

# Memorandum

**TO: ALL SWORN PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: CLETS RECERTIFICATION**

**DATE:** May 11, 2023

---

APPROVED

Memo# 2023-011

---

## **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 next TEST 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, 2023. To accomplish this, the **ONLY** timeframe permitted to re-certify will be June 1, 2023 to June 30, 2023.

## **ORDER**

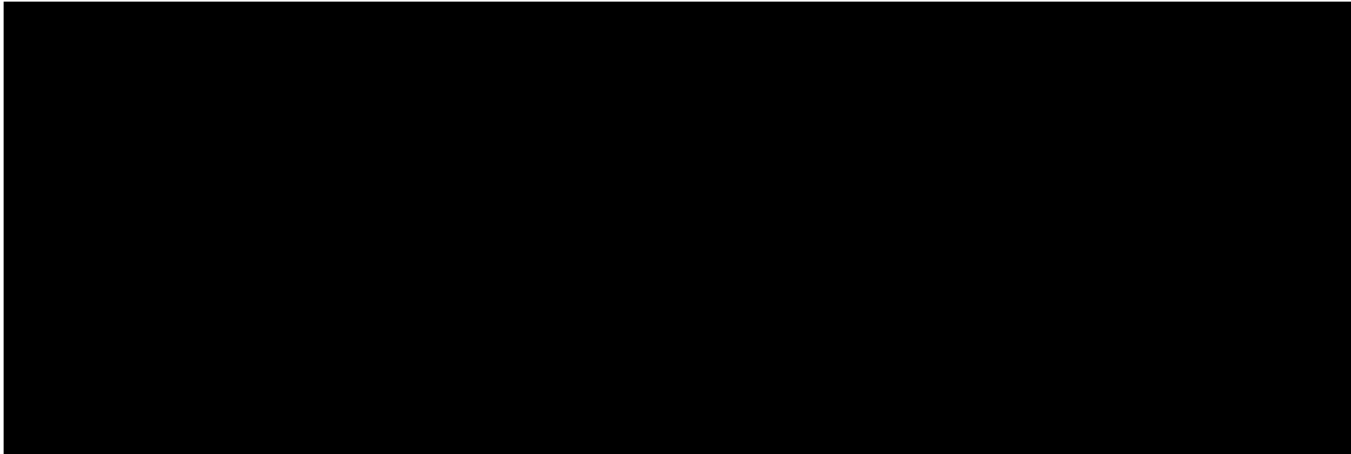
All Sworn Department members, even those who have taken the recertification exam within the last two years, will be required to recertify their CLETS training from June 1, 2023 to June 30, 2023. Department members will then be required to recertify every June biannually in odd numbered years (2025, 2027, 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:PH:GB:VA  
Attachment

Attachment 1



[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

After completing the test, it will score your test and provide you results. You **Do NOT** need to submit the printed copy of your test results to Training or OSSD. Keep the copy for your personal records. [Redacted text]

[Redacted text block]

\*This Training is to be completed on-duty only as no overtime is currently authorized, and **MUST be within the time frame of June 1, 2023 - June 30, 2023** and completed by July 1, 2023\*