

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i></p> <p>Strategic Plan for Disposition Reporting to the California Department of Justice (DOJ)</p>	<p><i>No.</i></p> <p>20-01-CJIS</p> <p><i>Date:</i></p> <p>03-20-2020</p>	<p><i>Contact for information:</i></p> <p><a href="mailto:ElectronicDispositionReporting@doj.ca.gov">ElectronicDispositionReporting@doj.ca.gov</a></p>

**TO: ALL CHIEFS OF POLICE, SHERIFFS, DISTRICT ATTORNEYS, PRESIDING JUDGES, AND RECORD SUPERVISORS**

*This information bulletin supersedes Information Bulletin No. 18-08-CJIS (August 10, 2018) "Disposition Reporting to the California Department of Justice (DOJ)"; wherein all California criminal justice agencies were informed that effective July 1, 2020, the DOJ would no longer accept dispositions via paper forms or the Automated Transaction Disposition Reporting (ATDR) file format.*

Based on feedback received, the DOJ understands that many criminal justice agencies are concerned that they will not be able to comply with the requirement that they cease paper and/or ATDR submissions by July 1, 2020, due to competing priorities and lack of sufficient time and resources. The DOJ understands these issues and remains committed to working collaboratively with criminal justice agencies to address state summary criminal history information completeness and data quality.

The DOJ will continue to accept disposition submissions via the ATDR file format beyond July 1, 2020; however, agencies should continue to work on implementing the DOJ's newer data exchange implementation. The DOJ will also accept dispositions submitted via paper forms until the development of a browser-based web application is completed and will be used to submit this data electronically. The DOJ requests your continued support as it moves away from manual submission methods to improve quality of services.

**Agency Head Action**

The DOJ requests all agencies complete a brief survey that will provide the DOJ with current and accurate contact information for relevant individuals within your agency. The survey will also provide you with an opportunity to better inform the DOJ about the challenges you face in meeting data reporting requirements. The survey is available at <https://www.surveymonkey.com/r/Z9WKY2R> and we ask that it be completed by **April 30, 2020**.

In addition, the DOJ suggests that agencies review processes to collect and report data to the DOJ, review the open arrest report for your county (available via the California Law Enforcement Web (CLEW)), and consider developing a strategic plan and schedule to improve disposition reporting to the DOJ with an emphasis on electronic reporting using a supported reporting method. DOJ personnel are available to attend county criminal justice inter-agency meetings to help facilitate data exchange discussions and answer any questions.

Typically, about 35 percent of all arrests are missing a disposition in California's state summary

criminal information. Public and officer safety is at risk when critical services do not have the data necessary to inform decisions. This can have negative impacts on services provided by criminal justice agencies; employment, licensing, and certification agencies; the research community; and the legislature. Other criminal justice services that are negatively impacted include prohibiting unauthorized individuals from purchasing or possessing firearms and ensuring that convicted sex offenders are appropriately tiered to satisfy registration requirements.

For those agencies that are actively working on moving away from ATDR and paper forms, the DOJ will continue to work with you to meet your timeframes; and to offer support as needed. The DOJ will be making enhancements to existing electronic disposition reporting methods and will develop new standardized solutions to assist criminal justice agencies and support future disposition submissions. The DOJ will share its efforts with criminal justice agencies and the vendor community, so that you are aware of your options and can utilize those that best fit your agency's needs.

The DOJ is here to assist and ready to help. I encourage you to contact the DOJ's disposition reporting support staff at (916) 210-4283 or [ElectronicDispositionReporting@doj.ca.gov](mailto:ElectronicDispositionReporting@doj.ca.gov). Additional resources are available on the California Law Enforcement Web (CLEW) site at <https://clew.doj.ca.gov>.

Sincerely,



JOE DOMINIC, Chief  
California Justice Information Services Division

For XAVIER BECERRA  
Attorney General