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California Code of Regulations

Title 11, Division 1

Chapter 7.6. Department of Justice Regulations for the Fair and Accurate Governance of Shared Gang Databases

**Article 1. General**

**§ 770. Title and Scope.**

(a) This Chapter shall be known as the “Department of Justice Regulations for the Fair and Accurate Governance of Shared Gang Databases,” 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 any shared gang database in the state of California except those excluded by subdivision (b) of Penal Code section 186.34. These regulations shall not apply to the CalGang database; that shall be regulated by Chapter 7.5 of the California Code of Regulations, title 11, sections 750 to 757.4.

(b) All records and information contained in a shared gang database are confidential and are for the use of law enforcement agencies, as defined in Penal Code section 186.34(a)(3), only.

(c) A shared gang database shall be used as a means of identifying User Agencies that supplied the information in a shared gang database. Information from a shared gang 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 pursuant to section 770.4 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 a shared gang 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 a shared gang database as evidence of crime, or as probative of any other matter, in any phase of a criminal proceeding, including sentencing.

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

**Article 2. Definitions**

**§ 770.2. 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 a shared gang 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 a shared gang 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 shared gang database is in compliance with these regulations.
- (d) “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.
- (e) “Department” means the California Department of Justice.
- (f) “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.
- (g) “Gang Member or Associate” means a person who satisfies the requirements to be designated in a shared gang database set forth in subdivision (c) of section 771.6.
- (h) “Juvenile” means a person between the ages of 13 through 17.
- (i) “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.
- (j) “Non-User” means a person or an Agency that does not have access to a shared gang database.
- (k) “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

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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.

(l) “Organization” means an organization, association, or group of people.

(m) “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 a community outreach programs.

(n) “Publish” means to upload, share, post, or repost on the internet including, but not limited to, through a social media account.

(o) “Purge” means the elimination of any record or designated criminal street gang from a shared gang database and any printed form of the record or designated criminal street gang when it is no longer in compliance with these regulations.

(p) “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.

(q) “Record” means information contained in a shared gang database that pertains to a Gang Member or Associate within a designated criminal street gang.

(r) “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.

(s) “Revoked,” as it applies to a User’s account, means the account is invalid and the User is permanently prohibited from accessing the account.

(t) “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 if there is also a need to know.

(u) “Shared gang database” means any shared gang database, as defined in subdivision (a)(4) of Penal Code section 186.34, in California, excluding the CalGang database.

(v) “Source documents” means documentation of lawfully obtained information that supports one or more criteria entered into a person’s record in a shared gang database. Such documents

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may include, but are not limited to, arrest reports, field interview cards, photographs, and jail records.

(w) “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.

(x) “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.

(y) “System Administrator” means a person who acts as a leader by organizing, training, providing technical support, and coordinating the information collection activities of User Agencies.

(z) “System Administrator’s Designee” means a person selected by the System Administrator to act as the System Administrator when the System Administrator is not available.

(aa) “System misuse” means unauthorized access or misuse of information in a shared gang database in violation of these regulations.

(bb) “Unauthorized access” means access to a shared gang 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.

(cc) “User” means authorized employees listed within subdivision (k)(6) of Penal Code section 186.36 whose employment duties warrant access to a shared gang database.

(dd) “User Agency” means an Agency that has access to a shared gang database.

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

**Article 3. Access to a Shared Gang Database and Dissemination of Intelligence**

**§ 770.4. Access to a Shared Gang Database.**

(a) Prior to creating a new shared gang database, the Agency creating such a database shall notify the Department in writing, and provide contact information for the System Administrator.

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

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- (1) With the approval of the Department, only the System Administrator may grant access to a shared gang database to a User from an out-of-state agency or a federal agency.
- (c) Prior to being granted access to a shared gang database, all Users shall undergo the training prescribed in subdivision (b) of section 771.
- (d) User Agencies shall enter into a written memorandum of understanding or user agency agreement, consistent with these regulations, with the System Administrator before a person employed by the User Agency may receive access to the shared gang database. System Administrators shall provide a copy of any such agreement to the Department upon request.
- (e) An Agency that is interested in accessing a shared gang database shall submit a written request to the System Administrator on the Agency's letterhead. The written request shall provide the following:
- (1) A reason for its need to access the shared gang 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 shared gang database at that Agency and the level of access that is requested for each User.
  - (3) The addresses of the facilities within the Agency where Users will access the shared gang database.
  - (4) 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.
  - (5) 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 772.2 and 772.8; and describe the organizational structure and process through which the supervisory review process required by sections 772.2 and 772.8 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 a shared gang database.
- (f) The System Administrator shall determine whether written requests submitted pursuant to subdivision (e) shall be approved.

