

Summary of September 30, 2025

CLETS Advisory Committee

Meeting

This summary of the September 30, 2025 CLETS Advisory Committee meeting includes:

- Agenda from Meeting
- Executive Secretary Report
- Legislative Update
- New CLETS Service Application Staff Comments
- Transcript of the Meeting

Not included in this summary:

- Action Items from Meeting - None to report from the September 30, 2025 meeting.

Department of Justice (DOJ)  
California Law Enforcement Telecommunications System (CLETS)  
CLETS Advisory Committee (CAC) Meeting  
Notice and Agenda

September 30, 2025  
1:30 p.m.

Elk Grove City Council Chambers  
8400 Laguna Palms Way  
Elk Grove, CA 95758

1. Call to Order
2. Roll Call
3. Housekeeping
4. Approval of Minutes from April 8, 2025, CAC Meeting
5. Chairman's Report
  - a. New Committee Member Introductions
6. Executive Secretary's Report
  - a. CLETS Traffic
  - b. Misuse Statistics
  - c. Action Items
7. CLETS Legislative Update – John Ponce, DOJ, will provide an update on pending legislation
  - a. Senate Bill (SB) 274 (Cervantes) – Automated license plate recognition systems
  - b. Senate Bill (SB) 580 (Durazo) – Attorney General: immigration enforcement policies
8. Policies, Practices, and Procedures (PPP)
  - a. Proposed updates/revisions to the PPPs
9. New Service Requests
  - a. CN-02 – Ventura County Community College District PD (Ventura County)
10. Upgrade Applications Approved by DOJ
  - a. Monterey County Sheriff's Office (Monterey County)
  - b. City of Vernon Police Department (Los Angeles County)
  - c. Sonoma County Sheriff's Office (Sonoma County)
  - d. California Department of Public Health, Food & Drug Branch (Sacramento County)
  - e. City of Redwood City Police Department (San Mateo County)
  - f. City of Huntington Park Police Department (Los Angeles County)

- g. City of Oakland Housing Authority Police Department (Alameda County)
- h. Riverside County District Attorney's Office (Riverside County)
- i. Humboldt County Sheriff's Office (Humboldt County)
- j. Colusa County Sheriff's Office (Colusa County)

CLOSED SESSION

- 11. Client Report for noncompliance issues – Closed session pursuant to Government Code section 11126, subdivisions (c)(18) – Review of detailed Client Reports regarding specific matters that pose “a threat or potential threat of criminal activity” against CLETS and/or CLETS data transmitted between the Department of Justice and specific client law enforcement agencies.

OPEN SESSION

- 12. New CAC Chair
- 13. New CAC Vice Chair
- 14. Members' Reports
- 15. CAC Discussion/Open Forum/Public Comment
- 16. Next CAC Meeting/Adjourn

Notices and agendas are also available at the following website: <https://oag.ca.gov/meetings>.

To submit written material regarding an agenda item or questions regarding the agenda or meeting, please contact:

Department of Justice  
CLETS Administration Section  
Lydia Shindelbower  
Telephone: 916-210-4240  
[cas@doj.ca.gov](mailto:cas@doj.ca.gov)

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C A L I F O R N I A  
**DEPARTMENT OF JUSTICE**

**CLETS ADVISORY COMMITTEE  
MEETING  
September 30, 2025**

1

**Executive Secretary's Report**

- CLETS Traffic
- Misuse Statistics
- Action Items



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## CLETS Traffic Statistics

Second Quarter  
April – June 2025

	<u>Inbound</u>	<u>Outbound</u>
<b>Total Messages</b>	259,508,063	262,652,350
<b>Monthly Average</b>	86,502,688	87,550,783
<b>Daily Average</b>	2,851,737	2,886,290
<b>Peak Day</b>	3,504,388	3,974,336



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## CLETS Traffic Statistics (cont.)

Total CLETS Direct Connections (LCT): 153

Agencies falling below 95 Percent Up Time over Second Quarter 2025:

<u>CLETS Direct Connect Lines</u>	<u>Average Up Time (%)</u>
Santa Barbara Co SO	86.14
Siskiyou County Sheriff's Office	85.80



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## CLETS Misuse Statistics (as of 9/19/25)

### 1.10.1 (D) System Misuse:

All CLETS subscribing agencies shall submit a report to DOJ of investigations performed related to CLETS misuse and any disciplinary action taken.

<sup>1</sup> Investigations may find multiple instances of misuse, and administrative actions may include more than one response per incident.

Calendar Year Reporting Period	2024
Agencies/ORIs Submitting Report	1691
Agencies/ORIs Not Reporting	0
Agencies/ORIs Reporting No Misuse	1642
Agencies/ORIs Reporting CLETS Misuse	49

Calendar Year Reporting Period	2024
<b>Investigations Performed</b>	<b>145</b>
Pending Investigations	17
No CLETS Misuse Found	55
<b>Misuse Violations Found<sup>1</sup></b>	<b>74</b>
Counseled	23
Reprimanded	13
Training	25
Suspended	11
Resigned	10
Terminated	15
Other	2
No Action Taken	5



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## Action Items

(Action items are requests that staff received from the Committee at previous meetings)

- No action items from April 8, 2025, CAC meeting.



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C A L I F O R N I A  

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**DEPARTMENT OF JUSTICE**

**CLETS ADVISORY COMMITTEE  
MEETING  
September 30, 2025**

**CLETS Advisory Committee (CAC) Legislation Update**  
*September 30, 2025*

**1) Senate Bill (SB) 274 (Cervantes) – Automated license plate recognition systems**

Status: Enrolled and presented to the Governor on September 23, 2025

SB 274 would require operators and end-users of automated license plate recognition (ALRP) systems to include safeguards relating to employee access and usage of such systems. The bill would also require DOJ to audit public agency operators and end-users annually to ensure compliance with their usage and privacy policies.

