Directory of Services July 2005

Division of Law Enforcement

Division of California Justice Information Services

Firearms Division

Division of Gambling Control

Bill Lockyer
Attorney General
California Department of Justice

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

PATRICK N. LUNNEY
Director, Division of Law Enforcement

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

RANDY ROSSI
Director, Firearms Division

BOB LYTLE
Director, Division of Gambling Control

MISSION STATEMENTS

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 apprehend persons suspected of criminal activity and 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 and education, narcotic and 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 in partnership with local state and federal law enforcement agencies. Justice under the law and the highest ethical standards shall be the focus of its service.

Firearms Division

The Firearms Division serves 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 and 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 8-100.

Forms, publications, and training references are listed on pages 102-126, 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.

Below is a list of Terms and Acronyms for programs within the four Divisions listed. 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 Program 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
ARRC	Anti-Reproductive Rights Crimes
ATC	Advanced Training Center
BCIA	Bureau of Criminal Information and Analysis
BCII	Bureau of Criminal Identification and Information
BFS	Bureau of Forensic Services
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
CBI	California Bureau of Investigation
CCR	California Central Registry
CCPP	Check Cashers Permit Program
CDC	California Department of Corrections
CFIS	Consolidated Firearms Information System
CIB	Criminal Intelligence Bureau
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
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
FCS	Firearms Clearance Section
FD	Firearms Division
FINCEN	Financial Crimes Enforcement Network
FISS	Firearms Information Services Section
FLPS	Firearms Licensing and Permits Section
FOPS	Field Operations Program
FPU	Foreign Prosecution Unit
FRCP	Fingerprint Rolling Certification Program
GMNI	Gang Master Node Index
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
MUPS	Missing and Unidentified Persons Unit
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
SOTP	Sex Offender Tracking Program
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
Division of Law Enforcement		
Office of the Director		
Director	**Patrick N. Lunney**	**(916) 319-8200**
Deputy Director	**Rick Oules**	**(916) 319-8200**
Assistant Director	Wilfredo Cid	(916) 319-8200
Adjutant to the Director		(916) 319-8207
General Information		(916) 319-8200
Mission Support Branch		
Operations Support Section		
Assistant Chief	**Richard Lopes**	**(916) 319-8200**
Professional Standards/Internal Affairs	Thomas Chaplin	
Security/Facility Protection Unit	Julie Hume	(916) 227-3639
Aviation Program	Eric Seiberlich	(916) 255-1840
Advanced Training Center (ATC)	Gil VanAttenhoven	(916) 464-5591
Background Investigation Unit	Howard Anderson	(916) 319-8229
Research & Technology Support		
Assistant Chief	**Ron Phillis**	**(916) 319-8224**
Radio Communications		(916) 319-8281
Tactical & Strategic Support/ Inspections		(916) 319-8226
Technical Support		(916) 319-8227
Fiscal Support Services	Fae Minabe	(916) 319-8287
Facilities & Procurement	Julie Agcaoili	(916) 319-8241
Administrator	Tammy Lopes	(916) 319-8248
Human Resources	Tammy Lopes	(916) 319-8248
Research, Graphics & Contracts	Sylvia Siu	(916) 319-8286
DLE EEO Coordinator	Lynne Hilbourne	(916) 319-8253
California Bureau of Investigation (CBI)		
Chief	**Martin Ryan**	**(916) 319-9070**
Assistant Chief	**Ed Machado**	**(916) 319-9070**
Special Agent in Charge	Rick Sinor	(916) 319-9070
California Witness Protection	Judy Cornick	(916) 319-9603
Polygraph Unit	Douglas Mansfield	(916) 464-2001
Violent Crime Profiling Unit	Sharon Pagaling Hagan	(916) 464-2001
Foreign Prosecution Unit	Tony LaDell	(858) 268-5400

Regional Offices		
Fresno	Robert M Rische, Jr.	(559) 457-5030
Los Angeles	Steve Utter	(323) 869-3400
Redding	Steve Hirigoyen	(530) 225-2830
Riverside	Steve Lindley	(951) 361-5000
Sacramento		(916) 464-2001
San Diego	Tony LaDell	(858) 268-5400
San Francisco	Robert Castillo	(415) 351-3166

Bureau of Narcotic Enforcement (BNE)

Chief	**John Gaines**	**(916) 319-8292**
Assistant Chief	**Craig Buehler**	**(916) 319-8292**
Assistant Chief	**Jerry Hunter**	**(916) 319-8292**
Campaign Against Marijuana Planting (CAMP)	Val Jimenez	(916) 464-2020
Operations Support	Chris Davis	(916) 319-8460
Clandestine Laboratory Program	Jackie Long	(916) 319-8458
Controlled Chemical Substance Program	Ronna Kephart	(916) 319-8472
Violence Suppression Program	Chris Davis	(916) 319-8460
Financial Investigations Program/ Asset Forfeiture Program	Chris Davis	(916) 319-8460
Triplicate Prescription Program	Carla Watkins	(916) 319-8542
Regional Offices		
Fresno	Dave Dresson	(559) 457-5000
Los Angeles	Douglas Owsley	(323) 869-6800
Orange	Randy Bryant	(714) 558-4183
Redding	Ed Pecis	(530) 224-4750
Riverside	Orlando Lopez	(915) 782-4313
Sacramento		(916) 464-2030
San Diego	Gary Hudson	(858) 268-5300
San Francisco		(415) 351-3374
San Jose	Dave Darrin	(408) 452-7360

Bureau of Forensic Services (BFS)

Chief	**Lance Gima**	**(916) 319-9365**
Assistant Chief (Administration)		**(916) 227-3646**
California Criminalistics Institute	Eva Steinberger	(916) 227-3575
Special Sections		
DUI/EPAS	Bill Phillips	(916) 227-5610
Latent Print	Michael Murphy	(916) 227-3797
Questioned Documents	Glen Owens	(916) 227-3623
Toxicology Laboratory	Kenji Ota	(916) 227-3620

Assistant Chief (Lab Operations)

Chico	Ron Ralston	(530) 892-5024
Eureka	Bill Casper	(707) 445-6682
Freedom	Juan Bergado	(831) 761-7620
Fresno	Bruce Palmer	(559) 294-4000
Redding	Joe Rynearson/Julie Doerr	(530) 225-2830
Ripon	John Yoshida	(209) 599-1400
Riverside		(951) 361-5000
Sacramento	Victor Reeve	(916) 227-3777
Santa Barbara	Darryl Tate	(805) 681-2580
Santa Rosa	John Yount	(707) 576-2415

