Surveillance Use Policy
SDLaw
San Diego City Attorney's Office

PURPOSE

SDLaw is the San Diego County Sheriff's Office extranet platform that hosts a comprehensive suite of law enforcement and criminal justice applications shared with local, state, and federal law enforcement and justice partners. Access to SDLaw applications is restricted to authorized users who have completed California Law Enforcement Telecommunications System (CLETS) certification. SDLaw is a secure web site with several web-based applications such as APPS (Arms Prohibited Person System), eJIMS (Jail Information Management System), eLab Results, eRO (Restraining Orders), eWarrant, eSUN, and SDFusion.

USE

SDLaw 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 SDCAO CLETS Coordinator/account manager. 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 and are using it only for investigation of a specific case or task assigned to them. The use of SDLaw 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 County.

City of San Diego Administrative Regulations associated with Use include:

- 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.

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DATA COLLECTION

The SDCAO does not collect the data that is accessed through SDLaw. 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.

DATA ACCESS

Only authorized SDCAO personnel may access SDLaw 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 SDLaw, they must enter the purpose category and/or the specific purpose for the search by using a specific case number or case name.

DATA PROTECTION

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

California Government Code sections associated with Use include:

- California Government Code section 15152
- California Government Code section 15153
- California Government Code sections 15161 - 15165

City of San Diego Administrative Regulations associated with Use includes:

- 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

DATA RETENTION

When the SDCAO determines that SDLaw 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 SDLaw data as established by law and policy.

Government Code associated with ARJIS Data Retention includes:

- Government Code 34090 – Records Retention Period

City of San Diego Administrative Regulation associated with SDLAW Data Retention includes:

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

PUBLIC ACCESS

The public has no access to the SDLaw applications or secure network, or to detailed criminal record information in its database.

The San Diego Sheriff's Office maintains a public website that allows citizens to search for active warrants, jail booking information, and restraining/protective orders on individuals.

THIRD PARTY DATA SHARING

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

TRAINING

SDLaw 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 related to Information Technology before receiving access.

AUDITING AND OVERSIGHT

SDLaw captures users' query transactions and audits can be provided for the SDCAO account manager by the San Diego County Sheriff's Agency CLETS Coordinator. Users who leave the SDCAO or transfer to an assignment not requiring SDLaw use have their access removed. When conducting an audit, court case numbers and names entered by the user for queries will aid in establishing the user's "right to know, need to know." The SDCAO will conduct periodic random checks of system access and request audits for proper authorized use.

MAINTENANCE

The San Diego County Sheriff's Information Technology Department is responsible for uploading and maintaining the information into the application database; it is also responsible for maintaining the application. SDLaw has a Help Desk system that can be accessed via telephone or email.