Surveillance Use Policy
Automated Regional Justice Information System
San Diego City Attorney's Office

PURPOSE

The Automated Regional Justice Information System (ARJIS) is a complex criminal justice enterprise network used by law enforcement agencies throughout San Diego and Imperial Counties. It is managed through a Joint Powers Agency in which the City of San Diego is a member. ARJIS provides users with access to local criminal justice data, including warrants and jail booking photographs/information, crime and sex offender information, Department of Motor Vehicle (DMV) information, crime analysis and statistical reporting tools.

USE

ARJIS is used by the Civil Divisions of the San Diego City Attorney's Office (SDCAO) to perform fact investigation for assigned cases in which the SDCAO is defending the city in civil litigation, to investigate fraud, consumer protection complaints, violations of the California Unfair Competition Law (UCL), building code violations, or substandard living conditions; to pursue a restraining order, or to secure firearm relinquishment. Access to the system is granted by the Information Technology Manager (Agency California Law Enforcement Telecommunications System, or CLETS, Coordinator/account manager) within the SDCAO. Use of the system is based on a "right to know, need to know" basis, meaning that the employee accessing the system is both authorized to use it based on their specific work duties are using it only for a specific case or task assigned to them. The use of ARJIS is an essential component of case investigation that both enhances and advances the investigative process; it is used extensively by sworn and non-sworn law enforcement, corrections, community corrections and regulatory employees throughout San Diego and Imperial Counties.

City of San Diego Administrative Regulations associated with Use:

- A.R. 90.62 Information and Communications Technology Acceptable Use
- A.R. 90.63 Information Security
- A.R. 90.64 Protection of Sensitive Information & Data
- A.R. 90.68 Procurement of Technology Solutions
- A.R. 90.75 Data Governance

In the various applications, users can make inquiries on a variety of identifiers such as name, date of birth, social security number, identification number, vehicle license plate number, and telephone number. The systems provide a list of query results in logical groupings that can be sorted and

searched for the information needed. The search results are a possible match to the query and should be confirmed with the record source, as necessary.

DATA COLLECTION

ARJIS collects the data from law enforcement agencies and makes it available through its applications. This data typically consists of crimes, arrests, citations, accidents, jail bookings, warrants, and driver's license/vehicle information. The data is collected by law enforcement and the SDCAO accesses that data as needed to address civil matters, such as lawsuits and Gun Violence and Workplace Violence restraining orders. The SDCAO's Gun Violence Reduction Unit enters limited personal data in the Officer Notification System (ONS) on individuals issued Non-Compliance Orders (NCOs) for failing to relinquish firearms pursuant to court orders, such as Domestic Violence Restraining Orders. This information is retained only for the duration of the court order for the purpose of (1) alerting law enforcement that the individual is suspected of possessing a prohibited firearm and (2) locating the subject when their address is unknown.

DATA ACCESS

Only authorized SDCAO personnel may access ARJIS on a "right to know, need to know" basis. All queries must be conducted for a legitimate work purpose. When a user conducts a query using an ARJIS database, they must indicate the purpose category and the specific purpose for the search by using a specific case number or case name. Queries cannot be conducted without entering this information.

DATA PROTECTION

Users are required to log in to ARJIS using their work computer in a secure, access-controlled facility. Work computers require user login by multi-factor authentication for access. When working remotely, users are required to login via the City's Virtual Private Network (VPN) using a work computer and multi-factor authentication.

City of San Diego Administrative Regulations associated with Use include:

- A.R. 90.95 Telework Program

City of San Diego Policies associated with Data Protection include:

- Information Technology Policy - Information Security Standards and Guidelines
- Information Technology Policy - Data Loss Prevention System Guidelines and Standards

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DATA RETENTION

When a SDCAO Civil Division determines that ARJIS information no longer has a legitimate case need, the information is destroyed in a manner preventing the identity of the subject from being reasonably ascertained, e.g., shredding printouts, deleting electronic records & clearing from computer "Trash" folders. The SDCAO will follow its Records Retention Guidelines with regards to ARJIS data as established by law and policy.

ARJIS generally purges most local criminal justice information after seven years, but some records remain in the database longer according to a specific records retention plan governed by law.

Government Code associated with ARJIS Data Retention include:

- Government Code 34090 – Records Retention Period

City of San Diego Administrative Regulation associated with ARJIS Data Retention include:

- A.R. 85.10 – Records Management, Retention and Disposition

PUBLIC ACCESS

The public has no access to the ARJIS applications or secure network.

ARJIS maintains a public website that publishes crime data for the San Diego County region. It also manages a third-party vendor application that is available to the public for viewing limited details on nearly all local crimes reported in San Diego County, but subject to a retention plan.

THIRD PARTY DATA SHARING

There is no third-party data sharing with the following exception. The SDCAO may provide relevant information obtained from ARJIS to outside counsel contracted with the SDCAO to handle select litigation cases and using a secure, approved file-sharing method.

TRAINING

ARJIS provides online training in the use of its applications on its secure web portal for all authorized users. It will also provide in-person training by request. Users must have completed all required City of San Diego training related to Information Technology before receiving access. In addition, all users must complete CLETS training within six months of their hiring date.

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AUDITING AND OVERSIGHT

ARJIS captures all users' query transactions and provides a customized audit screen for account managers to conduct customized user audits. An audit can be conducted by the account manager on an as-needed basis at any time. Users who leave the SDCAO or transfer to an assignment not requiring ARJIS have their access removed. When conducting an audit, court case numbers and names entered by the user for queries aid in establishing a user's "right to know, need to know." The SDCAO conducts periodic random checks of system access and audits for proper authorized use.

MAINTENANCE

ARJIS is responsible for uploading and maintaining the information into the application database; ARJIS is also responsible for maintaining the application. Should users encounter a maintenance issue, ARJIS has a Help Desk system that can be accessed via telephone or email.