

**State of California  
Office of Administrative Law**

**In re:**  
**Department of Justice**

**Regulatory Action:**

**Title 11, California Code of Regulations**

**Adopt sections:** 750, 750.2, 750.4, 750.6,  
750.8, 751, 751.2, 751.4,  
751.6, 751.8, 752, 752.2,  
752.4, 752.6, 752.8, 753,  
753.2, 753.4, 753.6, 753.8,  
754, 754.2, 754.4, 754.6,  
754.8, 755, 755.2, 755.3,  
755.4, 755.6, 755.8, 756,  
756.1, 756.2, 756.4, 756.6,  
756.8, 757, 757.2, 757.4

**NOTICE OF APPROVAL OF REGULATORY  
ACTION**

**Government Code Section 11349.3**

**OAL Matter Number: 2020-0708-01**

**OAL Matter Type: Regular Resubmittal (SR)**

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Assembly Bill 90 (2017-2018 Reg. Sess.) made the Department of Justice (the "Department") responsible for administering and overseeing any shared gang database in which California law enforcement agencies participate. In this resubmittal of OAL Matter No. 2020-0225-01S, the Department proposes to adopt regulations governing the use, operation, and oversight of the CalGang database. The regulations proposed by the Department include, among other things, establishing the requirements for entering and reviewing gang designations, the retention period for listed gangs and gang members or associates, and the criteria for entering a gang and a gang member or associate into the CalGang database.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 10/22/2020.

Date: October 22, 2020



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Eric Partington  
Senior Attorney

For: Kenneth J. Pogue  
Director

Original: Xavier Becerra, Attorney General  
Copy: Julia Zuffelato

STD. 400 (REV. 10/2019)

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-2019-0430-06</b>	REGULATORY ACTION NUMBER <b>2020-0708-015K</b>	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

ENDORSED - FILED

In the office of the Secretary of State of the State of California

OCT 22 2020

2:20 p.m.

2020 JUL -8 P 4: 48  
OFFICE OF ADMINISTRATIVE LAW

AGENCY WITH RULEMAKING AUTHORITY DEPARTMENT OF JUSTICE	AGENCY FILE NUMBER (if any) 19-004
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A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE	TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	NOTICE REGISTER NUMBER <b>2019, 19-2</b>	PUBLICATION DATE <b>5/10/2019</b>	

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Regulations Governing the CalGang Database	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) <b>2020 - 0225 - 015</b>
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT See Attached
TITLE(S)	AMEND
<b>11</b>	REPEAL

3. TYPE OF FILING

<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Reread (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input checked="" type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Other (Specify) _____		

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)  
07/31/19 - 08/31/19; 12/31/19 - 01/16/20; 05/20/20 - 06/05/20; **07/29/20 - 08/12/20**

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)  
 Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))  Effective on filing with Secretary of State  \$100 Changes Without Regulatory Effect  Effective other (Specify) \_\_\_\_\_

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify) _____		

7. CONTACT PERSON <b>JULIA ZUFFELATO</b>	TELEPHONE NUMBER <b>(916) 210-6040</b>	FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional) <b>Julia.Zuffelato@doj.ca.gov</b>
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Sean McCluskie</i>	DATE <b>7/7/20</b>
TYPED NAME AND TITLE OF SIGNATORY <b>SEAN McCLUSKIE, CHIEF DEPUTY TO THE ATTORNEY GENERAL</b>	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

OCT 22 2020

Office of Administrative Law

STD. 400 ATTACHMENT – Z-2019-0430-06

SECTIONS AFFECTED: ADOPT

750, 750.2, 750.4, 750.6, 750.8, 751, 751.2, 751.4, 751.6, 751.8, 752, 752.2, 752.4, 752.6, 752.8,  
753, 753.2, 753.4, 753.6, 753.8, 754, 754.2, 754.4, 754.6, 754.8, 755, 755.2, 755.3, 755.4, 755.6,  
755.8, 756, 756.1, 756.2, 756.4, 756.6, 756.8, 757, 757.2, 757.4

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California Code of Regulations

Title 11, Division 1

Chapter 7.5. Department of Justice Regulations for the Fair and Accurate Governance of the CalGang Database.

**Article 1. General**

**§ 750. Title and Scope.**

This Chapter shall be known as the “Department of Justice Regulations for the Fair and Accurate Governance of the CalGang Database,” and may be cited as such and referred to herein as “these regulations.” The provisions of these regulations shall govern the policies and procedures of the CalGang database. These regulations shall not apply to any future shared gang databases in the State of California; those shall be regulated by Chapter 7.6 of the California Code of Regulations, title 11, sections 770 to 776.6.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**Article 2. Purpose of the CalGang Database and Definitions**

**§ 750.2. Purpose of the CalGang Database.**

- (a) The objective of the CalGang database is to provide law enforcement agencies with an accurate, timely, and electronically-generated database of statewide gang-related intelligence information.
- (b) All records and information contained in the CalGang database are confidential and are for the use of law enforcement agencies, as defined in Penal Code section 186.34(a)(3), only.
- (c) The CalGang database shall be used as a means of identifying the Node Agencies or User Agencies that supplied the information in the CalGang database. Information from the CalGang database shall not be accessed or used for any reason other than criminal investigative purposes, as permitted under this chapter, and shall not be used for the purposes of documenting immigration status or any other unlawful purpose. Any memorandum of understanding adopted

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pursuant to section 750.6 or 750.8 of this chapter shall include an agreement by the Agency to comply with such restrictions and all other requirements of these regulations.

(d) The mere fact of a person's designation in the CalGang database, by itself, shall not be used to: justify searching, detaining, or arresting any person; or support issuance of, or application for, a subpoena, warrant, or similar instrument in a criminal proceeding.

(e) These regulations shall not be interpreted as authorizing the use of a person's designation in the CalGang database as evidence of crime, or as probative of any other matter, in any phase of a criminal proceeding, including sentencing.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**§ 750.4. Definition of Key Terms.**

(a) "Access" means the ability to do one or more of the following: view, query, add, delete, or retrieve records in the CalGang database depending on the User's level of access to the database.

(b) "Agency" means any law enforcement agency, as defined in Penal Code section 186.34(a)(3), only.

(c) "Audit" means the process of objective examination of the CalGang database pertaining to the maintenance of records or designated criminal street gangs, or the objective examination of a sample of randomly-selected records or designated criminal street gangs to determine whether the CalGang database is in compliance with these regulations.

(d) "CGNAC" means the California Gang Node Advisory Committee.

(e) "Contact" between a law enforcement officer and a potential Gang Member or Associate means any lawful observation of a person by a law enforcement officer or any lawful interaction between a person and a law enforcement officer.

(f) "Department" means the California Department of Justice.

(g) "Dissemination" means the sharing of criminal intelligence among law enforcement authorities in any Agency or Agencies on a need to know and a right to know basis.

(h) "Gang Member or Associate" means a person who satisfies the requirements to be designated in the CalGang database set forth in subdivision (c) of section 752.2.

(i) "Juvenile" means a person between the ages of 13 through 17.

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- (j) “Need to know” means a state of facts that supports the legitimacy of access to specific intelligence by a person or an Agency with a right to know. The “need to know” shall be pertinent to and necessary to the performance of a specific law enforcement activity.
- (k) “Node” means a geographically located cluster of participating law enforcement agencies with access to the CalGang database that may exist from time to time.
- (l) “Node Administrator” means a person who is appointed by the Node Agency to act as the leader of that Node. The Node Administrator is responsible for organizing, training, providing technical support, and coordinating the information collection activities of User Agencies in the Node.
- (m) “Node Administrator’s Designee” means a person selected by the Node Administrator to act as the Node Administrator when the Node Administrator is not available.
- (n) “Node Agency” means the law enforcement agency where a Node Administrator is located.
- (o) “Non-User” means a person or an Agency that does not have access to the CalGang database.
- (p) “Offense consistent with gang activity” means those offenses that are listed in subdivision (a) or (e) of Penal Code section 186.22, Penal Code section 186.26, or Penal Code section 186.28, or other offense that is a felony, and where there is reasonable suspicion to believe that the offense was committed for the benefit of, at the direction of, or in association with any criminal street gang, with the specific intent to promote, further, or assist in any criminal conduct by gang members.
- (q) “Organization” means an organization, association, or group of people.
- (r) “Outreach worker” means a person who would reasonably be able to demonstrate they are employed by, or have a paid or unpaid internship with, an agency or non-profit organization that provides one or more gang prevention, intervention, or community outreach programs.
- (s) “Peer Audit” means an audit of a Node’s CalGang database records that is conducted by two Node Administrators, or the Node Administrators’ Designees, neither of whom represent the Node Agency or User Agency being audited.
- (t) “Publish” means to upload, share, post, or repost on the internet including, but not limited to, through a social media account.

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- (u) “Purge” means the elimination of any record or designated criminal street gang from the CalGang database and any printed form of the record or designated criminal street gang when it is no longer in compliance with these regulations.
- (v) “Reasonable suspicion” means that state of known information which establishes sufficient facts to give a trained law enforcement or criminal investigative agency officer, investigator, or employee a basis to believe that there is a reasonable possibility that a person or an organization is involved in a definable criminal activity or enterprise.
- (w) “Record” means information contained in the CalGang database that pertains to a Gang Member or Associate within a designated criminal street gang and Node.
- (x) “Reliable source” means someone who provides information that the officer reasonably believes is sufficiently reliable based on the totality of circumstances that may include, but is not limited to, the following factors: (1) basis of knowledge; (2) past or present indications of veracity; and (3) past or present indications of reliability.
- (y) “Revoked,” as it applies to a User’s account, means the account is invalid and the User is permanently prohibited from accessing the account.
- (z) “Right to know” means the status of being an Agency or a person engaged in a law enforcement activity that, because of official capacity or statutory authority, may have access to the CalGang database if there is also a need to know.
- (aa) “Source documents” means documentation of lawfully obtained information that supports one or more criteria entered into a person’s record in the CalGang database. Such documents may include, but are not limited to, arrest reports, field interview cards, photographs, and jail records.
- (bb) “Suspended,” as it applies to a User account, means that the User’s access to the account is prohibited for a defined period or until satisfaction of conditions under these regulations.
- (cc) “Symbol,” as it applies to a criminal street gang, means a criminal street gang’s name, initials, numerical representation, slogan, picture, character, or any other adaptation or representation used by that criminal street gang.
- (dd) “System misuse” means unauthorized access or use of information in the CalGang database in violation of these regulations.

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(ee) “Unauthorized access” means access to the CalGang database by a person who does not have a need to know and a right to know or who is not authorized by these regulations to access the database.