Assistant Chief (DNA Programs)	**Eva Steinberger**	**(510) 620-3300**
Casework (Berkeley)	Gary Sims	(510) 620-3300
Post Conviction DNA Testing (Richmond)	Gary Sims	(510) 620-3300
Method Development & Training (Richmond)	Cecilia von Beroldingen	(510) 620-3300
Cal-DNA (Richmond)	Ken Konzak	(510) 620-3300
Cold Hit (Sacramento)	Bill Phillips	(916) 319-9382
Mission Persons DNA Program (Richmond)	John Tonkyn	(510) 620-3300

Criminal Intelligence Bureau (CIB)

Chief	**Ed Manavian**	**(916) 319-9604**
Assistant Chief	**Allen Benitez**	**(916) 319-9604**
LA Clearinghouse	Darryl Phillips	(800) 522-5327
Anti-Terrorism	Bob Morehouse	(916) 227-1280
Criminal Intelligence	Jerry Marynik	(916) 227-1240
Technical Operations	Bob Sanders	(916) 227-4142
Law Enforcement Intelligence Unit (LEIU)		(800) 824-3860
INTERPOL	Kathryn Grant	(916) 227-1233

Western States Information Network (WSIN)

Director	**Karen Aumond**	**(916) 263-1166**

Division of California Justice Information Services

Office of the Director

Director/CIO	**Nick Dedier**	**(916) 227-3043**
Deputy Director	**Doug Smith**	**(916) 227-3043**

CJIS Operations Support Bureau

Chief	**Terri Newby**	**(916) 227-3049**
CJIS Executive/CORI Audits	Denise Blanton	(916) 227-3736
Field Operations/Applicant Agency Compliance and Training Section	Paul Pane	(916) 227-4705
Assistant Chief - Swing Shift	Raymond R. Griego	(916) 227-3559
Information Technology Project Office	Diana Young	(916) 227-5878

OJ "BUD" Hawkins Data Center (HDC)

Application Development Bureau

Chief	**Mike Cuccia**	**(916) 227-3113**

Departmental Services Bureau

Chief	**Sheri Hofer**	**(916) 227-3095**

Hawkins Data Center Bureau

Chief

Infrastructure Support Bureau

Chief	**Gail Overhouse**	**(916) 227-3178**

Bureau of Criminal Identification and Information (BCII)

Chief	**Gary Cooper**	**(916) 227-3857**
Assistant Chief	**Louise Knedel**	**(916) 227-3853**
Assistant Chief	**Tina Medich**	**(916) 227-3352**
Applicant Processing Program	Paul Johnson	(916) 227-3324
Applicant Information Section	Martha Cook	(916) 227-3809
Applicant Response Section	Sharon Pierce	(916) 227-9565
Automated Support Program	Kevin Dougherty	(916) 227-3436
CAL-ID Program	Rick McFarland	(916) 227-3864
Fingerprint Identification Section	Loy Cluney	(916) 227-3353
AFIS/NATMS ID Section	Angela Witt	(916) 227-3351
Automated Latent Print Section	Tamara Burkart	(916) 227-3314 ext 24
California Automated Palm Print Section	Gordon Low	(916) 227-3314 ext 23
Disposition Analysis & Processing Program	Cathy Kester	(916) 227-3865
Disposition Update Section		(916) 227-3406
Folder Management & Archive Disposition Section	Linda Denly	(916) 227-4936
Record Analysis & Processing Program	Jenny Reich	(916) 227-3851
Record Update Section	Chris Bensen	(916) 227-3418

Operational Development and		
Infrastructure Program	Julie Basco	(916) 227-3854
Cal-Photo/System Integration Project	Rebecca Mills	(916) 227-0240
Record Improvement and		
Field Liaison Program	Keith Dann	(916) 227-5025
Record Information and Services Program	Scott Lorigan	(916) 227-6934
Problem Resolution	Karen Adams	(916) 227-3376
Record Management/ System		
Support Section	Susan Houston	(916) 227-6913
Record Support Section	Christina Byrnes	(916) 227-0274

Bureau of Criminal Information and Analysis (BCIA)

Chief	**Doug Smith**	**(916) 227-3519**
Assistant Chief	**Mike Broderick**	**(916) 227-3711**
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	Alfred Boehm	(916) 227-3721
Stolen Vehicles and Boats/Secondhand		
Dealer/Automated Property/Fingerprint		
Rolling Certification Program		
Violent Crime Information Center	George Scarborough	(916) 227-1174
Investigative Services/SHOP Programs	Mike Case	(916) 227-1364
Sex Offender Tracking Program	Randy Poole	(916) 227-3506
Supervised Release File		(916) 227-4816
Missing and Unidentified Persons	Mike Case	(916) 227-1364
Assistant Chief	**Debbie Hesse**	**(916) 227-2372**
Information Expedite Program	Bud Wilford	(916) 227-3263
Child Protection Program		(916) 227-3263
Legislation	John Woods	(916) 227-3283
Communications Administration Program	George Renfroe	(916) 227-3863
CLETS Administration	Marie Cranston	(916) 227-2368
Assistant Chief	**Jack Scheidegger**	**(916) 227-3552**
Criminal Justice Statistics Center		(916) 227-3494
Statistical Analysis Center	Steve Galeria	(916) 227-3282
Special Requests/Special Data	Linda Nance	(916) 227-3509
Statistical Data Center	Chris Bucher	(916) 227-3515

Firearms Division

Director	**Randy Rossi**	**(916) 263-6275**
Deputy Director		**(916) 263-0802**
Assistant Director	**Dale Ferranto**	**(714) 567-6117**
Program Manager	Steve Buford	(916) 227-4340
Firearms Clearance Section	Dennis Hilburn	(916) 227-4731
Firearms Information Services Section		(916) 263-4868
Firearms Licensing and Permits Section		(916) 227-0537
Firearms Enforcement Section	Carlos Solano	(213) 894-3574

Division of Gambling Control

Director	**Bob Lytle**	**(916) 263-5778**
Deputy Director Admin/Compliance and Enforcement	**Mathew Campoy**	**(916) 263-0362**
Deputy Director Licensing	**Norm Pierce**	**(916) 263-0366**
Special Agent-in-Charge, CES North	Martin Horan, Jr.	(916) 263-5375
Special Agent-in-Charge, CES South	Frank Herbert	(858) 268-5309
Special Agent-in-Charge, Licensing	Debra DeRosier	(916) 263-5779
SSM II Administration	Susan Harrigan	(916) 263-3386

Programs

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

- **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 29 specialized investigative courses and 14 skills and knowledge modular law enforcement courses as certified and funded by POST.

