



**TO: THE CALIFORNIA CRIMINAL JUSTICE COMMUNITY**

I am pleased to provide you with the California Department of Justice (DOJ) Directory of Services. This publication contains important reference material that will allow you to access the wide variety of quality services provided by the dedicated professionals in my department.

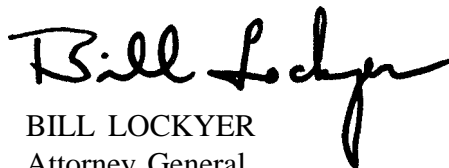
This publication is also now available on the California Law Enforcement Web (CLEW) or Law Enforcement Agency (LEA) Web, and Attorney General's Legal Net web sites where camera-ready masters can be printed out and used to print multiple copies.

As Attorney General, I have had the privilege to visit with law enforcement leaders, criminal justice administrators and countless citizens from each of California's 58 counties. During our meetings, one constant theme that I hear is the appreciation of our clients-the public and law enforcement-for the level and quality of services we provide.

DOJ is always seeking ways to improve our organization and will continue finding ways to enhance our assistance to you and the people of California. It is our mission and commitment to help ensure you have at your disposal the most accurate information, innovative crime fighting resources and state-of-the-art technology you need to keep Californians safe from the serious threats posed by gangs, drugs and crime.

Together, we can continue to make California a safer place.

Sincerely,

  
BILL LOCKYER  
Attorney General

**State of California**  
**DEPARTMENT OF JUSTICE**



**BILL LOCKYER**  
Attorney General

**STEVE COONY**  
Chief Deputy Attorney General  
Administration and Policy

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Director, Division of Law Enforcement

**NICK DEDIER**  
Director/CIO, Division of California Justice Information Services

**RANDY ROSSI**  
Director, Firearms Division

**HARLAN GOODSON**  
Director, Division of Gambling Control

## **MISSION**

### **Office of the Attorney General**

It is our duty to serve our state and work honorably every day to fulfill California's promise. The Attorney General and our Department's employees provide leadership, information and education in partnership with state and local governments and the people of California to:

- Enforce and apply all our laws fairly and impartially.
- Ensure justice, safety, and liberty for everyone.
- Encourage economic prosperity, equal opportunity and tolerance.
- Safeguard California's human, natural, and financial resources for this and future generations.

### **Division of California Justice Information Services**

To protect the people of the State of California by facilitating the exchange of accurate, timely, and complete criminal justice intelligence, identification, and information using state-of-the-art computer technology. To provide law enforcement the means to identify and apprehend persons suspected of criminal activity. To provide regulatory agencies the means to license only qualified persons in positions of public trust.

### **Division of Law Enforcement**

To provide its customers and clients extraordinary services in forensic sciences, forensic education, narcotics investigations, criminal investigations, intelligence and training. The Division will endeavor to be on the cutting edge of the delivery of these services. Our mission can best be achieved by working with local law enforcement agencies, as well as state and federal agencies. They are both our customers and our partners in this endeavor. Justice under the law and the highest ethical standards shall be the focus of all service delivery.

### **Firearms Division**

To serve the people of California through education, regulation, and enforcement actions regarding the manufacture, sales, ownership, safety training, and transfer of firearms. Firearms Division staff will be leaders in providing firearms expertise and information to law enforcement, legislators, and the general public in a comprehensive program to promote legitimate and responsible firearms possession and use by California residents.

### **Division of Gambling Control**

To ensure compliance with and enforcement of all applicable laws pertaining to gambling in California in order to safeguard the public health, safety, and welfare.

## INTRODUCTION

The Directory of Services is published for the purpose of informing local, state, and federal criminal justice agencies of the variety of services offered by the Division of Law Enforcement (DLE), Division of California Justice Information Services (DCJIS), Division of Firearms, and the Division of Gambling Control (DGC). These services are provided through seven major areas:

- **CRIMINAL IDENTIFICATION AND INFORMATION**  
Provides critical information and identification services to law enforcement, the applicant community and individuals who are authorized by law.
- **CRIMINAL INFORMATION AND ANALYSIS**  
Provides information and technical assistance on a variety of manual and automated systems, as well as analysis of statistical data pertaining to these Criminal Justice Information Systems.
- **INVESTIGATION AND ENFORCEMENT**  
Conducts criminal, civil and special investigations, and provides assistance to law enforcement agencies in investigations, narcotic enforcement, and criminal/narcotic intelligence.
- **FORENSIC SERVICES**  
Provides criminalistics, controlled substances, blood alcohol, DNA, training, and related forensic science services to state and local law enforcement agencies, district attorneys, and the courts in California.
- **FIREARMS REGULATION AND CONTROL**  
Provides criminal and mental health clearances necessary for firearms purchase/transfer, special licenses, and occupations involving use/possession of firearms; regulates firearm dealers, manufacturers, and gun show promoters; provides investigative support to law enforcement; and administers firearms safety programs.
- **GAMBLING CONTROL**  
Provides regulatory authority over California's cardrooms under the Gambling Control Act and is responsible for ensuring compliance with all aspects of the Tribal/State compact relating to Class III gaming on Tribal land.
- **O. J. "BUD" HAWKINS DATA CENTER**  
Coordinates all Department of Justice automated data processing and telecommunications activities including CLETS, DCJIS, and Cal-ID.

## HOW TO USE THIS DIRECTORY

A listing of primary staff responsible for the services provided is on pages 1-6. All services provided by DLE, DCJIS, Firearms, and Gambling Control are listed within this directory in alphabetical order by subject matter. Included is a brief description of each service, along with the address and telephone number of the appropriate program to contact when making inquiries. Services provided are found on pages 7-96.

Forms, publications, and training references are listed on pages 97-119, along with the address and telephone number of the appropriate program to contact for making inquiries.

To further assist in locating the needed service, the index contains a detailed cross-reference of all subjects contained in this directory. The index begins on page 120.

Below is a list of Terms and Acronyms for programs within the four Divisions listed above. Like many governmental agencies, these Divisions have their own language of acronyms. The following list may assist communications between local law enforcement, the public and our division employees.

Questions pertaining to the information contained in this directory should be directed to the Field Operations Unit at (916) 227-3755.

## TERMS AND ACRONYMS

AACTS	Applicant Agency Compliance and Training Section
ABC	Article, Brand and Category User's Guide
ABS	Automated Boat System
ACAS	Automated Child Abuse System
ACHS	Automated Criminal History System
ACII	Automated Crime Intelligence Index
AFIS	Automated Fingerprint Identification System
AFS	Automated Firearms System
ALPS	Automated Latent Print Section
APS	Automated Property System
ATC	Advanced Training Center
BCIA	Bureau of Criminal Information and Analysis
BCII	Bureau of Criminal Identification and Information
BFS	Bureau of Forensic Services
BFSC	Basic Firearms Safety Certificate
BNE	Bureau of Narcotic Enforcement
CACI	Child Abuse Central Index
CAL-ID	California Identification System
CAL-PHOTO	California Central Photograph Index

CAL-REG	National Sex Offender Registry
CAMP	Campaign Against Marijuana Planting
CAPPS	California Automated Palm Print Section
CATIC	California Anti-Terrorism Information Center
CBI	California Bureau of Investigation
CCR	California Central Registry
CDC	California Department of Corrections
CFIS	Consolidated Firearms Information System
CIRT	Criminal Investigation Response Teams
CJIS	Criminal Justice Information System
CJSC	Criminal Justice Statistics Center
CLETS	California Law Enforcement Telecommunications System
COE	Certificate of Eligibility
CORI	Criminal Offender Record Information
COSB	CJIS Operations Support Branch
CPA	Child Protective Agency
CPLS	California Parent Locator Service
CSP	Child Support Program
CWPP	California Witness Protection Program
DBAS	Data Base Audit Section
DCJIS	Division of California Justice Information Services
DGC	Division of Gambling Control
DIRS	Digital Image Retrieval System
DLE	Division of Law Enforcement
DOJ	Department of Justice
DROS	Dealer's Record of Sale
DTSC	Department of Toxic Substances Control
DVROS	Domestic Violence Restraining Order System
EPIC	El Paso Information Center
FOPS	Field Operations Program
FCS	Firearms Clearance Section
FD	Firearms Division
FINCEN	Financial Crimes Enforcement Network
FISS	Firearms Information Services Section
FLPS	Firearms Licensing and Permits Section
FPU	Foreign Prosecution Unit
GMNI	Gang Master Node Index
GREAT	Gang Reporting, Evaluation and Tracking System
HDC	O. J. "Bud" Hawkins Data Center
HSC	Handgun Safety Certification
IIC	Integrated Image Controller
MACR	Monthly Arrest and Citation Register
MNI	Master Name Index
MSB	Mission Support Branch
NCIC	National Crime Information Center
NLETS	National Law Enforcement Telecommunications System

OBTS	Offender-Based Transaction Statistics
PCP	Precursor Compliance Program
RAN	Remote Access Network
RIFL	Record Improvement and Field Liaison
ROS	Restraining Order System
SHO	Sexual Habitual Offender
SHOP	Sexual Habitual Offender Program
SINS	Statewide Integrated Narcotics System
SOIL	Sex Offender Identification Line
SPAT	Sexual Predator Apprehension Teams
SRF	Supervised Release File
SVS	Stolen Vehicle System
SVU	Stolen Vehicle Unit
TPP	Triplicate Prescription Program
UCR	Uniform Crime Reporting
VCIN	Violent Crime Information Network
VCPU	Violent Crime Profiling Unit
VSP	Violence Suppression Program
WIN	Western Identification Network
WPS	Wanted Persons System
WSIN	Western States Information Network

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## ORGANIZATION AND TELEPHONE LIST

Unit	Manager	Phone
<b>Division of Law Enforcement Office of the Director</b>		
<b>Director</b>	<b>Patrick N. Lunney</b>	<b>(916) 227-3884</b>
<b>Deputy Director</b>	<b>George J. Doane</b>	<b>(916) 227-3884</b>
Adjutant to the Director	Rick Lopes	(916) 227-3884
Public Information Officer	Michael Van Winkle	(916) 227-3882
General Information		(916) 227-3481
<b>Mission Support Branch</b>		
<b>Acting Chief</b>	<b>Wilfredo Cid</b>	<b>(916) 227-3237</b>
<b>Operations Support Section</b>		
<b>Assistant Chief</b>		<b>(916) 227-3237</b>
Professional Standards/Internal Affairs	John Gaines	(916) 227-3478
Security/Facility Protection	Julie Hume	(916) 227-3639
Aviation Program	Eric Seiberlich	(916) 255-1840
Advanced Training Center (ATC)	John Taylor	(916) 464-5591
<b>Research &amp; Information Technology Support</b>		
<b>Assistant Chief</b>	<b>Ron Phillis</b>	<b>(916) 227-4162</b>
Instrumental Support	Mike Lee	(916) 227-3566
Library Services	Waheed Jawadi	(916) 227-5994
Radio Communications	Alfonso Castillo	(916) 227-3998
Research and Graphics	Tammy Lopes	(916) 227-3947
Tactical & Strategic Support/ Inspections	Mike Calvert	(916) 227-4196
Technical Operations Surveillance	Bob Sanders	(916) 227-4142
Technical Support	Rob Stoinoff	(916) 227-5615
<b>Fiscal and Human Resources Section</b>		
<b>Assistant Chief</b>	<b>Richard Bradshaw</b>	<b>(916) 227-3977</b>
Human Resources	Kathy Ellis	(916) 227-4196
Budget and Grants	Sherry Hawes	(916) 227-4782
DLE EEO Coordinator	Lynne Hilbourne	(916) 227-4224
Facilities & Procurement Services	Tina Littleton	(916) 227-3942
<b>California Bureau of Investigation (CBI)</b>		
<b>Chief</b>	<b>Martin Ryan</b>	<b>(916) 227-4045</b>
<b>Assistant Chief</b>	<b>Diana Machen</b>	<b>(916) 227-4040</b>
Special Agent in Charge	Rick Sinor	(916) 227-4045

California Witness Protection	Judy Cornick	(916) 227-4191
Polygraph Unit	Douglas Mansfield	(916) 464-2001
Violent Crime Profiling Unit	Sharon Pagaling Hagen	(916) 464-2001
Foreign Prosecution Unit	Tony LaDell	(858) 268-5400
Regional Offices		
Fresno	John Balbach	(559) 445-5379
Los Angeles	Dave Genens	(323) 869-3400
Orange	Rich Ward	(714) 558-4183
Sacramento	Ed Machado	(916) 464-2001
San Diego	Tony LaDell	(858) 268-5400
San Francisco	Robert Castillo	(415) 351-3374

**Bureau of Narcotic Enforcement (BNE)**

<b>Chief</b>	<b>Christy McCampbell</b>	<b>(916) 227-4044</b>
<b>Assistant Chief</b>		<b>(916) 227-3218</b>
<b>Acting Assistant Chief</b>	David Tresmontan	(916) 227-4985
Campaign Against Marijuana Planting (CAMP)	Sonya Barna	(916) 464-2020
Operations Support	Chris Davis	(916) 227-4005
Clandestine Laboratory Program	Ron Gravitt	(916) 227-3985
Precursor Compliance Program	Ronna Kephart	(916) 227-3960
Violence Suppression Program	Chris Davis	(916) 227-4063
Financial Investigations Program/ Asset Forfeiture Program	Chris Davis	(916) 227-4063
TriPLICATE Prescription Program	Carla Watkins	(916) 227-4247
Regional Offices		
Fresno	Dave Dresson	(559) 457-5000
Los Angeles	Walter Allen	(323) 887-4111
Orange	Randy Bryant	(714) 558-4183
Redding	Jack Nehr	(916) 224-4750
Riverside	Ed Synicky	(909) 782-4313
Sacramento	Gil Van Attenhoven	(916) 464-2030
San Diego	Gary Hudson	(858) 268-5300
San Francisco		(415) 351-3374
San Jose		(408) 452-7360

**Bureau of Forensic Services (BFS)**

<b>Chief</b>	<b>Lance Gima</b>	<b>(916) 227-9564</b>
<b>Assistant Chief (Administration)</b>	<b>Jay Mark</b>	<b>(916) 227-3646</b>
California Criminalistics Institute	Victor Reeve	(916) 227-3575
Special Sections		
Blood Alcohol	Steve Scott	(916) 227-3635
Latent Print	Michael Murphy	(916) 227-3797
Questioned Documents	Glen Owens	(916) 227-3623
Toxicology Laboratory	Kenji Ota	(916) 227-3620

<b>Assistant Chief (Lab Operations)</b>		<b>(916) 227-3645</b>
Chico	Ron Ralston	(916) 895-5024
Eureka	Bill Casper	(707) 445-6682
Freedom	Bill Corazza	(831) 761-7620
Fresno	Bruce Palmer	(559) 278-2982
Redding	Joe Rynearson/Jule Doerr	(530) 225-2830
Ripon	John Yoshida	(209) 599-3550
Riverside	Art Young	(909) 782-4170
Sacramento	Fred Tulleners	(916) 227-3777
Santa Barbara	Darryl Tate	(805) 681-2580
Santa Rosa	John Yount	(707) 576-2415

<b>Assistant Chief (DNA Programs)</b>	<b>Eva Steinberger</b>	<b>(510) 540-2434</b>
Casework (Berkeley)	Gary Sims	(510) 540-2434
Post Conviction DNA Testing (Berkeley)	Gary Sims	(510) 540-2434
Method Development & Training (Berkeley)		(510) 540-2434
Cal-DNA (Richmond)	Ken Konzak	(510) 620-3300
Cold Hit (Richmond)	Bill Phillips	(510) 620-3300
Mission Persons DNA Program (Richmond)	John Taylor	(510) 620-3300

**California Anti-Terrorism Information Center (CATIC)**

<b>Headquarters</b>		<b>(916) 227-1230</b>
<b>Acting Chief</b>	<b>Ed Manavian</b>	<b>(916) 227-4169</b>
<b>Intelligence Operations Program</b>		
<b>Assistant Chief</b>	<b>Allen Benitez</b>	<b>(916) 227-1243</b>

**Division of California Justice Information Services  
Office of the Director**

<b>Director/CIO</b>	<b>Nick Dedier</b>	<b>(916) 227-3043</b>
<b>Deputy Director</b>	<b>Doug Smith</b>	<b>(916) 227-3043</b>

**CJIS Operations Support Branch**

<b>Chief</b>	<b>Terri Newby</b>	<b>(916) 227-3049</b>
CJIS Executive/CORI Audits	Denise Blanton	(916) 227-3736
Child Support Program	Bruce Kaspari	(916) 323-5662
Field Operations/Applicant Agency		
Compliance and Training Section	Paul Pane	(916) 227-4705
Assistant Chief - Swing Shift	Raymond R. Griego	(916) 227-3559
Public Information Officer	Michael Van Winkle	(916) 227-3882

## **Bureau of Criminal Identification and Information (BCII)**

<b>Chief</b>	<b>Gary Cooper</b>	<b>(916) 227-3857</b>
<b>Assistant Chief</b>	<b>Louise Knedel</b>	<b>(916) 227-3853</b>
<b>Assistant Chief</b>	<b>Tina Medich</b>	<b>(916) 227-3352</b>
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Applicant Response Section	Marco Flores	(916) 227-9565
Automated Support Program	Ron Blackston	(916) 227-5770
Systems Development and Implementation I	Shelley Rife	(916) 227-3841
Systems Development and Implementation II	Kevin Dougherty	(916) 227-3436
Systems Development and Implementation III	David Woo	(916) 227-3394
CAL-ID Program	Rick McFarland	(916) 227-3864
Identification Support Section	Loy Cluney	(916) 227-3353
AFIS/NATMS ID Section		(916) 227-3317
Automated Latent Print Section	Tamara Burkart	(916) 227-3314
California Automated Palm Print Section	Gordon Low	(916) 227-3314
Disposition Analysis & Processing Program	Cathy Kester	(916) 227-3865
Disposition Update Section	Chris Bucher	(916) 227-3406
Folder Management & Archive Disposition Section	Chris Bensen	(916) 227-4936
Record Analysis & Processing Program	Kirby Vickery	(916) 227-3851
Record Update Section	Andy Kojima	(916) 227-3395
Operational Development and Infrastructure Program	Julie Basco	(916) 227-3854
Integration, Planning & Reporting Section	Sharon Pierce	(916) 227-5769
Cal-Photo/System Integration Project	Rebecca Mills	(916) 227-0240
Record Improvement and Field Liaison Program	Jenny Reich	(916) 227-0144
Record Information and Services Program	Scott Lorigan	(916) 227-6934
Problem Resolution	Dan Rosenblatt	(916) 227-3376
Record Management/ System Support Section	Kevis Foley	(916) 227-6913
Record Support Section	Deborah Harper	(916) 227-0274

## **Bureau of Criminal Information and Analysis (BCIA)**

<b>Chief</b>	<b>Doug Smith</b>	<b>(916) 227-3519</b>
<b>Assistant Chief</b>	<b>Mike Broderick</b>	<b>(916) 227-3711</b>
Automated Systems Program	Cheryl Steuer	(916) 227-3754