(ff) “User” means authorized employees listed within subdivision (k)(6) of Penal Code section 186.36 whose employment duties warrant access to the CalGang database.

(gg) “User Agency” means an Agency that has access to the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36 Penal Code.

**Article 3. Access to the CalGang Database, Admission, and Dissemination of Intelligence**

**§ 750.6. Access to the CalGang Database.**

(a) Access to the CalGang database is not automatically granted to all employees of a Node Agency or User Agency; rather, access shall be limited to employees meeting the definition of User.

(1) Only the Department may grant access to the CalGang database to a User from an out-of-state agency or a federal agency.

(b) Prior to being granted access to the CalGang database, all Users shall undergo the training prescribed in subdivision (b) of section 751.6.

(c) User Agencies shall enter into a written memorandum of understanding or user agency agreement, consistent with these regulations, with the Department or their respective Node Agency before a person employed by the User Agency may receive access to the CalGang database. Node Administrators shall provide a copy of any such agreement to the Department upon request.

(d) Before completing the training referenced in subdivision (b) of section 751.6, all Users shall complete a CalGang User Agreement form CJIS 9006 (orig. November 2019), incorporated by reference herein. A physical copy of each User’s CalGang User Agreement form shall be kept on file by the Node Administrator. The Node Administrator or Node Administrator’s Designee shall forward a signed copy of each completed User’s CalGang User Agreement form to the Department no later than 10 working days after the User receives training. The Department shall ensure that a signed CalGang User Agreement form has been provided for each



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new User. If a signed copy of the CalGang User Agreement form is not sent to the Department for a User pursuant to this section, the Department may suspend or revoke the access of the User, the Node Administrator, and/or the Node Administrator's Designee.

(e) An Agency that is interested in accessing the CalGang database shall submit a written request to the Department or the local Node Administrator on the Agency's letterhead. The written request shall provide the following:

(1) A reason for its need to access the CalGang database.

(A) The Agency shall demonstrate a need to know and a right to know to satisfy subdivision (e)(1).

(2) The number of Users who will be accessing the CalGang database at that Agency and the level of access that is requested for each User.

(3) The Agency's assigned originating agency identifier (ORI) number, if applicable.

(4) The addresses of the facilities within the Agency where Users will access the CalGang database.

(5) The name and contact information for the person(s) designated by the Agency as the point of contact and training coordinator. If the Agency's point of contact and training coordinator are two different persons, the Agency shall identify both.

(6) If data entry access is requested, the Agency shall identify the classification(s), rank(s), and related expertise of the person(s) who will be responsible for performing the supervisory review required by sections 752.8 and 753.4; and describe the organizational structure and process through which the supervisory review process required by sections 752.8 and 753.4 will occur.

(A) No User from an out-of-state agency or a federal agency shall have the ability to add, edit, or delete any records or designated criminal street gangs in the CalGang database.

(f) The Department or Node Administrators shall determine whether written requests submitted pursuant to subdivision (e) by Agencies within their Node shall be approved.

(1) For requests submitted by an out-of-state agency or a federal agency, only the Department has the authority to approve those requests and to determine if the Department will enter into a memorandum of understanding with that agency consistent with these regulations. Such memorandum shall be kept on file by the Department.

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(g) A Non-User may request information contained within the CalGang database from a User via a proxy query, conducted pursuant to section 751.4.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 750.8. The Node Administrator's Role and Admission as a Node Agency.**

(a) A Node Agency is responsible for maintaining operational control and system supervision over its Node. A Node Agency shall protect the system and data integrity by ensuring that all User Agencies and Users in its Node adhere to these regulations and any applicable federal, state, or local laws, policies, or ordinances related to the CalGang database.

(b) A written request that is submitted by an Agency that is interested in becoming a Node Agency shall be reviewed by the Department. When the Department makes a determination in response to such a request, the Department shall consider the following factors:

(1) The ability of the Agency to serve in a leadership role in organizing and coordinating information collection activities of the agencies within a region to be served by a new Node.

(2) The geographic area to be covered.

(3) The ability of the requesting Agency to provide technical support to maintain the Node Agency.

(4) The ability of the requesting Agency to pay the costs associated with becoming a Node Agency, including recruitment, training of Users, sufficient staff to manage the Node, and travel expenses for participation in CGNAC meetings.

(5) Whether the appointed Node Administrator of the Node Agency, or the Node Administrator's Designee, are able to participate in the CGNAC, which includes attending all meetings and participating in audits.

(A) Access to the Node shall be suspended or revoked if a Node Administrator or Node Administrator's Designee does not attend at least one CGNAC meeting per calendar year.

(B) Node Administrators from out-of-state agencies or federal agencies may opt out of participating in CGNAC audits.

(c) Once the Department determines that an Agency is capable of becoming a Node Agency, it shall enter into a memorandum of understanding with the Node Agency. The memorandum of

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understanding shall be consistent with these regulations and it shall be kept on file by the Department.

(d) The Department shall be responsible for creating administrative accounts for each Node Administrator. Requests to create an administrative account shall be made in writing directly to the Department. The Department shall notify the requesting party in writing whether authorization is granted. Such written requests and authorizations shall be made either electronically or by mail.

(e) Node Administrators are responsible for creating User accounts within their Node. Node Administrators are prohibited from creating User accounts that have the same level of access as the Node Administrator without express written authorization from the Department. Users who are not Node Administrators may not use Node Administrator accounts.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 751. CalGang Database User Terms and Account Security.**

(a) A User may search for information contained in the CalGang database by conducting a query. The User shall document the reason for their query in the CalGang database before a query may be conducted.

(b) Node Agencies or User Agencies that enter information into the CalGang database are responsible for ensuring compliance with these regulations. All queries and entries in the CalGang database create a detailed activity log which the Department may audit at any time. If upon reviewing this log, the Department determines that any queries were conducted or entries were made in violation of these regulations, the Department shall take action pursuant to section 757.4.

(c) Each User Agency shall identify at least one person as the point of contact and report the point of contact to its Node Administrator and the Department.

(1) The point of contact shall help facilitate training requests, retrieval of source documents, and any updates or changes to the CalGang database.

(2) Any time a User Agency changes its point of contact, it shall notify its Node Administrator. The Node Administrator shall notify the Department within 30 calendar

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days from the date it received notice from the User Agency to report the new contact information.

(3) Node Administrators shall not delegate account creation to a point of contact.

(d) A Node Administrator is responsible for the prompt deactivation of accounts within its Node. An account shall be suspended or revoked if account privileges are no longer applicable to a User's employment duties, the User's level of access has been changed, and/or the User is separating or has separated from employment with the User's Agency.

(1) A User Agency shall inform its Node Administrator, or the Department if the Node Administrator is unavailable, of a change in a User's employment duties, level of access, and/or separation within 30 calendar days of the date of the change in a User's employment duties, level of access, and/or separation.

(2) A Node Administrator, Node Administrator's Designee, or the Department shall suspend or revoke the account within seven calendar days after receiving the notice of the change in a User's employment duties, level of access, and/or separation.

(e) Any User account that has been inactive for 90 calendar days shall be suspended. Up to 180 calendar days following a suspension under this subdivision, a User may submit a written request to the Node Administrator to reactivate the User's account. Upon reinstatement, the User shall take a recertification exam. If the User's account has been inactive for one year or more, the User shall be retrained before their account can be reinstated.

(1) Exceptions shall be made to subdivision (e) for Users who take an authorized leave of absence. The User or User Agency shall notify the Node Administrator in writing within 30 calendar days from the date the leave of absence commences.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 751.2. Specific Policies and Procedures Set by Node Agencies and User Agencies.**

(a) Node Agencies and User Agencies may establish more restrictive policies and procedures than those set forth by these regulations as long as they relate to User access, use of the CalGang database, or the entry of information into the CalGang database.

(1) A Node Agency shall not impose more restrictive policies and procedures on a User Agency without the consent of the User Agency.

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(2) A Node Agency that imposes more restrictive policies and procedures on a User Agency with its consent shall notify the Department in writing before those policies and procedures are implemented to obtain the Department's approval.

(3) If a User Agency imposes more restrictive policies and procedures on itself, it shall provide a written notice to its Node Administrator and the Department describing the restrictions.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

#### **§ 751.4. Proxy Query to the Information Contained in the CalGang Database.**

(a) A User shall not permit any other person access to their CalGang account. However, a User may disseminate information from the CalGang database by utilizing the proxy query feature within the CalGang database to conduct a search for a Non-User who demonstrates a right to know and a need to know.

(1) The Non-User requesting a proxy query shall complete the CalGang Proxy Query Agreement form CJIS 9007 (orig. November 2019), incorporated by reference herein, prior to receiving any data or information from the CalGang database. Once the Non-User completes the CalGang Proxy Query Agreement form, the Non-User shall send it to the User. A copy of each CalGang Proxy Query Agreement form shall be kept on file by the User. The User shall provide the Department with a copy of each completed CalGang Proxy Query Agreement form within 30 calendar days of conducting a proxy query.

(2) When conducting a proxy query, the User shall enter into the CalGang database the information the Non-User provided in the CalGang Proxy Query Agreement form as the reason for conducting the proxy query.

(3) If a Non-User has an urgent need to request a proxy query while in the field and is unable to complete the CalGang Proxy Query Agreement form, a proxy query may be conducted by a User utilizing the proxy query feature within the CalGang database if the following requirements are met:

(A) The User receiving the urgent proxy query request from the Non-User shall request the same information from the Non-User that is contained in the CalGang

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Proxy Query Agreement form and retain that information until a completed CalGang Proxy Query Agreement form is received from the Non-User.

(B) The User shall read the following statement to the Non-User:

1. All information from the CalGang database is protected criminal intelligence data. Under no circumstances shall information from the CalGang database be released to the public or the media. Information in the CalGang database is confidential and shall not be referred to in official reports. Information from the CalGang database shall not be accessed or used for any reason other than investigative purposes and shall not be used for the purposes of documenting immigration status or any other unlawful purpose. The database shall not be used for the purposes of enforcing federal immigration law, unless required by California state or federal statute or regulation; for military or employment screening purposes; or for non-criminal internal affairs investigations. However, this restriction does not prohibit the exchange of any information regarding a person's immigration or citizenship status pursuant to sections 1373 and 1644 of title 8 of the United States Code. Misuse of the CalGang database, or any information within it, may result in penalties, pursuant to Penal Code section 186.36.

(C) The User shall notify the Non-User of the requirement to sign and send a CalGang Proxy Query Agreement form within 10 working days of the query.

(D) The requesting Non-User shall agree to sign the CalGang Proxy Query Agreement form, and shall send the signed form within 10 working days of the query.