- **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.

- **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.

- **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

ANTI-TERRORISM INTELLIGENCE

The Criminal Intelligence Bureau formed an Anti-Terrorism Intelligence Program in the wake of the September 11 attack on the World Trade Center and the Pentagon to provide law enforcement with statewide intelligence support to combat terrorism. The Bureau works in close cooperation with the California Office of Homeland Security, the California Highway Patrol, the Federal Bureau of Investigation, the Federal Department of Homeland Security, and other local, state and federal law enforcement agencies to ensure the rapid sharing of anti-terrorism intelligence.

Through this program, law enforcement agencies in California can obtain information on terrorist threats and activities anywhere in the state through a secure central database. Trained intelligence professionals analyze potential terrorism information and assess the implications for the health and safety of Californians. Reliable information that meets the stringent guidelines for intelligence gathering and civil rights protections will be made available only to authorized local, state and federal law enforcement personnel as necessary to protect California from the risk of criminal terrorist activity.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Criminal Intelligence Bureau
P.O. Box 160967
Sacramento, CA 95816-0967
(916) 227-1280
FAX: (916) 227-0335

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

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

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

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) 319-8461 (CALNET) 479-8461
FAX: (916) 319-9446

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
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-2153 (CALNET) 498-2153
FAX: (916) 227-3700

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, and 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 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; and 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; and 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; and 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) 255-1818
FAX: (916) 255-1844
Eric Seiberlich, Special Agent in Charge: (916) 255-1840 Aviation Duty Officer pager (916) 948-4551

BILLING OF ELECTRONIC CRIMINAL OFFENDER RECORD INFORMATION REQUESTS FOR NON-LAW ENFORCEMENT PURPOSES

The Bureau of Criminal Identification, Operational Development and Infrastructure Programs handles billing functions for the transmission of electronic criminal offender record information requests from regulatory entities and private service providers.

SERVICES

- Establishes billing accounts by assigning billing numbers for regulatory entities and private service providers.
- Resolves general billing inquiries, including, but not limited to, duplicate transmission searches and requests for credit.
- Upon request, distribute a monthly billing account detail.

INQUIRIES

California Department of Justice
Division of California Justice Information Services
Bureau of Criminal Identification and Information
Operational Development and Infrastructure Program
4949 Broadway, Room G-110
Sacramento, CA 95820
(916) 227-3870 (CALNET) 498-3870
FAX: (916) 227-1149

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 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. The California Automated Palm Print System became operational on September 2, 2003. This system provides the capability to search latent palm impressions developed on physical evidence against a database of criminal offenders.

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

CALIFORNIA CENTRAL PHOTOGRAPH INDEX (CAL-PHOTO)

Cal-Photo allows law enforcement agencies, using Internet browser technology, to exchange mugshot and driver 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 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 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 (CALNET) 498-5774
FAX: (916) 227-4589
calphoto.bcii@doj.ca.gov

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

- 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

CENTRALIZED LIST OF FIREARMS DEALERS

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

SERVICES

- 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.

- Provides list information to firearms dealers, gun show promoters, law enforcement agencies, and others.

- 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) 263-4887 (CALNET) 435-4887
FAX: (916) 274-5992

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

- Provides background record checks on COE applicants and issues certificates to eligible recipients.
- Provides COE statistics to the news media, the general public, and the Legislature.
- 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) 227-5367 (CALNET) 498-5367
General Information:
(916) 263-4887 (CALNET) 435-4887
FAX: (916) 274-5992

CHECK CASHERS PERMIT PROGRAM

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 Program 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 Program
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 transferred from the Department of Justice to the Department of Child Support Services effective July 2003. Their phone numbers remained 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

- Provides coordination between law enforcement agencies involved in clandestine laboratory investigations.
- Provides analytical support in the way of link analysis, event flow analysis, and telephone toll analysis on major clandestine lab investigations.
- Provides laboratory safety certification classes, annual re-certification classes, and supervisory certification classes to state, federal and local law enforcement and forensics personnel.
- Provides laboratory training and expertise nationwide.
- 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) 319-8458 (CALNET) 479-8458
FAX: (916) 319-9450

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, access authorizations, system security, and CLETS law and policy requirements.

SERVICES

- Assigns mnemonics and authorizations for 56,000 devices accessing CLETS. Processes new, changed, and deleted 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.
- 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, and more 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 903387
Sacramento, CA 94203-3870
(916) 227-3677 (CALNET) 498-3677
FAX: (916) 227-0696

COMMAND CENTER

The Command Center, within the Division of California Justice Information Services, provides expedited criminal history information to law enforcement and other criminal justice agencies 24 hours a day, seven days a week.

SERVICES

- 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 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

CONTROLLED CHEMICAL SUBSTANCE PROGRAM

Controlled chemical substances are used by clandestine laboratory operators to manufacture illegal drugs. The Controlled Chemical Substance Program (CCSP) is a regulatory and enforcement support program under the direction of the Special Agent in Charge 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

- Collects, reviews and automates information related to reporting requirements and permit procedures and disseminates the information to law enforcement personnel throughout the state.
- Issues, denies and revokes Precursor Business Permits.
- Advises chemical manufacturers, wholesalers and retailers of regulatory and reporting requirements, and conducts inspections.
- 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
Controlled Chemical Substance Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 319-8464 (CALNET) 479-8464
FAX: (916) 319-9450

CRIMINAL HISTORY RECORDS

The Department's criminal history system is a summary of arrests, dispositions and custodies for every person with a California criminal record. The Department also maintains applicant records. Currently, 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 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 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 and 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

Statistical Analysis Center
Special Requests
(916) 227-3509

Statistical Data Center
Uniform Crime Reporting
(916) 227-3564

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 ongoing 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

- 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:

  - 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.

  - 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.

  - 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.

- Notifies 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 STREET GANGS AND ASIAN ORGANIZED CRIME

The Criminal Intelligence Bureau gathers, analyzes, and maintains a statewide file of criminal intelligence information on street gangs and Asian organized crime groups.