Wanted Persons/Check Cashers/ Restraining Orders Data Base Audits Section	Valerie Fercho-Tillery	(916) 227-3732
Systems Information Section Stolen Vehicles and Boats/ Secondhand Dealer/ Automated Firearms/Property	JoAnna Deiter	(916) 227-3721
Violent Crime Information Center Investigative Services/SHOP Programs Sex Offender Tracking Program Supervised Release File Missing and Unidentified Persons	Norm Pierce Randy Poole Margaret Moore Alfred Boehm Dennis Hilburn	(916) 227-1174 (916) 227-1364 (916) 227-4199 (916) 227-4816 (916) 227-4108
<b>Assistant Chief</b> Information Expedite Program Child Protection Program Legislation Communications Administration Program CLETS Administration	<b>Debbie Hesse</b> Bud Wilford Martha Cook John Woods  George Renfroe Tracy Fletcher-Bowman	<b>(916) 227-2372</b> (916) 227-3263 (916) 227-3263 (916) 227-3283  (916) 227-3863 (916) 227-3676
<b>Assistant Chief</b> Criminal Justice Statistics Center Statistical Analysis Center Special Requests/Special Data Statistical Data Center	<b>Jack Scheidegger</b>  Steve Galeria Linda Nance Debbie McLaughlin	<b>(916) 227-3552</b> (916) 227-3494 (916) 227-3282 (916) 227-3509 (916) 227-3515
<b>O. J. "BUD" Hawkins Data Center</b>		
<b>Chief</b>	<b>Application Development Bureau Mike Cuccia</b>	<b>(916) 227-3113</b>
<b>Chief</b>	<b>Departmental Services Bureau Sheri Hofer</b>	<b>(916) 227-3095</b>
<b>Chief</b>	<b>Hawkins Data Center Bureau Cuong Nguyen</b>	<b>(916) 227-3045</b>
<b>Chief</b>	<b>Infrastructure Support Bureau Gail Overhouse</b>	<b>(916) 227-3178</b>



**Firearms Division**

<b>Director</b>	<b>Randy Rossi</b>	<b>(916) 263-6275</b>
<b>Deputy Director</b>	<b>Tim Rieger</b>	<b>(916) 263-0802</b>
Program Manager	Steve Buford	(916) 227-4340
Firearms Administration and Special Projects	Mike Case	(916) 227-4731
Firearms Clearance Section	Anne Morey	(916) 227-3717
Firearms Information Services Section	Lesa Saville	(916) 263-4868
Firearms Licensing and Permits Section	Mike Small	(916) 227-0537
Firearms Enforcement Section	Carlos Solano	(714) 558-4238

**Division of Gambling Control**

<b>Director</b>	<b>Harlan W. Goodson</b>	<b>(916) 263-0367</b>
<b>Deputy Director</b>	<b>Bob Lytle</b>	<b>(916) 263-5778</b>
Special Agent-in-Charge, Licensing	Sam Dudkiewicz	(916) 263-0366
Special Agent-in-Charge, Compliance and Enforcement - Sacramento	Matt Campoy	(916) 263-0362
Special Agent-in-Charge Compliance and Enforcement - San Diego	Ernest Duran	(858) 268-5475
Tribal Liaison	Dale Chun	(916) 263-3185
Senior Audit Manager Administration	Susan Harrigan	(916) 263-0306

## ADVANCED TRAINING CENTER

The Advanced Training Center (ATC) provides training in narcotic investigation and specialized investigative techniques to California and selective out-of-state law enforcement personnel and provides and coordinates in-service training for peace officer employees of the Department of Justice.

### SERVICES

- C **LAW ENFORCEMENT TRAINING PROGRAM.** The ATC, working in cooperation with the Commission on Peace Officer Standards and Training (POST), has developed and offers a wide variety of courses related to specialized investigative training for law enforcement. The current course catalog for the ATC features 27 specialized investigative courses and 14 skills and knowledge modular law enforcement courses as certified and funded by POST.
  
- C **NARCOTIC TRAINING PROGRAM.** In cooperation with POST, the ATC offers several comprehensive narcotic training courses for law enforcement agencies on a continuous statewide basis. The ATC is in partnership with the U.S. Department of Justice, receiving funds through the Community Oriented Policing Services Program, creating the Western States Regional Training Center. The mission of this Training Center is to present a variety of clandestine laboratory investigation courses for California law enforcement personnel and law enforcement personnel from 13 western regional states.
  
- C **FIREARMS/TACTICAL TRAINING PROGRAM.** The ATC is responsible for developing and presenting a number of in-service training programs for our agents to include a variety of firearms related courses, defensive tactics course and tactical enforcement training. The in-service law enforcement training program provides our agent employees with the knowledge, skills, and expertise to protect themselves, their team members, and the citizens of California.
  
- C **SPECIAL AGENT ACADEMY PROGRAM.** The ATC oversees the presentation of the Basic Specialized Investigator Course which is presented to newly hired special agent trainees within our department. In addition, the ATC also presents a six week Special Agent Orientation Course for those experienced agents hired to our department from allied law enforcement agencies.

See also: Appendix C, Parts 1 and 2.

### INQUIRIES

California Department of Justice  
Division of Law Enforcement  
Mission Support Branch  
Advanced Training Center  
11181 Sun Center Drive  
Rancho Cordova, CA 95670  
(916) 464-1200  
FAX: (916) 464-5577

## **APPLICANT AGENCY COMPLIANCE AND TRAINING SECTION**

The Applicant Agency Compliance and Training Section's mission is to ensure applicant agencies authorized to receive Criminal Offender Record Information (CORI) are aware of their responsibility for the security and confidentiality of the CORI responses received from the Department of Justice as a result of applicant fingerprint submissions.

### **SERVICES**

- Conducts audits of applicant agencies which submit fingerprints to Department of Justice for employment, licensing and certification purposes.
- Conducts investigations, as appropriate, involving the misuse of CORI security requirements (Section 11079 of the Penal Code).
- Acts as a consultant and liaison to applicant agencies for CORI security guidelines and assists with resolving problems associated with submitting and receiving criminal background information for applicant purposes.
- Conducts training and seminars on the proper security requirements for obtaining and receiving CORI as a result of applicant fingerprint submissions.
- Conducts site inspections of agencies receiving electronic CORI responses.
- Assesses requests for authorization to obtain state criminal history information (Section 11105 of the Penal Code).

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
CJIS Operations Support Bureau  
Applicant Agency Compliance and Training Section  
P. O. Box 903427  
(916) 227-3755 (CALNET) 498-3755  
FAX (916) 227-2545

## **APPLICANT PROCESSING**

The Bureau of Criminal Identification and Information (BCII) receives and processes requests for applicant background clearance checks. Requests are received either electronically or by manual hard card submissions. The number of electronic submissions continues to grow as the availability of Live Scan devices increases throughout the State.

### **SERVICES**

- C Assists in authorizing new agencies to submit applicant background checks.
- C Reviews criminal records to ensure dissemination criteria meets legal mandates.
- C Provides criminal background clearances.
- C Serves as the central contact for processing Federal Bureau of Investigation (FBI) applicant background requests.
- C Provides subsequent arrest information to authorized agencies.
- C Provides applicant processing and follow-up information.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Applicant Processing Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3823 (CALNET) 498-3823

## **ARREST AND DISPOSITION REPORTING**

This program provides services in the areas of reporting information, field training, and on-site analysis of reporting problems related to arrest fingerprint cards and dispositions.

### **SERVICES**

- Serves as the primary contact for local agencies on matters concerning reporting problems, submissions, and requirements. Coordinates efforts between law enforcement agencies and division programs to improve the reporting of arrest and disposition data.
- Conducts training sessions for criminal justice agencies on rap sheet interpretation and procedures for completing arrest and disposition reports.
- Evaluates local processing problems and develops recommendations for their resolution.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
CJIS Operation Support Bureau  
Field Operations Program  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3755 (CALNET) 498-3755  
FAX: (916) 227-3658

For Disposition of Arrest and Court Action, the JUS 8715 form (adults) or 8716 (juveniles) form must be completed and sent to:

Bureau of Criminal Identification and Information  
Disposition Update Section  
P.O. Box 903417  
Sacramento, CA 94203-7170

To order the JUS 8715 or 8716 forms, contact BCII at (916) 227-3397; or by e-mail at [Disposition.BCII@doj.ca.gov](mailto:Disposition.BCII@doj.ca.gov).

## **ASSET FORFEITURE**

The Asset Forfeiture Program provides training, information, and investigative assistance to local, state, and federal law enforcement agencies involved in seizing assets from illicit drug traffickers.

### **SERVICES**

- Provides financial investigation expertise to assist law enforcement in the application of state and federal asset forfeiture laws, including the development of probable cause and supportive evidence for the seizure of assets.
- Coordinates and responds to federal, state and local law enforcement requests for asset forfeiture/financial information.
- Provides training to develop the highest possible level of financial investigative expertise and capability among California law enforcement agencies to maximize the implementation and effectiveness of the state and federal asset forfeiture laws.
- Provides information on Health and Safety Code Section 11469, et. seq., and other forfeiture provisions of Title 21 USC, Section 881.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Financial Investigations Program  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-3983 (CALNET) 498-3983  
FAX: (916) 227-0546

## **AUTOMATED CRIMINAL HISTORY AUDITS**

The Automated Criminal History Audits Section provides technical assistance in the proper use and dissemination of Criminal Offender Record Information (CORI) by criminal justice agencies.

### **SERVICES**

- Audits criminal justice agencies or authorized persons using CORI to ensure compliance with state regulations.
- Coordinates activities with interstate systems for exchange of CORI.
- Handles complaints regarding unauthorized access and misuse of CORI.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
CJIS Operations Support Bureau  
Automated Criminal History Audits  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3459 (CALNET) 498-3459  
FAX: (916) 227-4997

## **AUTOMATED FIREARMS SYSTEM**

The Automated Firearms System (AFS) is a statewide, online data base of serialized firearms records that is divided into two segments: law enforcement and historical records. Law enforcement records consist of firearms that are either stolen, lost, found, under observation, held in evidence, crime gun, destroyed, institutionally registered or retained for official use. Historical records are comprised of firearms associated with a person. These records consist of the Dealer's Record of Sale (DROS) of revolvers or pistols; pawn, buy, or consignment transactions; licenses to carry concealed weapons; assault weapon registrations; voluntary firearm registrations, firearms sold at auctions, operation of law, new residents, collector's and pawn redemption.

### **SERVICES**

- Provides firearms information to criminal justice agencies to assist in the identification and recovery of stolen and lost firearms, and to assist in the apprehension and prosecution of persons involved in illegal firearms activity.
- Provides data base instructions and technical assistance to AFS users.
- Provides law enforcement agencies with special searches and listings from the AFS file by record type, gun type or make, agency, city or county, and etc.
- Provides law enforcement agencies with "name flags" or "weapon flags" for subsequent firearm activity notification on persons or firearms.
- Provides law enforcement agencies with batch cancellation of their records in AFS.
- Provides appropriate firearm statistical information to the news media, Legislature, criminal justice agencies, and the general public.
- Provides certified copies of firearm records in AFS for court use.
- Provides a statewide listing of persons who make multiple purchases during a specified period.
- Provides citizens with a listing of their DROS records in AFS.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Systems Information Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3687 (CALNET) 498-3687  
FAX (916) 227-3774



## **AUTOMATED LATENT PRINTS**

The Automated Latent Print System (ALPS) became operational on October 9, 1985, as a component of the California Identification (Cal-ID) System; provides the ability to search latent impressions developed on physical evidence against a data base of known criminal offenders.

### **SERVICES**

- Provides latent print “cold search” services for law enforcement agencies.
- Provides fingerprint comparisons on thumb prints appearing on multiple Department of Motor Vehicles (DMV) documents used for fraudulent purposes.
- Provides expert court testimony for ALPS and DMV cases.
- Provides POST training to law enforcement agencies on fingerprint pattern interpretation based on the Henry System.
- Conducts latent finger and latent palm print searches for California law enforcement agencies that do not have the resources to complete their own processing.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
CAL-ID Program  
P.O. Box 168007  
Sacramento, CA 95816-8007  
(916) 227-3314 (CALNET) 498-3314

## **AUTOMATED PROPERTY SYSTEM**

The Automated Property System (APS) is a statewide, online data base of serialized and non-serialized property. It contains records of property that has been stolen, lost, found, under observation, held for evidence, pawned or bought.

### **SERVICES**

- Provides data base instructions and technical assistance to APS users.
- Provides law enforcement personnel with a rapid means of identifying serialized property that may be stolen and persons who may be involved in stolen property crimes.
- Provides investigative leads to law enforcement in identifying stolen property and persons who may be involved in property crimes.
- Conducts special searches and provides listings from APS by record type, article, brand, agency or county.
- Provides law enforcement agencies with a “name flag” in APS for the subsequent pawn/buy activity of a person.
- Provides “frequent pawnor” lists by agency or county of individuals conducting pawn/buy activities. This information is often used as an investigative tool in tracking suspects involved in property crimes.
- 

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Systems Information Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3757 (CALNET) 498-3757  
FAX: (916) 227-3774

## **AUTOMATED SUPPORT PROGRAM**

The Automated Support Program (ASP) provides management and coordination of all automated projects within the Bureau of Criminal Identification and Information and acts as the system administrator for the Department's Automated Criminal History System (ACHS). ASP also provides technical assistance to the Networked AFIS Transaction Management System (NATMS), Automated Disposition Processing Process (ADPP), the Live Scan network, and the Electronic Disposition Reporting, acting as Program Administrator for NATMS.

### **SERVICES**

- Develops Technical Assistance and Specifications.
- Develops specifications and technical assistance to agencies for MNI and ACHS.
- Designs, develops, and implements new system applications and interfaces, including detailed specification writing, general system design, and functional requirements for new systems being proposed.
- Provides program administration of NATMS, including analysis and monitoring of system operations, development of specifications, coordination of acceptance testing for installation of new and modified software.
- Acts as liaison between criminal justice agencies, Department programs and Department and vendor technical staff.
- Prepares ACHS guidelines and requirements for law enforcement agencies developing systems for reporting data to the Department via tape/electronic submission.
- Prepares, updates, and maintains ACHS instructional manuals for dissemination to authorized users of criminal history information. The manuals contain summarized and detailed procedures regarding the manual and automated criminal history systems.
- Acts as liaison between superior courts, internal and external vendor staff and department programs.
- Participates with statewide organizations to provide training and departmental automation updates.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Automated Support Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3868 (CALNET) 498-3868

## **AVIATION OPERATIONS**

Aviation Operations is part of the Mission Support Branch. Operating from bases in Sacramento, Fresno, and Long Beach, Aviation Operations provides all Bureaus and Divisions within the Department of Justice, as well as local law enforcement, with aviation services.

### **SERVICES**

- Provides covert aerial surveillance services with specially equipped fixed wing aircraft; provides this support in all types of criminal investigations; provides surveillance services in conjunction with a ground surveillance team.
- Provides electronic beacon tracking services in all types of criminal investigations; maintains a number of fixed wing aircraft equipped with electronic directional beacon receiving units.
- Provides aerial photography and reconnaissance services in all types of criminal investigations; maintains aircraft specially equipped for these types of missions.
- Provides thermal imaging services in all types of criminal investigations, as well as search and rescue operations; maintains helicopters equipped with forward looking infrared systems (FLIR).
- Provides tactical team transportation to both DOJ tactical teams and local law enforcement tactical teams who have been trained in tactical helicopter operations; maintains a Bell UH-1 Huey for these types of missions. The aircraft is capable of carrying a fully equipped tactical team and flight crew.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Mission Support Branch  
Aviation Operations  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 225-1818  
FAX: (916) 255-1844  
Aviation Duty Officer Pager: (916) 948-4551

## **CALIFORNIA CENTRAL PHOTOGRAPH INDEX (CAL-PHOTO)**

Cal-Photo allows law enforcement agencies, using Internet browser technology, to exchange mugshot and driver's license photographs with one another in a timely manner regardless of difference in their technical infrastructures.

Cal-Photo is a centralized index of images. The central index is populated with personal data record information integrated from each of the participating agencies. The photograph for the record remains on the participating agency's image server and is retrieved via the browser using a Uniform Resource Locator (URL). The delivery of the personal data record and photo image appear almost simultaneously to the user.

Cal-Photo also provides a link to the driver's license photographs resident in the Department of Motor Vehicles driver license database.

### **SERVICES**

- Provides statewide automated indexing of the participating law enforcement agencies criminal photographs.
- Provides a link to the driver's license photographs maintained by the Department of Motor Vehicles to law enforcement agencies.
- Provides technical assistance and specifications to agencies interested in integrating with the Cal-Photo central index.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Cal-Photo Program  
4949 Broadway, Room H229  
Sacramento, CA 95820  
(916) 227-5774  
FAX: (916) 737-2129  
e-mail: calphoto.bcii@doj.ca.gov

## **CAL-ID/FINGERPRINTS**

The Bureau of Criminal Identification and Information maintains a central repository of fingerprints and administers the statewide Cal-ID Automated Fingerprint Identification System (AFIS) through which positive identification of individuals can be determined. Fingerprints submitted by law enforcement, employment, and state regulatory agencies are classified, searched, verified, and indexed in the AFIS and manual files. The Bureau maintains the central site for the AFIS and the Integrated Image Controller data bases.

### **SERVICES**

- Searches and conducts verifications of criminal and non-criminal fingerprints submitted by law enforcement.
- Provides certified copies of fingerprints for use in civil legal proceedings and administrative hearings within California and in other states. A Subpoena Duces Tecum or a Court Order is required in most cases.
- Provides expedited search and identification services of fingerprints in the Cal-ID/AFIS when needed for criminal justice and other public safety purposes.
- Provides special fingerprint search and identification services in the Western Identification Network (WIN) data base that represents the states of Nevada, Washington, Oregon, Arizona, Utah, Alaska, Montana, Idaho, and Wyoming.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
CAL-ID Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3307 (CALNET) 498-3307  
FAX: (916) 456-9054

CAL ID Data Base Service  
(916) 227-3312 (CALNET) 498-3312

Certified Copies of Fingerprints  
(916) 227-3307 (CALNET) 498-3307  
FAX: (916) 456-9054

## **CALIFORNIA ANTI-TERRORISM INFORMATION CENTER**

The California Anti-Terrorism Information Center (CATIC) serves as the central collection point for all law enforcement intelligence-related to terrorism. CATIC collects, analyzes develops, and quickly disseminates terrorism-related intelligence to California law enforcement agencies and the Federal Bureau of Investigation (FBI). Each law enforcement agency in California has received a CATIC Reference Manual and CATIC Operations Manual detailing the structure, purpose, and processes used by CATIC.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
California Anti-Terrorism Information Center  
4949 Broadway, Room E-131  
Sacramento, CA 95820  
(916) 227-1230  
FAX (916) 227-1228 / (916) 227-0335

## **CALIFORNIA AUTOMATED PALM PRINT SECTION**

The manual Palm Print file was established at the Department of Justice (DOJ) in August 1995; by February 1, 2001, the file contained subjects who were required by statute to register with the DOJ. On January 1, 1999, the law was modified to include additional felony convictions (California Penal Code Section 296), as well as registrants. Comparisons of latent palm impressions against this file are made when suspects are known to law enforcement agencies. Unlike the Automated Latent Print System, a cold search capability does not exist at this time.