If the bill chapters, the CJIS Justice Data and Auditing Branch will conduct on-site audits to verify that ALPR operators and end-users adhere to their usage and privacy policies. The CLETS Administrative Unit would provide information technology guidance and support to the CJIS Justice Data and Auditing Branch in support of agency questions, concerns and audits.

**2) SB 580 (Durazo) – Attorney General: immigration enforcement policies**

Status: Enrolled and presented to the Governor on September 22, 2025

SB 580 would require, on or before July 1, 2026, the AG to publish model policies relating to interaction with immigration authorities and limiting assistance with immigration enforcement consistent with federal and state law. The bill would also require a state or local agency to implement the model policy or an equivalent policy by January 1, 2027.

If the bill chapters, the Civil Rights Enforcement Section of Department of Justice will publish the model policies and the Justice Data and Information Services Division will provide outreach, and training to the criminal justice community. CLETS Administration Unit will then amend and update all service and user agreements with agencies to incorporate new policies (as they may differ agency to agency), review and update pending and new agency CLETS applications packages, and update the CLETS Policies, Practices and Procedures.

<b>New CLETS Service Request Staff Comments</b>	Calendar # CN-02
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Agency Name:	Ventura County Community College District Police Department (VCCCD PD)		
Resident City:	Ventura	County:	Ventura
Recommendation:	Approval		

<b>AGENCY</b>			
Class: 1=Law enforcement agency 2=Criminal justice agency 3=Law enforcement sub-unit of a non-law enforcement agency	3	Statute of Entitlement:	California Penal Code § 830.32(a)
Primary function of agency (How will CLETS be used?)	The VCCCD PD provides full law enforcement services to all VCCCD students, staff, faculty, and visitors on all VCCCD properties.		
Post certified?	Yes	Peace Officer Powers?	Yes
No. of sworn personnel:	16		
<b>SYSTEM</b>			
Type of computer system(s) planned to be used by agency in processing CLETS transactions:	<b>Type of System</b>		
	X	Local Area Network (LAN) <i>Ventura County Sheriff's Office</i>	
	X	Wide Area Network (WAN) <i>Ventura County Sheriff's Office</i>	
	X	Computer Aided Dispatch (CAD) <i>CSU Channel Islands Police Department</i>	
	X	Records Management System (RMS) <i>CSU Channel Islands Police Department</i>	
	X	Message Switching Computer (MSC) <i>Ventura County Sheriff's Office</i>	
	X	Wireless Server <i>Ventura County Sheriff's Office</i>	
		Controller/Other Server	
		No System	
Type of interface to CLETS:	<b>Type of Interface</b>		
		Direct line interface to CLETS as county-wide MSC	
		Direct line interface to CLETS as host for other agencies	
		Direct line interface to CLETS for own agency only	
	Via county MSC to CLETS		

<b>New CLETS Service Request Staff Comments</b>	Calendar # CN-02
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		Via DOJ's LEAWEB
	X	Via other interface <i>Ventura County Sheriff's Office MSC</i>

Type of connection to be used to access CLETS:	<b>Type of Connection</b>					
		Dedicated Land Line				
	X	Wireless (Identify): Cellular (AT&T FirstNet)				
		Satellite/Microwave:				
		Remote Communications (Public, Dial-Up, etc.): VPN, Dial-Up, Public				
	Other:					
Number of terminals planned:	0	=Fixed	9	=Mobile	9	=Total
If Internet access, does it meet CLETS firewall policy?	Yes					
If direct interface, will agency journal all transactions for three years per CLETS policy?	N/A – Not a direct connect agency					
Level of access:	Inquiry					
Additional Comments:	This application has been reviewed by all affected Department of Justice programs and there are no concerns to report.					
<b><i>HOST RECOMMENDATION</i></b>						
Host system (MSC, etc.):	Ventura County Sheriff's Office					
Host recommendation:	Approval					
Host recommendation by:	Jennifer Casillas, ACC for Ventura County Sheriff's Office					
<b><i>AUTHOR</i></b>						
CLETS Analyst:	Alyssa Armstrong			Telephone:	(916) 210-3476	
Analyst e-mail address:	AlyssaA.Armstrong@doj.ca.gov					
<i>Please contact the analyst if you have any questions on the application or staff comments</i>						

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TRANSCRIPTION OF RECORDED MEETING  
OF  
CLETS ADVISORY COMMITTEE MEETING  
SEPTEMBER 30, 2025  
ELK GROVE, CALIFORNIA

Members Present:

- KIM CRADDOCK, California State Association of Counties
- JOSH EHLERS, California Highway Patrol
- VERONICA GILLIARD, Department of Justice
- KORY HONEA, California State Sheriffs' Association
- DONALD O'KEEFE, Office of Emergency Services
- CHRISTINA MICHEL, Department of Motor Vehicles
- JIM MUNRO, League of California Cities

Non-Members Present:

- KIRK BEARDWOOD, CLETS Support Section
- DAVID CARLSEN, CLETS Executive Secretary
- RICHELE COY, CLETS Support Section
- MILAD DALJU, Legal Counsel
- ANGELISE MARCIGLIANO, Legal Counsel
- JOHN PONCE, Department of Justice, CJIS Division
- LYDIA SHINDELBOWER, CLETS Support Section
- ELISA WEBB, CLETS Audits and Inspections Unit
- REECE WELLS, CLETS Administration Unit

Transcribed by: Brittany Olsen-Graham,  
Foothill Transcription Company  
October 20, 2025  
Sloughhouse, California

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1           **Chief O'Keefe:** Okay. Good afternoon, everyone. I'd  
2 like to call the meeting to order, September 30<sup>th</sup>, 2025,  
3 the CLETS Advisory Committee. As the Vice Chair, I would  
4 like to call the meeting to order. I appreciate everyone  
5 being here and the drive you made today. David, can you  
6 please take roll call?

7           **Mr. Carlsen:** Thank you. Chief Kim Craddock.

8           **Chief Craddock:** Present.