SERVICES

- Assists local, state, and federal law enforcement agencies in identifying, investigating, and prosecuting gang members and Asian organized crime figures 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
Criminal Intelligence Bureau
P.O. Box 160967
Sacramento, CA 95816-0967
(916) 227-1240 (CALNET) 498-1240
FAX: (916) 227-1228

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

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) 227-3754 (CALNET) 498-3754
FAX: (916) 227-3774

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

- Provides information to licensed firearms dealers and others regarding electronic/telephonic transmissions of Dealer's Record of Sale (DROS) information.
- 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.
- Provides information on the eligibility of prospective firearm purchasers/transfers.
- Provides information on California firearms statutes to criminal justice agencies, mental health facilities, the Legislature, the news media, and the general public.
- Provides information on the dealer licensing requirements of Penal Code Sections 12070 and 12071.
- 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) 263-4887 (CALNET) 435-4887
Prohibited Purchaser Information:
(916) 227-3749 (CALNET) 498-3749
FAX: (916) 227-3763

DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM (DVROS)

The Domestic Violence Restraining Order System (DVROS) is a statewide database designed to store information identifying persons named in restraining orders. The DVROS is accessible via the California Law Enforcement Telecommunications System (CLETS) 24 hours a day, seven days a week. Information in the DVROS is used by law enforcement to identify persons named in restraining orders and to receive the terms and conditions of the restraining orders. The DVROS is accessed by the Department of Justice (DOJ) Dealer Record of Sale (DROS) Denial Review Unit to process DROS documents for firearms clearances. Penal Code section 12021(g) prohibits any person identified as the subject of certain restraining orders from possessing, owning, purchasing, or receiving firearms. The DVROS is also accessed by our Superior Courts, district attorneys/city attorneys for information on respondents/defendants.

The DVROS became operational on February 4, 1991. Over the years, the types of restraining orders mandated by law for entry into the system have increased from two to 12. On December 1, 1999, DOJ completed an interface to allow the DVROS to programmatically forward restraining order information to the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) Protection Order File.

The DVROS allows reported violations of restraining orders to be added to the existing restraining order record in the DVROS. On April 4, 2002, this enhancement became operational and is known as the violation message. 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 the DVROS.

The DVROS was enhanced to include a history of records. Records will remain in the DVROS history file for five years after the date of expiration or cancellation. The DVROS history file became operational on May 22, 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) 227-6418 (CALNET) 498-6418
FAX: (916) 227-3774

ELECTRONIC RECORDING DELIVERY SYSTEM

Assembly Bill 578, chaptered September 21, 2004, added to the Government Code, Chapter 6, Section 27390 through 27399, establishes the Electronic Recording Delivery Act (ERDA). This bill is to take effect immediately as an urgency statute. This Act authorizes a county recorder, upon approval by resolution of the board of supervisors and system certification by the Attorney General, to establish an electronic recording delivery system for the delivery for recording of specified digitized and digital electronic records, subject to specified conditions, including certification, regulation, and oversight by the Attorney General. It would authorize a county recorder to include in its electronic recording delivery system a secure method for accepting for recording a digital or digitized electronic record that is an instrument of reconveyance, substitution of trustee, or assignment of deed of trust, subject to specified conditions.

SERVICES

This program is currently being established.

INQUIRIES

California Department of Justice
Division of California Justice Information Services
Operation Support Bureau
Electronic Recording Delivery System
P.O. Box 903427
(916) 227-3755 (CALNET) 498-3755
FAX: (916) 227-3658

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 Department of Justice (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 PROGRAM

The Field Operations Section provides training and technical assistance for users of the California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC), the Oregon Law Enforcement Data System (LEDS), and the California Department of Motor Vehicles (DMV) files.

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.

- Coordinates the Governor's Public Safety Medal of Valor Review Board meetings and award ceremonies.

- Conducts CLETS/CJIS training at police and sheriffs' academies, regional criminal justice training centers, and individual law enforcement agencies.

- Acts as a consultant to law enforcement/criminal justice agencies which are planning, implementing, or modifying automated criminal justice systems.

- Conducts CLETS 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 law enforcement/criminal justice agencies on the interpretation of rap sheets, submission of fingerprints, reporting of arrests and dispositions to DOJ, NCIC requirements and CJIS data bases.

INQUIRIES

California Department of Justice
Division of California Justice Information Services
CJIS Operation Support Bureau
Field Operations Program
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 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); and 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) 319-8460 (CALNET) 479-8460
FAX: (916) 319-9446

FINGERPRINT ROLLING CERTIFICATION PROGRAM

California Penal Code Section 11102.1 requires the Department of Justice to implement and maintain the Fingerprint Rolling Certification Program. Any individual interested in rolling application fingerprint impressions for licensure, certification, or employment purposes must be certified through the Department of Justice, Fingerprint Rolling Certification Program. The certification process includes a state and federal level criminal offender record information background check to ensure that the applicant has not been convicted of any felony offense or any other offense that involves moral turpitude, dishonesty, or fraud. Applicants are required to pay a fee of $81.00 for the certification process.

SERVICES

- Provides pre-certification packets to individuals interested in applying to become certified fingerprint rollers, and provides information regarding requirements for certification. Individuals are directed to the Attorney General website for additional information (http://caag.state.ca.us/fingerprints/finger_cert.htm).

- Processes incoming applications, and reviews criminal history information to determine if an individual meets the criteria to be certified.

- Issues certifications to qualified applicants to become fingerprint rollers pursuant to Penal Code Section 11102.1, or issue a denial letter.

- Maintains and provides the pre-certification packet which consists of the Application form (BCIA 8372), Request for Live Scan Service form (BCII8016), and the Fingerprint Rolling Certification Program Reference Handbook.

- Maintains an off-line, statewide file of certified fingerprint rollers.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Fingerprint Rolling Certification Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-6420 (CALNET) 498-6420
FAX: (916) 227-3774
Website- fpcert@doj.ca.gov

FIREARMS DEALER INSPECTIONS

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

SERVICES

- 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.

- Provides information to firearms dealers, law enforcement agencies, and others regarding inspection procedures and fees.

- 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) 263-4887 (CALNET) 435-4887
FAX: (916) 274-8992

FIREARM ELIGIBILITY APPLICATIONS

The Firearms Division assesses firearm 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) 263-4887 (CALNET) 435-4887
FAX: (916) 274-5992

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

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

- Determines that all licenses issued in California for firearms manufacturers meet established guidelines.
- 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.
- Provides information to firearms manufacturers, law enforcement agencies, and others regarding licensing and inspection procedures and fees.
- 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) 263-48873 (CALNET) 435-4887
FAX: (916) 274-5992

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; conducts 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.