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(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 System Administrator will enter into a memorandum of understanding with that agency consistent with these regulations. Such memorandum shall be kept on file by the System Administrator and provided to the Department upon request.

(g) A Non-User may request information contained within a shared gang database from a User via a proxy query, conducted pursuant to section 770.8.

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

**§ 770.6. Shared Gang Database User Terms and Account Security.**

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

(b) User Agencies that enter information into a shared gang database are responsible for ensuring compliance with these regulations. All queries and entries in a shared gang database shall create a detailed activity log which the Department or the System Administrator may audit at any time. If upon reviewing this log, the Department determines that any queries were made in violation of these regulations, the Department shall take action pursuant to section 776.6.

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

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

(2) Any time a User Agency changes its point of contact, it shall notify the System Administrator. The System Administrator shall notify the Department within 30 calendar days from the date it received notice from the User Agency to report the new contact information.

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

(d) A System Administrator is responsible for the prompt deactivation of User accounts. An account shall be suspended or revoked if account privileges are no longer applicable to a User's

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employment duties, the User's level of access has been changed, and/or the User is separating or has separated from employment.

(1) A User Agency shall inform its System Administrator, or the Department if the System 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 System Administrator, System 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 System 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 System Administrator in writing within 30 calendar days from the date the leave of absence commences.

(f) Upon request by the Department, the System Administrator shall provide a list of active, suspended, or revoked accounts.

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

**§ 770.8. Proxy Query to the Information Contained in a Shared Gang Database.**

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

(1) The System Administrator shall either create a form that collects the information set forth in subdivision (a)(2) of this section or create a proxy query feature within the shared gang database and require that the information in subdivision (a)(2) be directly input into the shared gang database. If the information is directly input into the shared gang database, there shall be a way to print this information so that a copy of each proxy query request can

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be provided to the Department. The User shall provide the Department with a copy of each completed form or a copy of each proxy query request within 30 calendar days of conducting a proxy query.

(2) The User shall require the Non-User to provide the following information:

(A) First and last name of the requestor.

(B) ID number (badge number or other identifier unique to this requestor only).

(C) Email address of the requestor.

(D) Agency the requestor represents.

(E) Telephone number of the requestor.

(F) The reason for the proxy query.

(G) The direct report number, report number, incident number, or any corresponding number that would identify which source document the person who the record pertains to was referenced within.

(3) If the System Administrator creates a form that collects the information set forth in subdivision (a)(2) of this section, and a Non-User has an urgent need to request a proxy query while in the field and is unable to complete the form, a proxy query may be conducted by a User 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 form and retain that information until a completed form is received from the Non-User.

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

1. All information from the shared gang database is protected criminal intelligence data. Under no circumstances shall information from the shared gang database be released to the public or the media. Information in the shared gang database is confidential and shall not be referred to in official reports. Information from the shared gang 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

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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 shared gang 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 form within 10 working days of the query.

(D) The requesting Non-User shall agree to sign the form pursuant to subdivision (a)(3)(C), 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 form is provided. If a User is found to have conducted a proxy query and a signed form has not been sent by the Non-User within 10 working days of the query:

1. The System Administrator shall suspend or revoke the User's access unless the User can demonstrate that they attempted to contact the Non-User to retrieve a signed form if a signed form was not received within 15 working days of conducting the proxy query.

2. A notation shall be made in the shared gang 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 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 proxy query 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 System Administrator to inquire about gaining access to the shared gang database pursuant to Article 3 of this chapter.

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

(2) Each calendar year, the System Administrator shall provide a copy of the proxy query audits to the Department. Each calendar year, the Department shall review the proxy query

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audits to ensure that those requesting information through proxy query have a need to know and a right to know.

(c) Nothing in subdivision (a) limits the sharing of information in the shared gang 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**

**§ 771. User Training.**

(a) User training shall only be conducted by the System Administrator, the System Administrator's Designee, or an instructor certified by the System Administrator or the System Administrator's Designee. Requirements to become a certified instructor are set forth in section 771.4.