In April 1999, a Palm Print Advisory Committee consisting of representatives from sheriff and police departments was formed to assist the DOJ in designing and implementing an automated palm print system.

### **SERVICES\***

- Provides law enforcement agencies the ability to transmit palm prints, including the writer's palm impressions, electronically through Cal-ID.
- Provides electronic "cold search" capability using latent palm impressions.
- Conducts latent palm print searches for California law enforcement agencies that do not have the resources to complete their own palm processing.
- Receives palm print cards and maintain manual files pursuant to California Penal Code sections 11105 and 296.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
P.O. Box 168007  
Sacramento, CA 95816-8007  
(916) 227-3314 (CALNET) 498-3314

\* Automated services will be available once the California Automated Palm Print System (CAPPS) is implemented.



## **CHECK CASHERS PERMIT UNIT**

The Check Cashers Permit file, a statewide, off-line file of licensed check cashers, was established on January 1, 1995, pursuant to California Civil Code Section 1789.37. The Check Cashers Permit Unit contains information on applications for a check cashers permit and issues permits to authorize people to conduct check cashing businesses. Information on the legal requirements for conducting a check cashing business in California is also provided

### **SERVICES**

- Provides consumers who use check cashing businesses with greater protection and security.
- Provides information to law enforcement agencies, check cashers and the general public about the check cashers laws and regulations.
- Provides information to applicants regarding requirements for issuance and renewal of a check cashers permit.
- Provides background record checks on applicants and issues or renews permits for eligible businesses.
- Denies applications for a check cashers permit to any person convicted of a felony involving dishonesty, fraud, or deceit, if the crime was related to a person engaged in the business of check cashing.
- Provides information on the permit status of check cashing businesses to criminal justice agencies and the public.
- Sends pre-renewal permit notices to check cashers to ensure timely annual renewals and compliance with state law.
- Reviews subsequent arrest notifications when a check casher is convicted of specified felony charges.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Check Cashers Permit Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3250 (CALNET) 498-3250  
FAX: (916) 227-3774

## **CHILD PROTECTION PROGRAM**

The Child Protection Program maintains the Child Abuse Central Index (CACI) which contains information on investigated incidents of child abuse reported to the Department of Justice by investigating agencies. These agencies include police, sheriffs, county welfare, and probation departments. The CACI includes information such as the name of suspect(s), personal descriptors, and whether the allegation of abuse is substantiated or inconclusive. The primary use of the file is as a “pointer” to the more comprehensive reports maintained by local investigating agencies. Also included in the CACI is the name of the agency investigating the case, file numbers or reference names, and the type of abuse investigated.

### **SERVICES**

- Conducts CACI name searches of suspect(s) and victim(s) listed on the child abuse investigation report and notifies the requesting agencies of any prior report(s) of child abuse.
- Conducts CACI name searches of applicants for out-of-home child care service licenses, child care employment, child placement, adoptive parents, and trustline applicants to determine if there is prior child abuse history. If a history is found, the licensing authorities are referred to the reporting investigating agency.
- Accepts facsimile and teletype requests for expedited CACI name searches from authorized agencies with response times of 2 hours and 24 hours, respectively.
- Assists investigating agency, district attorneys’ offices and other authorized agencies to meet statutory reporting requirements and/or to access CACI information for child abuse investigation or child emergency placement.
- Provides statewide training on investigating agency requirements for child abuse reporting and information on Child Protection Program services.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Child Protection Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3285 (CALNET) 498-3285  
FAX: (916) 227-3253

## CHILD SUPPORT PROGRAM

The Child Support Program began in 1953 and consists of the California Parent Locator Service and the California Central Registry. Each operation acts in differing ways to assist California's local child support enforcement agencies in other states and nations. The program is governed by California Welfare and Institutions Code Sections 11478 and 11478.5, as well as the provisions of the Federal Code of Regulations, Title 45, Parts 300-399.

### SERVICES

- Provides the location of non-supporting parents to authorized requesters through the coordinated use of governmental data.
- Coordinates the state's effort to collect child support arrears through a compact with the Internal Revenue Service.
- Provides high-level technical support and training to county child support agency staff in interpreting data pertinent to child support obligors.
- Acquires specific information, including photographs, to identify non-supporting parents.
- Provides a legal review of child support cases wherein the responding jurisdiction is a California agency.
- Maintains an open line of interstate communication in order to ensure support enforcement cases are managed appropriately.
- Provides mediation intervention services in cases of jurisdictional dispute.

### INQUIRIES

California Department of Justice  
Division of California Justice Information Services  
CJIS Operations Support Bureau  
Child Support Program  
P.O. Box 903300  
Sacramento, CA 94203-3000  
(916) 323-5628 (CALNET) 473-5628  
FAX: (916) 323-5669

**(The Child Support Program will transfer from the Department of Justice to the Department of Child Support Services effective July 2003. Their phone numbers will remain the same.)**

## **CLANDESTINE LABORATORY ENFORCEMENT PROGRAM**

More clandestine laboratories, producing illegal drugs, operate in California than in the other 49 states combined. The Clandestine Laboratory Enforcement Program (CLEP) serves as California's lead unit in the investigation and arrest of clandestine laboratory operators. CLEP also assists local, federal, and state law enforcement agencies on clandestine laboratory investigations and enforcement. This program is dedicated to locating and prosecuting the operators of illicit laboratories and their chemical suppliers.

### **SERVICES**

- C Provides coordination between law enforcement agencies involved in clandestine laboratory investigations.
- C Provides analytical support in the way of link analysis, event flow analysis and telephone toll analysis on major clandestine lab investigations.
- C Provides laboratory safety certification classes, annual re-certification classes and supervisory certification classes to state, federal and local law enforcement and forensics personnel.
- C Provides laboratory training and expertise nationwide.
- C Assists the Department of Toxic Substance Control (DTSC) with expertise on clandestine laboratory toxic waste removal.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Clandestine Laboratory Enforcement Program  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-3959 (CALNET) 498-3959  
FAX: (916) 227-0546

## **CLETS ADMINISTRATION SECTION**

The CLETS Administration Section (CAS) is responsible for the overall administrative management of the California Law Enforcement Telecommunications System (CLETS), in accordance with California Government Code sections 15150 through 15167. The CAS provides administrative and technical support to over 1,200 local, state, and federal law enforcement and criminal justice client agencies regarding system changes, terminal access authorizations, system security, and CLETS law and policy requirements.

### **SERVICES**

- Assigns terminal mnemonics and authorizations for 56,000 devices accessing CLETS. Processes new, changed and deleted terminal mnemonics.
- Coordinates the resolution of network problems with CLETS users and the O. J. “Bud” Hawkins Data Center. Provides consultation and coordination of system changes.
- Processes applications for new, upgraded or special service.
- Develops, distributes, and consults on the CLETS Operating Manual, the CLETS Computer Interface Rules and Requirements, and the CLETS Policies, Practices and Procedures. The CAS also publishes and distributes the CLETS/CJIS Update Newsletter, and the annual Roster of Police Chiefs, Sheriffs Departments, District Attorneys and Probation Departments.
- Provides for the daily distribution of all system manuals relevant to data files accessed through CLETS.
- Assists agencies in misuse allegations, criminal/civil investigations, diagnostics, etc., regarding CLETS-provided data base file information by performing offline journal searches, online security routines, and online monitoring of message traffic.
- Coordinates requests from law enforcement agencies for Originating Agency Identifier (ORI) numbers through the FBI/NCIC for the DOJ control terminal officer.
- Coordinates the interfacing of CLETS to CJIS, NCIC, NLETS, DMV, the state of Oregon, and the state of Nevada, including an All Points Bulletin network service for all DOJ client agencies.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
CLETS Administration Section  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3677 (CALNET) 498-3677  
FAX: (916) 227-0696

## **COMMAND CENTER**

- Provides expedited criminal history information to law enforcement and other criminal justice agencies 24 hours a day, seven days a week.
- Provides assistance to agencies experiencing problems with the Criminal Justice Information System (CJIS).
- Provides an off-hour telephone hotline to receive information from the public on missing children or dependent adults and forwards this information to appropriate law enforcement agencies.
- Provides off-hours telephone and data base assistance on Stolen Vehicles, Wanted Persons, Child Abuse, Stolen Property, Firearms, Domestic Violence Restraining Order file users, as well as performing liaison for Bureau of Narcotics Enforcement, Bureau of Investigation, and the Laboratory Analysis offices statewide.
- Provides liaison assistance between the Office of Emergency Services and Department of Justice (DOJ) in the event of major disasters.
- Provides access and assistance to the public on matters affecting registration for victims of identity theft to the Identity Theft Database.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Information Expedite Program  
Command Center  
P. O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3244 (CALNET) 498-3244  
FAX: (916) 456-0351

## CRIMINAL HISTORY RECORDS

The Department's criminal history system is a summary of arrests, dispositions and custodies for every person with a California criminal. The Department also maintains applicant records. At the current time, there are three types of records kept within the Department: manual records, automated records and hybrid records. The Department maintains these records and disseminates record information to authorized criminal justice and applicant regulatory agencies. The Master Name Index (MNI) in the Automated Criminal History System (ACHS) provides an index to all records - manual, hybrid and automated.

## SERVICES

- **Manual Records** - These are typically all-applicant records or criminal records established before the existence of the ACHS, and for which there has been no recent activity. Each folder contains a typed *rap sheet* or compilation of that subject's applicant and/or criminal activity. Even though the record is manual, the person's name, State Identification Number (SID), type of record (applicant or criminal) and certain personal information are available on the ACHS. For manual records, the SID is preceded by the letter "M" indicating the record is manual and agencies need to contact the Command Center at the Department of Justice (DOJ) at (916)227-3244 to obtain a copy of the record.
- **Automated Records** - These are applicant and criminal records established subsequent to the implementation of the ACHS and contain the subject's entire criminal and applicant history. For automated records, the SID is preceded by an "A" to indicate the entire record is automated.
- **Hybrid (partially automated) Records** - These are applicant and criminal records originally established as manual records, but any new activity has been recorded on the ACHS. For hybrid records, the SID is preceded by a "H" to indicate the record is a hybrid. A hybrid inquiry into the ACHS will show the subject's most recent criminal and applicant activity, with a notation that the record is only partially automated, and instructions on how to obtain the manual portion of the record.

## INQUIRIES

Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3400 (CALNET) 498-3400

## **CRIMINAL RECORD PURGE**

The Department of Justice established Criminal Record Purge activities in 1974 as a one-time project designed to eliminate old and outdated records. The Department then became the first agency in the United States to implement an on-going criminal record retention and purge program. The policy which governs the purging of criminal records was originally set by an inter-divisional committee on criminal records, made up of various law enforcement officials and private citizens.

### **SERVICES**

- C     Reviews various criminal history records to implement the Department's purge criteria. Records identified with non-criminal inquiries such as applicant fingerprint background checks and record review requests are routinely reviewed. If qualified, these records are purged before a response is made. The Department's purge criteria are listed below:
- C     All criminal records except those that have been sealed or contain specified marijuana charges described below are retained by the Department until the subject reaches the age of 100.
- C     Health and Safety Code Section 11361.5 requires destruction of certain marijuana and marijuana-related entries within two years of the date of conviction or the date of arrest if there was no conviction.
- C     Health and Safety Code Section 11361.5(b) requires the Department to remove specified entries from its records upon application by the subject of the record. Any person arrested or convicted for any of the charges specified in Health and Safety Code Section 11361.5(b) may petition the Department to destroy his/her record. Form BCII 8033, "Application to Destroy Arrest/Conviction Records," is available from the Record Management Unit. Additionally, the Department is under court order to remove these entries from any record prior to dissemination to any entity.
- C     Notify the FBI when specific arrests and/or entire records are purged from the Department's files.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Management Unit  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-2405 (CALNET) 498-2405



## **CRIMINAL JUSTICE STATISTICS CENTER**

Per California Penal Code Sections 13010 - 13012, the Criminal Justice Statistics Center (CJSC) is responsible for providing a reliable set of statistics describing the nature and extent of crime and criminal justice in California.

CJSC is comprised of the Statistical Data Center (SDC) and the Statistical Analysis Center (SAC).

The Statistical Data Center maintains statewide criminal justice statistical information collected from more than 1,000 California law enforcement agencies. SDC evaluates, verifies, and ensures the integrity of the data before providing it to the Statistical Analysis Center. Data collected include information on crimes, arrests, homicide, arson, domestic violence-related calls for assistance, hate crimes, adult probation, citizens complaints against peace officers, violent crimes committed against senior citizens, death in custody, law enforcement personnel, juvenile court and probation, law enforcement officers killed or assaulted, adult felony arrest dispositions, concealable weapons charges, and anti-reproductive rights crime.

The Statistical Analysis Center is responsible for the dissemination, interpretation and analysis of the criminal justice data that is collected by the SDC. Unit personnel seek to determine trends, formulate projections, and evaluate the effectiveness of programs and policies. These analyses are offered in the form of legislatively mandated publications, special studies, or responses tailored to special requests. Annual publications provide statistical profiles of criminal justice activities in each of California's 58 counties and statewide analyses of crime & delinquency, homicide, hate crime, and concealable firearms charges. In addition, a number of special studies are conducted each year.

### **SERVICES**

- Provides training to law enforcement agencies on how to report statistical data.
- Provides statistical reporting audits to contributing agencies.
- Provides interpretation and analysis of the criminal justice data through annual publications and a website: <http://caag.state.ca.us/cjsc>
- Provides statistical data that is collected by CJSC upon request.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis Criminal Justice Statistics Center  
P.O. Box 903427  
Sacramento, CA 94203-4270  
[cjsc@doj.ca.gov](mailto:cjsc@doj.ca.gov)

Statistical Analysis Center  
Special Requests  
(916) 227-3509

Statistical Data Center  
Uniform Crime Reporting  
(916) 227-0540

## **DATA BASE AUDITS**

The Department of Justice (DOJ) and the FBI's National Crime Information Center (NCIC) have established policies, standards and regulations to ensure the integrity of information in their data bases. As a result, the Data Base Audits Section (DBAS) is responsible for conducting biennial audits of agencies that maintain and access information in NCIC and DOJ's Criminal Justice Information System (CJIS).

The on-site audit consists of a review of agency supporting documentation, record keeping procedures and compliance with CJIS and NCIC data base standards. It includes a comparison of selected online data base entries maintained in the Stolen Vehicle, Stolen Boat, Automated Firearms, Wanted Persons, Domestic Violence Restraining Order System, and Missing Persons systems against the agency's master file. The record comparison process concentrates on invalid, inaccurate, incomplete, undocumented records and reports not located. Through detection of errors and omissions in automated records and securing corrections by the contributor, the quality of information in the data bases is improved; the risk of inappropriate arrests or property seizures is diminished; and the apprehension and/or return of wanted and missing persons is increased.

Court decisions have assigned liability to the originators of erroneous records, the recipients of the records, and providers of law enforcement data bases. Courts have directed participants to ensure that the information exchanged is accurate, complete, timely and current. By improving the quality of records in the various data bases, the audits reduce the risk of civil liability to federal and state providers of the data and to the agencies that use the data.

## **SERVICES**

- Completes audits to ensure compliance with established policies, regulations and procedures as they relate to CJIS and NCIC data base records.
- Reports findings of audits to the FBI/NCIC, the Department of Justice, and local agency management.
- Recommends procedural changes in agency record keeping.
- Recommends the need for data base training to agencies.
- Provides a listing of agency records for self-audit use.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Data Base Audits  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3746 (CALNET) 498-3746  
FAX: (916) 227-3774

## **DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM (DVROS)**

DVROS is a statewide data base designed to store information identifying persons named in a restraining order. Information in DVROS is used by law enforcement to identify persons named in a restraining order and retrieve the term and conditions of the restraining order. DVROS is also accessed by DOJ's Dealer Record of Sale (DROS) Denial Review Unit to process DROS documents for firearms clearance. Penal Code Section 12021(g) prohibits any person identified as the subject of certain restraining orders from purchasing or receiving firearms.

DVROS became operational on February 4, 1991. Over the years, the types of restraining orders mandated by law for entry into the system has increased from two to twelve. On December 1, 1999, DOJ completed an interface to allow DVROS to programmatically forward restraining order information to the Federal Bureau of Investigation's Protection Order File. As of July 2002, DVROS had over 224,000 restraining orders on file.

The Violation Message, a recent enhancement to DVROS, allows agencies the ability to add information on violations of restraining orders to the existing order in DVROS. The Violation Message has been designed to allow law enforcement and criminal justice agencies the capability to enter reported restraining order violations onto any record in DVROS. In the future, the Violation Messages will be electronically forwarded to the prosecuting agency in the jurisdiction where the message originated.

The DVROS is being enhanced to retain expired restraining orders and their violation for five years after the expiration date. This feature should be available by July 2003.

### **SERVICES**

- Conducts statewide information seminars with law enforcement, courts, district attorneys' offices, and victim/witness centers about the entry of information into the DVROS, the various types of restraining orders and new and proposed legislation concerning domestic violence.
- Assists law enforcement agencies with entry and update transactions into DVROS.
- Provides a central repository of domestic violence restraining orders and their possible violations for rapid retrieval by law enforcement agencies.
- Provides information to the DROS Denial Review Unit for firearms clearance purposes.
- Notifies agencies if the subject of their DVROS record attempts to purchase a firearm.
- Conducts special searches of the DVROS for law enforcement.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Domestic Violence Restraining Order System  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-6876 (CALNET) 498-6876  
FAX: (916) 227-3774

## **EMERGENCY OPERATIONS CENTER**

The Emergency Operations Center (EOC) is activated by the EOC Coordinator when disaster, civil disturbances or major emergencies threaten public safety or DOJ facilities. The EOC coordinates the use of DOJ personnel and materials 24 hours a day. The Command Center and Teletype Unit become the DOJ's emergency message center. The EOC's main responsibility is to keep the Attorney General informed of threats to public safety during such times and to support the Office of Emergency Services and local law enforcement in the affected area(s). The Command Center staff provide a vital link between the EOC and law enforcement agencies during emergencies.

### **SERVICES**

- Coordinates DOJ emergency responses with local agencies, 24 hours a day, seven days a week.
- Coordinates and maintains liaison with the Office of Emergency Services (OES) during all major statewide disasters.
- Coordinates with OES for DOJ services or equipment during emergencies.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Information Expedite Program  
Emergency Operations Center  
Attention: EOC Coordinator  
P. O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3244 (CALNET) 498-3244

## **FIELD OPERATIONS**

The Field Operations Section provides training and technical assistance for users of the California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information System (CJIS), and the National Crime Information Center (NCIC).