- **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
1102 Q Street, 6th Floor
Sacramento, CA 95814
(916) 319-9365 (CALNET) 479-9365
FAX: (916) 319-9430

Central Valley Criminalistics Laboratory
1306 Huges Road
Ripon, CA 95366
(209) 599-1400
FAX: (209) 599-1240

Counties served: Calaveras, San Joaquin, Merced, Stanislaus, and 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, and 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, and Mendocino.

Freedom Criminalistics Laboratory
440 Airport Boulevard, Bldg. A
Watsonville, CA 95076
(831) 761-7620
FAX: (831) 761-7629

Counties served: Monterey, San Benito, and Santa Cruz

Fresno Criminalistics Laboratory
5311 North Woodrow
Fresno, CA 93740
(559) 294-4000
FAX: (559) 294-6492

Counties served: Fresno, Inyo, Kings, Madera, Mariposa, Mono, and 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, and Trinity.

Riverside Criminalistics Laboratory
7425 Mission Blvd.
Riverside, CA 92509
(951) 361-5000
FAX: (951) 361-5010

Counties served: Imperial and 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, and Yolo.

Santa Barbara Criminalistics Laboratory
6190 Botello Road
Goleta, CA 93117
(805) 681-2580
FAX: (805) 964-1034

Counties served: San Luis Obispo and 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, and Sonoma.

DUI/ EPAS Program
4949 Broadway, F-104
Sacramento, CA 95820
(916) 227-5610 (CALNET) 498-5610
FAX: (916) 227-3619

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

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

Richmond DNA
1001 Cutting Blvd., Ste 110
Richmond, CA 94804
(510) 620-3300
FAX: (510) 231-8744

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
1425 River Park Drive, Suite 400
Sacramento, CA 95815-4509
P.O. Box 168024
Sacramento, CA 95816-8024
(916) 263-3408 (CALNET) 435-3408
FAX: (916) 263-3403
Website - piu@doj.ca.gov

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 Dealer Record of Sale (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.

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) 227-53623 (CALNET) 498-5362
FAX: (916) 227-3700

INTERNET/INTRANET/EXTRANET SERVICES

The Internet/Intranet/Extranet Services Units coordinate and administer the California Attorney General 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 the Department of Justice 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) 319-9070 (CALNET) 479-9070
FAX (916) 319-9433

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) 457-5030
FAX (559) 445-5386

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

Los Angeles
5700 S. Eastern Avenue
Commerce, CA 90040
(323) 869-3400
FAX (323) 869-3444

Counties served: Los Angeles, Orange, Santa Barbara, and Ventura.

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, and Yuba.

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

Counties served: Imperial, and San Diego

San Francisco
2720 Taylor Street, Room 300
San Francisco, CA 94133
(415) 351-3166
FAX (415) 959-2135

Counties served: Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and 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. (www.ag.ac.gov/unsolved)

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 903387
Sacramento, CA 94203-3870
(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 California Criminalistics Institute (CCI) Forensic Library, which is part of Bureau of Forensic Services (BFS), Division of Law Enforcement (DLE), is a vital forensic information resource for the BFS, CCI, public crime laboratories, and law enforcement agencies throughout California. The CCI Forensic Library also serves as a premier repository and clearinghouse of forensic information for the State's forensic community.

The CCI Forensic Library's collection consists of more than forty-four thousand (44,000) circulating books, reports, and videos in such diverse areas as: serology, toxicology, latent prints, trace evidence, questioned documents, quality assurance, microscopy, arson/explosive, controlled substances, crime scene investigation, courtroom testimony, and forensic medicine. The library also subscribes to more than 60 forensic science related journals.

SERVICES

The CCI's Forensic Library works to provide the following services to its mandated clients:

- A core collection of books, videos, and journals in the area of forensic science,
- Online Library Card Catalog (SHERLOCK),
- In-depth research and reference services,
- Current Awareness Services and Selective Dissemination of Information,
- Interlibrary loan services and document delivery.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Forensic Services
CCI Forensic Library
4949 Broadway, Room A107
Sacramento, CA 95820
(916) 227-5995 (CALNET) 498-5995
http://ag.ca.gov/cci/index.htm

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

- Provides a billing application or contract to authorized applicant agencies.
- 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 UNIT

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)
- 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
missing.persons@doj.ca.gov

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) 319-8292 (CALNET) 479-8292
FAX: (916) 319-9444

(Continued)

NARCOTIC ENFORCEMENT REGIONAL OFFICES

Fresno Regional Office
1735 E Street
Fresno, CA 93706
(559) 457-5000
FAX: (559) 445-5418

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

Los Angeles Regional Office
5700 South Eastern Avenue
Commerce, CA 90040
(323) 869-8600
FAX: (323) 838-2800

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

Riverside Regional Office
4200 Latham Avenue, Suite D
Riverside, CA 92501
(951) 782-4313 (CALNET) 632-4313
FAX: (951) 782-4383

Counties served: Riverside, and 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, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Sutter, Tuolumne, Yolo, and Yuba.

San Diego Regional Office
9425 Chesapeake Drive
San Diego, CA 93123
(858) 268-5300 (CALNET) 734-5300
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: Southern Alameda, Contra Costa, Lake, Marin, Mendocino, Napa, San Francisco, Solano, and 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, and Southern Alameda.

NARCOTIC INTELLIGENCE

The Western States Information Network (WSIN) responds to the needs of its member law enforcement agencies located in Alaska, California, Hawaii, Oregon, and Washington by providing a broad range of criminal intelligence information and analytical products and services in support of gang, narcotic, and terrorism related criminal investigations and prosecutions.

WSIN is committed to providing the most secure, accurate, and timely criminal intelligence and assistance to its member agencies to enhance the investigation, arrest, prosecution, and conviction of criminal offenders.

SERVICES

- WSIN enhances officer and community safety by providing timely and accurate information on a real-time basis, 24 hours a day, 7 days a week.

- Participating agencies are encouraged to notify WSIN of field operations enabling WSIN to provide notification when operations conducted by various agencies are in close proximity or have common targets.

- Provides tactical and strategic analysis to law enforcement agencies through a variety of analytical and charting services in support of investigations and prosecutions. These include link analysis, telephone toll analysis, visual investigative analysis, and event flow charts; all of which are useful case management tools for developing investigative leads.

- Collects, analyzes, and disseminates narcotic intelligence information on gangs, terrorism, clandestine laboratory operations, and drug assessments and trends.