(E) The User is responsible for following up with the Non-User to ensure a signed CalGang Proxy Query Agreement form is provided. If a User conducted a proxy query and a signed CalGang Proxy Query Agreement form has not been received by the User within 15 working days of the query:

1. The User shall contact the Non-User to retrieve a signed CalGang Proxy Query Agreement form. The Department shall suspend or revoke the User's access unless the User can demonstrate that they attempted to contact the Non-User on the 15<sup>th</sup> working day after the proxy query was conducted.

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2. A notation shall be made in the CalGang database for the non-compliant Non-User and the Non-User's agency, and future proxy query requests made by the Non-User and the Non-User's agency shall be denied until a signed CalGang Proxy Query Agreement form is received by the original User for the non-compliant Non-User.

(b) A User shall not disseminate information to a Non-User through the proxy query feature on a regular basis. If the same Non-User requests information through a proxy query more than 12 times per year, the User shall refer the Non-User to its Node Administrator or the Department to inquire about gaining access to the CalGang database pursuant to Article 3.

(1) The Department shall audit proxy query usage annually and track the number of proxy query requests made by each Non-User. The Department shall suspend or revoke the access of a User, User Agency, and/or a Node Agency that allows more than 12 queries to be conducted by the same Non-User in a year.

(c) Nothing in subdivision (a) limits the sharing of information in the CalGang database if permitted under Article 8 or Penal Code section 186.34 or 186.35.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**Article 4. Training, Exam, and Requirements to be an Instructor**

**§ 751.6. User Training.**

(a) User training shall only be conducted by the Department or an instructor certified by the Department. Requirements to become a certified instructor are set forth in section 752.

(b) At a minimum, instruction from the Department or a certified instructor shall address the following:

(1) The definitions in section 750.4 and Penal Code section 186.34, with special emphasis on the definitions of "contact," "criminal street gang," "Gang Member or Associate," "reasonable suspicion," "system misuse," and "unauthorized access."

(2) The minimum number of criteria in section 752.4 that is required to enter a person as a Gang Member or Associate into the CalGang database as described in section 752.2, a

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comprehensive description of each criterion, the limitations and restrictions applicable to each criterion, and the documentation required to use each criterion.

(3) The applicable federal, state, and local laws, policies, and ordinances governing the gathering of criminal intelligence information by law enforcement agencies, including an overview of title 28 of the Code of Federal Regulations and its relevance to the CalGang database, Government Code section 70615, and Penal Code sections 186.34, 186.35 and 186.36.

(4) The physical, administrative, and technical system, hardware and software requirements and data dissemination restrictions directly applicable to Users that prevent unauthorized access to the CalGang database and protect the privacy of persons designated in the CalGang database, including user identification and password policies, and the requirements of section 756.4.

(5) Practical, hands-on system usage, including instruction on how to enter and view information in the CalGang database.

(6) How to upload files such as photographs to the CalGang database.

(7) Best practices for mitigating the entry and dissemination of false or incorrect information into or from the CalGang database, including the performance of self-audits, as described in section 755.4, and the supervisory review requirements in sections 752.8 and 753.4.

(8) How to provide notice pursuant to subdivision (c) of Penal Code section 186.34 and Article 7, how to respond to information requests pursuant to subdivision (d) of Penal Code section 186.34 and Article 8, and how to respond to requests for removal pursuant to subdivision (e) of Penal Code section 186.34 and section 754.2.

(9) Description of the retention periods applicable to adult and juvenile persons designated in the CalGang database and the retention periods for records related to the CalGang database, all as described in Article 9.

(10) The applicable penalties for system misuse, as described in section 757.4, and the factors used by the Department in penalty determinations.

(11) The impact of releasing data for unauthorized purposes, including, but not limited to, how the unauthorized release of data may affect immigration proceedings and employment, housing, or military screening.



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(12) The potential positive and negative impacts of collecting data on suspected gang members or associates, on communities impacted by criminal street gangs, and on persons designated in the CalGang database.

(13) Implicit bias in policing, taking into account an agency's existing training on that topic.

(14) How to share information from the CalGang database through a proxy query request, pursuant to section 751.4.

(c) Upon completion of the instruction listed in subdivision (b), the certified instructor shall complete the "CalGang Administrator Use Only" section of the CalGang User Agreement form for each User who completed the training course. The certified instructor or their designee shall forward the signed copy of each User's CalGang User Agreement form to the Node Administrator no later than five working days after the User receives training.

(d) Additional required training may be added by the training instructor or the Node Administrator. Additional required training may include, but is not limited to, training on local gangs and the history, patterns, and common symbols, hand signs, addresses, clothing, and colors of local gangs; agency-specific policies such as source document retention; and agency-specific policies regarding recordings by law enforcement such as body camera footage or audio recordings.

(e) The Department may conduct on-site visits, including classroom observation and review of training records, to ensure compliance with this training mandate.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**§ 751.8. Initial Exam Information and Recertification Exam.**

(a) Once instruction is completed, upon logging into the CalGang database, all Users shall take an initial certification exam on the curriculum described in subdivision (b) of section 751.6.

(b) Every 12 months after the date of initial certification or recertification, all Users shall take a recertification exam. The CalGang database will prompt a User to take the recertification exam upon login once the User's certification has expired.

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(c) Upon completing an initial certification or recertification exam, the User will be notified immediately as to whether the User passed or failed the exam. The exam, results, and forms shall be stored within the CalGang database and shall be viewable only to the Node Administrators, IT contractors, and the Department.

(d) The Node Administrator shall allow a User no more than three opportunities to retake the exam. If the User fails to pass the exam after three opportunities, the User's access shall be suspended. Once the User's access is suspended, the User shall contact the Node Administrator to complete refresher training. The Node Administrator shall evaluate which content the User struggled with or performed inadequately on during the initial exam or recertification exam and include that content in the refresher training. The Node Administrator shall restore access once the User completes the refresher training and passes the recertification exam.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 752. Requirements to Become a Certified Instructor.**

(a) A person shall meet all of the following minimum qualifications to become a certified instructor of User training:

- (1) The person has graduated from the training outlined in subdivision (b) of section 751.6.
- (2) The person has User experience and demonstrated proficiency with the CalGang database.
- (3) The person has never been suspended from using, or had their access revoked for misuse of, a shared gang database or the CalGang database.

(b) After meeting the minimum qualifications in subdivision (a), a person seeking instructor certification shall contact the Department. Instructor certification training shall only be conducted by the Department or by another instructor certified by the Department. Instructor certification training shall include a comprehensive overview of the CalGang database system and the administrative functions of an instructor of User training, including how to reset passwords, run reports, and oversee User certification and recertification exams.

(c) Upon completion of a person's instructor certification training, the instructor shall provide to the Department the person's name and the date they completed the training. The Department shall determine whether the person has satisfied the requirements in subdivision (a) and shall

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certify any person who has satisfied those requirements and completed the instructor certification training, as verified by their instructor.

(d) Instructors of User training shall be subject to recertification training every two years from the date of initial certification. Recertification training shall only be conducted by the Department. Recertification training shall include, but not be limited to, changes or updates to the CalGang database system or laws governing the CalGang database or shared gang databases.

(e) The Department may revoke instructor training privileges for failure to comply with these regulations.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**Article 5. Designating a Person in the CalGang Database and Adding Information to a Person's Record**

**§ 752.2. Minimum Age of Entry and Requirements to Enter a Person into the CalGang Database.**

(a) No persons under the age of 13 shall be entered into the CalGang database.

(b) A person shall not be designated as a Gang Member or Associate without the law enforcement agency having reasonable suspicion that the person actively participates in a criminal street gang with knowledge that its members engage in, or have engaged in, a pattern of criminal gang activity, or the person willfully promotes, furthers, or assists in any felonious criminal conduct by members of that gang. The law enforcement officer shall document the specific information that serves as the basis for the reasonable suspicion based on the criteria in section 752.4. Satisfaction of criteria required by section 752.4 shall not, in and of itself, satisfy the reasonable suspicion requirement. Reasonable suspicion shall be based on the totality of circumstances, but considering only the information documented by the law enforcement officer(s) to demonstrate the satisfaction of each criterion and any other legally obtained information that supports or undermines the existence of each criterion.

(c) Subject to subdivisions (a), (b), and (d), a person may be only entered into the CalGang database and designated as a Gang Member or Associate when at least two unique criteria listed in subdivision (a) of section 752.4 are found to exist through investigation by a trained law

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enforcement officer, provided that the criminal street gang's existence has been, or is concurrently, documented in the database.

(1) When subdivisions (a)(6) and (a)(7) of section 752.4 are used together, then at least one additional unique criterion from section 752.4 shall be satisfied for the person to be entered into the CalGang database and designated as a Gang Member or Associate.

(2) For purposes of subdivision (c), the satisfaction of the required number of criteria shall occur within a one-year period.

(3) A User may utilize an optional feature in the CalGang database to indicate whether the law enforcement officer suspects that the designated person is a non-member gang associate. Nothing in this clause modifies the conditions of designation in Article 5, the required contents of any notice under Article 7, or the required contents of any Agency response under Article 8.

(d) A person may only be entered into the CalGang database after the supervisory review process set forth in section 752.8 is conducted.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 752.4. Criteria to be Designated as a Gang Member or Associate.**

(a) The criteria to designate a person as a Gang Member or Associate in the CalGang database are:

(1) The person has admitted to being an active member or associate of an active criminal street gang under circumstances that do not undercut truthfulness. The law enforcement officer shall document the relevant circumstances of the admission including, but not limited to: the wording of the admission; the location of the contact; the person(s) present during the conversation; and whether the person was arrested during the contact for violating subdivision (f) of Penal Code section 647 or subdivision (a) of Health and Safety Code section 11550.

(A) This criterion shall not be satisfied unless the law enforcement officer reasonably believes that the person was able to provide a voluntary and competent admission.