(b) At a minimum, instruction from the System Administrator, the System Administrator's Designee, or a certified instructor shall address the following:

(1) The definitions in section 770.2 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 771.8 that is required to enter a person as a Gang Member or Associate into a shared gang database as described in section 771.6, a 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 shared gang databases, 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 a shared gang database and protect the privacy of persons

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designated in a shared gang database, including user identification and password policies, and the requirements of section 776.

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

(6) Best practices for mitigating the entry and dissemination of false or incorrect information into or from a shared gang database, including the performance of self-audits, as described in section 774.8, and the supervisory review requirements in sections 772.2 and 772.8.

(7) 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 773.6.

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

(9) The applicable penalties for system misuse, as described in section 776.6 and the factors used by the Department and the System Administrator in penalty determinations.

(10) 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.

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

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

(13) How to share information from a shared gang database through a proxy query request, pursuant to section 770.8.

(c) Additional required training may be added by the training instructor or the System 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

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policies regarding recordings by law enforcement such as body camera footage or audio recordings.

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

(e) The System Administrator shall keep records of all Users who have completed the training requirement set forth in this section and shall provide copies to the Department upon request.

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

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

(a) Once instruction is completed, all Users shall take an initial certification exam on the curriculum described in subdivision (b) of section 771 in a manner prescribed by the System Administrator or the System Administrator's Designee.

(b) Every 12 months after the date of initial certification or recertification, all Users shall take and pass a recertification exam. The exam and results shall be stored either within the shared gang database or in a physical file maintained by the System Administrator.

(c) The System 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 System Administrator to complete refresher training. The System 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 System 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.

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

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- (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 771.
  - (2) The person has User experience and demonstrated proficiency with the shared gang 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 System Administrator. Instructor certification training shall only be conducted by the System Administrator, the System Administrator's Designee, or by another instructor certified by the System Administrator or the System Administrator's Designee. Instructor certification training shall include a comprehensive overview of the shared gang 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 System Administrator or System Administrator's Designee the person's name and the date they completed the training. The System Administrator or System Administrator's Designee shall determine whether the person has satisfied the requirements in subdivision (a) and shall certify any person who has satisfied those requirements and completed the instructor certification training, as verified by their instructor. A System Administrator or a System Administrator's Designee shall provide to the Department the name of any instructor who has completed the instructor training and received certification before the instructor provides training to any User.
- (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 System Administrator, or the System Administrator's Designee. Recertification training shall include, but not be limited to, changes or updates to the database system or laws governing 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.

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

**§ 771.6. Minimum Age of Entry and Requirements to Enter a Person into a Shared Gang Database.**

- (a) No persons under the age of 13 shall be entered into a shared gang 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 771.8. Satisfaction of criteria required by section 771.8 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 entered into a shared gang database and designated as a Gang Member or Associate when at least two unique criteria listed in subdivision (a) of section 771.8 are found to exist through investigation by a trained law 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 771.8 are used together, then at least one additional unique criterion from section 771.8 shall be satisfied for the person to be entered into a shared gang 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 a shared gang 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

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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 a shared gang database after the supervisory review process set forth in section 772.2 is conducted.

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

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

(a) The criteria to designate a person as a Gang Member or Associate in a shared gang 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.

(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.

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(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 shared gang 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 shared gang 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 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

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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 shared gang 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 is 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.

(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 shared gang 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 shared gang database as a criterion on subsequent occasions, unless it

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meets the elements set forth in subdivision (a)(8)(C) or the record of that person has since been purged from the shared gang database.

(C) A law enforcement officer may document a tattoo, mark, scar, or branding as described in subdivision (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.

(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

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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.

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

(a) After a person has been designated as a Gang Member or Associate in a shared gang 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 a shared gang database.

(b) Additional information may only be entered into a shared gang database after they undergo the supervisory review process set forth in section 772.2 is conducted.

(c) Additional information shall not affect the retention period of records unless required by section 773.8 or 774.