9           **Mr. Carlsen:** Chief Josh Ehlers.

10          **Chief Ehlers:** Present.

11          **Mr. Carlsen:** Chief Veronica Gilliard.

12          **Chief Gilliard:** Present.

13          **Mr. Carlsen:** Chief Kory Honea.

14          **Sheriff Honea:** Sheriff Kory Honea present.

15          **Mr. Carlsen:** Sheriff. Sorry, Sheriff. Thank you.

16          **Sheriff Honea:** That's okay.

17          **Mr. Carlsen:** Chief Don O'Keefe.

18          **Chief O'Keefe:** Present.

19          **Mr. Carlsen:** Chief Christina Michel.

20          **Chief Michel:** Present.

21          **Mr. Carlsen:** Chief Jim Munro.

22          **Chief Munro:** Present.

23          **Mr. Carlsen:** We have a quorum.

24          **Chief O'Keefe:** Thank you. Just some housekeeping.

25 Restrooms are located in the lobby. When you come into

1 the main lobby, you would go all the way to the back.  
2 Men's room is on the left, and the women's is on the  
3 right.

4 I would like to ask our members to identify  
5 themselves before speaking or making a motion or second  
6 for the transcript. Also, for the audience members that  
7 would like to make a comment, please use the microphone.  
8 Public comments will be limited to three minutes per  
9 person. Members of the public will not be permitted to  
10 yield their allotted time to other members of the public  
11 to make comments.

12 And with that, let's go to the approval of minutes  
13 from the April 8<sup>th</sup>, 2025, CLETS Advisory Committee  
14 meeting. Is there any public comment? Okay. Do we have a  
15 motion?

16 **Sheriff Honea:** Motion. Honea.

17 **Chief O'Keefe:** Do we have a second?

18 **Chief Munro:** I'll second.

19 **Chief O'Keefe:** Thank you. David, please take roll  
20 call.

21 **Mr. Carlsen:** Thank you. Chief Craddock.

22 **Chief Craddock:** Abstain.

23 **Mr. Carlsen:** Chief Ehlers.

24 **Chief Ehlers:** I approve, vote to approve.

25 **Mr. Carlsen:** Chief Gilliard.

1           **Chief Gilliard:** I approve.

2           **Mr. Carlsen:** Sheriff Honea.

3           **Sheriff Honea:** Approve.

4           **Mr. Carlsen:** Chief O'Keefe.

5           **Chief O'Keefe:** Approve.

6           **Mr. Carlsen:** Chief Michel.

7           **Chief Michel:** Approve.

8           **Mr. Carlsen:** Chief Munro.

9           **Chief Munro:** Approve.

10          **Mr. Carlsen:** The motion passes.

11          **Chief O'Keefe:** Thank you. Let's move onto the next

12 item, the Chairman's Report. As you know, the Chair

13 position is still vacant on the committee. Therefore, as

14 Vice Chair, I will be chairing today's meeting.

15 Nominating and voting for a new Chair and Vice Chair has

16 been agendized for today's meeting.

17           For the Chairman's Report, we have two new members'

18 introductions on the agenda. First, we have Chief Ehlers

19 representing the California Highway Patrol. David, could

20 you please?

21          **Mr. Carlsen:** Thank you. Chief Ehlers is a 23-year

22 veteran of the California Highway Patrol and currently

23 serves as the Department's Chief Information Officer. As

24 the CIO and leader of the Information Management

25 Division, he oversees the strategic direction,

1 development, and management of technology systems that  
2 support one of the nation's most respected and largest  
3 law enforcement agencies.

4         With a focus on innovation, cybersecurity, and  
5 operational efficiency, he leads a team responsible for  
6 ensuring the seamless delivery of mission-critical IT  
7 services, including communications infrastructure, data  
8 systems, and emerging technologies. His role bridges  
9 technology and public safety, ensuring officers and  
10 professional staff have the tools they need to serve and  
11 protect California's communities effectively,  
12 efficiently, and safely.

13         Chief Ehlers continues to focus on key areas that  
14 will modernize IT infrastructure to enhance operational  
15 performance, strengthening cybersecurity resilience to  
16 protect critical assets, develop data-driven solutions to  
17 improve public safety outcomes, and drives digital  
18 transformation to support the CHP's evolving mission.

19         Prior to joining the Department, he attended the  
20 University of California, Davis where he earned a  
21 bachelor's degree in political science. Chief Ehlers  
22 holds a master's degree in criminal justice from  
23 California State University, Sacramento, is a graduate of  
24 the Naval Post Graduate School, Executive Leaders  
25 Program, FBI National Academy, and is the past President

1 of the FBI National Academy Associates, California  
2 Chapter. Josh has been married for 22 years and has three  
3 children. Josh is an avid golfer and in his spare time  
4 volunteers in his community and is a youth sports coach.

5 **Chief O'Keefe:** Thank you, David. Second, we have  
6 Chief Kim Craddock representing the California State  
7 Association of Counties. David, could you please?

8 **Mr. Carlsen:** Thank you. Kim began her career as a  
9 Juvenile Deputy Probation Officer in 1997 providing court  
10 services and juvenile supervision. She was the adult  
11 court officer and report writer for 10 years. During that  
12 time, she supervised a small intensive caseload. She  
13 moved to the Drug Court caseload and later to supervise  
14 Sex Offender caseload.

15 Kim was promoted to Assistant Chief Probation  
16 Officer in 2014. She became the Interim Chief Probation  
17 Officer in December 2022 and was appointed Chief  
18 Probation Officer in May 2023. Kim has assisted the court  
19 in the development of Veterans' Court and Mental Health  
20 Court. She works to develop Calaveras County's Pre-Trial  
21 Program and assisted CPOC in the development of a  
22 statewide pre-trial academy.

23 Kim graduated from the Stanislaus State University  
24 in 1995 with a Bachelor of Arts degree in cultural  
25 anthropology. In her free time, Kim enjoys spending time

1 with family and friends, reading, and camping.