### **SERVICES**

- Develops communications in a liaison capacity to California criminal justice agencies for matters pertaining to the Department's Information Bulletins, the impact of proposed or enacted legislation, and changes in policies and/or reporting requirements.
- Coordinates the Attorney General Zone meetings and awards program.
- Conducts CLETS/CJIS training at police and sheriffs' academies, regional criminal justice training centers, and individual law enforcement agencies.
- Acts as a consultant to criminal justice agencies which are planning, implementing or modifying automated criminal justice systems.
- Conducts terminal inspections to determine compliance with CLETS/NCIC operating policies, practices and procedures.
- Disseminates information to clients on revised procedures, policies, rules and regulations that affect CLETS/CJIS and the NCIC.
- Trains law enforcement/criminal justice agencies on the submission of fingerprints to the Department of Justice (DOJ) and their areas of responsibility for the handling, security and destruction of Criminal Offender Record Information (CORI).
- Trains criminal justice agencies on the interpretation of rap sheets, submission of fingerprints, reporting of arrests and dispositions to DOJ, NCIC requirements and CJIS databases.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
CJIS Operation Support Bureau  
Field Operations  
P.O. Box 903427  
(916) 227-3755 (CALNET) 498-3755  
FAX: (916) 227-3658

## **FINANCIAL INVESTIGATIONS/MONEY LAUNDERING**

The Financial Investigations Program provides coordination, training, information, and investigative assistance to departmental and other state and local law enforcement agencies involved in money laundering, financial investigations and asset forfeiture activities. This program includes a headquarters element and agents and investigative auditors assigned to financial investigation/money laundering duties in the nine Bureau of Narcotic Enforcement (BNE) regional offices.

The program carries out the DOJ's responsibilities under state money laundering and currency transaction reporting statutes that became effective January 1, 1987.

### **SERVICES**

- Collects and analyzes reports submitted by California financial institutions, including card clubs, of cash transactions exceeding \$10,000 and reports possible money laundering violations to appropriate criminal justice agencies.
- Responds to requests for financial information from state and local law enforcement agencies involved in money laundering, narcotic and financial investigations.
- Serves as the state/local coordinator for state and local law enforcement agency requests for information from the U.S. Department of Treasury Financial Crimes Enforcement Network (FinCEN); assists these agencies in obtaining a variety of information from FinCEN's financial, commercial and law enforcement data banks.
- Conducts field audits, investigations, and training relative to violations of the money laundering statute and/or reporting requirements.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Financial Investigations Program  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-4063 (CALNET) 498-4063  
FAX: (916) 227-0546

**FIREARMS  
ASSAULT WEAPONS**

The Firearms Division maintains weapon information from registrations mandated by the Roberti-Roos Assault Weapons Control Act of 1989.

**SERVICES**

- Maintains assault weapon registration records in the Automated Firearms System for access by law enforcement agencies.
- Provides information and assistance to local law enforcement agencies, applicants, the general public, the Legislature, and the news media concerning statistics, statutes and regulations for assault weapon registration in California.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3694 (CALNET) 498-3694  
FAX: (916) 227-3700

**FIREARMS  
BASIC FIREARMS SAFETY CERTIFICATE**

**PLEASE REFER TO HANDGUN SAFETY CERTIFICATION**



**FIREARMS  
CARRY CONCEALED WEAPONS PERMITS**

The Firearms Division processes initial/renewal applications for licenses to carry concealed weapons. The unit also maintains these records in the Automated Firearms System for access by law enforcement agencies.

**SERVICES**

- C Provides concealed weapons permit statistics to the news media, the general public, and the Legislature.
- Provides background record checks for the law enforcement agencies that issue concealed weapons permits.
- Provides information and assistance to local law enforcement agencies, applicants, the general public, the Legislature, and the news media concerning statutes and regulations for concealed weapons permits in California.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3694 (CALNET) 498-3694  
FAX: (916) 227-3700

**FIREARMS  
CENTRALIZED LIST OF FIREARMS DEALERS**

The Firearms Division maintains the statewide Centralized List of properly licensed firearms dealers.

**SERVICES**

- C Tracks licensing status to ensure currency and eligibility on the list, removes dealers from the list and administers the administrative process for their removal for failure to comply with licensing requirements.
- C Provides list information to firearms dealers, gun show promoters, law enforcement agencies and others.
- C Provides statistics to the news media, law enforcement, the general public, and the Legislature.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, California 94203-0200  
(916) 227-3703 (CALNET) 498-3703  
FAX: (916) 227-3700

**FIREARMS  
CERTIFICATE OF ELIGIBILITY**

The Firearms Division processes initial/renewal applications for Certificates of Eligibility (COE). The unit also monitors this information for access by law enforcement agencies.

**SERVICES**

- C Provides background record checks on COE applicants and issues certificates to eligible recipients.
- C Provides COE statistics to the news media, the general public, and the Legislature.
- C Provides information to firearms dealers, gun show promoters, and others regarding application preparation, fee schedules, and issuance requirements.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
Applications or Prohibited Information:  
(916) 227-3694 (CALNET) 498-3694  
General Information:  
(916) 227-3703 (CALNET) 498-3703  
FAX: (916) 227-3700

**FIREARMS  
DANGEROUS WEAPONS**

The Firearms Division issues licenses and/or permits to persons to sell, transport, or possess tear gas products for law enforcement, machine guns, assault weapons, destructive devices, (including tear gas weapons), and short-barreled rifles/shotguns and conducts firearms eligibility reviews for explosive permit applicants. A central file is maintained on each person or business granted or denied a permit/license.

**SERVICES**

- Determines that all licenses and permits issued in California for machine guns, assault weapons, short-barreled rifles/shotguns, destructive devices, tear gas weapons and explosive permits meet established guidelines.
- Monitors licenses and permits to ensure the need exists for their continuation and that licenses and permits are renewed annually.
- Provides information and assistance to criminal justice agencies, licensee and permittees, applicants, and private citizens concerning California statutes and regulations on dangerous weapons.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3694 (CALNET) 498-3694  
FAX: (916) 227-3700

**FIREARMS  
DEALER'S RECORD OF SALE**

The Firearms Division processes individual sale/transfer reports of firearms to prevent the sale/transfer of these weapons to prohibited purchasers. "Reports of Firearms" includes Dealers' Record of Sale (DROS) information voluntary registrations, new residents handgun reports and curio/relic handgun reports.

**SERVICES**

- C Provides information to licensed firearms dealers and others regarding electronic/telephonic transmissions of Dealer's Record of Sale (DROS) information.
- C Provides information on request, or in cooperation with the Bureau of Alcohol, Tobacco, and Firearms, to firearms dealers and law enforcement agencies concerning California firearms statutes to prevent the sale/transfer of firearms to persons prohibited by Penal Code Sections 12021, 12021.1, or Welfare and Institutions Code sections 8100 and 8103.
- C Provides information on the eligibility of prospective firearm purchasers/transfers.
- C Provides information on California firearms statutes to criminal justice agencies, mental health facilities, the Legislature, the news media, and the general public.
- C Provides information on the dealer licensing requirements of Penal Code Sections 12070 and 12071.
- C Provides certification of "no prohibitive criminal record" to non-sponsored candidates for basic training courses certified by POST as required by Penal Code Section 13511.5.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200

General Information:  
(916) 227-3703 (CALNET) 498-3703  
Prohibited Purchaser Information:  
(916) 227-3749 (CALNET) 498-3749  
FAX: (916) 227-3744

**FIREARMS  
FIREARMS DEALER INSPECTIONS**

The Firearms Division inspects firearms dealers' places of business to ensure compliance with firearms licensing provisions.

**SERVICES**

- C Conducts on-site inspections of firearms dealers' places of business, reviews dealers' records, presents "technical assistance" reports and, if necessary, refers violations to local licensing and/or law enforcement authorities.
- C Provides information to firearms dealers, law enforcement agencies and others regarding inspection procedures and fees.
- C Provides inspection statistics to the news media, law enforcement, the general public, and the Legislature.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703  
FAX: (916) 227-3744

**FIREARMS  
FIREARM ELIGIBILITY APPLICATIONS**

The Firearms Division assesses firearms eligibility of all peace officer applicants and Department of Consumer Affairs' Firearm Qualification Card applicants.

**SERVICES**

- Provides firearm eligibility information on all peace officer applicants.
- Provides firearm eligibility information on all Firearm Qualification Card applicants.
- Provides firearm eligibility statistics to the news media and the Legislature.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703  
FAX: (916) 227-3744

Prohibited Applicant Information  
(916) 227-3749 (CALNET) 498-3749

**FIREARMS  
FIREARMS MANUFACTURER LICENSES AND INSPECTIONS**

The Firearms Division issues licenses to firearms manufacturers and inspects manufacturers' places of business to ensure compliance with firearms manufacturer licensing provisions and statutory requirements.

**SERVICES**

- C Determines that all licenses issued in California for firearms manufacturers meet established guidelines.
- C Conducts on-site inspections of firearms manufacturers' places of business, reviews records, presents "technical assistance" reports and, if necessary, refers violations to local licensing and/or law enforcement authorities.
- C Provides information to firearms manufacturers, law enforcement agencies and others regarding licensing and inspection procedures and fees.
- C Provides statistics to the news media, law enforcement, the general public, and the Legislature.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, California 94203-0200  
(916) 227-3703 (CALNET) 498-3703  
FAX: (916) 227-3700



**FIREARMS  
SAFE HANDGUN AND FIREARM USE-LIMITING DEVICE TESTING AND  
CERTIFICATION**

Only handguns listed on the Department of Justice (DOJ) list may be manufactured, imported, or offered for sale within the state by DOJ firearms licensees. Only firearm use-limiting devices on the DOJ list may be used to satisfy requirements for use-limiting devices to accompany firearms manufactured, imported, sold, or transferred within the state. The Firearms Division certifies independent laboratories to receive, test, and issue testing reports for handguns and for firearm use-limiting devices based on standards prescribed by the Legislature and DOJ regulations. Handguns and firearm use-limiting devices that meet the DOJ standards are placed on a DOJ list as legal to be manufactured, imported, or sold in California.

**SERVICES**

- C Accepts applications and inspects facilities of laboratories seeking DOJ certification for testing of handguns and firearms use-limiting devices. Reviews applicant qualifications and verifies that they meet DOJ standards for having adequate facilities and equipment, Employing proper test methodology, and meeting security requirements.
- Performs test report certifications and places qualifying handguns and firearm use-limiting devices on the DOJ list as legal for sale in California. Handgun certifications are linked with the automated Dealer Record of Sale system to prevent sale of non-qualifying handguns.
- Provides information to law enforcement; the news media; the public; and firearms manufacturers, importers, and dealers regarding handgun, firearm use-limiting devices, and laboratory certifications, inspections, fees, and procedures.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703

**FIREARMS  
HANDGUN SAFETY CERTIFICATION  
(formerly BASIC FIREARMS SAFETY CERTIFICATE)**

The Handgun Safety Certification (HSC) Program replaces the existing Basic Firearms Safety Certificate (BFSC) Program. The HSC Program requires purchasers of handguns to successfully complete a written test showing a basic familiarity with various aspects of firearms safety, including safe handling, storage, and other responsibilities associated with the ownership of firearms prior to taking possession of a handgun. Increased firearms dealer responsibilities include the requirement that handgun recipients successfully complete a safe handling demonstration before a handgun is delivered; obtain each firearms purchaser's right thumb print on the DROS form; obtain electronically from the magnetic strip on the purchaser's driver's license or identification the purchaser's name, date of birth, and driver's license or identification number; and to report all DROS transactions electronically via computer, eliminating existing telephone reporting of DROS transactions.

**SERVICES**

- Trains and certifies instructors, course providers/courses, and conducts compliance audits.
- Responds to referrals regarding compliance violations discovered through inspections.
- Provides information to firearms dealers, instructors, course providers, and others regarding program policies and procedures.
- Provides materials necessary to participate in the program to instructors and course providers.
- Provides HSC statistics to the news media, the general public and the Legislature.

**INQUIRIES**

California Department of Justice  
Firearms Division  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-0163 (CALNET) 498-0163  
FAX (916) 227-3700

## FORENSIC SERVICES

The Bureau of Forensic Services maintains a statewide laboratory system to provide timely and effective forensic services to state and local law enforcement agencies, district attorneys, public defenders, and courts.

### SERVICES

- **California Criminalistics Institute (CCI).** Serves the needs of all public criminalistics laboratories in forensic training, information services, law enforcement briefings, and new technology applications.
  - **Criminalistics Laboratories.** Provides complete examination of all types of physical evidence; analyzes and identifies controlled substances; conduct blood alcohol analyses; offers expert testimony in court and provides assistance where requested to agencies processing crime scenes.
  - **DNA Laboratory.** Focuses on the forensic application of DNA typing; analyzes evidence for local agencies; conducts research to advance DNA typing; maintains CAL-DNA identification file of DNA profiles of convicted sex offenders; maintains missing persons DNA Data Bank Program which includes the analysis of human remains; and maintains a post-conviction DNA testing program.
  - **Latent Print Section.** Assists in major crime scene investigations for latent print evidence; provides requesting agencies with reports covering all aspects of examinations, comparisons, and disposition of evidence; and provides expert court testimony.
- C** **Questioned Documents Section.** Analyzes, compares, examines, and identifies handwriting, mechanical impressions, and chemical properties of paper; develops evidence; and offers expert testimony in court.
- **Toxicology.** Conducts analyses of physiological specimens for common drugs and toxic substances encountered in driving under the influence (DUI) investigations; provides consultation and interpretation of toxicological results; and may conduct toxicological analyses in other than DUI investigations on special request.

### INQUIRIES

Inquiries for assistance may be directed to the Department of Justice Regional Criminalistics Laboratory in your service area or the appropriate Special Forensic Section listed on the following pages.

#### **BFS Headquarters**

4949 Broadway, Room F-104

Sacramento, CA 95820

(916) 227-3635 (CALNET) 498-3635

FAX: (916) 227-3619

**Berkeley DNA Laboratory**

626 Bancroft Way  
Berkeley, CA 94710  
(510) 540-2434 (CALNET) 571-2434  
FAX: (510) 540-2701

**Central Valley Criminalistics Laboratory**

1108 West Main Street  
Ripon, CA 95366  
(209) 599-3550  
FAX: (209) 599-9449  
Counties served: Calaveras, San Joaquin, Merced, Stanislaus, Tuolumne.

**Chico Criminalistics Laboratory**

3870 Morrow Lane, Suite A  
Chico, CA 95928  
(530) 895-5024 (CALNET) 459-5024  
FAX: (530) 895-4657  
Counties served: Butte, Colusa, Glenn, Plumas, Sierra, Sutter, Yuba.

**Eureka Criminalistics Laboratory**

1011 West Wabash  
Eureka, CA 95501  
(707) 445-6682 (CALNET) 538-6682  
FAX: (707) 445-6688  
Counties served: Del Norte, Humboldt, Mendocino.

**Freedom Criminalistics Laboratory**

440 Airport Boulevard, Bldg. A  
Watsonville, CA 95076  
(831) 761-7620  
FAX: (831) 761-7629  
Counties served: Monterey, San Benito, Santa Cruz

**Fresno Criminalistics Laboratory**

6014 North Cedar  
Fresno, CA 93710  
(559) 278-2982  
FAX: (559) 297-3544

Counties served: Fresno, Inyo, Kings,  
Madera, Mariposa, Mono, Tulare.

**Redding Criminalistics Laboratory**

11745 Old Oregon Trail  
Redding, CA 96003  
(530) 225-2830 (CALNET) 442-2830  
FAX: (530) 241-8409

Counties served: Lassen, Modoc, Shasta,  
Siskiyou, Tehama, Trinity.

**Riverside Criminalistics Laboratory**

1500 Castellano Road  
Riverside, CA 92509  
(909) 782-4170 (CALNET) 632-4170  
FAX: (909) 782-4128

Counties served: Imperial, Riverside.

**Sacramento Criminalistics Laboratory**

4949 Broadway, Room F-201  
Sacramento, CA 95820  
(916) 227-3777 (CALNET) 498-3777  
FAX: (916) 227-3776

Counties served: Alpine, Amador, El Dorado,  
Nevada, Placer, Solano, Yolo.

**Santa Barbara Criminalistics Laboratory**

820 Botello Road  
Goleta, CA 93117  
(805) 681-2580 (CALNET) 728-7747  
FAX: (805) 964-1034

Counties served: San Luis Obispo, Santa Barbara.

**Santa Rosa Criminalistics Laboratory**

7505 Sonoma Highway  
Santa Rosa, CA 95409-6598  
(707) 576-2415 (CALNET) 590-2415  
FAX: (707) 576-2141

Counties served: Lake, Marin, Napa, Sonoma.

**Blood Alcohol Program**

4949 Broadway, F-104  
Sacramento, CA 95820  
(916) 227-3635 (CALNET) 498-3635  
Fax: (916) 227-3619

**California Criminalistics Institute**

4949 Broadway, Room A-104  
Sacramento, CA 95820  
(916) 227-3575 (CALNET) 498-3575  
FAX: (916) 454-5433

**Latent Print Program**

4949 Broadway, Room F-163  
Sacramento, CA 95820  
(916) 227-3797 (CALNET) 498-3797  
FAX: (916) 227-4079

**Questioned Documents Section**

4949 Broadway, Room F-147  
Sacramento, CA 95820  
(916) 227-3623 (CALNET) 498-3623  
FAX: (916) 227-4079

**Toxicology Laboratory**

4949 Broadway, Room F-249  
Sacramento, CA 95820  
(916) 227-3620 (CALNET) 498-3620  
FAX: (916) 227-4751

## **GAMBLING CONTROL**

The Division of Gambling Control regulates legal gambling activities in California to ensure that gaming is conducted honestly, competitively and free from criminal and corruptive elements and in compliance with the State Gambling Control Act. The Division's responsibilities fall into two general categories: licensing/compliance and enforcement. Licensing staff investigate the qualifications of individuals who apply for state gambling licenses to determine whether they are suitable for licensure. This includes cardroom owners and key employees. Compliance and Enforcement Special Agents establish a field presence and monitor gambling operations to ensure they are in compliance with the law bringing unsuitable persons to the attention of the Gambling Control Commission to assure they are not permitted to associate with gambling activities.

In March 2000, the California voters passed Proposition 1A permitting Class III gaming on Tribal land. While the Tribe maintains the primary responsibility for onsite regulation, the State is responsible for ensuring compliance with all aspects of the Tribal/State compact including ensuring all slot machines meet established technical standards.

### **SERVICES**

- Implements routine inspections of gambling operations.
- Targets non-compliant gambling establishments.
- Investigates suspected violations of the Gambling Control Act and other related laws.
- Ensures the immediate preservation of the public health, safety and welfare.
- Investigates complaints lodged against licensees or other persons associated with a gambling operation.
- Coordinates multi-jurisdictional criminal investigations involving gambling establishments with local, state, and federal agencies.
- Examines gambling equipment, audit papers, books and records of the gambling establishment, or any premises where gambling equipment is manufactured, sold or distributed.

### **INQUIRIES**

Department of Justice  
Division of Gambling Control  
1435 River Park Drive, 2<sup>nd</sup> Floor  
Sacramento, CA 95815-4509  
P.O. Box 168024  
Sacramento, CA 95816-8024  
(916) 263-3408 (CALNET) 4335-3408  
FAX: (916) 263-3403  
Website - [piu@doj.ca.gov](mailto:piu@doj.ca.gov)

## **GANGS/CRIMINAL EXTREMISTS**

The California Anti-Terrorism Information Center gathers, analyzes, and maintains a statewide file of criminal intelligence information on street gangs, Asian organized crime groups, criminal terrorist and extremist organizations.

