

SAN DIEGO POLICE DEPARTMENT IN-SERVICE TRAINING MENU PROGRAM

CLASS DESCRIPTION AND STRATEGY

10440 BLACK MOUNTAIN ROAD

SAN DIEGO, CA 92126

Instructor: Michael R. Kellington

Revised: May 5, 2017

Course Goal: This course meets the state and federal training requirements for persons employed in California and Federal Law enforcement Agencies who inquire and/or use information from the CLETS, NCIC or NLETS Systems.

Module total time: 4 hours

Resources required for this module:

- Computer with PowerPoint Presentation
- Projection Screen
- Laptop Clicker
- End User Statement (one per student)

Course content	Instructor Notes
<p>I <u>Introductions</u> A. Instructor and Student Introductions (5 min) 1. Student Expectations a. Learning topics b. Learning activities</p> <p>II. <u>DOJ Policy</u> A. DOJ and CLETS 1. CJIS 2. NCIC 3. NLETS 4. LEDS B. Levels of Access and Training 1. Admin Operators 2. Full Access Operators 3. Less than full Access Operators 4. Practitioners C. Laws, Policies, and Ramifications 1. 1142 PC 2. Right/Need to know 3. Appropriate uses</p>	<p>Instructor introduces to class, listing experience and qualifications to present this topic. Instructor covers basic expectations of students.</p> <p>The instructor will hand out the end user statement/agreement. This will need to be sent to In-Service training so the employee's training file will be in DOJ compliance.</p> <p>The instructor will stress the importance of the integrity of the data. Users of the system are to safeguard information as it is deemed sensitive by DOJ policy.</p> <p>Talk about the applicable laws guiding how users can access and use the information.</p>

<ul style="list-style-type: none"> 4. Consequences of misuse 5. Examples of misuse D. Levels of Access and Training <ul style="list-style-type: none"> 1. Terminal Security 2. Wireless, E-mail, and fax 3. Printer Material 4. Backgrounds/Escorting <p>III <u>Inquiry and Returns</u></p> <ul style="list-style-type: none"> A. Inquiry requirements <ul style="list-style-type: none"> 1. ORI # 2. User ID 3. Authorized Purpose B. Returns <ul style="list-style-type: none"> 1. Negative Hit 2. File Control Number 3. Hit Confirmation <p>IV <u>Databases</u></p> <ul style="list-style-type: none"> A. CJIS <ul style="list-style-type: none"> 1. Criminal History System 2. Wanted Persons System 3. Restraining/Protective Order System 4. Supervised Release File 5. Missing/Unidentified Persons System 6. Stolen Vehicle System 7. Property System 8. Firearms System 9. Mental Health Firearms Prohibition Sys. 10. Armed Prohibited Persons System 11. Sex/Arson Registrant System B. DMV <ul style="list-style-type: none"> 1. Driver's License/ID Card 2. Vehicle/Vessel Registration 3. Parking/Toll Violation 4. Occupational Licensing 5. International Registration Plan C. NCIC <ul style="list-style-type: none"> 1. Wanted / Missing / Unidentified Person File(s) 2. Vehicle File 3. License Plate File 4. Boat / Article / Gun File 5. Vehicle/Boat Parts File 6. Securities File 7. Interstate Identification Index 8. Foreign Fugitive File 9. U.S. Secret Service Protective File 	<p>Discuss appropriate and inappropriate use of the system and the ramifications of misuse as well as the case studies/examples in the PowerPoint.</p> <p>The instructor will discuss how to make inquiries and how to interpret the returns.</p> <p>The instructor will use the PowerPoint to discuss each of the individual databases in each of the networks accessible from CLETS.</p>
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<ul style="list-style-type: none">10. Violent Gang and Terrorist Organization File11. Immigration Violator File12. Protection Order File13. ORI File14. Convicted Sexual Offender Registry15. Supervised Release File16. Identity Theft FileD. NLETS<ul style="list-style-type: none">1. ORION File2. Vehicle/Boat/Snowmobile Registration3. Driver's License4. Criminal History5. Canadian Interface6. INTERPOL7. Hazardous Material File8. Nat. Center for Missing and Exploited Children9. National Insurance Crime Bureau10. Law Enforcement Support Center11. FAA Aircraft Registration12. Parole/Probation/Corrections13. Sex Offender Registration14. Commercial Vehicle Information15. National Drug Pointer Index16. Concealed Weapons Permit17. Wildlife Violation File18. Mexican LicensesE. LEDS (Oregon)<ul style="list-style-type: none">1. Wanted Persons File2. Protective Order File3. Stolen Vehicle File4. Articles File5. Gun File6. Vehicle/Boat Registration File7. Drivers License File	<p>The instructor will administer the online exam to students per the NexTest system per DOJ policy.</p>
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