2       **Chief O'Keefe:** Thank you, David. Everybody, please  
3 join me in welcoming Chief Ehlers and Chief Craddock to  
4 the committee. Before we move onto the next item, is  
5 there any public comment? Seeing no hands, hearing none,  
6 let's move onto the Executive Secretary's Report. I'll  
7 turn it over to the Executive Secretary for the report.

8       **Mr. Carlsen:** Thank you. For this report, we'll be  
9 discussing CLETS traffic, misuse statistics, and action  
10 items from previous meetings.

11       In the second quarter of 2025, between April and  
12 June, there were approximately 260 million total messages  
13 for inbound and outbound traffic. The monthly average is  
14 approximately 87 million, the daily average is  
15 approximately 2.9 million, and the peak day is  
16 approximately 3.7 million messages.

17       During this quarter, of the total 153 direct  
18 connections, this is a list of agencies falling below 95  
19 percent uptime for the second quarter. Two agencies are  
20 below this threshold. The first is Santa Barbara County  
21 Sheriff which averages 86.14 percent uptime. This is only  
22 one of their connections. No other agencies use this  
23 connection, and the agency is currently working to  
24 replace this connection.

25       The second agency is the Siskiyou County Sheriff

1 which averages 85.8 percent uptime. No other agencies use  
2 this connection. It is a secondary connection for the  
3 Siskiyou County Sheriff, and the agency has indicated the  
4 desire to remove the connection in the future.

5 For CLETS misuse statistics, as of 9/19/2025 for the  
6 2024 calendar year, we have 1,691 agencies or ORIs who  
7 have submitted the report. No agencies are currently not  
8 reporting. 1,642 agencies report no misuse, and 49 report  
9 misuse.

10 For 2024, there were 145 investigations performed  
11 related to CLETS misuse. 17 of those investigations are  
12 pending, 55 found no CLETS misuse, 74 violations were  
13 found. From the 145 investigations performed, 23 resulted  
14 in counseling, 13 resulted in a reprimand, 25 resulted in  
15 training, 11 resulted in suspension, 10 resulted in  
16 resignation, 15 resulted in termination, 2 resulted in  
17 other, and 5 resulted in no action taken. For the "other"  
18 category, the first agency reporting "other" took several  
19 different administrative actions, including counseling  
20 and training, and reported them accordingly. For "no  
21 action taken," all four instances where "no action taken"  
22 was reported, CLETS misuse was unfounded. Actually, I  
23 believe that was for "other." My apologies. For the "no  
24 action taken" category, four of the instances of the "no  
25 action taken," CLETS misuse was unfounded. For the one

1 remaining instance where "no action taken" was reported,  
2 the individual separated from the agency, and the  
3 investigation has been closed with no determination at  
4 this time.

5 There were no action items from the April 8<sup>th</sup>, 2025,  
6 CAC meeting to report on, and that is my report.

7 **Chief O'Keefe:** Thank you, David. Does the committee  
8 have any questions or comments? Not seeing any, are there  
9 any comments from the public? Not seeing or hearing  
10 anything, let's move onto the next agenda item. This is a  
11 CLETS Legislative Update. I'm going to ask John Ponce to  
12 provide the report.

13 **Mr. Ponce:** Hi. Good afternoon, committee members.  
14 My name is John Ponce. I'm the Legislative Manager for  
15 the California Justice Information Services Division in  
16 the Department of Justice, and I thank you for the  
17 opportunity to provide you with an update on legislation.

18 The first is Senate Bill 274 by Senator Cervantes.  
19 It's a bill related to automated license plate  
20 recognition systems. SB 274 would require operators and  
21 end-users of automated license plate recognition systems  
22 to include safeguards relating to employee access and  
23 usage of such systems. The bill would also require the  
24 Department of Justice to audit public agency operators  
25 and end-users annually to ensure compliance with their

1 usage and privacy policies.

2       If the bill chapters, the California Justice  
3 Information Services Division, Justice Data and Auditing  
4 Branch will conduct on-site audits to verify the  
5 automated license plate recognition operators and end-  
6 users of the year to their usage of privacy policies. The  
7 CLETS Administration Unit would provide information to  
8 (inaudible) guidance and support to the Justice Data and  
9 Auditing Branch in support of agency questions, concerns,  
10 and audits. The bill passed the legislature and has been  
11 presented to the Governor as of September 23<sup>rd</sup>, 2025.

12       The second bill is Senate Bill 580 by Senator  
13 Durazo. It is a bill related to Attorney General's  
14 immigration enforcement policies. SB 580 would require --  
15 on or before July 1<sup>st</sup>, 2026 -- the Attorney General to  
16 publish model policies relating to interactions with  
17 immigration authorities and limiting assistance with  
18 immigration enforcement consistent with federal and state  
19 law. The bill would also require a state or local agency  
20 to implement the model policies or an equivalent policy  
21 by January 1<sup>st</sup>, 2027.

22       If the bill chapters, the Civil Rights Enforcement  
23 Section of the Department of Justice will publish the  
24 model policies, and the Justice Data Information Services  
25 Division will provide outreach and training to the

1 criminal justice community. The CLETS Administration Unit  
2 will then amend and update all service and user  
3 agreements with agencies to incorporate new policies;  
4 review and update pending and new CLETS service  
5 application packages; and update the CLETS Policies,  
6 Practices, and Procedures. The bill passed the  
7 legislature and has been presented to the Governor as of  
8 September 22<sup>nd</sup>, 2025.

9 I'm open to any questions.

10 **Chief O'Keefe:** Does the committee have any  
11 questions or comments? Any public comment? Okay. Thank  
12 you, John.

13 **Mr. Ponce:** Thank you, committee members.

14 **Chief O'Keefe:** Next on the agenda, David will be  
15 providing a presentation of proposed updates and  
16 revisions to the CLETS Policies, Practices, and  
17 Procedures. David?