- Prepares and disseminates the following publications: Quarterly Intelligence Digest, Illegal Drug Price & Purity Guide, Task Force Directory, and various special reports.

- Maintains a Hell's Angels Mugbook containing information submitted by California law enforcement agencies

- Develops, maintains, and provides various specialized analytical databases to assist in law enforcement investigations and prosecutions.

- Provides sophisticated, secure, state-of-the-art technology using the Statewide Investigative Networking System (SINS) and the RISS.NET, a secure communication system to service the needs of law enforcement agencies.

- Provides surveillance equipment and technical support of investigations.

- Provides investigative funds to its members if the agency has insufficient funds to pursue an investigation, if the case is a multi-jurisdictional narcotics enforcement effort, or if funding is unavailable from other sources.

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 Controlled Substances Utilization Review and Evaluation System (CURES) 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 and III controlled substances through the use of tamper resistant prescription forms and the operation of the CURES.

SERVICES

- Searches the automated records of all Scheduled II and III controlled substance transactions in CURES. Data elements available include the date written or dispensed; DEA number, name, and address of prescriber; name, date of birth, and address of patient; drug names; strength; quantities; and name, address, and permit number of the pharmacy.

- Provides support to law enforcement agencies through the identification of individuals engaging in the diversion of legitimately manufactured Schedule II and III controlled substances into illicit markets.

- Provides law enforcement personnel with accessibility to records needed to obtain search and arrest warrants.

- Provide patient activity reports (PAR) to licensed healthcare providers and pharmacists. A PAR is a CURES report reflecting the Schedule II and III controlled substance history of a patient. The CURES program provides PARs to licensed healthcare providers and pharmacists to prevent inappropriate, improper, or illegal use of Schedule II and III controlled substances.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
CURES Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 319-9062 (CALNET) 479-9062
FAX: (916) 319-9448

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
(916) 227-3045 (CALNET) 498-3045

ORGANIZED CRIME

The California Intelligence Bureau works to eliminate organized criminal activity in California by coordinating statewide investigative efforts targeting traditional organized crime, outlaw motorcycle gangs, high technology crimes, illegal gambling, and Eurasian 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 Eurasian organized crime in California. Traditional organized crime includes illegal gambling, loansharking, labor racketeering, murder, and infiltration of businesses.

- Prepares and disseminates in-depth reports on the scope, patterns, and structure of organized crime.

- Assists local, state and federal law enforcement agencies in special projects such as link analysis diagrams, telephone toll analysis, event flow diagrams, visual 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
Criminal Intelligence Bureau
P.O. Box 160967
Sacramento, CA 95816-0967
(916) 227-1230 (CALNET) 498-1230
FAX: (916) 227-1228

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
Communications
1300 I Street
Sacramento, CA 95814
(916) 324-5500 (CALNET) 454-5500
FAX: (916) 445-1937

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 and the on-line connection of over 1,700 of these terminals statewide.

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 of Justice 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 of Justice.

- 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
Communications Administration Program
P.O. Box 903417
Sacramento, CA 94203-3870
(916) 227-3460 (CALNET) 498-3460
FAX: (916) 227-4815

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

- 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) 263-4887 (CALNET) 498-3703

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 California 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 statewide files on sex and arson offenders who are required to register pursuant to Penal Code sections 290 and 457.1, respectively.

SERVICES

- Maintains sex and arson registrant records in the Violent Crime Information Network (VCIN) data base.
- Programmatically relays California sex offender information to the Federal Bureau of Investigation's National Sex Offender Registry data base.
- Determines if an individual is required to register.
- Conducts searches of VCIN to provide criminal investigators information on sex registrants.
- Provides listings of sex and arson registrant to law enforcement agencies (LEAs) to notify them of who is residing in their jurisdictions.
- Notifies LEAs when registrants intend to reside in their jurisdictions.
- Provides listings of offenders in violation of registration requirement to LEAs.
- Prepares certification letters of registration requirements for court purposes.
- Assists LEAs in the implementation and maintenance of manual and automated local sex and arson files.
- Provides assistance to LEAs entering data into VCIN via California Law Enforcement Telecommunications System.
- Provides training to LEAs and other criminal justice agencies on Department of Justice registration services, registration requirements, and changes in registration laws.
- Assesses the criminal convictions of out-of-state offenders moving to California to determine if they are required to register.

- 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 other criminal justice agencies identify, monitor, track, and prosecute sexual habitual offenders (SHOs).

SERVICES

- 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.
- Maintains information on SHOs, including case information and modus operandi, which is made available and/or disseminated to LEAs and other criminal justice agencies for the purpose of investigation and prosecution.
- Develops and distributes summary profiles and information bulletins on SHOs to LEAs.
- 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.
- 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.
- 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
Investigative Serivices Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4736 (CALNET) 498-4736
FAX: (916) 227-3663

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 VEHICLE/BOAT 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, or stolen boat, SVU personnel will use the National Insurance Crime Bureau manuals and other reference materials, as well as the Department of Motor Vehicles (DMV) registration files to ensure the accuracy of the entry in the database.

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, and may be accessed by special request.

SERVICES

- 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.

- 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).

- 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).

- Receives notices of acquisition from licensed dismantlers (per CVC 11520). The vehicles are checked for stolen status before dismantling begins.

- Makes a comparative analysis of stolen vehicle and stolen boat entries with the DMV registration records.

- Conducts special searches of automated data bases to assist in law enforcement investigations.

- 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.

- 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 California law Enforcement System (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:

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

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

- Makes short-term loans of specialized equipment to state and local law enforcement agencies.
- Provides consultant services regarding the proper operation of various types of photographic, optical, electro-optical, video, and radio intercept equipment.
- 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.
- Provides audio tape filtering and enhancement at the Department of Justice facility by appointment.
- Assists and trains in pen register technology and installation requires special arrangement.
- 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.
- 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.
- Provides publications or reports upon request to aid in the selection of equipment.
- 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
Criminal Intelligence Bureau
Technical Operations Unit
P.O. Box 160967
Sacramento, CA 95816-0967
(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 Department of Justice, 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 Department of Justice 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 and violent gang members.

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.

- Conducts investigations and assists law enforcement agencies with targeting, identifying, and apprehending violent gang members.

