>	

## **PROCEDURE**

To ensure the accuracy and completeness of CJIS records, all entries must be double-checked by a second party. This check should include assuring that the available cross-checks (DMV, DROS, etc.) were made and that data in the CJIS record matches the data in the master case record. Agencies lacking support staff for this cross-checking should require the case officer to check the record, as he/she carries primary responsibility for seeking the fugitive and/or the stolen property.

1. When entering a record into a CJIS system, a second person must check the entry for accuracy. This is applicable to all entries that are required by the department. This does not include optional entries, such as towed or repossessed vehicles. It does apply to:
  - a. AFS - Entries and modifications of firearms
  - b. CARPOS - Initial Entries or Modifications for Emergency Protection Orders, Gun Restraining Orders and Proof of Service for any Restraining Order
    - i. The initial entry of other types of restraining orders are normally entered by the courts or Criminal Records personnel but after-hours, it can be entered into CARPOS by SBCPSDC employees when requested by a deputy
  - c. MUPS - Initial entries and modifications into any and all missing or identification masks including those that are supplemental or optional
  - d. SVS - Entries and modifications of stolen vehicle
  - e. ABS - Entries and modifications of stolen boats
  
2. When requested to make an entry into CJIS (CLETS), the person entering the information will enter the information provided by the deputy.
  - a. It is preferred that the deputy provide the request in writing (i.e. CHP 180 form, missing persons template, EPO form, etc.) to ensure there is no misinformation in the entry. However, it is acceptable to take the information over the phone. If the information is taken over the phone, the information provided by the deputy needs to be entered into the related CAD incident so if needed, it can be referred to later.
    - i. Print or make a copy of the initial entry request, from CAD or whatever was emailed/faxed, as it will be included in the packet that will be provided to Criminal Records.
    - ii. The employee will complete the entry to the specifications of the deputy. Do not presume information that was not provided. For example, do not list someone as being "at risk" unless the deputy states/writes the person is "at risk."

- iii. DOJ encourages all agencies to “pack the record,” to make identification of the property/person as specific as possible. Information that is optional for entry into CLETS that is provided or can easily be found should be included in the entry.
    - 1. For example, the date of birth for the listed protected person on an Emergency Protective Order can be located by running the driver’s license of the person. This information can be confirmed and is not considered to be presumed, so it should be included in the entry.
  - iv. Once the entry is completed and “sent”, a copy of the entry will be generated automatically.
  - v. Print a copy of the automatically generated entry, which will be included in the packet that is to be provided to Criminal Records. The information should also be cut and pasted into the related CAD incident and a copy should be made for the deputy for his/her report.
3. The entry needs to be checked by a second party (i.e. someone else working, or the deputy, if no one is available). When DOJ audits our department (a minimum of every three years), the auditor will check the master case file to ensure second party verification has been completed on all entries.
- a. That person should confirm that the information on the initial request is correct on the automatically generated entry. This includes ensuring the entry has been routed correctly. In most cases, the entry should display the phrase “Entry message sent to NCIC.”
  - b. If the entry is correct, the second party will make a check mark at the top of the sheet and write their body number and date next to the check mark. (See example below).

FROM: CLET  
TO: SBWB

ISN: 52389 DATE: 06/14/18 TIME: 14:42:29 RESP MSG  
OSN: 04445 DATE: 06/14/18 TIME: 14:42:32

UNITID:  
USERID: JEC0753

✓ 4235 6-14-18

- c. If a correction is required, the person who completed the original entry will need to modify the record. The modification will need to be printed and the person will need to follow the same second party verification procedure.
    - i. The automatically generated modification should be printed and included in the records packet.
    - ii. Rerun the person/property to further ensure the entry was completed correctly.
    - iii. Print the hit related to the entry.
4. Place the packet of printed documents in the Criminal Records basket. The packet should include:
- a. Initial entry request
  - b. The automatically generated CLETS entry with second party verification
  - c. Modified paperwork with second party verification, when applicable.
  - d. The hit related to the entry obtained when re-running the person/property

5. The paperwork should be stapled together, rather than paper clipped, so that nothing gets lost when being transferred to Records.