

Subject:	DOJ-CLETS Data Security	
Effective:	12/21/2018	<b>Procedure</b>
Update:		
Reference:	CLETS Policies, Practices & Procedures #1.6.4 Confidentiality of Information from the CLETS	

## **PURPOSE**

To define the need for security and confidentiality of information from the California Law Enforcement Telecommunication System (CLETS).

Only authorized law enforcement, criminal justice personnel or their lawfully authorized designees may use a CLETS terminal. Any information from the CLETS is confidential and for official use only. Access is defined as the ability to hear or view any information provided through the CLETS.

Accessing and/or releasing information from the CLETS for non-law enforcement purposes is prohibited, unless otherwise mandated, and is subject to administrative action and/or criminal prosecution.

## **PROCEDURE**

1. In order to ensure that the Santa Barbara County Public Safety Dispatch Center does not violate DOJ CLETS policy by inadvertently sharing CLETS data with unauthorized personnel, the following steps must be adhered to:
  - a. CLETS information will not be “cut and pasted” from GUS CLETS into any CAD incident record (Law, Fire or EMS).
  - b. The only CLETS information that is authorized to be attached to any Law Enforcement CAD incident record must be received through CAD CLETS and the “attach” button must be utilized to attach it to the pertinent Law CAD incident record.
    - i. The “attach” button must be used so that it automatically marks the information as confidential.