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

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

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

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- (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 771.6 have been satisfied.
- (2) The supervisor may review additional legally obtained information and/or supporting documentation to add to the person's record in a shared gang database.
- (c) At the conclusion of the supervisory review and prior to adding the entry to a shared gang 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 a shared gang 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 a Shared Gang Database and Adding Information to a Designated Criminal Street Gang**

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

- (a) An organization may be designated and entered into a shared gang database as a criminal street gang only if it meets all of the following:
- (1) The User Agency has reasonable suspicion for making the designation. The User Agency shall document the basis of the reasonable suspicion.
- (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 771.6 of this chapter. The User Agency shall notify the System Administrator of the organization and request that the organization be designated as a criminal street gang in the shared gang database. If the System Administrator approves the request, the User Agency shall create records in the shared gang 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 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.

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(4) The organization or its members collectively or individually engage in or have engaged in a pattern of definable criminal activity. The User Agency shall identify the type(s) of crime(s) that the 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 User Agency shall identify which of the aforementioned crimes the 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 a shared gang database by the System Administrator after the supervisory review process set forth in section 772.8 is conducted. If a User Agency determines that a new criminal street gang should be added to a shared gang database, it shall submit in writing the information provided in subdivision (a) to the System Administrator.

(c) A criminal street gang shall remain in a shared gang database until an audit conducted pursuant to section 774.8 or 775.2 determines that the designated criminal street gang shall be purged from a shared gang database.

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

**§ 772.6. Adding Information to a Designated Criminal Street Gang.**

(a) After an organization has been designated as a criminal street gang in a shared gang 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 a shared gang database after the supervisory review process set forth in section 772.8 is conducted.

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

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

(a) No entry shall be made in a shared gang 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 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 a shared gang database.

(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 772.4 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 shared gang database.

(c) At the conclusion of the supervisory review and prior to adding the entry to a shared gang 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 a shared gang 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 a Shared Gang Database**

**§ 773. Notifying a Person of Inclusion in a Shared Gang Database.**

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(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 a shared gang database in writing prior to the person being entered into a shared gang database.

(b) Any such notice shall, at the discretion of the 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 User Agency discovered by utilizing other means that are accessible to the 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 a shared gang database, at the time of contact, the law enforcement officer shall confirm whether the juvenile lives 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 User Agency related to the person's inclusion in the shared gang database. For each source document in the possession of the User Agency, the 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.

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- (3) A description of the process to contest the designation, including the name of the 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 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) A shared gang database, and your designation in a shared gang database, is for law enforcement intelligence purposes only. The laws governing shared gang databases do not compel you to report your designation in a shared gang database to any government official or entity for any purpose.
- (d) A User Agency that issues the notice may include the documentation supporting the criteria that were satisfied for designation.
- (e) A 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 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,

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the 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 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.

(2) The 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 User Agency possesses more than one method of contacting the person. In such a situation, the 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 User Agency shall document both attempts as set out in subdivision (e) of this section.

(h) A 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 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 User Agency does not provide notice pursuant to subdivision (i), the User Agency shall nonetheless prepare the form of notice as described in this section and it shall indicate in the shared gang database or maintain documentation that no notice was sent, provide the date the User Agency determined to not send the notice, and provide a summary of the reason(s) for that determination. This documentation shall be retained until the record pertaining to that person is purged from the shared gang database. Nothing in this subdivision restricts the release of a notice under court order or for in-camera review by a court. Nothing in this section requires a User Agency to disclose any information protected under section 1040 or 1041 of the Evidence Code or section 6254 of the Government Code.

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(j) All information pertaining to the above sections shall be captured in the shared gang database.

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

**Article 8. Information Requests and Responses Pertaining to a Shared Gang Database**

**§ 773.2. 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.

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**§ 773.4. 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 shared gang database, the responding Agency shall contact each User Agency that has created an entry to ensure that the dissemination of the requested information does not 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 shared gang database.

(b) An Agency's response to an information request pursuant to subdivision (d) 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 shared gang database.

(3) If the Agency originated the person's designation or added to the person's record in the shared gang database, the criteria supporting the person's designation as a Gang Member or Associate in the shared gang 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 shared gang 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 shared gang 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 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.

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

(c) A User Agency responding to the request may include 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 shared gang database. Nothing in this subdivision restricts the release of a response under court order or for 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 shared gang database.

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

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

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(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.

(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 shared gang database. This documentation shall be captured in the shared gang 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**

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

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

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(b) If a minimum of two additional criteria is added to a person's record in a shared gang database pursuant to section 771.6 and the reasonable suspicion requirement set forth in subdivision (b) of section 771.6 remains satisfied, the five-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 shared gang 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 a shared gang 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.