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- (B) This criterion shall not be satisfied if the person admits to only being from a neighborhood rather than a specific criminal street gang.
- (C) This criterion shall not be satisfied solely by posts on social media unless there is strong indicia of reliability.
- (2) The person has been arrested for an offense consistent with gang activity, as defined in these regulations. The law enforcement officer shall document how the facts and circumstances of the offense are consistent with gang activity.
- (A) This criterion shall only be entered into the database when the arrest is documented on a notify warrant; warrant of arrest; or an arrest, juvenile detention, or crime report. A field interview card or report may be used as a source document if it is used in conjunction with an arrest or crime report.
- (3) The person has been identified as an active member or associate of an active criminal street gang by a reliable source. The identification shall be based solely on information that would support criteria set forth herein. The law enforcement officer shall document the specific information that serves as the basis for the opinion of the reliable source, why the information provided by the source is consistent with the criteria set forth herein, and the reason(s) that the reliable source has been deemed reliable.
- (A) The satisfaction of this criterion shall not be based on an individual's jail classification.
- (B) For purposes of subdivision (a)(3), a reliable source shall not be a person who is under 18 years of age, a rival gang member, an untested informant, or the law enforcement officer conducting the interview or completing the source document to satisfy this criterion.
- (4) The law enforcement officer has observed the person associating with person(s) who are already entered, or are in the process of being entered, into the CalGang database and the circumstances of the observed association indicates gang affiliation. The law enforcement officer shall document the circumstances of the association; the person(s) present who are already entered, or are in the process of being entered, into the CalGang database; and the reason for believing that the association indicates gang affiliation.
- (A) No person, including, but not limited to, family members and outreach workers, shall be considered for designation under this criterion unless there is reasonable

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suspicion that they contribute to, or are participating in, the criminal 'street gang's illegal activities.

(B) Incidental community interactions that are not criminal in nature shall not be used to satisfy this criterion.

(5) The law enforcement officer has observed the person displaying one or more symbols or hand signs tied to a specific active criminal street gang to identify their affiliation. The law enforcement officer shall document the specific symbol(s) and/or hand sign(s) and the basis for believing that they are tied to an active criminal street gang.

(6) The law enforcement officer has observed the person at one or more gang-related addresses. The law enforcement officer shall document the specific address(es) and to which active criminal street gang such address(es) are related. The law enforcement officer shall articulate justification for how the address(es) are gang-related including, but not limited to, graffiti by the related criminal street gang and crime originating by that criminal street gang at the address(es).

(A) This criterion shall not be satisfied solely by the fact that the address is the residential address of a person who is already entered into the CalGang database.

(B) Entire neighborhoods and schools shall not be used to satisfy this criterion.

(7) The law enforcement officer has observed the person wearing one or more items of clothing or colors that the law enforcement officer believes are tied to a specific and active criminal street gang. The law enforcement officer shall document the specific clothing and/or colors, and the basis for believing that the person is wearing the clothing and/or colors to express gang membership or association.

(A) This criterion shall not be satisfied solely by the wearing of clothing or colors that are of general interest to the neighborhood or locality including, but not limited to, wearing a local sports team hat, clothing, or colors.

(8) The law enforcement officer has observed the person having one or more tattoos, marks, scars, or brandings indicating criminal street gang membership or association. The law enforcement officer shall document a description of the tattoos, marks, scars, or brandings, the location of each on the person's body, and the basis for believing that they are tied to an active criminal street gang.

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(A) A tattoo, mark, scar, or branding that remains unmodified and on the same place on a person's body that was used previously to satisfy this criterion shall not be used thereafter to satisfy that same criterion again unless it meets the elements set forth in subdivision (a)(8)(C) or the record of that person has since been purged from the CalGang database.

(B) If a person has multiple tattoos, marks, scars, or brandings that are the same or similar, and each one of those tattoos, marks, scars, or brandings is on a different location on the person's body, then each tattoo, mark, scar, or branding may be used to satisfy this criterion. However, each one of those tattoos, marks, scars, or brandings shall only be documented to meet that criterion once, and cannot be re-entered into the CalGang database as a criterion on subsequent occasions, unless it meets the elements set forth in subdivision (a)(8)(C) or the record of that person has since been purged from the CalGang database.

(C) A law enforcement officer may document a tattoo, mark, scar, or branding as described in subdivisions (a)(8)(A) and (a)(8)(B) to satisfy this criterion on subsequent occasions only if the person is in a public setting and is openly displaying, presenting, or flashing the tattoo, mark, scar, or branding as a means of intimidation. If the law enforcement officer documents the tattoo, mark, scar, or branding pursuant to subdivision (a)(8), the law enforcement officer shall document the relevant circumstances of the contact including, but not limited to, the type of public setting in which the contact occurred and a description of how the tattoo, mark, scar, or branding was openly displayed, presented, or flashed.

(b) For each criterion listed in this section, the law enforcement officer shall document the means by which their observation was made including, but not limited to: in person, in writing, on a video or audio recording, or over the internet.

(c) When designating a person as a Gang Member or Associate, a criterion listed in subdivision (a) shall not be based on contact(s), incident(s), or supporting source documents that are more than one year old. No contact(s), incident(s), or supporting source documents that occurred before the juvenile turned 13 years of age shall be used to designate a juvenile as a Gang Member or Associate.

(d) The existence of all criteria shall be supported by source documents.

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(e) Photographs and videos are permitted to be used as source documents only if they are legally obtained.

(1) The law enforcement officer shall indicate whether a recording of their contact with a person is available and if it was recorded by law enforcement, including, but not limited to, body camera footage or an audio recording.

(2) The law enforcement officer shall document the date the photograph or video was observed by the law enforcement officer, the date published and by whom, and the date created, if available.

(3) The use of social media to satisfy any of the criteria set forth in this section shall be carefully evaluated by the law enforcement officer and the law enforcement officer shall consider at a minimum: the context of the posting(s), the frequency of posting, whether there are other corroborating indicators, and whether one can ascertain the true identity of the person posting or pictured.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 752.6. Adding Information to a Person's Record.**

(a) After a person has been designated as a Gang Member or Associate in the CalGang database, a User may add legally obtained information to that record, including, but not limited to, information regarding the satisfaction of a criterion that occurred prior to, or after, entry in the CalGang database.

(b) Additional information may only be entered into the CalGang database after it undergoes the supervisory review process set forth in section 752.8.

(c) Additional information shall not affect the retention period of records unless required by section 754.4 or 754.6.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 752.8. Supervisory Review Process of Intelligence Data.**

(a) No entry shall be made in the CalGang database unless all related intelligence data is first meaningfully reviewed and approved by the appropriate supervisory classification pertinent to



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the organizational structure of the Node Agency or User Agency. In addition to the first-level supervisor, the Department encourages entries to be reviewed and approved by the gang unit lieutenant, or equivalent, whenever possible.

(b) The supervisory review shall determine whether the proposed entry and underlying documentation complies with these regulations, including, but not limited to, whether the reasonable suspicion requirement was satisfied and whether any intelligence data was obtained in violation of any applicable federal, state, or local law, policy, or ordinance. Any intelligence data obtained in violation of any applicable federal, state, or local law, policy, or ordinance shall not be entered into the CalGang database.

(1) When intelligence data is being reviewed for a person to be designated as a Gang Member or Associate, the supervisory review shall also determine whether the minimum age and entry requirements set forth in section 752.2 have been satisfied.

(2) The supervisor may review additional legally obtained information and/or supporting documentation to add to the person's record in the CalGang database.

(c) At the conclusion of the supervisory review and prior to adding the entry to the CalGang database, the reviewing first-level supervisor, or gang-unit lieutenant or equivalent, shall complete a written attestation that the entry complies with these regulations. A person's record in the CalGang database shall include confirmation that the written attestation of the reviewing supervisor was completed.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**Article 6. Designating an Organization as a Criminal Street Gang in the CalGang Database and Adding Information to a Designated Criminal Street Gang**

**§ 753. Requirements to Designate an Organization as a Criminal Street Gang.**

(a) An organization may be designated as a criminal street gang and entered into the CalGang database as such only if it meets all of the following:

(1) The Node Agency or User Agency has reasonable suspicion for making the designation. The Node Agency or User Agency shall document the basis of the reasonable suspicion.

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(2) The organization comprises three or more persons who meet the requirements to be designated as a Gang Member or Associate pursuant to subdivision (c) of section 752.2. The User Agency shall notify the Node Administrator of the organization and request that the organization be designated as a criminal street gang in the CalGang database. If the Node Administrator approves the request, the User Agency shall create records in the CalGang database for each Gang Member or Associate who belongs to the criminal street gang.

(3) The organization has a common sign, symbol, and/or name. The Node Agency or User Agency shall document the specific sign, symbol, and/or name that is tied to the organization and explain why it is interpreted as belonging to the proposed criminal street gang.

(4) The organization or its members collectively or individually engage in or have engaged in a pattern of definable criminal activity. The Node Agency or User Agency shall identify the type(s) of crime(s) that the Node Agency or User Agency believes were committed and if the members of the organization have collectively or individually been arrested for any offense(s) consistent with gang activity and include that as a part of the documentation.

(5) One of the primary activities of the organization is the commission of crimes enumerated in paragraphs (1) to (25), inclusive, and paragraphs (31) to (33), inclusive, of subdivision (e) of Penal Code section 186.22. The Node Agency or User Agency shall identify which of the aforementioned crimes the Node Agency or User Agency believes were committed and if members of the organization have collectively or individually been arrested for one or more of the aforementioned crimes and include that as a part of the documentation.

(b) A new criminal street gang may only be added into the CalGang database by the Department or a Node Administrator after the supervisory review process set forth in section 753.4 is conducted. If a Node Agency or User Agency determines that a new criminal street gang should be added to the CalGang database, it shall submit in writing the information provided in subdivision (a) to either the Department or its Node Administrator.

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(c) A criminal street gang shall remain in the CalGang database until an audit conducted pursuant to section 755.4 or 755.8 determines that the designated criminal street gang shall be purged from the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

#### **§ 753.2. Adding Information to a Designated Criminal Street Gang.**

(a) After an organization has been designated as a criminal street gang in the CalGang database, a User may add legally obtained information to that designated criminal street gang, including, but not limited to: known gang addresses; associated cliques; history of the gang; common signs, symbols, and/or names; and criminal predicate crimes.

(b) Additional information may only be entered into the CalGang database after the supervisory review process set forth in section 753.4 is conducted.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

#### **§ 753.4. Supervisory Review Process of Criminal Street Gang Intelligence Data.**

(a) No entry shall be made in the CalGang database unless all related criminal street gang intelligence data is first meaningfully reviewed and approved by the appropriate supervisory classification pertinent to the organizational structure of the Node Agency or User Agency. In addition to the first-level supervisor, the Department encourages entries to be reviewed and approved by the gang unit lieutenant, or equivalent, whenever possible.

(b) The supervisory review shall determine whether the proposed entry and underlying documentation complies with these regulations, including, but not limited to, whether the reasonable suspicion requirement was satisfied and whether any criminal street gang intelligence data was obtained in violation of any applicable federal, state, or local law, policy, or ordinance. Any intelligence data obtained in violation of any applicable federal, state, or local law, policy, or ordinance shall not be entered into the CalGang database.