18 **Mr. Carlsen:** Thank you. Good afternoon, everyone.  
19 For today's presentation you will notice that the slides  
20 will contain a lot of information. For the sake of time  
21 and clarity, I will not be reading them word for word.  
22 Instead, I will provide a high-level overview of the  
23 changes. The full presentation is available on the  
24 Attorney General's website as an attachment to this  
25 meeting's public posting.

1           The following slides present additions and revisions  
2 to the CLETS Policies, Practices, and Procedures  
3 document, which are also known as the CLETS PPPs. The  
4 changes are the result of updates to the FBI CJIS  
5 Security Policy, clarification as the result of commonly  
6 asked questions, and/or updates based on organizational  
7 changes within the California Department of Justice. The  
8 proposed revisions and updates are in green, and I will  
9 reference the specific sections that are being changed.

10           In section 1.1.3, we are replacing the word  
11 "section" with the word "unit" in accordance to the  
12 organizational changes within the DOJ, and also removing  
13 the facsimile number. In sections 1.4.3B and 1.9.1, we  
14 are replacing "section" with "unit." In section 1.5.3, it  
15 is an updated reference to the changes in the CJIS  
16 Security Policy's document. In section 1.6.3 -- this is  
17 the Audits and Inspections section of the CLETS PPPs, and  
18 it has been revised at the request of the Audits and  
19 Inspections Unit. I will go through all the changes  
20 slowly.

21           **Sheriff Honea:** Can you go back to that last slide,  
22 please? So, you're going to come out and every in-car  
23 computer, you're going to inspect those? Can you go  
24 through that for me?

25           **Mr. Carlsen:** I'm not from the Audits and

1 Inspections Unit, so I'm not precisely sure how that  
2 functions. But I can definitely look into it for you.

3 **Sheriff Honea:** Okay. So, we're just going to read  
4 the green and no questions about it today? Is there  
5 anybody --

6 **Ms. Coy:** Sheriff, we have --

7 **Sheriff Honea:** -- here who can answer the question?

8 **Ms. Coy:** Sheriff.

9 **Sheriff Honea:** Yes.

10 **Ms. Coy:** I have Elisa.

11 **Sheriff Honea:** Oh. Fantastic. Good.

12 **Ms. Webb:** Good afternoon. My name is Elisa Webb.  
13 I'm the manager of the CLETS Audits and Inspections  
14 Section. So, what we're looking at here is every terminal  
15 agency --

16 **Sheriff Honea:** Okay.

17 **Ms. Webb:** -- not necessarily every workstation  
18 device or mobile terminal.

19 **Sheriff Honea:** Okay.

20 **Ms. Webb:** But every agency is what we're talking  
21 about.

22 **Sheriff Honea:** Okay.

23 **Ms. Webb:** So, when we do our three-year audit  
24 cycle, we'll be visiting all locations.

25 **Sheriff Honea:** And periodic unannounced site

1 inspections?

2       **Ms. Webb:** Periodic unannounced site inspections is  
3 something that we've always done. Usually, it is at the  
4 request of an agency. So, if there is a whistleblower-  
5 type incident where they'd like us to come out and take a  
6 look, then we would come out. Sometimes we have agencies  
7 that will request us to come out when they're changing  
8 buildings, locations, and before they get audited, they  
9 would like us to come and let them know what they can do  
10 so that their audit is in compliance when we finally do  
11 come out.

12       **Sheriff Honea:** Okay. Thank you.

13       **Ms. Webb:** Uh-huh.

14       **Sheriff Honea:** I might have more questions, though.

15       **Ms. Webb:** Do you want me to stay here?

16       **Sheriff Honea:** It might not be a bad idea.

17       **Ms. Webb:** Okay.

18       **Sheriff Honea:** We'll see.

19       **Mr. Carlsen:** Can I go to the next slide?

20       **Sheriff Honea:** Yes, please.

21       **Mr. Carlsen:** Okay.

22       **Sheriff Honea:** Thank you. I have a question about  
23 that. So, when you say "agency terminal locations," does  
24 that mean every computer, laptop, in-car computer that  
25 has access to it?

1           **Ms. Webb:** Again, it's the agency. So, when we come  
2 out to the agency for an on-site inspection, what we're  
3 doing is we're looking around, we're looking to see  
4 items, such as, is there a window right next to a CLETS  
5 computer. That's something that we're going to address.  
6 For shredding machines, are they using the strip  
7 shredder, which is considered not secure.

8           **Sheriff Honea:** Okay.

9           **Ms. Webb:** We're looking into stuff like that. We're  
10 looking at just the general location, can you see stuff.  
11 If, say, I'm standing in this lobby here, can I see a  
12 CLETS screen in the back because it's reflecting off of a  
13 mirror, reflecting off of the window?

14           **Sheriff Honea:** So, this isn't a spot inspection, so  
15 to speak? You're not required to look at every single --

16           **Ms. Webb:** Correct. But we do walk through the  
17 agency. So, if you want to say that we --

18           **Sheriff Honea:** Walking through the agency is one  
19 thing.

20           **Ms. Webb:** -- basically see --

21           **Sheriff Honea:** But when they're in the cars, right,  
22 that's a whole other thing, too.

23           **Ms. Webb:** The car is a different arena. We're  
24 looking at when we're going out into the parking lots --  
25 who has access out there.

1           **Sheriff Honea:** Okay.

2           **Ms. Webb:** Nowadays, with our technology, our  
3 cellphones can zoom in pretty close. Is there an instance  
4 where somebody can see information that they shouldn't be  
5 looking at. We're just looking at the overall.

6           **Sheriff Honea:** Right on. So, it's not every single  
7 terminal. It's --

8           **Ms. Webb:** Correct.

9           **Sheriff Honea:** -- as you go through, if you see  
10 something during your normal audit that would be a  
11 problem, you can bring it to our attention, but it's not  
12 a requirement (inaudible)?