### **SERVICES**

- Assists local, state, and federal law enforcement agencies in identifying, investigating and prosecuting gang members, Asian organized crime figures, and terrorist and criminal extremists involved in organized criminal activities.
- Prepares in-depth assessments and special reports for the agencies pertaining to the organized criminal activities, trends, and patterns of targeted groups, as well as their potential for violence.
- Provides both a point of contact and analytical services relative to the information contained within the CAL/GANG automated gang tracking system. CAL/GANG is a cooperative gang intelligence system between the Department of Justice and local law enforcement agencies designed to provide information that identifies, as well as tracks, the activities of gang members and their associates involved in criminal activity.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
California Anti-Terrorism Information Center  
4949 Broadway, Rm. E-131  
Sacramento, CA 95820  
(916) 227-1230 (CALNET) 498-1230  
FAX: (916) 227-1228



## **INTERNET/INTRANET/EXTRANET SERVICES**

The Internet/Intranet/Extranet Services Units coordinate and administer the California Attorney General's Internet Homepage (<http://caag.state.ca.us>), the California Department of Justice Intranet, and the California Department of Justice Extranet. These sites are developed to provide timely, accurate information to departmental employees, state and local law enforcement agencies, district attorneys, other criminal justice agencies and the public.

### **SERVICES**

- Ensures DOJ web pages are maintained and available.
- Develops standards and guidelines for web development and deployment.
- Provides/coordinates resolution relative to problems with the California Attorney General sites.
- Develops web-based applications in support of departmental and law enforcement activities.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Application Development Bureau  
Criminal Justice Information Services Section  
P.O. Box 903307  
Sacramento, CA 94203-3070  
(916) 227-3010 (CALNET) 498-3010  
-or-  
(916) 227-3311 (CALNET) 498-3111  
FAX: (916) 227-3128

## **INVESTIGATIONS**

The California Bureau of Investigation conducts criminal and special investigations and provides investigative assistance to law enforcement agencies in complex or multi-jurisdictional cases or cases involving conflicts of interest.

### **SERVICES**

- Conducts special investigations within established guidelines as directed by the Attorney General or upon the approved request of the Governor, the Legislature, and other state agencies.
- Conducts criminal investigations or provides investigative assistance to district attorneys, sheriffs, or chiefs of police in investigations of a complex or multi-jurisdictional nature and cases involving conflicts of interest.
- The California Witness Protection Program (CWPP) is responsible for reimbursing California District Attorneys on a case-by-case basis for specific costs incurred for the protection and relocation of witnesses in certain criminal proceedings.
- The Violent Crime Profiling Unit provides local law enforcement with behavioral characteristic profiles of unidentified offenders. These offender profiles are prepared on crimes such as homicides, sexual assaults, and abductions.
- The Polygraph Unit performs polygraph examinations of subjects in criminal investigations for prosecutors and law enforcement agencies at the city, county, and state levels; prepares reports; and may, on request, testify in court.
- Provides Sexual Predator Apprehension Teams (SPAT) to conduct investigations of habitual sex offenders and provide statewide assistance to local law enforcement and district attorneys in these cases.
- The Foreign Prosecution Unit provides a statewide coordination and leadership program to prosecute Mexican citizens who commit violent crimes and have fled to Mexico to avoid prosecution.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
P.O. Box 163029  
Sacramento, CA 95816-3029  
(916) 227-4045 (CALNET) 498-4045  
FAX (916) 227-4010

Polygraph Section  
3046 Prospect Park Drive, Suite 1  
Rancho Cordova, CA 95670  
(916) 464-2001 (CALNET) 433-2001  
FAX: (916) 464-0889

**California Bureau of Investigation Regional Offices**

**Fresno**

1735 "E" Street  
Fresno, CA 93706  
(559) 445-5379  
FAX (559) 445-5386

Counties served: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Luis Obispo, Tulare.

**Los Angeles**

5700 S. Eastern Avenue  
Commerce, CA 90040  
(323) 887-4111  
FAX (323) 887-8815

Counties served: Los Angeles, Santa Barbara, Ventura.

**Orange**

874 Town & Country Road, Ste. 110  
Orange, CA 92868  
(714) 558-4183 (CALNET) 657-4183  
FAX (714) 558-4782

Counties served: Orange, Riverside, San Bernardino.

**Sacramento**

3046 Prospect Park Drive, Suite 1  
Rancho Cordova, CA 95670  
(916) 464-2001 (CALNET) 433-2001  
FAX (916) 464-0889

Counties served: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba.

**San Diego**

9425 Chesapeake Drive  
San Diego, CA 93123  
(858) 268-5400 (CALNET)\_ 734-5400  
FAX: (858) 268-5333

Counties served: Imperial, San Diego

**San Francisco**

2720 Taylor Street, Room 300

San Francisco, CA 94133

(415) 351-3374

FAX (415) 929-2135

Counties served: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma

## **INVESTIGATIVE SUPPORT/CRIME ANALYSIS UNIT**

The Investigative Support/Crime Analysis Unit assists law enforcement agencies (LEAs) by providing criminal investigative analysis of unsolved violent crimes (i.e., homicide, kidnaping, and sexual assault) to link crimes and identify suspects.

### **SERVICES**

- Offers a single point of contact for LEAs to request criminal investigative analysis services from the Department of Justice (DOJ) involving unsolved violent crimes.
- Collects, enters, and maintains case specific “modus operandi (MO)” information in the Violent Crime Information Network (VCIN) that is associated with unsolved violent crimes reported to DOJ by LEA investigators.
- Conducts searches of VCIN and other law enforcement and public record data bases to analyze and correlate information submitted on current investigations against case information (both solved and unsolved) reported by other jurisdictions for the purpose of identifying similarities in perpetrator MO.
- Contacts LEAs to notify violent crime investigators of possible multi-jurisdictional “links” between crimes and provides available MO and suspect information.
- Analyzes and compiles case information into a variety of analysis tools and visual aids, such as suspect time lines, crime matrixes, and incident maps to assist during investigation or prosecution.
- Publishes Unsolved Crime Bulletins for dissemination to other LEAs or posts to DOJ’s Internet website for viewing by the public.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Violent Crime Information Center  
Investigative Services Program  
Investigative Support/Crime Analysis Unit  
P.O. Box 900387  
(916) 227-4736 (CALNET) 498-4736  
FAX (916) 227-3663

## **KEEPER OF THE RECORDS**

This section provides expert testimony and certifies documents from the state criminal history record files.

### **SERVICES**

- Prepares certification letters and affidavits in response to requests from law enforcement agencies, district attorneys or subpoenas issued in state, federal and local criminal court cases.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Justice Information and Analysis  
Communications Administration Program  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3460 (CALNET) 498-3460  
FAX: (916) 227-4815

## **LIBRARY**

The Division of Law Enforcement (DLE) Central Library provides information services in criminal justice, forensic science, and related fields to all DLE programs.

## **SERVICES**

- Provides an updated collection of books, reports, manuals, periodicals, and videos.
- Develops and maintains online data bases/catalogs of library holdings and a 24-hour bulletin board of current awareness bibliographies/information.
- Provides information and referral, online literature searching, and interlibrary loan services.

## **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Mission Support Branch  
Central Library  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3542 (CALNET) 498-3542 (Criminal Justice)  
(916) 227-3575 (CALNET) 498-3575 (Forensic Science)

## **LIVE SCAN REVENUE, COLLECTION AND STATISTICAL UNIT**

The Live Scan Revenue, Collection and Statistical Unit ensures that applicant agencies are accurately billed for electronic requests for Criminal Offender Record Information (CORI) made to the Department of Justice.

### **SERVICES**

- C Provides a billing application or contract to authorized applicant agencies.
- C Assigns a billing account number for applicant agencies to use when requesting CORI electronically.
- Bills applicant agencies monthly for the assigned billing account number.
- Provides applicant agencies, either by electronic mail or facsimile, a billing detail listing the name, fees and live scan site utilized for their specific applicant.
- Processes credit requests for applicant fingerprint fees when an incorrect billing account number has been entered at the live scan site and re-bills the appropriate agency.
- Acts as a liaison to applicant agencies and answers all questions regarding the live scan billing procedures and processes.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Live Scan Revenue, Collection and Statistical Unit  
P.O. Box 903427  
Sacramento, CA 94203-4170  
(916) 227-3870 (CALNET) 498-3870  
FAX (916) 227-1149



## **MARIJUANA ERADICATION**

The Campaign Against Marijuana Planting (CAMP) program is a unique multi-agency law enforcement task force composed of city, county, state and federal agencies organized expressly to eradicate marijuana cultivation and trafficking in California. The CAMP task force provides leadership and resources to these agencies in an effort to identify and remove major marijuana crops, commercial growers and traffickers.

### **SERVICES**

- Coordinates multi-jurisdictional marijuana eradication programs, which include reconnaissance overflights, raid team services, marijuana garden surveillance services and training.
- Provides information and education on the extent and nature of marijuana cultivation throughout the state.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Campaign Against Marijuana Planting  
3046 Prospect Park Drive, Suite 1  
Rancho Cordova, CA 95670  
(916) 464-2020 (CALNET) 433-2020  
FAX (916) 464-2026

## **MEGAN'S LAW**

The Megan's Law notification process is maintained by the Sex Offender Tracking Program (SOTP). California's Megan's Law (Penal Code section 290 and 290.4) makes information regarding serious and high-risk sex offenders available to the public via electronic medium, "900" telephone services, and public notification by local law enforcement agencies.

### **SERVICES**

- Maintains the Megan's Law Web Application.
- Provides Megan's Law information to law enforcement agencies.
- Conducts training for law enforcement agencies regarding Megan's Law.
- Reviews sex offender records for high-risk sex offender eligibility.
- Provides technical assistance to agencies for use of the Megan's Law Web Application.
- Provides assistance and guidance to law enforcement agencies regarding public notification of serious and high-risk sex offenders.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Violent Crime Information Center  
Megan's Law  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4526 (CALNET) 498-4526  
FAX (916) 227-4345

## MISSING AND UNIDENTIFIED PERSONS

The Missing and Unidentified Persons Unit maintains a central file of physical descriptors, including dental charts and photographs of missing persons (Penal Code sections 14200 - 14213) and unidentified deceased persons (Health and Safety Code section 102870).

### SERVICES

- Provides local agencies with direct access to an automated statewide central repository of records of missing and unidentified persons.
- Assists agencies in locating and recovering missing persons and identifying unknown live and deceased persons through comparison of physical characteristics, fingerprints, and dental/body x-rays.
- Assists law enforcement in identifying victims in major disasters and homicide cases.
- Coordinates with law enforcement agencies and coroners to facilitate the exchange of information.
- Conducts special searches of the automated data bases to assist law enforcement agencies in missing and unidentified persons investigations.
- Operates a nationwide, 24 hour, toll-free telephone hotline (1-800-222-FIND) to receive information on missing children and dependent adults. This information is transmitted to the appropriate law enforcement agencies.
- Provides technical assistance for system use to all law enforcement agencies.
- Publishes and distributes posters and quarterly bulletins featuring missing children and dependent adults.
- Maintains the Missing Persons Website to generate “tips” on the whereabouts of California’s missing persons. ([www.ag.ca.gov/missing](http://www.ag.ca.gov/missing))
- Provides assistance to agencies outside California in the area of missing persons.

### INQUIRIES

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Violent Crime Information Center  
Missing and Unidentified Persons Unit  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3290 (CALNET) 498-3290  
FAX (916) 227-3270

## **NARCOTIC ENFORCEMENT**

The Bureau of Narcotic Enforcement (BNE) provides leadership, coordination and support to law enforcement agencies in combating drugs, illegal weapons, and violent crime in California. Bureau services are geared toward arresting and prosecuting major narcotic dealers, clandestine drug manufacturers, violators of prescription drug laws, and career criminals. BNE accomplishes this by conducting investigations of interstate, multi-jurisdictional criminal organizations trafficking in narcotics/controlled substances; conducting investigations of clandestine drug laboratories; monitoring and investigating persons licensed to dispense drugs; and investigating violent career criminals who commit violent crimes or utilize illegal weapons.

### **SERVICES**

- Coordinates and manages multi-jurisdictional and multi-agency narcotic enforcement task forces.
- Investigates major conspiracies and interstate multi-jurisdictional traffickers.
- Investigates licensed violators of the medical and pharmaceutical professions.
- Investigates clandestine laboratory operations and regulates precursor chemicals.
- Provides consultation and short-term agent support in specific narcotic enforcement cases.
- Conducts financial investigations of drug dealers to seize assets gained through narcotic trafficking.
- Conducts investigations and assists law enforcement agencies with targeting, identifying and apprehending violent criminals and removing their weapons from the community.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
P. O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-4044 (CALNET) 498-4044  
FAX (916) 227-4761

(Continued)

## NARCOTIC ENFORCEMENT REGIONAL OFFICES

### **Fresno Regional Office**

1735 E. Street  
Fresno, CA 93706  
(559) 457-5000  
FAX (559) 445-5353

Counties served: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Tulare.

### **Los Angeles Regional Office**

5700 South Eastern Avenue  
Commerce, CA 90040  
(323) 887-4111  
FAX (323) 887-8819

Counties served: Los Angeles, San Luis Obispo, Santa Barbara, Ventura.

### **Orange Regional Office**

874 Town & Country Road, Suite 110  
Orange, CA 92668  
(714) 558-4183 (CALNET) 657-4183  
FAX (714) 558-4782

County served: Orange

### **Redding Regional Office**

3688 Avtech Parkway  
Redding, CA 96002  
(530) 224-4750 (CALNET) 441-4750  
FAX (530) 224-4310

Counties served: Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity.

### **Riverside Regional Office**

4200 Latham Avenue, Suite D  
Riverside, CA 92501  
(909) 782-4313 (CALNET) 632-4313  
FAX (909) 782-4383

Counties served: Riverside, San Bernardino.

## NARCOTIC ENFORCEMENT REGIONAL OFFICES

### **Sacramento Regional Office**

3046 Prospect Park Drive, Suite 1  
Rancho Cordova, CA 95670  
(916) 464-2030 (CALNET) 433-2030  
FAX (916) 464-2058

Counties served: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Mono, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Sutter, Tuolumne, Yolo, Yuba.

### **San Diego Regional Office**

9425 Chesapeake Drive  
San Diego, CA 93123  
(858) 268-5400 (CALNET) 734-5400  
FAX (858) 268-5333

Counties served: Imperial, San Diego

### **San Francisco Regional Office**

2720 Taylor Street, Suite 300  
San Francisco, CA 94133  
(415) 351-3374  
FAX (415) 929-2102

Counties served: Alameda, Contra Costa, Lake, Marin, Mendocino, Napa, San Francisco, Solano, Sonoma.

### **San Jose Regional Office**

2025 Gateway Place, Suite 474  
San Jose, CA 95110  
(408)452-7360 (CALNET) 570-7360  
FAX (408) 452-7285

Counties served: Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz.

## **NARCOTIC INTELLIGENCE**

The Western States Information Network (WSIN) provides an automated database of suspected narcotic traffickers, performs criminal intelligence analysis, lends specialized surveillance equipment to law enforcement agencies, provides funds for narcotic investigations, and conducts training in narcotic-related topics.

### **SERVICES**

- Collects, analyzes, and disseminates narcotic intelligence information including information on gangs, clandestine laboratory operators and cookers, and drug assessments and trends.
- Provides coordination between law enforcement agencies involved in narcotic investigations.
- Provides local and state narcotic officers access to the El Paso Information Center (EPIC).
- Provides training to law enforcement agencies in subjects pertinent to narcotic investigation.
- Provides investigation funds.
- Provides analytical support with link analysis, event flow analysis, financial analysis, and telephone toll analysis on major, complicated narcotic and related money laundering investigations.
- Prepares and disseminates the following publications: Quarterly Intelligence Digest; Annual Report; and Illegal Drug Price/Purity List.
- Provides sophisticated, state-of-the-art technology using the Statewide Integrated Narcotics System (SINS) and the RISS Intranet to guard the safety of law enforcement officers and improve efforts to investigate and prosecute narcotics offenders utilizing case management and intelligence databases.
- Provides surveillance equipment and technical support to narcotic investigations.
- Provides strategic support through the Northern California High Density Intensity Drug Trafficking Area (HIDTA), Northwest HIDTA, Los Angeles HIDTA, and the Southwest Border HIDTA.

### **INQUIRIES**

Western States Information Network  
P.O. Box 903198  
Sacramento, CA 94203-1980  
(916) 263-1166 (CALNET) 435-1166  
(800) 952-5258 FAX (916) 263-1180

## **Western States Information Network Regional Offices**

### **Los Angeles County Regional Criminal Information Clearinghouse**

5700 Eastern Avenue

Commerce, CA 90040

(323) 890-0001 Analytical Unit

FAX: (323) 890-0901 Analytical Unit

1-800-LA-CLEAR (1-800-522-5327) War Room

FAX: (323) 726-3161 or (323) 869-2566 War Room

### **San Diego/Imperial County Regional Narcotic Information Network**

4560 View Ridge Avenue

San Diego, CA 92123

(858) 616-4154

(800) 400-9559

FAX: (858) 616-4150 Watch Center

(858) 616-4133 Analytical Unit

### **Northwest High Intensity Drug Trafficking Area**

555 Andover Parkway, Suite 201

Tukila, Washington 98188

(888) 388-3784

FAX: (206) 352-3696



## **NARCOTIC PRESCRIPTION INFORMATION**

The Triplicate Prescription Program administers California's prescription monitoring system, which is designed to prevent legal supplies of morphine-based drugs, amphetamines, barbiturates, and other controlled substances from being diverted into illegal channels. The program regulates and monitors the distribution of Schedule II controlled substances through the use of state-issued triplicate prescription forms and the operation of the Controlled Substances Utilization Review and Evaluation System (CURES).

### **SERVICES**

- Searches the automated records of triplicate prescription transactions in CURES on all Schedule II drugs prescribed. Data elements available include the date written or dispensed; DEA number, name, and address of prescriber; name and address of patient; drug names; strength; quantities; and name, address, and permit number of the pharmacy.
- C Provides support to law enforcement agencies through the identification of individuals engaging in the diversion of legitimately manufactured Schedule II substances into illicit markets.
- C Provides law enforcement personnel with accessibility to records needed to obtain search and arrest warrants.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Triplicate Prescription Program  
P.O. Box 160447  
Sacramento, CA 95816  
(916) 227-4051 (CALNET) 498-4051  
FAX: (916) 227-5079

## **O. J. “BUD” HAWKINS DATA CENTER**

The O. J.”Bud” Hawkins Data Center coordinates and administers the Criminal Justice Information System (CJIS), the California Law Enforcement Telecommunications System (CLETS), and the Cal-ID System. The Data Center also is responsible for all data processing and telecommunication activities related to these systems.

### **SERVICES**

- Provides up-to-date, accurate, and centralized criminal justice information.
- Provides a telecommunication system to meet the needs of law enforcement agencies throughout the state.
- Provides ready access to the central information source for all criminal justice agencies.
- Protects the rights and privacy of individuals by placing strict security and confidentiality controls on criminal justice information.
- Provides 24-hour network support and technical assistance.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
O. J. “Bud” Hawkins Data Center  
P.O. Box 903307  
Sacramento, CA 94203-3070

Application Development Bureau  
(916) 227-3113 (CALNET) 498-3113

Departmental Services Bureau  
(916) 227-3095 (CALNET) 498-3095

Hawkins Data Center Bureau  
(916) 227-3045 (CALNET) 498-3045

Infrastructure Support Bureau  
(916) 227-3178 (CALNET) 498-3178

24 Hour Computer Operations  
and Telecommunications  
(916) 227-3000 (CALNET) 498-3000

## **ORGANIZED CRIME ANALYSIS**

The California Anti-Terrorism Information Center works to eliminate organized criminal activity in California by coordinating statewide investigative efforts targeting traditional organized crime, outlaw motorcycle gangs, high tech crimes, illegal gambling, and Russian organized crime. It serves as the statewide clearinghouse for information regarding these groups.