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

(a) A juvenile's record shall be retained in a shared gang 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 a shared gang database pursuant to section 771.6 and the reasonable suspicion requirement set forth in subdivision (b) of section 771.6 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 shared gang 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 a shared gang database pursuant to subdivision (a), and two additional criteria are added to that person's record in accordance with section 771.6 and the reasonable suspicion requirement set forth in subdivision (b) of section 771.6 remains satisfied, that person's record shall be retained for five years pursuant to section 773.8.

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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 shared gang 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 a shared gang 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.

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

A 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 773, for the length of time a record about the person to whom the notice pertains is in the shared gang database.

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

**§ 774.4. 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 shared gang database.

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

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

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

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

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

(2) If a record in a shared gang database contains both adequate and inadequate source documents, the record shall remain in the database on the basis of the adequate source documents if there is enough information present to satisfy the criteria requirements pursuant to section 771.6.

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

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

(a) A User Agency shall maintain a written attestation made pursuant to subdivision (c) of section 772.2 or 772.8 for the same period as the shared gang 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**

**§ 774.8. A User Agency's Discretion to Perform Self-Audits.**

(a) At its discretion, a 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 User Agency that created a record or entered subsequent criteria for a person in a shared gang database shall delete the entry or entries it created if:

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

(2) The 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.

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(c) At its discretion, a User Agency that created a record or entered subsequent criteria for a person in a shared gang 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 User Agency, the deleting User Agency shall communicate in writing with other User Agencies that have entered additional information to support that record or entry in the shared gang database. The written communication shall identify the record or entry the 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.

**§ 775. Audits of Records in a Shared Gang Database.**

(a) At least three times per calendar year, the System Administrator shall conduct audits on a sample of randomly selected records. Any record or criterion found to be out of compliance with Article 5 or 9 shall be purged within 30 calendar days of completion of the audit unless such record(s) 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) Audits of 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 773.8 or 774.

(A) If the retention period has been reset pursuant to section 773.8 or 774 after the effective date of these regulations, the record shall be audited using the requirements set forth in subdivision (c).

(c) Audits of 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 771.6.

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

(3) Each record satisfies the requirements set forth subdivision (c) of section 771.6.

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(d) By September 1 of each year, the System Administrator shall communicate in writing to the Department the results of its annual audit for the preceding calendar year, and if conducted, the results of any additional audits performed by the System Administrator.

(e) If the System Administrator violates any subdivision of this section, the Department shall take any or all of the actions provided in subdivision (u) of Penal Code section 186.36.

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

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

(a) At least once every three years from the date a criminal street gang was designated in a shared gang database or from the last time an audit was conducted by the Department, the System Administrator, or a User Agency, System Administrators shall complete an audit of that criminal street gang. Within 30 calendar days of completion of the audit, the System Administrator shall report to the Department 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 shared gang 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 772.4 if the criminal street gang was designated in the shared gang 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 shared gang database.

(c) A designated criminal street gang shall be purged along with its corresponding records from the shared gang 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 shared gang database, the Department does not receive a report of the results of each audit from the System Administrator for that designated criminal street gang, or an audit determines that the requirements in subdivision (b) are not satisfied.

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(d) 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 a shared gang 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 shared gang database, only the record associated with a designated criminal street gang being purged shall be removed from the shared gang database.

(f) If the System Administrator violates any subdivision of this section, the Department shall take any or all of the actions provided in subdivision (u) of Penal Code section 186.36.

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

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

**§ 775.4. The Department's Authority to Audit User Agencies.**

The Department may audit any record of each User Agency pursuant to Penal Code section 186.36 to ensure the accuracy, reliability, and proper use of shared gang databases. Each User Agency shall provide all information and documents requested by the Department. A 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.

**§ 775.5. Written Attestation by a User Agency.**

(a) Attestation Required by the Department. In connection with, or in lieu of, auditing the records or criminal street gang designations of a particular User Agency, the Department may require the User Agency to review any or all of its entries in a shared gang database and provide a written attestation by the head of the 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

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after the effective date of these regulations, the written attestation shall state that the entries comply with these regulations. The 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. Prior to October 15 of each calendar year, User Agencies shall provide to the Department a written attestation from the head of the User Agency that its entries in the shared gang 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 Disclosures**

**§ 775.6. Information Sharing and Disclosures.**

(a) Release of criminal intelligence information in a shared gang database is on a right to know and need to know basis only. Nothing in this subdivision limits the sharing of information in a shared gang database if permitted by section 773 or 773.4, or Penal Code section 186.34 or 186.35.

