

Memorandum

TO: ALL SWORN PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: CLETS RECERTIFICATION

DATE: May 20, 2021

APPROVED

Memo# 2021-016

BACKGROUND

Both the State Department of Justice and Federal Bureau of Investigation require all Department members having access to criminal justice information to re-certify their California Law Enforcement Telecommunications System (CLETS) and National Crime Information Center (NCIC) Security Awareness Training on a biannual basis. Currently, every Department member has a different date of recertification based upon their graduation date from the Academy and their date of accessing the nexTEST training portal to certify. For several years, OSSD has been tasked with ensuring Department compliance and contacting Department members who are not in compliance; this is a time-consuming process that can be streamlined by having a single Department completion timeframe.

ANALYSIS

To ensure the entire Department is on the same testing timeline, as well as to ensure training requirements and affirm operator proficiency are following the CLETS/NCIC policies and regulations, the Department will be requiring ALL Sworn Personnel to complete re-certification with a completion date of July 1, 2021. To accomplish this, the **ONLY** timeframe permitted to re-certify will be June 1, 2021 to June 30, 2021.

ORDER

All Sworn Department members, even those who have taken the recertification exam within the last two years, will be required to recertify their CLETS training from June 1, 2021 to June 30, 2021. Department members will then be required to recertify every June biannually in odd numbered years (2023, 2025, etc.). Overtime is not authorized for the recertification and it must be completed by Department members during normal work hours. Recertification Instructions are attached below (Attachment 1).



Anthony Mata
Chief of Police

AM:SD:GT:VA
Attachment

Attachment 1

To ALL Sworn Department Member (Mandatory Online Training):

The California Law Enforcement Telecommunications System (CLETS) Policies, Practices & Procedures section 1.8.2, requires CLETS users to complete the following CLETS training requirements: 1. Initially (within six months of employment) your agency must train, functionally test, and affirm the proficiency of all terminal operators by having them complete the required training and the appropriate CLETS/National Crime Information Center (NCIC) Telecommunications Proficiency Examination published by the Department of Justice, or a facsimile thereof. 2. Biennially, provide functional retesting and reaffirm the proficiency of all terminal operators in order to ensure compliance with CLETS/NCIC policies and regulations. This is accomplished by the completion of the appropriate CLETS/NCIC Telecommunications Proficiency Examination published by the Department of Justice, or a facsimile thereof. Both Full Access and Less Than Full Access Proficiency Exams are available for on-line testing.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Training is to be completed on-duty only as no overtime is currently authorized, and **MUST be within the time frame of June 1, 2021 - June 30, 2021 and completed by July 1, 2021***