### **SERVICES**

- Gathers, analyzes, and disseminates criminal intelligence regarding traditional organized crime, outlaw motorcycle gangs, and Russian organized crime in California. Traditional organized crime includes illegal gambling, loansharking, labor racketeering, gangland murders, and organized crime infiltration of businesses and pornography. La Cosa Nostra figures and their associates also are monitored.
- Prepares and disseminates in-depth reports on the scope, patterns, and structure of organized crime.
- Assists local, state and federal agencies in special projects such as link analysis diagrams, telephone toll analysis, event flow diagrams, encompassing charting, report preparations, and task forces.
- Houses the state liaison program for INTERPOL. Processes all California requests for assistance from foreign countries. Assists California agencies in obtaining criminal investigation information from foreign countries.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
California Anti-Terrorism Information Network  
4949 Broadway, Room E-131  
Sacramento, CA 95820  
(916) 227-1230 (CALNET) 8- 498-1230  
FAX (916) 227-1228

## **PRECURSOR COMPLIANCE PROGRAM**

Controlled chemical substances are used by clandestine laboratory operators to manufacture illegal drugs. The Precursor Compliance Program (PCP) is a regulatory and enforcement support program under the direction of the Clandestine Laboratory Coordinator in the Bureau of Narcotic Enforcement. The program operates as the state regulatory authority over businesses providing or receiving precursors controlled chemical substances as defined in Health and Safety Code Sections 11100 - 11107.1, laboratory glassware, apparatus, reagents and solvents.

### **SERVICES**

- C Collects, reviews and automates information related to reporting requirements and permit procedures and disseminates the information to law enforcement personnel throughout the state.
- C Issues, denies and revokes Precursor Business Permits.
- C Advises chemical manufacturers, wholesalers and retailers of regulatory and reporting requirements, and conducts inspections.
- C Provides tactical, case-specific analytical assistance, including link analysis, telephone toll analysis and other organization services in support of clandestine lab investigations.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Precursor Compliance Program  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-3959 (CALNET) 498-3959  
FAX: (916) 227-2325

## **PROBLEM RESOLUTION**

The Problem Resolution Section (PRS) provides assistance to California and out-of-state criminal justice agencies, the Federal Bureau of Investigation and Sections/Programs/Bureaus within the Department of Justice regarding missing, illegible or incorrect information on California criminal history records. The PRS also provides technical information and assistance to California criminal justice agencies on how to complete the appropriate reporting forms and assists criminal justices agencies on how to read the manual and automated California criminal history records.

### **SERVICES**

- Analyzes and interprets criminal justice documents on a routine and expedite basis and resolves errors or omissions prior to entry into the Automated Criminal History or Offender-Based Transaction Statistics Systems.
- Contacts Sheriff and Police Departments, District and City Attorneys, Probation Offices and Courts to obtain information needed to complete the California criminal history.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
Problem Resolution Unit  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-5571 (CALNET) 498-5571

## **PUBLIC INFORMATION OFFICE**

The Public Information Office provides assistance to local law enforcement agencies in dealing with public affairs and the news media.

### **SERVICES**

The Public Information Office serves as the liaison between the media and the Department of Justice, Division of Law Enforcement, Division of California Justice Information Services, and the Firearms Division; provides service and technical assistance to local law enforcement agencies as follows:

- Creates and distributes news releases.
- Holds news conferences and other public events.
- Sets up media conference centers to deal with major situations and crimes.
- Creates and distributes publications.
- Sets up public information programs.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Division of Law Enforcement  
Firearms Division  
Public Information Office  
P.O. Box 903281  
Sacramento, CA 94203-2810  
(916) 227-3882 (CALNET) 498-3882  
FAX: (916) 227-3880

## **RECORD IMPROVEMENT AND FIELD LIAISON**

The Record Improvement and Field Liaison (RIFL) Program is responsible for researching and analyzing the level and quality of arrest and disposition reporting to the California Department of Justice (DOJ) by criminal justice agencies to ensure that criminal history records are complete and accurate. The Program works closely with counties to identify and resolve reporting problems and to improve the accuracy and timeliness of reporting, utilizing technology and/or more streamlined reporting processes.

The Program's field staff are responsible for coordinating activities associated with the deployment of "live scan" terminals to local law enforcement and applicant agencies. Replacing ink fingerprinting, live scan enables the electronic capture, transmission and automated processing of both criminal and applicant fingerprint records. Field staff assist agencies in the planning, procurement, installation, testing, and connection of live scan equipment. In addition, they conduct training in the operation and maintenance of the live scan equipment. Staff have coordinated the installation of more than 1,368 live scan terminals statewide and the on-line connection of over 1,164 of these terminals.

### **SERVICES**

- Assists with applicant and criminal fingerprint submissions.
- Coordinates the resolution of image and data problems with agencies, vendors, and bureau programs.
- Monitors live scan utilization for quality control purposes, identifies error patterns in submitted records, resolves problem areas through follow-up training and meetings with responsible agencies.
- Coordinates site selection, procurement, installation, acceptance testing, and connection of live scan terminals and peripheral equipment.
- Conducts agency training in the field regarding the operation and maintenance of the live scan terminals, data entry, and fingerprint capture techniques.
- Coordinates efforts between the department and law enforcement agencies to improve the reporting of arrest and disposition data.
- Develops recommendations for local agency processing and reporting problems and encourages agencies to move from a manual to an electronic reporting environment.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Improvement and Field Liaison Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3332 (CALNET) 498-3332

## **RECORD REVIEW AND VISA CLEARANCE**

The Record Review process allows individuals an opportunity to obtain a copy of their state summary criminal history record (rap sheet) to aid in filling out applications, answer questions regarding past criminal history or refute any erroneous or inaccurate information contained on that record. These transcripts are for personal use and may not be provided for employment, licensing or certification purposes.

The Visa/Immigration process provides individuals with a copy of their state summary criminal history record to aid in their entry into the United States, any foreign nation or complete a foreign adoption. The results of the Visa/Immigration clearance will be mailed directly to the applicant unless a release is provided designating an assistance agency or law firm. The Visa/Immigration clearance may not be used for licensing by a foreign government or admission to a training school or program in a foreign country.

## **SERVICES**

- Provides record review and visa clearance services to individuals pursuant to Penal Code Sections 11120 through 11127 and 11105(c)(8).

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3832 (CALNET) 498-3832



## **RECORD SEALINGS/DISMISSALS/PARDONS**

The Department is responsible for performing a variety of sealing, modification, dissemination, destruction, update and delete functions involving the state summary criminal history information. These functions are performed on manual and automated records. A variety of documents including Court Orders, Minute Orders and Subsequent Action Arrest and Disposition Reporting Forms are used to perform certain functions including record sealing, certificate of rehabilitation, charge reduction and dismissal activities.

### **SERVICES**

- Provides guidance to attorneys, criminal justice courts and public and law enforcement agencies regarding the sealing of arrest records, expungements, dismissals and certificates of rehabilitation.
- Prepares adult and juvenile record sealings pursuant to Penal Code sections 851.7, 851.8, 1203.45 and record sealings pursuant to California Welfare and Institutions Code Sections 781 and 389.
- Processes federal and state pardons and certificates of rehabilitation pursuant to Penal Code section 4852.01.
- Processes the reduction of certain felony offenses to misdemeanor charges pursuant to Penal Code section 17.
- Processes dismissal actions pursuant to Penal Code Section 1203.4.
- Notifies law enforcement agencies and the FBI when a specific arrest entry/record has been ordered sealed.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3812 (CALNET) 498-3812

## **RECORDS SECURITY/ PUBLIC RECORDS ACT SECTION**

The Criminal Record Security Section provides technical assistance in the proper use of state and local Criminal Offender Record Information (CORI) by criminal justice agencies and other public agencies.

### **SERVICES**

- Reviews and authorizes access to criminal history information by employing and licensing agencies.
- Investigates misuse of both criminal history information and information delivered via the California Law Enforcement Telecommunications System.
- Maintains the results of blood tests for evidence of antibodies to the probable causative agent of acquired immune deficiency syndrome (AIDS) on individuals convicted of various sexual assault crimes, pursuant to Penal Code section 1202.1. This information is available to defense attorneys and prosecutors.
- Approves the dissemination of criminal history records for research purposes to bona fide research organizations conducting studies that will benefit the criminal justice system, pursuant to Penal Code section 13202.
- Approves Memorandums of Agreement between designated county offices of education and/or school districts to act as a clearinghouse for criminal history information on part-time employees or substitute teachers, pursuant to Education Code sections 44830.2 and 45125.01.
- Places dissemination control (DCON) flags on criminal records and notifies the requesting agency when there is an inquiry into the subject's record, at the request of law enforcement agencies.
- Responds to a school district or private school, per California Education Code Sections 3192 and 45125.1, who requires an entity that has an existing contract with a district or private school to obtain a criminal history clearance.
- Prepares and disseminates the following publications: the Criminal Offender Record Information Authorized Agency List; the Department of Justice Roster of Police Departments, Sheriff's Departments, District Attorneys, and Probation Departments; and the California Criminal Records Security Statutes And Regulations Publication.
- Pursuant to Civil Code section 1798.10, under the Information Practices Act, individuals have the right to inquire and to be advised as to whether or not the Department maintains a record containing "personal information" about them.
- Pursuant to Government Code section 9250, under the Public Records Act, individuals may make an inquiry concerning "public records" which are maintained by the Department.
- Pursuant to California Penal Code section 11105.3, a human resource agency or an employer may request criminal record information from the Department of Justice for a person who applies for a license, employment, or volunteer position in the human

services field. Information released by the Department of Justice is restricted to arrests resulting in conviction or arrests, which are pending adjudication involving specified sex, narcotic, or violent crimes.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Justice Information and Analysis  
Communication Administration Program  
P.O. Box 903417  
Sacramento, CA 94203-3870  
(916) 227-3460 (CALNET) 498-3460  
FAX: (916) 227-4815

## **SECONDHAND DEALER AND PAWNBROKER LICENSING**

The Secondhand Dealer and Pawnbroker Licensing file is a statewide, offline file of licensed secondhand dealers and pawnbrokers, which was established pursuant to Business and Professions Code Section 21641 and Financial Code Section 21300. The Secondhand Dealer and Pawnbroker Licensing Unit processes applications for secondhand dealer and pawnbroker licenses, and upon completion of the background check, provides the licensing authority (chief of police or sheriff) with a comment on the applicant's eligibility for the license. This file ensures that the state secondhand dealer and pawnbroker laws are administered uniformly.

### **SERVICES**

- Provides information to law enforcement agencies, secondhand dealers, pawnbrokers and the general public related to the secondhand dealer and pawnbroker licensing and reporting laws.
- Develops, maintains, and provides secondhand dealer and pawnbroker licensure forms to local licensing authorities.
- Provides the secondhand dealer and pawnbroker reporting forms to secondhand dealers and pawnbrokers at cost.
- Provides listings of licensed secondhand dealers and pawnbrokers to law enforcement agencies upon request.
- Sends a subsequent arrest notification to agencies when a licensed secondhand dealer or pawnbroker is convicted of a property-related crime.
- Sends pre-renewal license notices to law enforcement agencies to ensure the integrity of the secondhand dealer and pawnbroker file and compliance with state law.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Systems Information Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3688 (CALNET) 498-3688  
FAX: (916) 227-3774

## **SEX OFFENDER TRACKING PROGRAM**

The Sex Offender Tracking Program (SOTP) maintains central statewide files on criminals who are required to register as sex offenders (Penal Code section 290) and arson offenders (Penal Code section 457.1).

### **SERVICES**

- C Maintains sex and arson registrant records in the Violent Crime Information Network (VCIN).
- C Programmatically relays California Sex Offender information to the National Sex Offender Registry.
- C Determines if an individual is required to register.
- C Conducts searches of VCIN to provide investigators information regarding sex registrants.
- C Provides listings of sex and arson registrant records to law enforcement agencies to notify them of registrants residing in their jurisdictions.
- C Notifies law enforcement agencies when registrants intend to reside in their jurisdictions.
- C Provides listings of persons in violation of registration requirements.
- C Prepares certification letters of registration requirements for court purposes.
- C Assists law enforcement agencies in the implementation and maintenance of manual and automated local sex and arson files.
- C Provides assistance to agencies in entering data into VCIN via CLETS.
- C Trains criminal justice agencies on registration services provided by the DOJ, registration requirements, and changes in registration laws.
- C Evaluates out-of-state registration cases to determine requirements to register in California.
- C Notifies affected states when registrants move outside of California.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Sex Offender Tracking Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3288 (CALNET) 498-3288  
FAX: (916) 227-4345

## **SEXUAL HABITUAL OFFENDER PROGRAM**

The Sexual Habitual Offender Program (SHOP) assists law enforcement and prosecuting agencies to identify, monitor, track, and prosecute sexual habitual offenders (SHOs).

### **SERVICES**

- C Offers a single point of contact for law enforcement agencies (LEAs) requesting information and case assistance from the Department of Justice (DOJ) involving SHOs and other known sex offenders.
- C Collects, enters, and maintains information on SHOs, including case and modus operandi, in the Violent Crime Information Network which is made available and/or disseminated to LEAs and other criminal justice agencies for the purpose of investigation and prosecution.
- C Develops and distributes summary profiles and information bulletins on SHOs to LEAs.
- C Tracks and monitors SHOs, including compiling information on their current and past locations and activities, which is made available to LEAs to assist in case investigation.
- C Acts as a DOJ liaison with designated LEA SHOP coordinators, providing notification on subjects who meet SHO criteria, conducting training on this criteria and other unit services, and/or facilitating the exchange of information between jurisdictions.
- C Analyzes case information associated with known offenders committing sexual assaults and prepares various types of analysis tools and visual aids for use by LEAs and prosecuting agencies.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Sexual Habitual Offender Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4199 (CALNET) 498-4199  
FAX (916) 227-4085

## **STATEWIDE INVESTIGATIVE NETWORKING SYSTEM (SINS)**

SINS was designed for and by law enforcement to provide a means for managing and tracking suspects and their activities. This highly sophisticated and integrated system provides critical assistance in the investigation and prosecution of criminal cases by facilitating tracking and geographically displaying criminal activity on large monitors. Its major technology components include: a critical event and mapping analytical module, an intelligence module, a case information management module, an access management module and a highly secure network.

### **SERVICES**

SINS serves the law enforcement community through these major technology components:

- GEMS is a geographic event information (mapping) system which, when used in conjunction with other SINS components, presents a graphical display of planned enforcement operations.
- CEV is a deconfliction application component in which planned enforcement activities are stored and maintained. Used in conjunction with the SINS GEMS application component, upcoming events are monitored for possibilities of potentially dangerous conflicting law enforcement operations.
- RISSNET II is an intelligence application component that serves as: 1) the Western States Information Network (WSIN) region-wide repository for the narcotic intelligence for California, Oregon, Alaska, Hawaii and Washington states; and, 2) the California Attorney General's statewide non-narcotic intelligence component Automated Criminal Intelligence Index (ACII). The ACII database also houses criminal intelligence data for the Law Enforcement Intelligence Unit (LEIU), an international law enforcement association. Both components facilitate integrated access to criminal intelligence throughout the country.
- CIMS is an application designed to manage the enforcement and investigation aspects of an agent's case development process. It is designed to encourage and support cross sharing and cross-case analysis.
- AGREP is an access management component and the mechanism used to manage authorized SINS users, as well as access to the SINS applications.
- SWBSADIS is designed to facilitate integrated access to other state systems, facilitating sharing of counter-drug and criminal information between California, Arizona, New Mexico, and Texas.
- SINS HELP DESK is a service provided to the SINS participants to answer questions or assist with problem resolution relating to equipment, system, network or use of applications above.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
SINS Help Desk (916) 227-3987  
Legacy Application Support Unit (916) 227-3881  
System Support Unit (916) 227-3054  
Client Services (916) 227-3054  
SINS Migration (916) 227-3881



## **STOLEN VEHICLES/BOATS UNIT**

The Stolen Vehicle System (SVS) and the Automated Boat System (ABS) are online statewide, centralized data bases that contain records of stolen vehicles, boats, and airplanes. The statewide systems are accessible by law enforcement 24 hours a day via the California Law Enforcement Telecommunications System (CLETS).

When a stolen vehicle or boat, felony vehicle, stolen or lost license plate(s), or stolen vehicle or boat part(s) is reported to a law enforcement agency in California, it is entered into SVS or ABS. When these records are entered by the agency, they are transmitted by CLETS to the Stolen Vehicle Unit (SVU). Personnel in the SVU check the data in these entries for correct formats and data field codes, according to the Criminal Justice Information System (CJIS) Manual. If the record indicates a stolen or felony vehicle, SVU personnel will use the National Insurance Crime Bureau manuals and other reference materials to determine the correct vehicle and boats.

The SVS/ABS also has an offline historical data base containing canceled or cleared transactions of stolen and felony vehicle records, vehicle parts records, stolen boat records and boat parts records. Records in the historical data base are stored offline on magnetic tape and are retained for seven years.

### **SERVICES**

- C Provides local agency access to a statewide centralized repository of records of stolen vehicles, stolen license plates, stolen vehicle parts, felony vehicles, repossessed vehicles, impounded vehicles, lost vehicles, stolen construction equipment, stolen farm equipment, stolen boats, stolen boat parts, stolen airplanes, and vehicles associated with missing persons.
- C Notifies the registered and legal owner(s) of vehicles stored over 120 hours, if the storing agency has been unable to make notification (per CVC 22854).
- C Notifies the registered and legal owner(s) of vehicles stored in garages over 30 days as to the condition and location of the vehicle (per CVC 10652).
- C Receives notices of acquisition from licensed dismantlers (per CVC 11520). The vehicles are checked for stolen status before dismantling begins.
- C Makes a comparative analysis of stolen vehicle and stolen boat entries with the Department of Motor Vehicles (DMV) registration records.
- C Conducts special searches of automated data bases to assist in law enforcement investigations.
- C Places a Department of Justice “stop,” “restraint,” or “stop referral” on DMV registration files to prevent the re-registration of vehicles that have been reported stolen.
- C Provides 24-hour technical assistance on system use to all law enforcement agencies.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Systems Information Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3686 (CALNET) 498-3686  
FAX: (916) 227-3741

## **SUPERVISED RELEASE FILE**

The Supervised Release File (SRF) is an online file, available through CLETS, that provides an index to records of active parolees, probationers, sex and arson registrants, career criminals, and violent offenders.

### **SERVICES**

The SRF serves as an index to:

- C CDC parolees, entered by the California Department of Corrections.
- C CYA parolees, entered by the California Youth Authority.
- C County probationers, entered by county probation departments.
- C Federal probationers, entered by the U.S. Probation Department.
- C Sex and arson registrants, updated twice daily from the Violent Crime Information Center.
- C Mental Health registrants, entered by the Department of Mental Health.
- C Career criminals, as defined in Penal Code section 13853, and entered by law enforcement agencies.
- C Violent Offenders programmatically created by the Department of Justice (DOJ) when the subject's other SRF record types become inactive.

