

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.21	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7D-22 G.O. 6.09; R&R 2.1.68, 2.2.60; P&P 11.20 CLETS P&P 1.6.6	
	ISSUED DATE: August 22, 1994	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 24, 2007	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Release and Handling of State and Local Rap Sheet Information	

- I. **PURPOSE:** To establish a procedure for using and releasing California Law Enforcement Telecommunications System (CLETS) information.
- II. **POLICY:** Using and releasing CLETS information derived from CII and CORPUS rap sheets will comply with state law, state and local statutes and regulations. "Any information transmitted or received via CLETS is confidential and for official use only by authorized law enforcement or criminal justice personnel. Accessing or releasing information for non-law enforcement purposes is prohibited and is subject to administrative action and/or criminal prosecution" pursuant to CLETS Policies and Procedures 1.6.6, "System Rules; Local/Wide Area Networks."
- III. **PROCEDURE:**
- A. In all use of CLETS information, personnel will be aware of the following laws:
1. Section 13302 of the Penal Code makes it a misdemeanor to furnish a record, or information from a record, to a person or agency that is not authorized by law to receive it.
 2. Section 13303 of the Penal Code makes it a misdemeanor for a person authorized to receive a record or information from a record, to furnish the information to a person not authorized to receive it.
- B. All acquisition, use and release of CII and CORPUS rap sheet information shall comply with the following:
1. Criminal history information cannot be accessed and/or released until a right to know and a need to know have been determined.

2. All information obtained from CII and CORPUS rap sheets is to be considered confidential; and its contents shall not be disclosed for any purpose other than that for which it was acquired.
3. CII rap sheet information accessed via the California Law Enforcement Telecommunications System (CLETS) will not be used for employment, licensing, or certificate clearances.