13          **Ms. Webb:** Correct.

14          **Sheriff Honea:** That could be an extraordinary  
15 lengthy process if you had to go through every one of  
16 them, right?

17          **Ms. Webb:** Correct.

18          **Sheriff Honea:** Okay.

19          **Ms. Webb:** And even in our audit process, we may not  
20 look at every location --

21          **Sheriff Honea:** Understand.

22          **Ms. Webb:** -- because, for example, if we're going  
23 down to Los Angeles --

24          **Sheriff Honea:** Agreed.

25          **Ms. Webb:** -- there are a lot of substations.

1           **Sheriff Honea:** Yeah.

2           **Ms. Webb:** So, we may pick a random selection for  
3 this audit cycle. Next audit cycle, we're going to pick a  
4 different set of locations. Eventually we're going to  
5 cover all of them.

6           **Sheriff Honea:** Awesome. Thank you.

7           **Ms. Webb:** Uh-huh.

8           **Mr. Carlsen:** Okay. And that concludes the Audit and  
9 Inspections section of the revisions. On section 1.6.5,  
10 it had been modified to provide more information  
11 regarding administrative messages within CLETS for  
12 subscribing agencies, and this is more information about  
13 that.

14           **Chief Ehlers:** I do have just one question on the  
15 section B.1 -- correction, yeah. It's going to be section  
16 B.1. The slide before mentioned that death notification  
17 on duty -- that the notification is okay via CLETS.  
18 Throughout my career, I've also seen some funeral notices  
19 come through regarding on-duty death funerals. It's a  
20 really nice way to be able to get it out to all the  
21 agencies. It looks like it's saying those are not  
22 approved.

23           **Mr. Carlsen:** I believe that "for personal use"  
24 portion is more specific. So, if it's a formal function  
25 from the police department, it should be acceptable.

1           **Chief Ehlers:** Okay. The official notice of a line-  
2 of-duty funeral would be okay?

3           **Mr. Carlsen:** I believe so. Yes, sir.

4           **Chief Ehlers:** Thank you.

5           **Mr. Carlsen:** Okay. In section 1.7.1, we have added  
6 information to provide clarity for subscribing agencies  
7 regarding CLETS journals. In section 1.7.3B, we have  
8 added information to provide clarity for subscribing  
9 agencies about multi-factor authentication requirements.  
10 In section 1.8.2, information was added to address  
11 requirement updates as made within the FBI CJIS Security  
12 Policy document. In 1.8.2B, we removed the term "law  
13 enforcement" and changed it to "personnel" to make it  
14 more clear that all personnel need to be meeting this  
15 control. Section 1.8.3 has added information to provide  
16 clarity to the PPP control and update references to the  
17 CJIS Security Policy just to make it more clear for the  
18 agency.

19           **Sheriff Honea:** Do you have anybody who could speak  
20 to this one here today? No.

21           **Mr. Carlsen:** I believe I can speak to it.

22           **Sheriff Honea:** Okay. "Security and awareness  
23 training shall be required of all personnel who have  
24 physical or logical access to CLETS information or  
25 information from CLETS." If you have a third-party

1 cleaning crew, does that require to have it as well?

2 **Mr. Carlsen:** If they have unescorted access to  
3 CLETS systems or information from the CLETS, yes, sir.

4 **Sheriff Honea:** Thank you.

5 **Mr. Carlsen:** Okay. Section 1.9.2 has updated  
6 references to the CJIS Security Policy. Section 1.9.5  
7 also has an updated reference to the CJIS Security  
8 Policy. The FBI CJIS Security Policy Area Reference  
9 section of the PPPs was removed to be consistent with  
10 changes to the FBI CJIS Security Policy document. The  
11 glossary was modified to replace the word "section" with  
12 the word "unit" in accordance with organizational changes  
13 within the California Department of Justice. That  
14 concludes the presentation on proposed revisions and  
15 changes to the CLETS PPPs. Thank you.

16 **Chief O'Keefe:** Thank you, David. Does the committee  
17 have any further questions or comments? Hearing none, is  
18 there any public comment? Okay. Do we have a motion to  
19 accept the changes?

20 **Sheriff Honea:** I'll move.

21 **Chief O'Keefe:** Honea moves. Second?

22 **Chief Gilliard:** I second.

23 **Chief O'Keefe:** David, a vote please.

24 **Mr. Carlsen:** Okay. Thank you. Chief Craddock.

25 **Chief Craddock:** Approve.

1           **Mr. Carlsen:** Chief Ehlers.

2           **Chief Ehlers:** Approve.

3           **Mr. Carlsen:** Chief Gilliard.

4           **Chief Gilliard:** Approve.

5           **Mr. Carlsen:** Sheriff Honea.

6           **Sheriff Honea:** Approve.

7           **Mr. Carlsen:** Chief O'Keefe.

8           **Chief O'Keefe:** Approve.

9           **Mr. Carlsen:** Chief Michel.

10          **Chief Michel:** Approve.

11          **Mr. Carlsen:** Chief Munro.

12          **Chief Munro:** Approve.

13          **Mr. Carlsen:** Motion passes.

14          **Chief O'Keefe:** Thank you, David. Next on the agenda

15 is our new service requests. David, can you present the

16 new CLETS service?

17          **Mr. Carlsen:** Thank you. So, the new service request

18 is from the Ventura County Community College District

19 Police Department located in Ventura, California within

20 Ventura County. The agency is a Class 3 law enforcement

21 sub-unit of a non-law enforcement agency. The statute of

22 entitlement is California Penal Code 830.32(a). The

23 primary function of this agency is to provide full law

24 enforcement services to all Community College District

25 Police Department students, staff, faculty, and visitors

1 on all properties. Their officers are POST certified and  
2 have peace officer powers, and they have 16 sworn  
3 personnel. They are seeking access to CLETS through the  
4 Ventura County Sheriff and the California State  
5 University, Channel Islands Police Department. Their  
6 system has a local area network, a wide area network,  
7 computer-aided dispatch, records management system,  
8 message switching computer, and wireless server. Their  
9 type of connection will be cellular. They plan to have no  
10 fixed terminals and will have nine mobile terminals.  
11 Their network does have internet access, and it meets  
12 CLETS firewall policies. The level of access they are  
13 seeking is "inquiry-only." Additionally, this application  
14 has been reviewed by all affected Department of Justice  
15 programs, and there are no concerns to report. It is the  
16 DOJ's recommendation to approve this new service  
17 application.