A typical response, such as a CDC parole record, may show an individual on parole; physical descriptors; a primary offense; sex registration status; the parole agent's name, phone number and unit; and any advisory information the agent may feel is important for law enforcement to know immediately. Each of the other record types is similarly designed.

After receiving a positive hit, the SRF allows law enforcement to send a Contact Message to the supervising agency. The contact message identifies the agency; date and time the message is sent; officer's name and phone number; enforcement action taken; the vehicle the subject is associated with; and a brief comment field for the particulars about the contact. The contact message is transmitted through CLETS to the supervising agency. All contact messages are connected to the base record, allowing access by law enforcement for tracking purposes.

The SRF also provides supervising agencies with automated notices of arrest resulting from daily comparisons of CII numbers of supervised subjects against California's Automated Criminal History System (ACHS).

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Supervised Release File  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4816 (CALNET) 498-4816  
FAX (916) 227-4814

## **SURVEILLANCE EQUIPMENT**

The Technical Operations Unit supports local, state and federal law enforcement agencies' investigative efforts by providing sophisticated electronic technology that includes a wide range of communications, video and surveillance equipment.

### **SERVICES**

- C Makes short-term loans of specialized equipment to state and local law enforcement agencies.
- C Provides consultant services regarding the proper operation of various types of photographic, optical, electro-optical, video, and radio intercept equipment.
- C Provides training in the correct use and operation of selected surveillance equipment with emphasis on the capabilities and limitations of the equipment. Training is provided both at the Department of Justice facility and off-site, by special arrangement.
- C Provides audio tape filtering and enhancement at the Department of Justice facility by appointment.
- C Assists and trains in pen register technology and installation requires special arrangement.
- C Assists state and local law enforcement agencies with the installation and operation of covert surveillance equipment. This assistance is provided by technical personnel under certain circumstances on a case-by-case basis.
- C Assists local and state agencies perform "interception of wire communications" in compliance with state law (Penal Code 629), with proper recording and verification equipment. Requires special arrangements and circumstances.
- C Provides publications or reports upon request to aid in the selection of equipment.
- C Provides consultation on methods of surveillance using particular kinds of equipment and the capabilities and limitations of such equipment.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Mission Support Branch  
Technical Operations Unit  
P.O. Box 163029  
Sacramento, CA 95816-3029  
(916) 227-4142 (CALNET) 498-4142  
FAX (916) 227-4141

## **SYSTEMS SUPPORT UNIT**

The Systems Support Unit (SSU) processes and resolves all problematic transactions or errors related to the electronic submission of criminal arrest information.

### **SERVICES**

- Monitors electronic processing queues for errors and resolves the errors by researching internal policies and procedures, California criminal offense codes, and by contacting the submitting agency.
- Assists local criminal justice agencies, as well as sections/programs/bureaus within DOJ, which have identified problems with automated or manual criminal records. Ensures corrections, additions, or changes are made to the records.
- Performs complex technical and analytical work on an expedite basis relating to criminal and applicant double records, rejected transactions and duplicate transaction submissions; works closely with other Bureau Programs to ensure records in all of the automated systems are synchronized.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
Systems Support Unit  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-0543 (CALNET) 498-0534

## **TELETYPE UNIT**

The Teletype Unit provides operational assistance 24 hours a day, 7 days a week, to local, state, and federal law enforcement users of the California Law Enforcement Telecommunications System (CLETS), the Criminal Justice Information System (CJIS), the National Criminal Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS).

### **SERVICES**

- Assists law enforcement agencies by providing problem resolution for both CLETS and NLETS by teletype or telephone. Requests for operational assistance should be sent via CLETS to mnemonic DOJ or telephone (916) 227-3275.
- Assists law enforcement agencies with special handling of all terrorist threats, AMBER Alerts, and other bulletins.

### **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Information Expedite Program  
Teletype Unit  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3275 (CALNET) 498-3275

## **VIOLENCE SUPPRESSION PROGRAM**

The Violence Suppression Program (VSP) provides leadership, coordination, expertise, operational techniques and resources to combat the growing problem of violent crimes being committed using weapons, firearms, and explosives. This program focuses on the investigation and apprehension of violent repeat criminal offenders who possess or use illegal firearms.

### **SERVICES**

- Provides statewide leadership, coordination, expertise and resources to combat the growing problem of violent crimes being committed using weapons, firearms and explosives.
- Establishes investigative task forces and/or strike forces in violence-prone metropolitan centers of the state with responsibility for conducting, supporting and coordinating multi-agency and multi-jurisdictional investigations concerning the possession and use of illegal weapons by violent repeat offenders.
- Conducts investigations and assists law enforcement agencies with targeting, identifying and apprehending violent career criminals and removing their weapons from the community.
- Provides analytical research and charting support to law enforcement personnel who concentrate their efforts on violent criminals.
- Investigates and apprehends criminals responsible for trafficking in illegal weapons and/or possession of caches of illegal weapons and explosives.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
Bureau of Narcotic Enforcement  
Violence Suppression Program  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-4063 (CALNET) 498-4063  
FAX: (916) 227-0546



## **WANTED PERSONS SYSTEM**

The Wanted Persons System (WPS) was established in 1971 as the first online statewide, centralized database system for the Department of Justice (DOJ). It is a computerized file of fugitives for whom arrest warrants have been issued. This 24-hour pointer system is used to alert law enforcement agencies of the possibility that the subject, on whom they are making an inquiry, may be a wanted person. It also provides information that may help to ensure the safety of officers who are attempting to apprehend wanted persons.

Authorized agencies throughout the state can utilize remote access terminals to enter warrant information directly into the WPS through the California Law Enforcement Telecommunications System (CLETS). The WPS provides a direct interface with the National Crime Information Center (NCIC), information entered into the WPS can also be programmatically transmitted to NCIC and therefore be available at the national level.

### **SERVICES**

- Provides a central repository of warrant information available to all law enforcement agencies via CLETS.
- Assists law enforcement agencies to access, update, and maintain warrant information in a central repository.
- Provides information to law enforcement agencies on wanted persons that are arrested using a name different from the name on the warrant.
- Notifies law enforcement agencies when a wanted person submits an applicant fingerprint card or a Dealer's Record of Sale for the purchase of firearms.
- Notifies law enforcement agencies when an inquiry is made on an Automated Criminal History System record, which is flagged when the subject is wanted for questioning.
- Conducts special searches of the WPS to assist law enforcement agencies with their investigations. An agency can request a special search by any of 23 data elements, including a known tattoo, scar, height, or weight.
- Provides law enforcement agencies with a validation process to ensure that warrant information in the WPS and NCIC is current and complete.
- Maintains the California's Most Wanted Fugitive Internet Directory to allow California law enforcement agencies to place their "violent felony" fugitives onto the Internet.
- Provides law enforcement agencies the ability to inquire on their own or another agency's Top 10 Most Wanted Persons for each of the nine most violent offenses in WPS.

## **INQUIRIES**

California Department of Justice  
Division of California Justice Information Services  
Bureau of Criminal Information and Analysis  
Wanted Persons Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3689 (CALNET) 498-3689  
FAX: (916) 227-3741

## **WITNESS PROTECTION PROGRAM (CALIFORNIA)**

The California Witness Protection Program (CWPP) administers funding to district attorneys for the protection of threatened witnesses testifying in criminal proceedings. Witnesses testifying in gang, organized crime, or narcotic trafficking cases, or in other cases which have a high degree of risk to the witnesses, are given priority by the CWPP.

### **SERVICES**

- Relocation costs and transportation or storage of the witness's personal possessions.
- Local residence expenses or temporary, semi-permanent, or permanent lodging needs.
- Security and utility deposits.
- Basic living needs to include meals, utilities, and incidentals.
- Per diem and overtime costs incurred by law enforcement personnel during the armed protection or escort of a witness.
- Costs involved in the process of changing a witness's identity.

### **INQUIRIES**

California Department of Justice  
Division of Law Enforcement  
California Bureau of Investigation  
California Witness Protection Program  
P.O. Box 163029  
Sacramento, CA 95816-3029  
(916) 227-4045 (CALNET) 498-4045  
FAX: (916) 227-4134

# APPENDIX A

## FORMS

# APPENDIX A

## FORMS

The Department of Justice (DOJ) provides a variety of reporting forms to local law enforcement agencies.

<b>FORM #</b>	<b>DESCRIPTION</b>
BCIA 8135*	Stored Vehicle Form

**INQUIRIES:** Central Services Unit  
P.O. Box 903367  
Sacramento, CA 94203-3670  
(916) 227-4147 (CALNET) 498-4147 - or -  
DOJ Command Center at (916) 227-3244 (CALNET) 498-3244  
during non-business hours.

\* Available on the LEAWEB and CLEW at <http://Justice.doj.ca.gov/clew>

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<b>FORM #</b>	<b>DESCRIPTION</b>
BI 107	Swap Meet Sellers Information Report
JUS 123	Pawnbroker/Secondhand Dealer Report
JUS 124	Inter-Dealer Tangible Personal Property Transfer Report
JUS 125	Application for Secondhand Dealer or Pawnbroker License
JUS 126A	Secondhand Dealer License (Initial/Renewal)
JUS 126B	Pawnbroker License (Initial/Renewal)

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Information and Analysis  
Automated Property/Firearms and Dealer Licensing Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3688 (CALNET) 498-3688

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<b>FORM #</b>	<b>DESCRIPTION</b>
BCIA 4130	Application for Check Cashers Permit
BCIA 8362*	Stipulated Vehicle Release Agreement

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Information and Analysis  
Check Cashers Permit Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3250 (CALNET) 498-3250

\* Available on LEAWEB and CLEW at <http://Justice.doj.ca.gov/clew>

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<b>FORM #</b>	<b>DESCRIPTION</b>
BCIA 4066	Child Abuse Central Index Check for Licensed Adoption Agency
SS 8572	Suspected Child Abuse Report
SS 8583	Child Abuse Investigation Report

**INQUIRIES:**

California Department of Justice  
 Bureau of Criminal Information and Analysis  
 Child Protection Program  
 P.O. Box 903387  
 Sacramento, CA 94203-3870  
 (916) 227-3285 (CALNET) 498-3285  
 FAX: (916) 454-3253

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<b>FORM #</b>	<b>DESCRIPTION</b>
FD 017	Renewal Application for License to Manufacture Firearms and Centralized List of Firearms Manufacturers
FD 018	Application for License to Manufacture Firearms and Centralized List of Firearms Manufacturers
FD 023	Assault Weapon Registration Application
FD 024	Annual Inventory of Weapons - Machine Guns
FD 025	Annual Inventory of Weapons - Assault Weapons
FD 026	Annual Inventory of Weapons - Destructive Devices
FD 027	Annual Inventory of Weapons - Short Barrel
FD 028	California Registered Assault Weapon(s) Acquired
FD 050	Large Capacity Magazine Permit
FD 100	Application for Certificate of Eligibility - Gun Show Producer License
FD 101	Certificate of Eligibility Gun Show Producer License - Annual List of Gun Shows or Events
FD 102	Renewal Application for Certificate of Eligibility - Gun Show Producer License
FD 103	Certificate of Eligibility Gun Show Producer License - Annual List of Gun Shows or Events
FD 104	Preliminary Annual Event and Security Plan
FD 105	List of Vendors Offering Firearms for Sale or Display
FD 106	Revised Annual Event and Security Plan
FD 107	Gun Show Producer Request for California Firearms Dealer Verification
FD 108	Notice of No Longer in Possession of Assault Weapon(s)
FD 4008	Application for Certificate of Eligibility
FD 4080	Application for Centralized List of Firearms Dealers
FD 4081	Application for Centralized List of Firearms Dealers- Locally Inspected Dealership
FD 4082	Application for Permit to Possess and/or Transport Assault Weapons- Active Duty Military Personnel
FD 4344	DOJ Course Provider Application
FD 4350	DOJ HSC Order Form
FD 4501	License to Carry Concealed Pistol, Etc.
FD 4502	Modification of License to Carry Concealed Pistol, Etc.

**INQUIRIES:** California Department of Justice  
Firearms Division  
Firearms Licensing and Permits Section  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3694 (CALNET) 498-3694

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<b>FORM #</b>	<b>DESCRIPTION</b>
FD 014	Firearms Enforcement Evidence Tag
FD 015	Firearms Enforcement Property Receipt

**INQUIRIES:** California Department of Justice  
Firearms Division  
Firearms Enforcement and Training  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703

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<b>FORM #</b>	<b>DESCRIPTION</b>
FD 016	California Firearms Injury Report
FD 019	Application for DOJ Certification - Handgun Testing Program
FD 020	Request to Utilize Additional Off-Site Location-Handgun Testing Program
FD 021	Compliance Test Report - Handgun Testing Program
FD 022	Firearms Dealer Notification of Inspection Finding(s)
FD 029	Dealer's Record of Sale (DROS) Worksheet
FD 031	Application for Firearm Safety Device Lab Certification Instructions
FD 032	Certified Firearms Safety Device Laboratories Request to Utilize Additional Off-Site Location
FD 033	Firearms Safety Device Compliance Test Report

**INQUIRIES:** California Department of Justice  
Firearms Division  
Firearms Information Services Section  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703

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<b>FORM#</b>	<b>DESCRIPTION</b>
FD 110	Prohibited Persons Notice Form - Power of Attorney for Firearms Transfer and Disposal
FD 4009A	Mental Health Firearms Prohibition
FD 4009B	Superior Court Firearms Prohibition
FD 4009C	Firearms Prohibition & Hearing
FD 4074	Law Enforcement Report of Firearms Prohibition
FD 4076	Superior Court Report of Firearms Prohibition/Release
FD 4077	Juvenile Court Report of Firearms Prohibition
FD 4542	Voluntary Firearm Registration

BCII 4036  
BCIA 4010  
BCIA 4544

Notice of No Longer in Possession  
Report of Handgun Ownership  
Notice of Firearm Registration for Firearms Acquired by Operation of  
Law

**INQUIRIES:**

California Department of Justice  
Firearms Division  
Firearms Clearance Section  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3664 (CALNET) 498-3664

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**FORM#**

**DESCRIPTION**

CJSC 4	Concealable Weapons Charge Report
CJSC 10	Supply Request Form
CJSC 15	Supplemental Homicide Report
CJSC 700	No. of Authorized, Full-Time, County-Funded Prosecution Personnel
CJSC 701	No. of Authorized, Full-Time, County-Funded Public Defender Personnel
CJSC 703	No. of Authorized, Full-Time, County-Funded Probation Personnel
CJSC 713	Death in Custody Report
CJSC 715	Monthly Report of Domestic Violence-Related Calls for Assistance
CJSC 724	Citizens' Complaints Against Peace Officers
CJSC 726	Adult Probation - Monthly Summary Report of Jurisdictional Cases
CJSC 727	Violent Crimes Committed Against Senior Citizens
CJSC 743	Computer Tape Submission Form
JUS 02	Full-Time Law Enforcement Employees as of October 31
JUS 729 B&C	Property Stolen by Classification/Type and Value
JUS 750	Monthly Arrest and Citation Register
JUS 843a	Tally Sheet #1 - Homicide/Rape
JUS 843b	Tally Sheet #2 - Robbery
JUS 843c	Tally Sheet #3 - Burglary
JUS 843d	Tally Sheet #4 - Larceny Theft
JUS 843e	Tally Sheet #5 - Assault/Vehicle Theft

FBI Forms

1-714	Tally Book
4-927	Monthly Return of Offenses Known to Police (Return A)
1-705	Law Enforcement Officers Killed or Assaulted (LEOKA)
1-725	Monthly Return of Arson Offenses

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Information and Analysis  
Criminal Justice Statistics Center  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3558 (CALNET) 498-3523

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<b>FORM #</b>	<b>DESCRIPTION</b>
BID 8	Personal Identification (Child) Fingerprint Cards
BID 8576	Unidentified Deceased Reporting Form (Coroners Only)
SS 8567	Request to Release Dental Records/Photograph

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Information and Analysis  
Missing/Unidentified Persons Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3290 (CALNET) 498-3290  
FAX: (916) 227-3270

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<b>FORM #</b>	<b>DESCRIPTION</b>
BCII 5	Registration Fingerprint Card (Green)
BCIA 8047	Notice of Registration Requirements- Sex * (Also in Spanish)
BCIA 8072	Registration Receipt*
BCIA 8102	Registration Change of Address* (Also in Spanish)
BCIA 8049	Notice of Registration Requirements - Arson *
BCIA 8048	Notice of Registration Requirements - Narcotics *
BCIA 4078	Request to View Sexual Offender Identification Information
JUS 703	VCIN Data Collection Worksheet*
BCII 5B	LiveScan Registration Fingerprint Card

\* Available on CLEW at <http://Justice.doj.ca.gov/clew>

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Information and Analysis  
Sex/Arson Registration Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3288 (CALNET) 498-3288  
FAX: (916) 227-4345

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<b>FORM#</b>	<b>DESCRIPTION</b>
JUS 702	SHOP Report Form

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Information and Analysis  
Sexual Habitual Offender Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916)227-4199 (CALNET) 498-4199  
FAX (916) 227-4085

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**FORM#**  
JUS 360  
MH 1734

**DESCRIPTION**  
AIDS Test Reporting  
Dept. of Mental Health Conditional Release Prog.Certification of CII#

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3400 (CALNET) 498-3400

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**FORM #**  
JUS 8715  
JUS 8715A  
JUS 8716  
JUS 8717

**DESCRIPTION**  
Disposition of Arrest and Court Action  
Subsequent Action Disposition Information  
Juvenile Detention Disposition Report  
Juvenile Detention Subsequent Disposition Report

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3372 (CALNET) 498-3372  
To order forms: (916) 227-3397

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**FORM#**  
FD 258  
BCII 8016  
BCII 8043  
BCII 8302  
BCII 8016A  
BID 9

**DESCRIPTION**  
Applicant Fingerprint Card  
Request for Live Scan Service  
Applicant Fingerprint Card Follow-Up Request  
No Longer Interested Notification  
Request for LiveScan Service for Public Schools or Joint Powers  
Applicant Fingerprint Card for Live Scan Printers

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Identification and Information  
Applicant Processing Program  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 322-2209 (CALNET) 492-2209 (press Option 7)

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**FORM#**  
BCII 8033

**DESCRIPTION**  
Application to Destroy Arrest/Conviction Records

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
Records Management and Problem Resolution  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3315 (CALNET) 498-3315

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<b>FORM #</b>	<b>DESCRIPTION</b>
BCII 8012	DOJ Palm Print Card

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Identification and Information  
CAL-ID Program  
California Automated Palm Print Section  
P.O. Box 168007  
Sacramento, CA 95816-8007  
(916) 227-3314 (CALNET) 498-3314

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<b>FORM #</b>	<b>DESCRIPTION</b>
CCI	CCI Application for Training

**INQUIRIES:** California Department of Justice  
Bureau of Forensic Services  
California Criminalistics Institute  
4949 Broadway, Room A104  
Sacramento, CA 95820  
(916) 227-3575 (CALNET) 498-3575

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<b>FORM #</b>	<b>DESCRIPTION</b>
BFS 4	Request for Physical Evidence Examination
BFS 8	Blood Sample Alcohol Analysis Envelope
BFS 11A	Intoxilyzer Cards
BFS 17	Controlled Substance Evidence Envelope
BFS 18	Controlled Substance Evidence Report
BFS 21	Urine Sample for Alcohol Analysis

**INQUIRIES:** California Department of Justice  
Bureau of Forensic Services  
Criminalistics Laboratory  
(See directory for your local laboratory.)