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) 319-8460 (CALNET) 479-8460
FAX: (916) 319-9446

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) 319-9603 (CALNET) 479-9603
FAX: (916) 319-9434

APPENDIX A

FORMS

APPENDIX A
FORMS

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

FORM #	**DESCRIPTION**
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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FORM #	**DESCRIPTION**
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/Secondhand Dealer Licensing Section
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3688 (CALNET) 498-3688

FORM #	**DESCRIPTION**
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 Program
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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FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
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

FORM #	**DESCRIPTION**
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

FORM #	DESCRIPTION
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

FORM#	DESCRIPTION
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	Notice of No Longer in Possession
BCIA 4010	Report of Handgun Ownership
BCIA 4544	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

FORM#	DESCRIPTION
BCIA 8370	Monthly Report of Anti- Reproductive Rights Crimes (ARRC), Summary Sheet
BCIA 8371	Anti- Reproductive Rights Crimes (ARRC), Data Collection Worksheet
CJSC 4	Concealable Weapons Charge Report
CJSC 7	Monthly Hate Crime Report, District Attorney and City Attorney Annual Report of Hate Cases
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

FORM #	**DESCRIPTION**
BCIA 4043	Personal Identification (Child) Fingerprint Cards
BCIA 4085	Unidentified Deceased Reporting Form (Coroners Only)
BCIA 4048	Authorization to Release Dental Records/Photograph

INQUIRIES:

California Department of Justice
Bureau of Criminal Information and Analysis
Missing and Unidentified Persons Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290
FAX: (916) 227-3270
missing.person.@doj.ca.gov

FORM #	DESCRIPTION
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*

* 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

FORM#	DESCRIPTION
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)227-4736 (CALNET) 498-4736
FAX: (916) 227-3663

FORM#	DESCRIPTION
JUS 360	AIDS Test Reporting
MH 1734	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

FORM #	DESCRIPTION
JUS 8715	Disposition of Arrest and Court Action
JUS 8715A	Subsequent Action Disposition Information
JUS 8716	Juvenile Detention Disposition Report
JUS 8717	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 or send requests to
Disposition.BCII@doj.ca.gov

FORM#	DESCRIPTION
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)

FORM#	DESCRIPTION
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

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
BFS 4	Request for Physical Evidence Examination
BFS 8	Blood Sample Alcohol Analysis Envelope
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.)

FORM #	DESCRIPTION
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

FORM#	DESCRIPTION
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

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
BFS 4	Request for Physical Evidence Examination
BFS 8	Blood Sample Alcohol Analysis Envelope
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.)

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
DLE 205	Library Book Request Form
DLE 206	Library Information Request Form
DLE 207	Library Journal Article Request Form

INQUIRIES:

California Department of Justice
Bureau of Criminal Information and Analysis
P.O. Box 903427
Sacramento, CA 94203-4207
(916) 227-3542 (CALNET) 498-3542
FAX: (916) 227-0427

FORM #	DESCRIPTION
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

FORM #	DESCRIPTION
BCII 8705	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
Anti-Reproductive Rights Crimes in California (annual)	BCIA
Applicant Fingerprint Clearance Manual (1997)	BCII
Arrest and Disposition Reporting Manual (1991)	BCII
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 (annually, 2000-2003)	BCIA
Crime in California (annual)	BCIA
Crime in California - Advance Release (annual)	BCIA
Criminal History Inquiry Manual (1999)	BCII
Criminal History User's Guide (1999)	BCII
Criminal Intelligence File Guidelines (1994)	CIB
Criminal Justice Information System (CJIS) Manual (1997)	BCIA
Criminal Justice Profile (annual county supplements to Crime in California 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 http://caag.state.ca.us/firearms	FD
DOJ Roster of Police and Sheriffs' Departments, District Attorneys and Probation Departments	BCIA
DMV Manual for CLETS (1997)	BCIA
Drug and Narcotic Codes - Uniform Controlled Substances Act	BNE
Gang Suppression Resources (Pamphlet)	CIB
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	CIB
Interagency Training Program Course Catalog	ATC
International Police Organization (INTERPOL) (Pamphlet)	CIB
Law Enforcement Intelligence Unit (LEIU)(Pamphlet)	CIB
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	CIB
Organized Crime Unit (Pamphlet)	CIB
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)	CIB
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
CLETS Policies, Practices and Procedures	BCIA
CLETS Technical Guide	BCIA
Megan's Law Brochure	BCIA
Megan's Law/California Sex Offender Information	BCIA
Megan's Law Web Application Set Up Guide	BCIA
MNE Pooling Technical Requirements	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

Missing and Unidentified Persons Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290
missing.persons@doj.ca.gov

Sex Offender Tracking Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4736 (CALNET) 498-4736
FAX: (916) 227-3663

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) 319-9365 (CALNET) 479-9365
FAX: (916) 319-9430

CBI
California Bureau of Investigation
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 319-9070 (CALNET) 479-9070
FAX: (916) 319-9433

BNE
Bureau of Narcotic Enforcement
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 319-8292 (CALNET) 479-8292
FAX: (916) 319-9444

Criminal Intelligence Bureau
P.O. Box 160967
Sacramento, CA 95816-0967
(916) 227-1230 (CALNET) 498-1230
FAX: (916) 227-1228

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	REFERENCE
Agency Terminal Coordinator Training	Field Operations
Anti-Terrorism	Criminal Intelligence
Applicant Audit Training	Field Operations/AACTS
Arrest and Disposition Reporting (Manual or Automated)	Arrest and Disposition Reporting
Asian Organized Crime Intelligence	Criminal Intelligence
Automated Boat System (ABS)	Field Operations
Automated Criminal History System	Field Operations
Automated Firearms System (AFS)	Field Operations
Automated Property System (APS)	Field Operations
Cal-ID System	Automated Latent Prints
California Law Enforcement Telecommunications System (CLETS)	Field Operations
Child Abuse Reporting	Child Protection Program
Criminal Extremist Intelligence	Criminal Intelligence
Criminal Justice Information System (CJIS)	Field Operations
Disposition Reporting	Field Operations
Domestic Violence Restraining Order Systems (DVROS)	Field Operations
Firearms Laws/Regulations/Reporting	Firearms Division
Firearms/Tactical Training	Advanced Training Center
Forensic Science	Forensic Science
Gang Intelligence	Criminal Intelligence
Juvenile Court and Probation Statistical System	Criminal Justice Statistics Center
Law Enforcement Training	Advanced Training Center
Live Scan Operation	Applicant and Criminal Liaison
Megan's Law	Sexual Offender Tracking Program
Mental Health Firearms Prohibition System	Field Operations
Missing and Unidentified Persons System (Automated)	Field Operations
Missing Persons and Unidentified Deceased Reporting and Citation Register (MACR)	Missing and Unidentified Persons Monthly Arrest Criminal Justice Statistics Center
Narcotic Intelligence	Narcotic Intelligence
Narcotic Training	Advanced Training Center
National Crime Information Center (NCIC)	Field Operations
Organized Crime Intelligence	Criminal Intelligence
RAPP Sheet Interpretation	Field Operations
Registration - Sex/Arson	Sex/Arson Registration and Field Ops

