CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: **ALL SWORN DEPARTMENT MEMBERS**

FROM: Paul Joseph
Chief of Police

SUBJECT: **CLETS RE-CERTIFICATION**

DATE: May 27, 2025

APPROVED

Memo #008

BACKGROUND

Prior to January 1, 2024, the California Department of Justice and Federal Bureau of Investigation required Security Awareness training to be completed on a bi-annual basis by all sworn law enforcement personnel having access to the California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC). On January 1, 2024, DOJ updated the policy to require that Security Awareness training be completed on an annual basis and before an individual has access to these databases.

ANALYSIS

All sworn Department members must complete the annual re-certification between June 1, 2025, and June 30, 2025 in order to comply with the updated DOJ policy. The re-certification training must be completed during this timeframe regardless of the date of a member's previous re-certification. Compliance is necessary to ensure the entire Department is on the same testing timeline, in accordance with CLETS/NCIC policies and regulations.

ORDER

All Sworn Department members must complete the CLETS/NCIC re-certification training between June 1, 2025 and June 30, 2025. Department members will then be required to re-certify during the month of June every year thereafter. Overtime is not authorized for the re-certification training and therefore the training must be completed during normal work hours. Re-certification requirements and instructions are attached below (Attachment 1).

Paul Joseph
Chief of Police

PJ:PH:EM

Attachment 1

[redacted]

*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, 2025 - June 30, 2025** and **completed by July 1, 2025***