18 **Chief O'Keefe:** Okay. Before we move to the vote,  
19 are there any questions or comments from the committee?

20 **Sheriff Honea:** Chief O'Keefe, question.

21 **Chief O'Keefe:** Yes.

22 **Sheriff Honea:** You may or may not know the answer  
23 to this, but "inquiry-only" -- they would not be able to  
24 say, for example, place locates on stolen vehicles or  
25 enter firearms that they may have taken as evidence. Is

1 that correct?

2 **Mr. Carlsen:** Yes, sir.

3 **Sheriff Honea:** And so, they would rely upon who to  
4 do that for them? Do you know?

5 **Mr. Carlsen:** I do not have the answer to that  
6 question.

7 **Sheriff Honea:** Fair enough. And does anybody know?  
8 Oh. Yes, fantastic.

9 **Mr. Beardwood:** Sheriff, the CLETS switch is  
10 actually programmed on inquiries. To locate transactions  
11 will actually function with an "inquiry-only" --

12 **Sheriff Honea:** Oh. It will.

13 **Mr. Beardwood:** -- unit. It's only special for the  
14 locates, and I think there's another for the supervisor  
15 (inaudible). But they are treated as an update. It is an  
16 update transaction, but they are treated that way for  
17 "inquiry-only" agencies.

18 **Sheriff Honea:** So, an "inquiry-only" agency can do  
19 locates, they can enter missing persons?

20 **Mr. Beardwood:** They can't enter records, but they  
21 can place locates.

22 **Sheriff Honea:** So, for example, for missing  
23 persons, who would they go to to enter that? Do you know?

24 **Mr. Beardwood:** The [DOJ] Command Center. Typically,  
25 the DOJ Command Center is 24 hours.

1           **Sheriff Honea:** Okay.

2           **Mr. Beardwood:** And that's available for that, or if  
3 they made an agreement with another sheriff or something  
4 like that.

5           **Sheriff Honea:** That's the piece that I was going  
6 for -- if we're putting a burden on one of the other  
7 PSAPs or whatever to do that. But you said they can enter  
8 it directly through DOJ?

9           **Mr. Beardwood:** They can. They can call the Command  
10 Center and that's (inaudible) to the Command Center.

11          **Sheriff Honea:** Okay. Thank you. I appreciate that.  
12 Thank you.

13          **Mr. Beardwood:** Thank you, sir.

14          **Chief O'Keefe:** Any further comments or questions  
15 from the committee? Okay. Any public comment? Okay.  
16 David, let's go to the vote.

17          **Mr. Carlsen:** Okay. Thank you. Chief Craddock.

18          **Chief Craddock:** Approve.

19          **Mr. Carlsen:** Chief Ehlers.

20          **Chief Ehlers:** Approve.

21          **Mr. Carlsen:** Chief Gilliard.

22          **Chief Gilliard:** Approve.

23          **Mr. Carlsen:** Sheriff Honea.

24          **Sheriff Honea:** Approve.

25          **Mr. Carlsen:** Chief O'Keefe.

1           **Chief O'Keefe:** Approve.

2           **Mr. Carlsen:** Chief Michel.

3           **Chief Michel:** Approve.

4           **Mr. Carlsen:** Chief Munro.

5           **Chief Munro:** Approve.

6           **Mr. Carlsen:** Motion passes.

7           **Chief O'Keefe:** Thank you. Our next item on the  
8 agenda is Upgrade Applications approved by DOJ. For the  
9 CLETS Upgrade Applications approved by DOJ, there were a  
10 total of 12 approved since the last meeting. These are  
11 presented as information only and do not require a vote  
12 by the committee. I will ask the members and the public  
13 to refer to the agenda where they are listed. Any  
14 questions from the committee or any comments? No, okay.  
15 Any public comment? Okay. Thank you.

16           Next on the agenda is going to be our closed  
17 session. David will be presenting the information about  
18 our closed session.

19           **Mr. Carlsen:** Thank you. Okay. Pursuant to  
20 Government Code section 11126(c)(18), a closed session is  
21 being conducted in order to review detailed client  
22 reports regarding specific matters that pose a threat or  
23 potential threat of criminal activity against CLETS  
24 and/or CLETS data transmitted between DOJ and specific  
25 client law enforcement agencies.



1           **Mr. Carlsen:** Thank you. The closed session was held  
2 pursuant to Government Code section 11126 section  
3 (c) (18). The committee received a status report regarding  
4 specific matters that pose a threat or potential threat  
5 of criminal activity against CLETS and/or CLETS data  
6 transmitted between the DOJ and specific client law  
7 enforcement agencies where the disclosure of these  
8 considerations could compromise the security of CLETS or  
9 the transmitted CLETS data. The committee evaluated the  
10 status of compliance efforts and directed dates by which  
11 items need to be resolved, or no action was taken. Thank  
12 you.

13           **Chief O'Keefe:** Any public comment? Okay. Let's go  
14 to the next agenda item, which will be the appointment of  
15 the Chair for the CLETS Advisory Committee. And I'll turn  
16 it over to David.

17           **Mr. Carlsen:** Thank you, Chief O'Keefe. The CAC  
18 Chair position is currently vacant. Therefore, this  
19 matter has been agendaized for this meeting. I would like  
20 to solicit any nominations for CAC Chair. Any member of  
21 the board may nominate a board member for Chair including  
22 themselves. Do we have any nominations?