APPENDIX C - PART 1 (cont'd)

TRAINING	REFERENCE
Secondhand Dealer and Pawnbroker Licensing and Reporting	Automated Systems Programs
Sexual Offender Profiling	Sexual Habitual Offender Program
Special Agent Academy	Advanced Training Center
Stolen Vehicle System (SVS)	Field Operations
Supervised Release File	Supervised Release File
Surveillance Equipment	Surveillance Equipment
Uniform Crime Reporting (UCR)	Criminal Statistical Data
Violent Crime Analysis	Violent Crime Analysis
Violent Crime Information Network	Sex Offender Tracking Program
Wanted Persons System	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 Intelligence
Criminal Intelligence Bureau
P.O. Box 160967
Sacramento, CA 95816-0967
(916) 227-1230 (CALNET) 498-1230
FAX: (916) 227-1228

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

Narcotic Intelligence
(Southern California)
LA Clearinghouse
5700 South Eastern Ave
Commerce, CA 90040
(800) 522-5327
FAX: (323) 869-2541

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) 227-4345

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) 227-4085Megan's Law

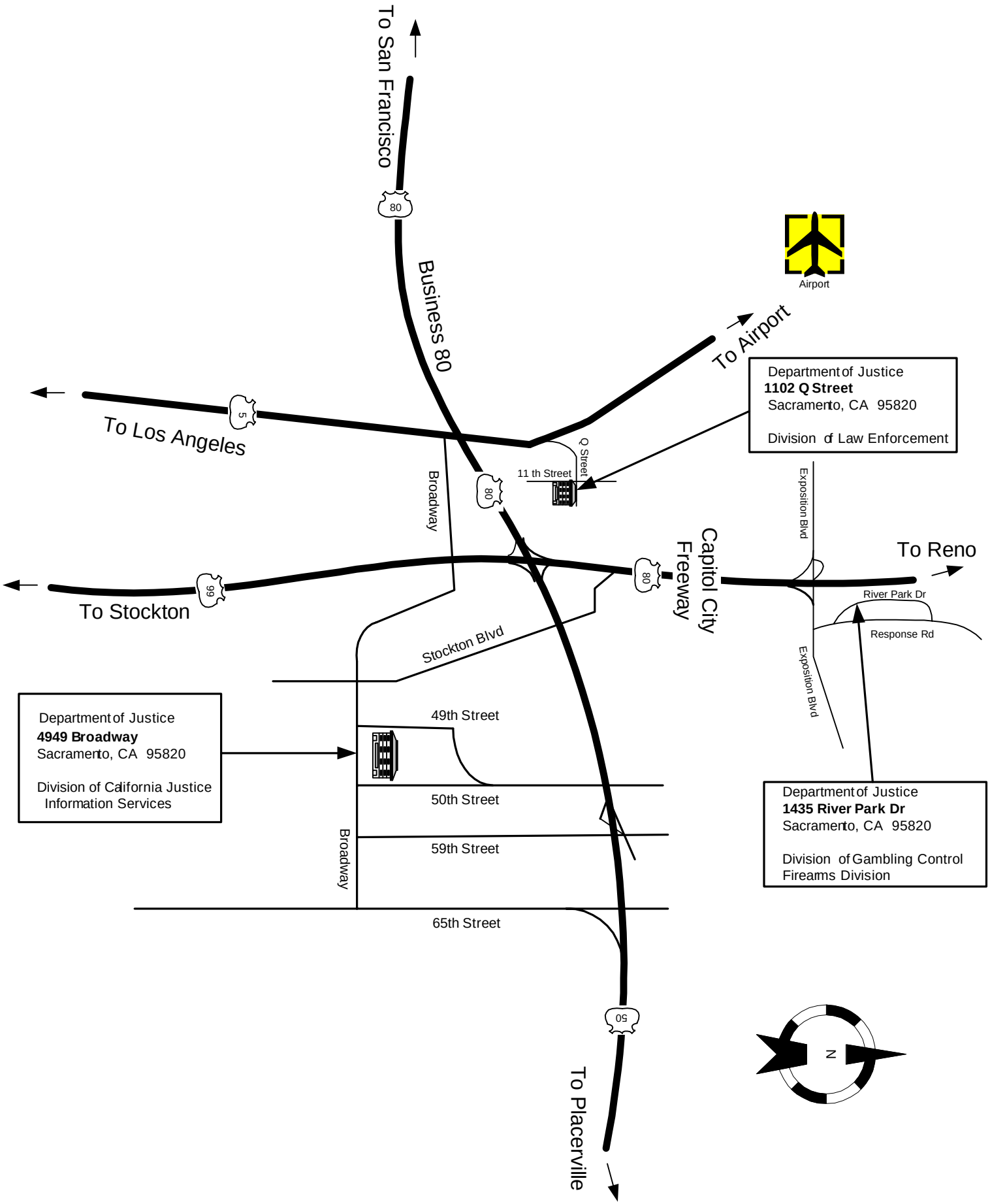
Supervised Release File
Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4816 (CALNET) 498-4816
FAX: (916) 227-4814

Surveillance Equipment
Criminal Intelligence Bureau
Technical Operations Unit
P.O. Box 160967
Sacramento, CA 95816-0967
(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


To Reno
Capitol City Freeway
80
Exposition Blvd
River Park Dr
Response Rd
Exposition Blvd
Department of Justice
1435 River Park Dr
Sacramento, CA 95820
Division of Gambling Control
Firearms Division
Airport
To Airport
Department of Justice
1102 Q Street
Sacramento, CA 95820
Division of Law Enforcement
Q Street
11 th Street
80
Business 80
To San Francisco
80
To Los Angeles
5
Broadway
Stockton Blvd
To Stockton
99
Department of Justice
4949 Broadway
Sacramento, CA 95820
Division of California Justice
Information Services
49th Street
50th Street
59th Street
65th Street
Broadway
50
To Placerville
N

Department of Justice
Division of Law Enforcement
Division of California Justice
Information Services
Firearms Division
Division of Gambling Control
4949 Broadway
Sacramento, California 95820