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- (1) When criminal street gang intelligence data is being reviewed for an organization to be designated as a criminal street gang, the supervisory review shall also determine whether the requirements set forth in section 753 have been satisfied.
- (2) The supervisor may review additional legally obtained information and/or supporting documentation to add to the designated criminal street gang in the CalGang database.
- (c) At the conclusion of the supervisory review and prior to adding the entry to the CalGang database, the reviewing first-level supervisor, or gang-unit lieutenant or equivalent, shall complete a written attestation that the entry complies with these regulations. The criminal street gang's designation in the CalGang database shall include confirmation that the written attestation of the reviewing supervisor was completed.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**Article 7. Notice of Inclusion in the CalGang Database**

**§ 753.6. Notifying a Person of Inclusion in the CalGang Database.**

- (a) Pursuant to subdivision (c) of Penal Code section 186.34, a person, and at least one parent or guardian of the person if the person is a juvenile, shall be notified of the person's inclusion in the CalGang database in writing prior to the person being entered into the CalGang database.
- (b) Any such notice shall, at the discretion of the Node Agency or User Agency delivering the notice, be delivered only: in person at the time of contact or to the physical address provided by the person at the time of contact; or by mail to the physical address provided by the person at the time of contact or a physical address that the Node Agency or User Agency discovered by utilizing other means that are accessible to the Node Agency or User Agency, provided that such access is permitted by law. An Agency shall not require a person to appear in person at the Agency to retrieve their notice of inclusion. A law enforcement officer will presume that a juvenile resides with at least one parent or guardian, and that the physical address provided by the juvenile at the time of contact is the correct physical address for at least one parent or guardian.
- (1) Each time a law enforcement officer makes contact with a juvenile and suspects that the juvenile will be designated as a Gang Member or Associate in the CalGang database, at the time of contact, the law enforcement officer shall confirm whether the juvenile lives

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with a parent or a guardian at the physical address provided by the juvenile. If the juvenile does not live with a parent or guardian, the law enforcement officer shall request the physical address of such parent or guardian for the purposes of satisfying the notice requirements set forth by subdivision (c) of Penal Code section 186.34.

(c) In addition to the requirements set forth under subdivision (c) of Penal Code section 186.34, a written notice required thereunder shall clearly indicate:

(1) The criteria supporting the person's designation as a Gang Member or Associate, the basis for the designation, and information about any source documents in the possession of the Node Agency or User Agency related to the person's inclusion in the CalGang database. For each source document in the possession of the Node Agency or User Agency, the Node Agency or User Agency shall include, to the extent possible, the format and date of the source document, including whether the source document is body camera footage, an audio recording, or other video recording, and a brief description of how the source document supports any criteria.

(2) To the extent possible, the date(s), time(s), and location(s) of the contacts or observations on which the criteria for designation were satisfied.

(3) A description of the process to contest designation, including the name of the Node Agency or User Agency to contact.

(4) A reference to Penal Code section 186.35 regarding the person's right to petition the court to review the designation.

(5) The name of the criminal street gang that the person is connected to in the database.

(6) A Node Agency or User Agency that operates a gang intervention or outreach service shall include the contact information for that service whenever a notice of inclusion pertains to the designation of a juvenile.

(7) The following statement:

(A) The CalGang database, and your designation in the database, is for law enforcement intelligence purposes only. The laws governing the CalGang database do not compel you to report your designation in the database to any government official or entity for any purpose.

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- (8) A link to the CalGang page on the Attorney General's website that shall provide an explanation of how the information entered into the CalGang database will be used and the length of time that the person's information shall remain within the CalGang database.
- (d) A Node Agency or User Agency that issues the notice may include the following additional information within the notice:
- (1) The documentation supporting the criteria that were satisfied for designation.
- (e) A Node Agency or User Agency shall document the attempted delivery of each notice. The documentation shall contain:
- (1) The name of the recipient of the notice and, if different, the person to whom the notice pertains.
- (2) The date the notice was mailed or attempted to be delivered in person to the recipient and the method of delivery.
- (3) If the notice was undeliverable, the Node Agency or User Agency shall, for mailed notices, document the date it received the undeliverable notification and retain a copy of the notification in its files, and, for attempts to deliver notices in person, document by notation or otherwise that the notice was undeliverable.
- (f) The notice requirement shall be satisfied upon the first attempt if the notice is: delivered in person to the person to whom it pertains, or in the case of a juvenile, to the person and at least one parent or guardian of the person to whom the notice pertains; or mailed to the person to whom it pertains or, in the case of a juvenile, the person and at least one parent or guardian of the person to whom the notice pertains, and the notice is not returned to sender as undeliverable. If a juvenile to whom the notice pertains resides at the same physical address as a parent or guardian, the Node Agency or User Agency shall send two notices to that physical address; one shall be addressed to the juvenile to whom the notice pertains, and the other shall be addressed to the juvenile's parent or guardian. If the first attempt to deliver the notice does not satisfy the foregoing requirements, the notice requirement will nonetheless be satisfied if both of the following are met:
- (1) The Node Agency or User Agency has no reasonable alternative method to deliver to that person, or in the case of a juvenile, to the person and at least one parent or guardian of the person to whom the notice pertains.

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- (2) The Node Agency or User Agency complied with the documentation requirements set out in subdivision (e) of this section.
- (g) The notice requirement will not be satisfied on the first attempt if the notice fails to be delivered and the Node Agency or User Agency possesses more than one method of contacting the person. In such a situation, the Node Agency or User Agency shall make a second attempt to deliver the notice to the recipient and it shall use a different method of delivery than the one that was used for the first attempt. The Node Agency or User Agency shall document both attempts as set out in subdivision (e) of this section.
- (h) A Node Agency or User Agency shall not knowingly send notice letters to places of employment, schools, or places of higher education unless such a place is also the residence facility of the recipient, such as a school dormitory.
- (i) If sending a notice of inclusion to a juvenile, or a parent or guardian of the juvenile, would compromise an active criminal investigation or the health or safety of the juvenile, the Node Agency or User Agency is not required to attempt to deliver a notice under this section or subdivision (c) of Penal Code section 186.34.
- (1) If a Node Agency or User Agency does not provide notice pursuant to subdivision (i), the Node Agency or User Agency shall nonetheless prepare the form of notice as described in this section and it shall indicate in the CalGang database that no notice was sent, provide the date the Node Agency or User Agency determined to not send the notice, and provide a summary of the reason(s) for that determination. This documentation shall remain in the CalGang database until the record pertaining to that person is purged from the CalGang database. Nothing in this subdivision restricts the release of a notice under court order or for an in-camera review by a court. Nothing in this section requires a Node Agency or User Agency to disclose any information protected under section 1040 or 1041 of the Evidence Code or section 6254 of the Government Code.
- (j) All information pertaining to the above sections shall be captured in the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

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**Article 8. Information Requests, an Agency's Response to Information Requests, and an Agency's Response to a Request for Removal**

**§ 753.8. Information Requests and Verifying the Identity of the Requesting Party.**

(a) Each Agency may develop a verification of identity form that the Agency may use to determine whether the information request pursuant to subdivision (d)(1) of Penal Code section 186.34 is made by an authorized person.

(1) An attorney may send an information request to an Agency on behalf of a client who the attorney is representing. The Agency shall verify that the attorney is representing the person for whom information is being requested and that the attorney is licensed to practice by verifying the attorney's state bar number.

(b) If an Agency chooses to develop a verification of identity form, the form may seek information verifying the requesting person's name, address, date of birth, driver license number, state identification number, or state bar number. The Agency shall not have the authority to request from a person, their parent or guardian, or an attorney working on behalf of the requesting person, a copy of a birth certificate, a social security number, or documentation of citizenship or immigration status to satisfy its written verification of identity requirement.

(c) Verification of a person's identity does not have to be done through a government-issued identification document; rather, proof of identity may be presented in either of the following ways:

(1) Through an acknowledgement form prepared, signed, and endorsed by a notary public. This acknowledgement form shall accompany the Agency's verification of identity form, if that Agency uses a verification of identity form.

(2) By presenting a school identification card.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

**§ 754. An Agency's Response to an Information Request.**

(a) If an Agency receives an information request concerning a person who has a record in the CalGang database, the responding Agency shall contact each Node Agency or User Agency that has created an entry to ensure that the dissemination of the requested information does not



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compromise an active criminal investigation or the health or safety of a juvenile who has been designated as a Gang Member or Associate in the CalGang database.

(b) An Agency's response to an information request pursuant to subdivision (d)(1) of Penal Code section 186.34 shall be communicated in writing and shall include:

- (1) Verification that the request was received and the date of its receipt.
- (2) Whether the person is designated as a Gang Member or Associate in the CalGang database.
- (3) If the Agency originated the person's designation or added to the person's record in the CalGang database, the criteria supporting the person's designation as a Gang Member or Associate in the CalGang database, the basis for the designation, and information about any source documents in the possession of the Agency related to the person's inclusion in the CalGang database. For each source document in the possession of the Agency, the Agency shall include, to the extent possible, the format and date of the source document, including whether the source document is body camera footage, an audio recording, or other video recording, and a brief description of how the source document supports any criteria.
- (4) If the Agency originated the person's designation or added to the person's record in the CalGang database, to the extent possible, the date(s), time(s), and location(s) of the contacts or observations on which the criteria for designation were satisfied.
- (5) A description of the process to contest a designation, including the name of the Node Agency or User Agency to contact.
- (6) A reference to Penal Code section 186.35 regarding the person's right to petition the court to review the designation.
- (7) The name of the criminal street gang that the person is connected to in the database.
- (8) An Agency that operates a gang intervention or outreach service shall include the contact information for that service whenever a response to an information request pertains to the designation of a juvenile.
- (9) The following statement:
  - (A) The CalGang database, and your designation in the database, is for law enforcement intelligence purposes only. The laws governing the CalGang database

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do not compel you to report your designation in the database to any government official or entity for any purpose.

(10) A link to the CalGang page on the Attorney General's website that provides an explanation of how information entered into the CalGang database is used and the length of time that a person's information shall remain within the CalGang database.

(c) A Node Agency or User Agency responding to the request may, but is not required to, include the following additional information within the response:

(1) The documentation supporting the criteria that were satisfied for designation.

(d) Notwithstanding the foregoing, if responding to an information request from a juvenile, or a parent or guardian of the juvenile, would compromise an active criminal investigation or the health or safety of the juvenile, the Agency that received the request is not required to provide a response.