23           **Sheriff Honea:** I'll nominate Don O'Keefe to be the  
24 Chair. He's done a fantastic job as Vice Chair. I think  
25 he'd do a good job as Chair.

1           **Chief O'Keefe:** Thank you, Sheriff. I'd like to make  
2 a nomination. Chief Veronica Gilliard.

3           **Mr. Carlsen:** Okay. Are there any other nominations?  
4 No, okay. Chief O'Keefe, do you accept the nomination?

5           **Chief O'Keefe:** Well, I would like to defer it.  
6 Thank you very much, Sheriff. I would like -- I'm sorry.

7           **Mr. Carlsen:** No, go ahead.

8           **Chief O'Keefe:** Oh. I would like to defer it to  
9 Chief Gilliard.

10          **Mr. Carlsen:** Okay. Chief Gilliard, do you accept  
11 the nomination?

12          **Chief Gilliard:** I accept the nomination.

13          **Mr. Carlsen:** Okay. Is there anything you would like  
14 to say before the committee votes on the matter?

15          **Chief Gilliard:** No.

16          **Mr. Carlsen:** Okay.

17          **Chief O'Keefe:** Do we have any public comment on  
18 this issue? I don't see any. Okay. I guess we need to  
19 vote now.

20          **Mr. Carlsen:** Okay. Thank you. Voting for Chief  
21 Veronica Gilliard as the Chair of CAC. Chief Craddock.

22          **Chief Craddock:** Yes.

23          **Ms. Shindelbower:** Excuse me, Carlsen?

24          **Mr. Carlsen:** Yes?

25          **Ms. Shindelbower:** We actually need to have a motion

1 before a vote.

2 **Mr. Carlsen:** I'm sorry. Thank you. Can we have a  
3 motion for --

4 **Chief O'Keefe:** Yes, do we have a motion?

5 **Sheriff Honea:** Motion. Honea.

6 **Chief O'Keefe:** Second.

7 **Chief Ehlers:** Ehlers. Second.

8 **Mr. Carlsen:** Okay, we will start over. Thank you.

9 Chief Craddock.

10 **Chief Craddock:** Approve.

11 **Mr. Carlsen:** Chief Ehlers.

12 **Chief Ehlers:** Approve.

13 **Mr. Carlsen:** Chief Gilliard.

14 **Chief Gilliard:** Approve.

15 **Mr. Carlsen:** Sheriff Honea.

16 **Sheriff Honea:** Yes.

17 **Mr. Carlsen:** Chief Michel.

18 **Chief Michel:** Approve.

19 **Mr. Carlsen:** Chief Munro.

20 **Chief Munro:** Yes.

21 **Mr. Carlsen:** Motion passed.

22 **Chief O'Keefe:** The new Chair will assume their  
23 duties at the next committee meeting. Congratulations.

24 Next on the agenda is the nomination for the Vice Chair,

25 and I'll turn it back over to David.

1           **Mr. Carlsen:** Thank you, Chief O'Keefe. Having  
2 selected a new CAC Chair, the Vice Chair is open for  
3 nomination and selection. Therefore, this matter has been  
4 agendized for this meeting. I would like to solicit any  
5 nominations for the CAC Vice Chair. Any member of the  
6 board may nominate a board member for Vice Chair  
7 including themselves. Do we have any nominations?

8           **Chief Gilliard:** I nominate Chief O'Keefe.

9           **Mr. Carlsen:** Okay. Are there any other nominations?  
10 Hearing none, Chief O'Keefe, do you accept this  
11 nomination?

12           **Chief O'Keefe:** Yes, I do.

13           **Mr. Carlsen:** Do you have anything you would like to  
14 say before the committee votes on the matter?

15           **Chief O'Keefe:** No, I do not.

16           **Mr. Carlsen:** Okay.

17           **Chief O'Keefe:** Okay. Now we need a motion.

18           **Chief Craddock:** Craddock. I'll motion.

19           **Chief O'Keefe:** Second.

20           **Chief Gilliard:** I'll second.

21           **Chief O'Keefe:** Okay. Any public comment first?  
22 Okay, not seeing any here.

23           **Mr. Carlsen:** Thank you. Chief Craddock.

24           **Chief Craddock:** Yes.

25           **Mr. Carlsen:** Chief Ehlers.

1           **Chief Ehlers:** Yes.

2           **Mr. Carlsen:** Chief Gilliard.

3           **Chief Gilliard:** Yes.

4           **Mr. Carlsen:** Sheriff Honea.

5           **Sheriff Honea:** Yes.

6           **Mr. Carlsen:** Chief O'Keefe.

7           **Chief O'Keefe:** Yes.

8           **Mr. Carlsen:** Chief Michel.

9           **Chief Michel:** Yes.

10          **Mr. Carlsen:** Chief Munro.

11          **Chief Munro:** Yes.

12          **Mr. Carlsen:** Motion passes.

13          **Chief O'Keefe:** As the Vice Chair, I'll assume those  
14 duties at the next committee meeting.

15                Next on the agenda is Members' Reports. For the  
16 Members' Reports, I will call on each of the members to  
17 provide a report for their agency or the association they  
18 are representing in the committee. With that, I will  
19 start with Sheriff Honea.

20           **Sheriff Honea:** Thank you, Chief. I don't have a  
21 report from CSSA today.

22           **Chief O'Keefe:** Thank you. Moving right on down.

23           **Chief Craddock:** I do not have a report out today.

24           **Chief Munro:** No report on behalf of the League of  
25 California Cities.



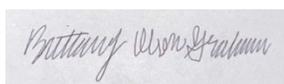
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This is to certify that I transcribed the foregoing pages 1 to 33 to the best of my ability from an audio recording provided to me by Department of Justice,.

I have subscribed this certificate at Elk Grove, California, this 20th day of October, 2025.



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Brittany Olsen-Graham  
Foothill Transcription Company

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