



**Santa Cruz Consolidated
Emergency Communications Center**

495 Upper Park Road
Santa Cruz, California 95065
(831) 471-1000 Fax (831) 471-1010

Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY/PROCEDURE**

Policy No.: 4540.80
Date Issued: September 30, 1999
Date Revised: February 27, 2001

APPROVED: _____


General Manager, SCCECC

SUBJECT: CRIMINAL HISTORY REQUESTS FROM FIELD UNITS

1.0 Purpose

- 1.1 To provide a method for fulfilling requests for Criminal History System (CHS) information from law enforcement personnel that is in full compliance with California Law Enforcement Telecommunications System (CLETS) rules, regulations, policies and procedures.

2.0 Procedure

- 2.1 Upon receipt of a request from a peace officer currently in the field for information from the CHS, the dispatcher will initiate a query to the CHS.
- 2.1.1 A peace officer is not "in the field" if s/he is in the police station.
- 2.1.2 As soon as the query is initiated, the dispatcher will complete an entry in the CLETS Entry Log Book. A log book entry, with every information field complete, must be made for every CHS query.
- 2.2 Dispatchers will broadcast CHS information only in accordance with Policy No. 4540 (Radio Transmission of Criminal History Information),
- 2.3 Requests for CHS information from peace officers not currently in the field will be referred to the appropriate Records Section.

- 2.3.1 If the appropriate Records Section is NetCom, the dispatcher will initiate the query and complete the CLETS Entry Log Book.
- 2.3.2 CHS information requested by peace officers who are not in the field will not be transmitted over any mobile data terminal (MDT), cellular phone or radio frequency.