(b) Records shall not be attached to or referenced in any report.

(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 System Administrator and may be released with the approval of the System Administrator.

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

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

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- (a) Printing privileges may be granted at the discretion of each System 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) System Administrators shall report all Users with printing privileges to the Department in writing upon any User being granted printing privileges.
- (c) Each 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 776.6.

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**  
**§ 776. Equipment Security and Inspection.**

- (a) Measures shall be taken to place terminals and equipment that transmit or receive shared gang database information and any printouts of shared gang 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 System Administrator shall inspect equipment to ensure that it is in compliance with subdivision (a).
- (c) The Department may inspect equipment to ensure that it is in compliance with subdivision (a).
- (a). A User Agency shall grant the Department access to the User Agency's facilities for this purpose.

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

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**§ 776.2. Notifying the System Administrator of Missing Equipment.**

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

(b) The System 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 shared gang database.

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

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

**§ 776.4. System Misuse.**

(a) Information on a person or organization shall be excluded from a shared gang 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 a shared gang database to another person for unauthorized purposes.
- (4) Share passwords with any other person.

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

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- (1) For purposes of enforcing federal immigration law, unless required by California state or federal statute or regulation.
  - (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 possess a right to know and need to know.
  - (6) In any official reports.
- (d) Any violation of these regulations shall be reported to the System Administrator and the Department within five working days.
- (1) Any violation of these regulations shall be investigated by the head of the User Agency or their designee. The head of the 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 System Administrator may suspend access to the shared gang database for any User being investigated.
  - (2) The Department shall instruct the System Administrator to revoke access to the shared gang database for any User who provides unauthorized access to the shared gang database or discloses information from the shared gang database for unauthorized purposes. Such an account, if suspended, may only be reinstated at the direction of the System Administrator or System Administrator's Designee.
  - (3) Upon completion of the User Agency's review, the head of the User Agency or their designee shall forward the results of the investigation and any corrective actions taken to the System 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 776.6.
- (e) By September 1 of each year, the System Administrator shall communicate in writing to the Department the following information:
- (1) Total number of investigations performed related to shared gang database misuse in the immediately preceding 12 calendar months.
  - (2) Total number of misuse investigations with no misuse found in the immediately preceding 12 calendar months.

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- (3) Total number of misuse investigations still pending.
- (4) Total number of founded misuse violations from investigations in the immediately preceding 12 calendar months.
- (5) Total number of each type of administrative action taken in the immediately preceding 12 calendar months on founded misuse violation(s) as follows:
  - (A) Counsel.
  - (B) Reprimand.
  - (C) Training.
  - (D) Suspension.
  - (E) Resignation.
  - (F) Termination.
  - (G) Other.
  - (H) No action.
- (6) Total number of misuse investigations in the immediately preceding 12 calendar months originating from each of the following:
  - (A) Private citizen complaints.
  - (B) Internal within agency.
  - (C) From another agency.
  - (D) Department of Justice.

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

**§ 776.6. Enforcement of these Regulations.**

(a) The Department is responsible for overseeing system discipline and conformity with these regulations. If a User or User Agency violates any law governing shared gang databases, including these regulations, the Department shall take, or instruct the System Administrator to take, one or more of the corrective actions set forth in subdivision (a)(1), and may take, or instruct the System Administrator to 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 User Agency.

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- (B) Suspend access to the shared gang database pending retraining and/or passing a recertification exam.
  - (C) Subject the User Agency to a moratorium pending a review by the Department and/or System Administrator that ensures the issue has been adequately addressed.
  - (D) Conduct additional audits.
  - (E) Suspend or revoke the access of a User Agency to a shared gang database if a User or Users of the User Agency are found to be misusing the shared gang database or data contained therein on multiple occasions.
- (2) Additional actions:
- (A) Issue a letter of censure.
  - (B) Temporarily suspend access to the shared gang database.
  - (C) Revoke access to the shared gang 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 System Administrator, as instructed by the Department.
- (1) Whether the violation was purposeful, accidental, or due to negligence by the User or User Agency.
  - (2) Whether the violation is the first violation by the User or User 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.