



CSU CHANNEL ISLANDS POLICE DEPARTMENT

TRAINING BULLETIN #2021-01

CHANGE TO RADIO PROTOCOLS

On October 12, 2020, the California Department of Justice (DOJ) issued [Information Bulletin #20-09-CJIS](#), which set forth legal mandates and guidelines regarding the “Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS).” The guidelines require law enforcement agencies to protect Personally Identifiable Information (PII) and Criminal Justice Information (CJI). PII is information such as an individual’s first and last name in combination with more specific data such as a driver license number or date of birth. CJI is information such as wants/warrants, restraining orders, and/or details related to an individual’s probation or parole status.

The following data elements will result in the release of PII:

LAST NAME and FIRST NAME or LAST NAME and FIRST INITIAL	+	ANY OF THE FOLLOWING DATA ELEMENTS: Driver’s License (DL) Number Identification Card (ID) Number Date of Birth Social Security Number Passport Number Military ID Number Other Government-Issued Documents Place of Birth Biometric Records
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The following data elements will result in release of CJI:

LAST NAME and FIRST NAME or LAST NAME and FIRST INITIAL	+	WANTS / WARRANTS RESTRAINING ORDERS DETAILS RELATED TO AN INDIVIDUAL’S PROBATION OR PAROLE STATUS
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The most common data elements encountered during dispatch operations include a driver’s license number, ID number and/or name and date of birth.

To ensure PII and CJI are not inadvertently broadcasted over the radio the following procedures have been developed and shall be adhered to for all radio communications with the CSUCI Police Communications Center. This shall apply to both CSUCI and VCCCD Police Personnel.

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CSUCI PD is currently exploring the purchase of Mobile Data Terminals (MDT) to alleviate the need for some of the below call in procedures for CSUCI PD officers.

If and when MDT technology is deployed into the field, officers will be encouraged to complete their clearances on their MDTs when safe and possible to do so.

Procedure for Traffic Stops

Traffic stops will be broadcast as usual by the officer. However, if a check for wants/warrants and registration (10-28 and 10-29) are needed for the vehicle, the dispatcher will only relay if the vehicle is clear and current on the radio. If there are search terms related to the vehicle the dispatcher will advise "CODE6VS." If the vehicle returns stolen, the dispatcher will advise vehicle is "10851." If the officer needs further information such as city, address, name, etc. they will need to call into dispatch via their patrol phone for the details. It is suggested that officers wait until they have a second unit on scene with them before calling dispatch for additional details. If the officer is equipped with an MDT, the additional information will be sent to the MDT by the dispatcher so the officer can see it in the field.

Procedure for Clearing an Individual Using a DL/ID Number

It is preferred that officers request subject clearances by providing a **DL/ID number**. Officers should also provide the last name of the subject as reference only (DO NOT advise the first name or first initial). The last name will be used by the dispatcher to verify the CDL/DMV return is for the correct person. Dispatchers shall then use full PII (Name & DOB) from the initial CDL/DMV return to clear subjects in all systems via the interface prior to giving the initial return.

Officer: "Station 16, P1, Clear one by CDL."
Dispatch: "P1, go ahead."
Officer: "Station 16, P1, CDL: A1234567, last of smith." (no need for phonetics)

Dispatch will run the individual then broadcast, "Your subject, last of Smith, is clear and valid," or if the subject has criminal justice information (CJI), the dispatcher will broadcast the information using approved codes when applicable and advise the officer to call dispatch for further details. Once MDTs are in use dispatch will be able to forward the information to the officers MDT.

Dispatch: "P1, Station 16, clear for 10-35."
Officer: "P1."
Dispatch: "P1, your subject last of Smith is Code 6 Mary, contact dispatch for further."

Officers should be monitoring the radio traffic of their partners and immediately move to back their partners if any 10-35 information is identified until the primary officer advises Code 4.

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Approved Common CJI Codes:

Code 6 Mary: Misdemeanor Warrant

Code 6 Frank: Felony Warrant

Code 6 Frank, Adam David: Felony Warrant considered Armed and Dangerous

Code 6 Victor Sam: Vehicle Search Terms

Code Sam: Subject on Probation

Code Paul: Subject on Parole

*For other information (i.e. restrained/protected/missing persons, terrorist list, firearms etc.) the dispatcher should simply advise the officer to 10-21 dispatch for further. Officers should call dispatch on the recorded line (805) 437-8889.

Procedure for Clearing an Individual using Name and Date of Birth (DOB)

Effective immediately officers shall no longer attempt to clear subject by full name and DOB over the radio. Once MDTs are installed, officers will be able to request name and DOB clearances via the MDT computer; however, without an MDT, officers will be required to call into dispatch on our recorded line (805) 437-8889 when it is safe to do so. After the dispatcher obtains the required information from the officer over the phone, the dispatcher will advise the officer to standby on the radio for his/her return and disconnect the phone call. This option is reserved for incidents where the officer is unable to clear the subject by DL/ID Number.

Dispatch will run the subject then broadcast over the radio, "P1, your subject last of Smith is clear and valid," or if the subject has criminal justice information (CJI), the dispatcher will broadcast the information using approved codes when applicable and advise the officer to call dispatch for further details as per the previous example.

Broadcasting Calls for Service

Dispatchers will continue to try and gather as much information when entering a call for service, including the name and date of birth of persons involved but will not broadcast this information. The dispatcher may broadcast a last or first name along with a description to help with the identification of a subject.

If officer or public safety is in jeopardy, only enough information should be broadcast to aid in identifying and/or locating a potential suspect. Once the suspect is apprehended, dispatchers and field units should be cognizant of CJI and PII broadcast limitations.