(1) If an Agency does not respond to an information request pursuant to subdivision (d), it shall nonetheless prepare the form of response as described in subdivision (b) of this section, and document a summary of reasons why a response was not sent and the date when this determination was made, and it shall maintain this documentation until the record pertaining to that person is purged from the CalGang database. Nothing in this subdivision restricts the release of a response under court order or for an in-camera review by a court. Nothing in this section requires a local law enforcement agency to disclose any information protected under section 1040 or 1041 of the Evidence Code or section 6254 of the Government Code.

(e) All information pertaining to the above sections shall be captured in the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**§ 754.2. An Agency's Response to a Request for Removal.**

(a) An Agency shall respond to a request for removal by a person in accordance with subdivision (e) of Penal Code section 186.34. Even after a request for removal has been deemed denied upon expiration of the thirtieth day following the request, an Agency may, but is not required to, deliver a notice of denial and the reason for the denial.

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(b) Notwithstanding the foregoing, if responding to a request for removal from a juvenile, or a parent or guardian of the juvenile, would compromise an active criminal investigation or the health or safety of the juvenile, the Agency that received the request is not required to provide a response.

(1) If an Agency does not respond to a request for removal pursuant to subdivision (b), it shall nonetheless prepare the response as described in subdivision (a), and document a summary of reasons why a response was not sent and the date when this determination was made, and it shall maintain this documentation until the record pertaining to that person is purged from the CalGang database. This documentation shall be captured in the CalGang database. Nothing in this subdivision restricts the release of a response under court order or for an in-camera review by a court. Nothing in this section requires a local law enforcement agency to disclose any information protected under section 1040 or 1041 of the Evidence Code or section 6254 of the Government Code.

(c) An Agency shall consider any evidence presented by a person requesting removal, including, but not limited to: successful completion of parole or probation with restrictions placed on gang terms, removal or cover-up of tattoos that were indicative of criminal street gang membership or association, community service hours, participation in gang intervention or prevention programs, and proof of employment.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**Article 9. Retention Periods**

**§ 754.4. Retention Period for Adult Records.**

(a) The record of a person who is 18 years of age or older shall be retained in the CalGang database for five years, and upon termination of the retention period, the record shall be automatically purged from the database.

(b) If a minimum of two additional criteria is added to a person's record in the CalGang database pursuant to section 752.2 and the reasonable suspicion requirement set forth in subdivision (b) of section 752.2 remains satisfied, the five-year retention period will be reset to begin on the date the second criterion is satisfied.

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- (1) These two additional criteria shall be different from each other but do not need to differ from those that were satisfied for the initial designation of the person in the CalGang database.
- (2) The satisfaction of these two additional criteria shall occur within a one-year period.
- (c) An officer shall not use the fact that a person's record is about to purge from the CalGang database in determining whether to stop or contact the designated person.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 754.6. Retention Period for Juvenile Records.**

- (a) A juvenile's record shall be retained in the CalGang database for three years, and upon termination of the retention period, the record shall be automatically purged from the database.
- (b) If a minimum of two additional criteria is added to a person's record in the CalGang database pursuant to section 752.2 and the reasonable suspicion requirement set forth in subdivision (b) of section 752.2 remains satisfied, the three-year retention period will be reset to begin on the date the second criterion is satisfied.
  - (1) These two additional criteria shall be different from each other but do not need to differ from those that were satisfied for the initial designation of the person in the CalGang database.
  - (2) The satisfaction of these two additional criteria shall occur within a one-year period.
- (c) If a juvenile reaches 18 years of age while that person's record is retained in the CalGang database pursuant to subdivision (a), and two additional criteria are added to that person's record in accordance with section 752.2 and the reasonable suspicion requirement set forth in subdivision (b) of section 752.2 remains satisfied, that person's record shall be retained for five years pursuant to section 754.4.
  - (1) These two additional criteria shall be different from each other but do not need to differ from those that were satisfied for the initial designation of the person in the CalGang database.
  - (2) The satisfaction of these two additional criteria shall occur within a one-year period.
- (d) An officer shall not use the fact that a person's record is about to purge from the CalGang database in determining whether to stop or contact the designated person.

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Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 754.8. Retention Period for Notice of Inclusion.**

A Node Agency or User Agency shall maintain copies of each notification to a recipient that was issued pursuant to subdivision (c) of Penal Code section 186.34, and the related documentation required under section 753.6, for the length of time a record about the person to whom the notice pertains is in the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

**§ 755. Retention Period for Information Requests and Responses.**

An Agency shall maintain copies of all information requests under subdivision (d)(1) of Penal Code section 186.34 and responses for the length of time a record about the person to whom the information request pertains is in the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

**§ 755.2. Retention Period for Source Documents.**

(a) A Node Agency or User Agency that enters information into the CalGang database shall maintain the source documents supporting the entry. The source documents shall be retained for the same period as the CalGang database record they support.

(b) At any time source documents are found to be missing or incomplete to adequately support a criterion, the Node Agency or User Agency shall remove the unsupported criterion.

(1) Removal shall be conducted within 30 calendar days from the date the Node Agency or User Agency discovered that the source documents were missing or incomplete.

(2) If a record in the CalGang database contains both adequate and inadequate source documents, the record shall remain in the database on the basis of the adequate source

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documents if there is enough information present to satisfy the criteria requirements pursuant to section 752.2.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 755.3. Retention Period for Written Attestations.**

(a) A Node Agency or User Agency shall maintain a written attestation made pursuant to subdivision (c) of section 752.8 or 753.4 for the same period as the CalGang database record or designated criminal street gang it supports.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**Article 10. Audits**

**§ 755.4. A Node Agency or User Agency's Discretion to Perform Self-Audits.**

(a) At its discretion, a Node Agency or User Agency may audit its own records and shall report the results to the Department in writing within 30 calendar days of the date each audit is concluded.

(b) A Node Agency or User Agency that created a record or entered subsequent criteria for a person in the CalGang database shall delete the entry or entries it created if:

(1) During self-auditing the Node Agency or User Agency finds that the supporting documents are missing or incomplete.

(2) The Node Agency or User Agency finds that the record is not in compliance with these regulations.

(3) Intelligence was obtained in violation of applicable federal, state, or local law, policy, or ordinance.

(c) At its discretion, a Node Agency or User Agency that created a record or entered subsequent criteria for a person in the CalGang database may delete the entry or entries it created for any other reason than those stated in subdivision (b) as long as it is substantiated.

(d) At least ten calendar days prior to deleting a record or an entry created by the deleting Node Agency or User Agency, the deleting Node Agency or User Agency shall communicate in writing with other Node Agencies or User Agencies that have entered additional information to

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support that record or entry in the CalGang database. The written communication shall identify the record or entry the deleting Node Agency or User Agency seeks to delete, the reason for its deletion, and the date it anticipates deleting the record or entry.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

**§ 755.6. Peer Audits of Records in the CalGang Database.**

(a) At least three times per calendar year, Node Administrators shall conduct Peer Audits on a sample of randomly selected records from within their Node. Peer Audit assignments shall be randomly assigned by the Department and shall be completed within 60 calendar days from the date they are assigned. Upon completion of the Peer Audit assignments, Node Administrators shall provide the audit(s) and corresponding results of the audit(s) to the Department. Any record or criterion found to be out of compliance with Article 5 or 9 shall be purged from the CalGang database within 30 calendar days of the completion of the audit unless the record or criterion was entered prior to the effective date of these regulations and were in compliance with entry requirements at the time of entry.

(b) Peer Audits of CalGang records created prior to the effective date of these regulations shall ensure that:

(1) Each record has a minimum of two criteria that are adequately supported by source documents.

(2) The scheduled purge date is not more than five years from the date of the satisfaction of the most recent criterion, unless the retention period was reset pursuant to section 754.4 or 754.6.

(A) If the retention period has been reset pursuant to section 754.4 or 754.6 after the effective date of these regulations, the record shall be audited using the requirements set forth in subdivision (c).

(c) Peer Audits of CalGang records created on or after the effective date of these regulations shall ensure that:

(1) Reasonable suspicion exists as set forth in subdivision (b) of section 752.2.

(2) The scheduled purge date is in compliance with the time period provided in Article 9.

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- (3) Each record satisfies the requirements set forth in subdivision (c) of section 752.2.
- (d) The Department shall review the audit(s) and corresponding results for accuracy and compliance.
- (e) The Department shall report a summary of the results of all audits annually on the Attorney General's website.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 755.8. Audits of Designated Criminal Street Gangs.**

- (a) At least once every three years from the date a criminal street gang was designated in the CalGang database or from the last time an audit was conducted by the Department, a Node Agency, or a User Agency, a supervisor at each Node Agency and User Agency shall complete an audit of that criminal street gang designated in the CalGang database. Within 30 calendar days of completion of the audit, the Node Agency or User Agency shall complete, sign, and submit a CalGang Gang Audit form CJIS 9005 (orig. November 2019), incorporated by reference herein, to the Department documenting the results of each audit and the date each designated criminal street gang was audited.
- (b) Audits of a designated criminal street gang shall ensure that:
- (1) Reasonable suspicion was present at the time of the criminal street gang's initial designation if the criminal street gang was designated in the CalGang database on or after the effective date of these regulations.
  - (2) The organization satisfies the requirements to be designated as a criminal street gang as set forth in section 753 if the criminal street gang was designated in the CalGang database on or after the effective date of these regulations.
  - (3) Sufficient reasonable suspicion exists for the criminal street gang to continue being designated as such in the CalGang database.
- (c) A designated criminal street gang shall be purged along with its corresponding records from the CalGang database if an audit of that designated criminal street gang is not completed within three years from the last audit or the original designation in the CalGang database, the Department does not receive a CalGang Gang Audit form from a Node Agency or User Agency



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for that designated criminal street gang, or an audit determines that the requirements in subdivision (b) are not satisfied.

(d) By January 5 of each year, the Department shall provide a sample of randomly selected designated criminal street gangs to each Node Administrator for their Node Agency and/or User Agencies to audit. Node Administrators shall provide the audit(s) and corresponding results of the audit(s) to the Department on or before September 10 of that year. Any designated criminal street gang found to be out of compliance with Article 6, 9, or 10 shall be purged along with its corresponding records from the CalGang database within 30 calendar days of the completion of the audit unless that designated criminal street gang was entered prior to the effective date of these regulations and was in compliance with entry requirements at the time of entry.

(e) If a person has more than one record in the CalGang database, only the record associated with a designated criminal street gang being purged shall be removed from the CalGang database.

(f) The Department shall review the audit(s) and corresponding results for accuracy and compliance.

(g) The Department shall report a summary of the results of all audits annually on the Attorney General's website.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34 and 186.36, Penal Code.

