CSUCI PD Administrative Directive

Directive Number: 2019-003
Title: CJIS/CLETS Misuse Directive
Issued By: Drake Massey, Lieutenant
Date Issued: 03-25-19

Associated Policies / Directives:

PURPOSE: Direction for the investigation of CJIS/CLETS Misuse Report

PROCEDURE: CJIS/ CLETS Misuse Directive

Each suspected incident of unauthorized or improper use of CJIS / CLETS equipment or information, or failure to take physical security measures to protect CJIS/CLETS information will be investigated. Any person in violation will be subject to the department’s disciplinary policy outlined in section 340.2, 340.4 and 340.5.5 of the CSUCI Police Lexipol Manual.

340.2 DISCIPLINE POLICY
The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on-duty or off-duty, may be cause for disciplinary action.

340.4 INVESTIGATION OF DISCIPLINARY ALLEGATIONS
Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with Personnel Complaint Procedure Policy Manual § 1020, Government Code §§ 3304(d) and/or Education Code §§ 89530-89546, and any provisions contained within all applicable collective bargaining agreements. The investigation should be completed within 30 days of the discovery of the allegation unless such investigation falls within an exception outlined in one of the previously mentioned manuals, codes, or agreements.

340.5.5 CHIEF OF POLICE PROCEDURE FOR DISCIPLINARY ACTION
Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, to be imposed. Including but not limited to the following:

(a) Written Reprimand
(b) Suspension
(c) Demotion
(d) Dismissal
CRIMINAL INVESTIGATION

If the CJIS / CLETS misuse violation is determined to be a violation of state law, the matter will be investigative as per section 600.1 (Investigation and Prosecution) of the CSUCI Police Lexipol Manual.

600.1 INVESTIGATION AND PROSECUTION

When assigned to a case for initial or follow-up investigation, officers shall proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to a prosecutor for filing of criminal charges.

CJIS / CLETS MISUSE REPORTING TO THE CALIFORNIA DEPARTMENT OF JUSTICE

A CLETS misuse report will be sent to the California Department of Justice for each misuse investigation done.

A CLETS misuse report identifying how many investigations were conducted and the results will be sent to the California Department of Justice in January of each year for the preceding year.