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<b>FORM #</b>	<b>DESCRIPTION</b>
JUS 8715	Disposition of Arrest and Court Action
JUS 8715A	Subsequent Action Disposition Information
JUS 8716	Juvenile Arrest Disposition Report (Available mid 2001)
JUS 8717	Juvenile Arrest Subsequent Disposition Report (Available mid 2001)

**INQUIRIES:** California Department of Justice  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3397 (CALNET) 498-3397

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<b>FORM#</b>	<b>DESCRIPTION</b>
FD 258	Applicant Fingerprint Card
BCII 8016	Request for Live Scan Service
BCII 8043	Applicant Fingerprint Card Follow-Up Request
BCII 8302	No Longer Interested Notification
BCII 8016A	Request for LiveScan Service for Public Schools or Joint Powers
BID 9	Applicant Fingerprint Card for Live Scan Printers

**INQUIRIES:** California Department of Justice  
 Bureau of Criminal Identification and Information  
 Applicant Processing Program  
 P.O. Box 903417  
 Sacramento, CA 94203-4170  
 (916) 322-2209 (CALNET) 492-2209 (press Option 7)

---

<b>FORM#</b>	<b>DESCRIPTION</b>
BCII 8033	Application to Destroy Arrest/Conviction Records

**INQUIRIES:** California Department of Justice  
 Bureau of Criminal Identification and Information  
 Record Information and Services Program  
 Records Management and Problem Resolution  
 P.O. Box 903417  
 Sacramento, CA 94203-4170  
 (916) 227-3315 (CALNET) 498-3315

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<b>FORM #</b>	<b>DESCRIPTION</b>
BCII 8012	DOJ Palm Print Card

**INQUIRIES:** California Department of Justice  
 Bureau of Criminal Identification and Information  
 CAL-ID Program  
 California Automated Palm Print Section  
 P.O. Box 168007  
 Sacramento, CA 95816-8007  
 (916) 227-3314 (CALNET) 498-3314

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<b>FORM #</b>	<b>DESCRIPTION</b>
CCI	CCI Application for Training

**INQUIRIES:** California Department of Justice  
 Bureau of Forensic Services  
 California Criminalistics Institute  
 4949 Broadway, Room A104  
 Sacramento, CA 95820  
 (916) 227-3575 (CALNET) 498-3575

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<b>FORM #</b>	<b>DESCRIPTION</b>
BFS 4	Request for Physical Evidence Examination
BFS 8	Blood Sample Alcohol Analysis Envelope
BFS 11A	Intoxilyzer Cards
BFS 17	Controlled Substance Evidence Envelope
BFS 18	Controlled Substance Evidence Report
BFS 21	Urine Sample for Alcohol Analysis

**INQUIRIES:** California Department of Justice  
 Bureau of Forensic Services  
 Criminalistics Laboratory  
 (See directory for your local laboratory.)

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<b>FORM #</b>	<b>DESCRIPTION</b>
BFS 19	Latent Print Case Submission Form

**INQUIRIES:** California Department of Justice  
 Bureau of Forensic Services  
 Latent Prints Section  
 4949 Broadway, Room f-163  
 Sacramento, CA 95820  
 (916) 227-3797 (CALNET) 498-3797

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<b>FORM #</b>	<b>DESCRIPTION</b>
DLE 205	DLE Central Library Book Request Form
DLE 206	DLE Central Library Information Request Form
DLE 207	DLE Central Library Journal Article Request Form

**INQUIRIES:** California Department of Justice  
 DLE Central Library (Headquarters)  
 4949 Broadway, Room E205  
 Sacramento, CA 95820  
 (916) 227-3542 (CALNET) 498-3542  
 FAX: (916) 227-4760

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<b>FORM #</b>	<b>DESCRIPTION</b>
JUS 203	Transmittal Form
JUS 204	Transmittal Form (Billable)

**INQUIRIES:** California Department of Justice  
 Bureau of Criminal Identification and Information  
 Record Information and Services Program  
 Mail Services Unit  
 P. O. Box 903417  
 Sacramento, CA 94203-4170  
 (916) 227-4145 (CALNET) 448-4145

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**FORM #**  
BCII 8705

**DESCRIPTION**  
Application to Obtain Copy of State Summary Criminal History Record

**INQUIRIES:**

California Department of Justice  
Bureau of Criminal Identification and Information  
Record Information and Services Program  
Mail Services Unit  
P. O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3832 (CALNET) 448-3832

# **APPENDIX B**

# **PUBLICATIONS**

# APPENDIX B - Part 1

## PUBLICATIONS

The Department of Justice prepares and distributes to local agencies publications describing crime, delinquency, the criminal justice system, and other areas of interest to law enforcement agencies. Below is an alphabetical listing of these publications. For inquiries or additional information, refer to Appendix B, Part 2 as referenced.

### PUBLICATIONS

### REFERENCE

Advanced Training Center Courses (annual)	ATC
Agency Terminal Coordinator (ATC) Directory	BCIA
Applicant Fingerprint Clearance Manual (1997)	BCII
Arrest and Disposition Reporting Manual (1991)	BCII
Attorney General's Roster of Selected Criminal Justice Agencies (1999)	BCIA
Automated Firearms System: Reference Booklet (1994)	BCIA
Automated Property System: Reference Booklet (1994)	BCIA
Automated Systems: Program Descriptions (1994)	BCIA
Handgun Safety Certificate Handbook (Course Instructors)	FD
Handgun Safety Certificate Workbook (English & Spanish)	FD
Bureau of Forensic Services Overview (Pamphlet)	BFS
Bureau of Forensic Services TIE-LINE (Semiannual)	BFS
California Bureau of Investigation Biennial Report	CBI
California Criminal Record Security Statutes and Regulations (2002)	BCIA
California Firearms Laws (\$2 per copy)	FD
California Law Enforcement Telecommunications (CLETS) Operating Manual (1996)	BCIA
Campaign Against Marijuana Planting (CAMP) (annual)	BNE
CCI Course Curriculum Catalog	BFS
Check Cashers Permit Program (Pamphlet) (1996)	BCIA
Child Protection Program (2001)	BCIA
Commonly Reported Statute Codes (1996)	BCII
Concealable Firearms Charges in California	BCIA
Crime and Delinquency in California (annual)	BCIA
Crime and Delinquency in California - Advance Release (annual)	BCIA
Criminal History Inquiry Manual (1999)	BCII
Criminal History User's Guide (1999)	BCII
Criminal Intelligence File Guidelines (1994)	CATIC
Criminal Justice Information System (CJIS) Manual (1997)	BCIA
Criminal Justice Profile (annual county supplements to Crime and Delinquency publication)	BCIA
Criminal Offender Record Information Authorized Agency List (2002)	BCIA
Criminal Record Purge and Sealing Handbook (1990)	BCII
Dangerous Weapons Control Laws - online only at <a href="http://caag.state.ca.us/firearms">http://caag.state.ca.us/firearms</a>	FD
DMV Manual for CLETS (1997)	BCIA
Drug and Narcotic Codes - Uniform Controlled Substances Act	BNE
Gang Suppression Resources (Pamphlet)	CATIC
Hate Crime in California (annual)	BCIA
Homicide in California (annual)	BCIA



How to Obtain and use Sex Offender Info (pamphlet)*	BCIA
Illegal Drug Price / Purity List	WSIN
Intelligence Operations Bulletins	CATIC
Interagency Training Program Course Catalog	ATC
International Police Organization (INTERPOL) (Pamphlet)	CATIC
Law Enforcement Intelligence Unit (LEIU)(Pamphlet)	CATIC
Less Than Full Access - Law Enforcement Liaison Guide (1994)	BCIA
Money Laundering and Financial Investigations Manual	BNE
National Crime Information Center (NCIC) Code Manual (2000)	BCIA
National Crime Information Center (NCIC) Operating Manual (2000)	BCIA
NCIC 2000 Consolidated Data Dictionary (2002)	BCIA
Organized Crime in California, Annual Report to Legislature	CATIC
Organized Crime Unit (Pamphlet)	CATIC
Peace Officers' Guide to Information Services (1995)	BCIA
Physical Evidence Bulletins	BFS
POST Certified Training Program Course Catalog (annual)	ATC
Preliminary Report: Crime in Selected California Law Enforcement Agencies (annual)	BCIA
Secondhand Dealer and Pawnbroker Laws - 1999	BCIA
Sex Offender Tracking Program (pamphlet)*	BCIA
SOTP/CLEW (pamphlet)*	BCIA
Stolen Vehicle/ Automated Boat Systems: Reference Booklet (1997)	BCIA
Terrorist and Criminal Extremist Analysis Program (Pamphlet)	CATIC
VCIN/CLETS User Guide*	BCIA
Violence Suppression Program Reports	BNE
Wanted Persons System and Restraining Order System: Reference Booklet (1994)	BCIA
Witness Protection Program (Pamphlet)	CBI
WSIN Annual Report	WSIN
WSIN Quarterly Intelligence Digest	WSIN

\* Available on CLEW at <http://justice.hdcdojnet.state.ca.us/clew>

**The following are available on CLEW at:** <http://justice.hdcdoj.net.state.ca.us/clew>:

California Sex Offender Info Telephone Service Flier	BCIA
Megan's Law Brochure	BCIA
Megan's Law/California Sex Offender Information	BCIA
Megan's Law Web Application Set Up Guide	BCIA
VCIN/CLETS User Guide	BCIA
VCIN Web User Guide	BCIA

**APPENDIX B - Part 2**  
**PUBLICATIONS - INQUIRIES**

**ATC**

**Advanced Training Center**

11181 Sun Center Drive  
Rancho Cordova, CA 95670  
(916) 464-1200  
FAX: (916) 464-5577

**BCIA**

**Bureau of Criminal Information and Analysis**

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3754 (CALNET) 498-3754

Automated Systems Program

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3754 (CALNET) 498-3754

Child Protection Program

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3285 (CALNET) 498-3285

Communications Administration Program

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3460 (CALNET) 498-3460

CLETS Administration Section

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3677 (CALNET) 498-3677

Criminal Justice Statistics Center (CJSC)

P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3509 (CALNET) 498-3509  
[cjsc@doj.ca.gov](mailto:cjsc@doj.ca.gov)

Missing and Unidentified Persons Unit

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3290 (CALNET) 498-3290

Sex Offender Tracking Program

P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3288 (CALNET) 498-3288  
FAX: (916) 227-4345

Sexual Habitual Offender Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4199 (CALNET) 498-4199  
FAX: (916) 227-4085

Supervised Release File  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4816 (CALNET) 498-4816  
FAX: (916) 227-4814

**BCII**  
**Bureau of Criminal Identification and Information**  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3849 (CALNET) 498-3849

**BFS**  
**Bureau of Forensic Services**  
P. O. Box 903337  
Sacramento, CA 94203-3337  
(916) 227-3635 (CALNET) 498-3635  
FAX: (916) 227-3619

**CBI**  
**California Bureau of Investigation**  
P.O. Box 163029  
Sacramento, CA 95816-3029  
(916) 227-4045 (CALNET) 498-4045  
FAX: (916) 227-4010

**BNE**  
**Bureau of Narcotic Enforcement**  
P.O. Box 161089  
Sacramento, CA 95816-1089  
(916) 227-4044 (CALNET) 498-4044  
FAX: (916) 227-4761

**WSIN**  
**Western States Information Network**  
P.O. Box 903198  
Sacramento, CA 94203-1980  
(916) 263-1166 (CALNET) 435-1166  
FAX: (916) 263-1180

**Firearms Division**  
P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703

# **APPENDIX C**

# **TRAINING**

# APPENDIX C - PART 1

## TRAINING

The Department of Justice provides training in a variety of subject areas. Below is an alphabetical listing of the training services available. For inquiries or additional information, refer to Appendix C - Part 2 as referenced.

### TRAINING

Agency Terminal Coordinator Training  
Applicant Audit Training  
Arrest and Disposition Reporting  
(Manual or Automated)  
Asian Organized Crime Intelligence  
Automated Boat System (ABS)  
Automated Criminal History System  
Automated Firearms System (AFS)  
Automated Property System (APS)  
Cal-ID System  
California Law Enforcement Telecommunications  
System (CLETS)  
Child Abuse Reporting  
Criminal Extremist Intelligence  
Criminal Justice Information System (CJIS)  
Disposition Reporting  
Domestic Violence Restraining Order Systems  
(DVROS)  
Firearms Laws/Regulations/Reporting  
Firearms/Tactical Training  
Forensic Science  
Gang Intelligence  
Juvenile Court and Probation Statistical System  
Law Enforcement Training  
Live Scan Operation  
Megan's Law  
Mental Health Firearms Prohibition System

### REFERENCE

Field Operations  
Field Operations/AACTS  
  
Arrest and Disposition Reporting  
CATIC  
Field Operations  
Field Operations  
Field Operations  
Field Operations  
Automated Latent Prints  
  
Field Operations  
Child Protection Program  
CATIC  
Field Operations  
Field Operations  
  
Field Operations  
Firearms Division  
Advanced Training Center  
California Criminalistics Institute  
CATIC  
Criminal Justice Statistics Center  
Advanced Training Center  
Applicant and Criminal Liaison  
Sexual Offender Tracking Program  
Field Operations

## APPENDIX C - PART 1 (cont'd)

### TRAINING

Missing and Unidentified Persons System (Automated)  
Missing Persons and Unidentified Deceased Reporting  
Monthly Arrest and Citation Register (MACR)  
Narcotic Intelligence  
Narcotic Training  
National Crime Information Center (NCIC)  
Organized Crime Intelligence  
RAPP Sheet Interpretation  
Registration - Sex/Arson  
Secondhand Dealer and Pawnbroker Licensing  
and Reporting  
Sexual Offender Profiling  
Special Agent Academy  
Stolen Vehicle System (SVS)  
Supervised Release File  
Surveillance Equipment  
Uniform Crime Reporting (UCR)  
Violent Crime Analysis  
  
Violent Crime Information Network  
Wanted Persons System

### REFERENCE

Field Operations  
Missing and Unidentified Persons  
Criminal Justice Statistics Center  
Narcotic Intelligence  
Advanced Training Center  
Field Operations  
Organized Crime Analysis  
Field Operations  
Sex/Arson Registration and Field Ops  
  
Automated Systems Programs  
Sexual Habitual Offender Program  
Advanced Training Center  
Field Operations  
Supervised Release File  
Surveillance Equipment  
Criminal Statistical Data  
Investigative Support Crime Analysis  
Unit  
Sex Offender Tracking Program  
Field Operations

## **APPENDIX C - Part 2**

### **TRAINING - INQUIRIES**

#### **Advanced Training Center (ATC)**

11181 Sun Center Drive  
Rancho Cordova, CA 95670  
(916) 464-1200  
FAX: (916) 464-5577

#### **Applicant and Criminal Liaison**

Bureau of Criminal Identification and Information  
Live Scan Training  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3332 (CALNET) 498-3332

#### **Arrest and Disposition Reporting**

CJIS Operation Support Bureau  
Field Operations  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3755 (CALNET) 498-3755

#### **Automated Latent Print Section**

Bureau of Criminal Identification and Information  
Cal-ID Program  
P.O. Box 168007  
Sacramento, CA 95816-8007  
(916) 227-3314 (CALNET) 498-3314

#### **Check Cashers Permit Program**

Bureau of Criminal Information and Analysis  
Automated Systems Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3250 (CALNET) 498-3250  
FAX: (916) 227-3774

#### **Child Protection Program**

Bureau of Criminal Information and Analysis  
Child Abuse Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-6402 (CALNET) 498-6402

**Criminal Statistical Data**

Bureau of Criminal Information and Analysis  
Criminal Justice Statistics Center  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3564 (CALNET) 498-3564

**Domestic Violence Restraining Order System**

Bureau of Criminal Information and Analysis  
Automated Systems Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-6876 (CALNET) 498-6876  
FAX: (916) 227-3774

**Field Operations**

CJIS Operations Support Bureau  
P.O. Box 903427  
Sacramento, CA 94203-4270  
(916) 227-3755 (CALNET) 498-3755  
FAX: (916) 227-3658

**Firearms Division**

P.O. Box 820200  
Sacramento, CA 94203-0200  
(916) 227-3703 (CALNET) 498-3703

**Forensic Science**

Bureau of Forensic Services  
California Criminalistics Institute  
4949 Broadway, Room A104  
Sacramento, CA 95820  
(916) 227-3575 (CALNET) 498-3575

**Live Scan Training**

Record Improvement and Field Liaison  
Bureau of Criminal Identification and Information  
P.O. Box 903417  
Sacramento, CA 94203-4170  
(916) 227-3332 (CALNET) 498-3332

**Missing and Unidentified Persons Unit**

Bureau of Criminal Information and Analysis  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3290 (CALNET) 498-3290  
FAX: (916) 227-3270



**Narcotic Intelligence**

Western States Information Network  
P.O. Box 903198  
Sacramento, CA 94203-1980  
(916) 263-1166 (CALNET) 435-1166  
FAX: (916) 263-1180

**Organized Crime and Gang Intelligence**

California Anti-Terrorism Information Center  
4949 Broadway, Room E-131  
Sacramento, CA 95820  
(916) 227-1230 (CALNET) 498-1230

**Secondhand Dealer and Pawnbroker Licensing**

Bureau of Criminal Information and Analysis  
System Information Section  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3688 (CALNET) 498-3688  
FAX: (916) 227-3774

**Sex/Arson Registration**

Bureau of Criminal Information and Analysis  
Sex Offender Tracking Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3288 (CALNET) 498-3288  
FAX: (916) 227-345

**Sexual Offender Analysis**

Bureau of Criminal Information and Analysis  
Sexual Habitual Offender Program  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4199 (CALNET) 498-4199  
FAX: (916) 227-4085 Megan's Law

**Supervised Release File**

Bureau of Criminal Information and Analysis  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4816 (CALNET) 498-4816  
FAX: (916) 227-814

**Surveillance Equipment**

Mission Support Branch  
Technical Operations Unit  
P.O. Box 163029  
Sacramento, CA 95816-3029  
(916) 227-4142 (CALNET) 498-4142  
FAX: (916) 227-4141

**Violent Crime Analysis**

Bureau of Criminal Information and Analysis  
Investigative Support Crime Analysis Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-4736 (CALNET) 498-4736  
FAX: (916) 227-3663

**Violent Crime Profiling Unit**

California Bureau of Investigation  
Sacramento Regional Office  
3046 Prospect Park Drive, Suite 1  
Rancho Cordova, CA 95670  
(916) 464-2001 (CALNET) 433-2001  
FAX: (916) 464-0889

**Wanted Persons**

Bureau of Criminal Information and Analysis  
P.O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-3689 (CALNET) 498-3689  
FAX: (916) 227-3741

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