**§ 756. The Department's Authority to Audit Node Agencies and User Agencies.**

The Department may audit any record of each Node Agency or User Agency pursuant to Penal Code section 186.36 to ensure the accuracy, reliability, and proper use of the CalGang database. Each Node Agency or User Agency shall provide all information and documents requested by the Department. A Node Agency or User Agency shall grant the Department access to its facilities to inspect and audit any record.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 756.1. Written Attestation by a Node Agency or User Agency.**

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(a) Attestation Required by the Department. In connection with, or in lieu of, auditing the records or criminal street gang designations of a particular Node Agency or User Agency, the Department may require the Node Agency or User Agency to review any or all of its entries in the CalGang database and provide a written attestation by the head of the Node Agency or User Agency. For entries made prior to the effective date of these regulations, the written attestation shall state that the entries are supported by reasonable suspicion as required by Part 23 of Title 28 of the Code of Federal Regulations. For entries made after the effective date of these regulations, the written attestation shall state that the entries comply with these regulations. The Node Agency or User Agency shall provide to the Department the written attestation required by this section upon request of the Department and within the time period set by the Department.

(b) Annual Attestation. In addition to the information provided in section 756.6, prior to October 15 of each calendar year, Node Agencies and User Agencies shall provide to the Department a written attestation from the head of the Node Agency or User Agency that its entries in the CalGang database made during the prior 12-month period comply with these regulations.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

### **Article 11. Information Sharing and Reporting Data to the Department**

#### **§ 756.2. Information Sharing.**

(a) Release of criminal intelligence information in the CalGang database is on a right to know and need to know basis only. Nothing in this subdivision limits the sharing of information in the CalGang database if permitted by section 753.6 or 754, or Penal Code section 186.34 or 186.35.

(1) Criminal intelligence information shall not be made available to researchers outside of the Department's Research Center. The Department's Research Center may use the criminal intelligence for the purposes stated, provided that any material identifying individuals is not transferred, revealed, or used for other than research or statistical activities and reports or publications derived therefrom do not identify specific individuals. The Department's Research Center shall use the criminal intelligence information in the CalGang database for the purposes of:

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(A) Conducting empirical research pursuant to subdivisions (l)(2) and (l)(3) of Penal Code section 186.36.

(B) Assisting the Department with audits and data clean-up efforts.

(C) Continuing research to inform the Department's decision-making deliberations and any future regulations pertaining to the CalGang database.

(b) Records shall not be attached to or referenced in any report, with the exception of statistical reports pursuant to subdivision (d). When a reference is necessary, the report shall only reflect that the information was obtained from a law enforcement source.

(c) Users are not prohibited or restricted from sending to, or receiving from, federal immigration authorities information regarding the citizenship or immigration status, lawful or unlawful, of a person or from requesting from federal immigration authorities information regarding a person's immigration status, maintaining such information, or exchanging such information with any other federal, state, or local government entity, pursuant to sections 1373 and 1644 of title 8 of the United States Code.

(d) All requests for statistics shall be submitted in writing to the Node Administrator and may be released with the approval of the Department. A copy of the request and released statistics shall be forwarded to the Node Administrator and the Department.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**§ 756.4. Sharing Information through Printing and Other Mediums.**

(a) Node Administrators shall have printing privileges. Printing privileges may be granted at the discretion of each Node Administrator. Users shall demonstrate a compelling need to export or print database information before print privileges are extended. For example, a User who wants to generate a photo lineup to display to a victim or witness during an active criminal investigation has demonstrated a compelling need.

(b) Node Administrators shall report all Users with printing privileges to the Department in writing at or before each CGNAC meeting.

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- (c) Each Node Agency or User Agency shall ensure that any printed copies of intelligence and investigation information are afforded security to prevent unauthorized access to or use of the data.
- (d) Printed documents that are no longer needed shall be destroyed in a manner consistent with the Agency's confidential destruction process.
- (e) A User is prohibited from using any other tool including, but not limited to: taking photographs, screenshots, or using computer or cellular phone applications that would enable a User to copy database information.
- (f) If this section is violated, the Department shall take action pursuant to section 757.4.

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

#### **§ 756.6. Annual Reporting of Data to the Department.**

(a) Prior to October 15 of each year, for the period covering the immediately preceding 12 calendar months, Node Agencies and User Agencies shall report to the Department all of the following information:

(1) Each instance the Node Agency or User Agency:

- (A) Did not attempt to provide notice pursuant to subdivision (c)(1) of Penal Code section 186.34 and Article 7 because doing so would have compromised an active criminal investigation.
- (B) Did not provide notification to a juvenile, or parent or guardian of a juvenile, pursuant to subdivision (c)(1) of Penal Code section 186.34 and Article 7 because doing so would have compromised the health or safety of the designated juvenile.
- (C) Received an information request pursuant to subdivision (d)(1) of Penal Code section 186.34.
- (D) Received a request for removal of a record pursuant to subdivision (e) of Penal Code section 186.34.
- (E) Granted a request for removal of a record pursuant to Penal Code section 186.34.

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(F) Received service of a petition under Penal Code section 186.35 and the disposition of the petition.

(2) The number of proxy queries conducted by a Node Agency or User Agency, and the name of each agency requesting the proxy query.

(b) For each instance listed in subdivision (a)(1), the Node Agencies and User Agencies shall report the zip code, race, gender, and age of the person designated, to be designated, or not designated in the CalGang database who is associated with the request, petition, or lack of notification.

(c) Node Agencies and User Agencies shall include with the report described in subdivision (a) a completed copy of a CalGang Misuse Investigation Reporting form CJIS 9008 (orig. November 2019), incorporated by reference herein, detailing the number of misuse investigations performed, the type(s) of misuse, and the outcome(s).

Note: Authority cited: Section 186.36, Penal Code. Reference: Sections 186.34, 186.35 and 186.36, Penal Code.

**Article 12. Equipment Security and Inspection and the Reporting of Missing Equipment**  
**§ 756.8. Equipment Security and Inspection by the Department.**

(a) Measures shall be taken to place terminals and equipment that transmit or receive CalGang database information and any printouts of CalGang database information in an area with physical security that will provide protection from theft, damage, vandalism, or sabotage, and preclude access to and viewing of confidential information by unauthorized persons.

(b) The Department may inspect equipment to ensure that it is in compliance with subdivision (a). A Node Agency or User Agency shall grant the Department access to the Node Agency or User Agency's facilities for this purpose.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 757. Notifying the Node Administrator and the Department of Missing Equipment.**

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(a) A User Agency shall notify its Node Administrator in writing, within one calendar day, of any missing equipment that could potentially compromise the confidentiality and security of the CalGang database.

(b) The Node Administrator shall notify the Department, within one calendar day, upon discovery of any missing equipment that could potentially compromise the confidentiality and security of the CalGang database.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**Article 13. System Misuse and Enforcement of these Regulations**

**§ 757.2. System Misuse.**

(a) Information on a person or organization shall be excluded from the CalGang database if the information is collected merely on the basis:

- (1) Of race, gender, age, or ethnic background.
- (2) Of religious or political affiliations or beliefs.
- (3) Of personal habits or predilections that do not violate any criminal law or threaten the safety of others.
- (4) Of involvement in expressive activity that takes the form of non-violent civil disobedience that amounts, at most, to a misdemeanor offense.

(b) A User shall not conduct a query without a right to know and need to know. Additionally, a User shall not perform any of the following actions:

- (1) Query themselves, a family member, or friend.
- (2) Query a high-profile individual in the media for unauthorized purposes.
- (3) Provide information contained in the CalGang database to another person for unauthorized purposes.
- (4) Share passwords with any other person.

(c) Information contained in the CalGang database shall be disclosed only as permitted by these regulations. Without limiting the foregoing, information contained in the CalGang database shall not be disclosed or released under any of the following circumstances:

- (1) For purposes of enforcing federal immigration law, unless required by California state or federal statute or regulation.

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- (2) For employment, housing, or military screening purposes.
  - (3) For non-criminal internal affairs investigations.
  - (4) To the members of the general public or media.
  - (5) To another person who does not have a right to know and need to know.
  - (6) In any official reports.
- (d) Any violation of these regulations shall be reported to the Node Administrator and the Department within five working days of learning of any alleged system misuse.
- (1) Any violation of these regulations shall be investigated by the head of the Node Agency or User Agency or their designee. The head of the Node Agency or User Agency or their designee shall review the Agency's internal processes and documentation to determine the absence or presence of negligence on the part of the User(s). Pending the results of the investigation, the Node Administrator may suspend access to the CalGang database for any User being investigated.
  - (2) The Node Administrator shall revoke access to the CalGang database for any User who provides unauthorized access to the CalGang database or discloses information from the CalGang database for unauthorized purposes. Such an account, if suspended, may only be reinstated at the direction of the Department.
  - (3) Upon completion of the Node Agency or User Agency's review, the head of the Node Agency or User Agency or their designee shall forward the results of the investigation and any corrective actions taken to the Node Administrator and the Department. If the reported results and/or corrective actions do not resolve the problem to the satisfaction of the Department, the Department shall take action pursuant to section 757.4.
- (e) Each Node Agency and User Agency shall annually complete, sign, and submit a CalGang Misuse Investigation Reporting form to the Department pursuant to subdivision (c) of section 756.6.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.

**§ 757.4. Enforcement of these Regulations.**

- (a) The Department is responsible for overseeing system discipline and conformity with these regulations. If a User, User Agency, or Node Agency violates any law governing the CalGang

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database, including these regulations, the Department shall take, or instruct a Node Administrator to take, one or more of the corrective actions set forth in subdivision (a)(1), and may take any or all of the additional actions set forth in subdivision (a)(2).

(1) Corrective actions:

- (A) Notify a supervisor and/or the head of a Node Agency or User Agency.
- (B) Suspend access to the CalGang database pending retraining and/or passing a recertification exam.
- (C) Subject the Node Agency or User Agency to a moratorium pending a review by the Department that ensures the issue has been adequately addressed.
- (D) Conduct additional audits.
- (E) Suspend or revoke the access of a Node Agency or User Agency to the CalGang database if a User or Users of the Node Agency or User Agency are found to be misusing the CalGang database or data contained therein on multiple occasions.

(2) Additional actions:

- (A) Issue a letter of censure.
- (B) Temporarily suspend access to the CalGang database.
- (C) Revoke access to the CalGang database.

(b) The Department shall, at a minimum, consider the following circumstances when determining which actions in subdivision (a) will be taken by the Department, or Node Administrator as instructed by the Department:

- (1) Whether the violation was purposeful, accidental, or due to negligence by the User, User Agency, or Node Agency.
- (2) Whether the violation is the first violation by the User, User Agency, or Node Agency.
- (3) Whether retraining or recertification would prevent the violation from occurring again.
- (4) Whether any person was harmed by the violation.

Note: Authority cited: Section 186.36, Penal Code. Reference: Section 186.36, Penal Code.





## CALGANG<sup>®</sup> GANG AUDIT FORM

At least once every three years from the date a criminal street gang was designated in the CalGang database, or from the last time an audit was conducted by the department, a Node Agency, or a User Agency, a supervisor shall complete an audit of that criminal street gang.

Legally obtained criminal intelligence and other information must be thoroughly evaluated to determine that all of the required elements of the gang's documentation are current. To pass the audit, a gang must satisfy the elements in boxes 1-5\* of the Gang Information table.

Within 30 days of completion of the audit, please forward a signed copy of this form to the Department at [CalGang@doj.ca.gov](mailto:CalGang@doj.ca.gov). For questions please contact your Node Administrator.

### AGENCY INFORMATION:

Agency Name:	
City or County:	
Supervisor's Name & Rank:	
Supervisor's Identification Number:	
Supervisor's E-mail Address:	
Supervisor's Phone Number:	

### GANG INFORMATION:

Gang Name:	
Clique or Sub-gang:	
1. The criminal street gang has 3 or more persons who meet the requirements to be designated as a Gang Member or Associate pursuant to subdivision (c) of section 752.2 of the California Code of Regulations, Title 11.  <input type="checkbox"/> YES <input type="checkbox"/> NO	2. One of the primary activities of the criminal street gang is the commission of crimes enumerated in paragraphs 1-25 and 31-33 of subdivision (e) of Penal Code section 186.22. Please provide the enumerated crime(s) and the date of the most recent crime:
3. Reasonable suspicion exists that the criminal street gang collectively or individually engages in or has engaged in a pattern of definable criminal activity:  <input type="checkbox"/> YES <input type="checkbox"/> NO	



## CALGANG® GANG AUDIT FORM

4. Please list the common signs, symbols, slogans, and name(s) that the criminal street gang uses:

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5. \*Reasonable suspicion was present at the time of the criminal street gang's initial designation (\*Only required if the criminal street gang was entered into the CalGang database on or after the effective date of Chapter 7.5 of the California Code of Regulations, Title 11.)

YES  NO

(Pass) My signature below certifies that I have conducted a thorough audit of the gang listed on this form, on behalf of my agency. I have evaluated that all requirements to be designated in the CalGang database as criminal street gang have been met.

(Fail) My signature below certifies that I have conducted a thorough audit of the gang listed on this form, on behalf of my agency. During the audit, I found that one or more of the requirements to be designated as a criminal street gang were missing. Subsequently, my agency deleted the gang and any associated persons designated as a Gang Member or Associate from the CalGang database.

Supervisor's Signature: \_\_\_\_\_

### DOJ USE ONLY:

Audit Passed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Reviewer Name:
If no selected, please list reason(s) for failure:	
Your signature below indicates that you have confirmed the failed criminal street gang was deleted:	Date of Confirmation:



# CALGANG® USER AGREEMENT

*The CalGang database contains validated records of suspected criminal street gangs and persons designated as a Gang Member or Associate. All records and information contained in the CalGang database are confidential and are for the use of law enforcement agencies, as defined in Penal Code (Pen. Code) Section (§)186.34(a)(3) only. Misuse of the CalGang database, or any information within it, may result in penalties, pursuant to Pen. Code, §186.36. Each user shall read and sign the following security requirements acknowledging that s/he understands and agrees to comply with all applicable rules and regulations governing the use of the CalGang database prior to receiving access to the database.*

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**I agree to the following terms and conditions for access to the CalGang database:**

1. The CalGang database shall only be used for criminal investigations or for the lawful prevention of criminal gang activity. In addition, the database shall not be used for the purposes of enforcing federal immigration law, unless required by California state or federal statute or regulation; for military, housing, or employment screening purposes; or for non-criminal internal affairs investigations. This restriction does not pertain to any information that is regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644.
2. You may be called to testify on the information in or the use of the CalGang database at any time. Your access may be suspended and/or revoked if you mention CalGang in any court proceedings.
3. The CalGang database is routinely audited. Any access is permanently recorded and will be revealed in an audit.
4. Any information that is printed from the CalGang database is protected criminal intelligence. Such printed information shall not be released to the public or the media nor referred to in official reports.
5. All requests for printed information shall be submitted to the Node Administrator. Misuse of printed information may result in penalties. Printed information shall only be distributed to the approved requestor and shall be destroyed upon completion of the investigation.
6. Your username and password are confidential. Do not share them with others. You are responsible for all inquiries and the dissemination of information that result from your access.
7. If you are conducting a search on behalf of other law enforcement personnel, you shall utilize the proxy query feature within the CalGang database and you shall verify that the requestor has a need to know and right to know.

**My signature below indicates that I agree to abide by this agreement and that failure to comply with all rules and regulations that govern the use of the CalGang database may result in an investigation and disciplinary actions by my agency and/or suspension or revocation of access by the California Department of Justice. I also acknowledge that I have been informed of the penalties for misuse, pursuant to Pen. Code, §186.36.**

**Student's Name**

**Student's Agency**

**Student's Signature**

**Date**



# CALGANG® USER AGREEMENT

<b>User's Name (Last, First):</b>		<b>Date:</b>
<input type="text"/>		<input type="text"/>
<b>Employee/Badge Number:</b>		
<input type="text"/>		
<b>Title:</b>	<b>Expertise:</b>	
<input type="text"/>	<input type="text"/>	
<b>Unit of Assignment:</b>		
<input type="text"/>		
<b>Agency/Division/Section:</b>		
<input type="text"/>		
<b>Street Address:</b>		
<input type="text"/>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone Number:</b>	<b>Work E-mail (please print clearly):</b>	
<input type="text"/>	<input type="text"/>	

**Previous Access:**

- Yes  
 No

**If yes, please provide the Username previously used:**

## \*\*CALGANG ADMINISTRATOR/ TRAINER USE ONLY\*\*

**Access level trained on and provided to the User:**

**Class Date(s):**

**Date Access Granted:**

**Username Given to Student:**

**Instructor Name:**

Your signature below is confirming that you provided the User with training pursuant to Chapter 7.5 of the California Code of Regulations, Title 11, §751.6.

**Instructor Signature:**

**COMMENTS:**



## CALGANG® PROXY QUERY AGREEMENT

All records and information contained in the CalGang database are confidential and are for the use of law enforcement agencies, as defined in Penal Code (Pen. Code), section (§) 186.34(a)(3), only. Misuse of the CalGang database, or any information within, may result in penalties, pursuant to Pen. Code, § 186.36. Every required field shall be completed on this form to enable a user agency to evaluate whether information from the CalGang database will be disseminated via proxy query.

\*Required Field

*Last Name:	<input type="text"/>	*First Name:	<input type="text"/>	*Middle Name:	<input type="text"/>
*ID Number (Badge #) of Requester:	<input type="text"/>				
*E-mail Address:	<input type="text"/>				
*Agency:	<input type="text"/>		Unit Name:	<input type="text"/>	
City:	<input type="text"/>	State:	<input type="text"/>		
*Telephone Number:	<input type="text"/>				
*Report Number:	<input type="text"/>				
Court Case Number:	<input type="text"/>				
*Reason for Proxy Query (must demonstrate the requestor has a need to know and right to know):					
<input type="text"/>					
*Information Provided to Requestor (i.e., No record has been found; Provided requestor with most recent SMTO and vehicle information):					
<input type="text"/>					

All information from the CalGang database is protected criminal intelligence data. Under no circumstances shall information from the CalGang database be released to the public or the media. Information in the CalGang database is confidential and shall not be referred to in official reports. Information from the CalGang database shall not be accessed or used for any reason other than investigative purposes and shall not be used for the purposes of documenting immigration status or any other unlawful purpose. The database shall **NOT** be used for the purposes of enforcing federal immigration law, unless required by California state or federal statute or regulation; for military or employment screening purposes; or for non-criminal internal affairs investigations. However, this restriction does not prohibit the exchange of any information regarding a person's immigration or citizenship status pursuant to 8 U.S.C. §§ 1373 and 1644. Misuse of the CalGang database, or any information within it, may result in penalties, pursuant to Pen. Code, § 186.36.

I have read and I understand the above policy and procedures. My signature below indicates that I agree to abide by this agreement and all applicable federal and state laws that govern the use of information from the CalGang database. I also acknowledge that I have been informed of the penalties for misuse.

Requesting Officer's Name (Print)

Releasing CalGang® User's Name (Print)

Requesting Officer's Signature

Releasing CalGang® User's Signature

Date

Releasing User's Agency

Date



# CALGANG®

## MISUSE INVESTIGATION REPORTING

<input type="text"/>	<input type="text"/>
Reporting Year	Agency Name
<input type="text"/>	<input type="text"/>
Date	Originating Agency Identifier (ORI)

<input type="text"/>	<input type="text"/>
Name of Person Completing Form	Name of Agency Point of Contact
<input type="text"/>	<input type="text"/>
E-mail Address of Person Completing Form	E-mail Address of Agency Point of Contact
<input type="text"/>	<input type="text"/>
Phone Number	Phone Number

1. Total number of investigations performed related to CalGang misuse:

2. Total number of misuse investigations with NO misuse found:

3. Total number of misuse investigations still pending:

4. Total number of founded misuse violations from investigations:\*

**A. Total numbers of administrative actions taken on founded misuse violations:**

Counsel	<input type="text"/>	Reprimand	<input type="text"/>	Training	<input type="text"/>	Suspension	<input type="text"/>
Resignation	<input type="text"/>	Termination	<input type="text"/>	Other	<input type="text"/>	No action**	<input type="text"/>

5. How many misuse investigations originated from the following:

A. Private Citizen Complaints	<input type="text"/>	B. Internal Within Agency	<input type="text"/>
C. From Another Agency	<input type="text"/>	D. Department of Justice	<input type="text"/>

**Regardless of whether your agency had any reported misuse, submit this form by October 15 of each year for the previous reporting year, October 1st- September 30th. Include the number of investigations performed related to misuse and include any disciplinary action taken, if applicable. The agency may need to contact their internal investigations department. Failure to submit this form will result in your agency's name being posted in the Attorney General's Annual Report on CalGang and action may be taken pursuant to Chapter 7.5 of the California Code of Regulations, Title 11, §751.6.**

**\*Total number of actions taken may exceed total number of founded misuse violations.**

**\*\*If any number other than 0 is entered in "Other" or "No Action," it is required that the agency attach documentation that supports the decision. Personal information within the documentation should be redacted or omitted.**