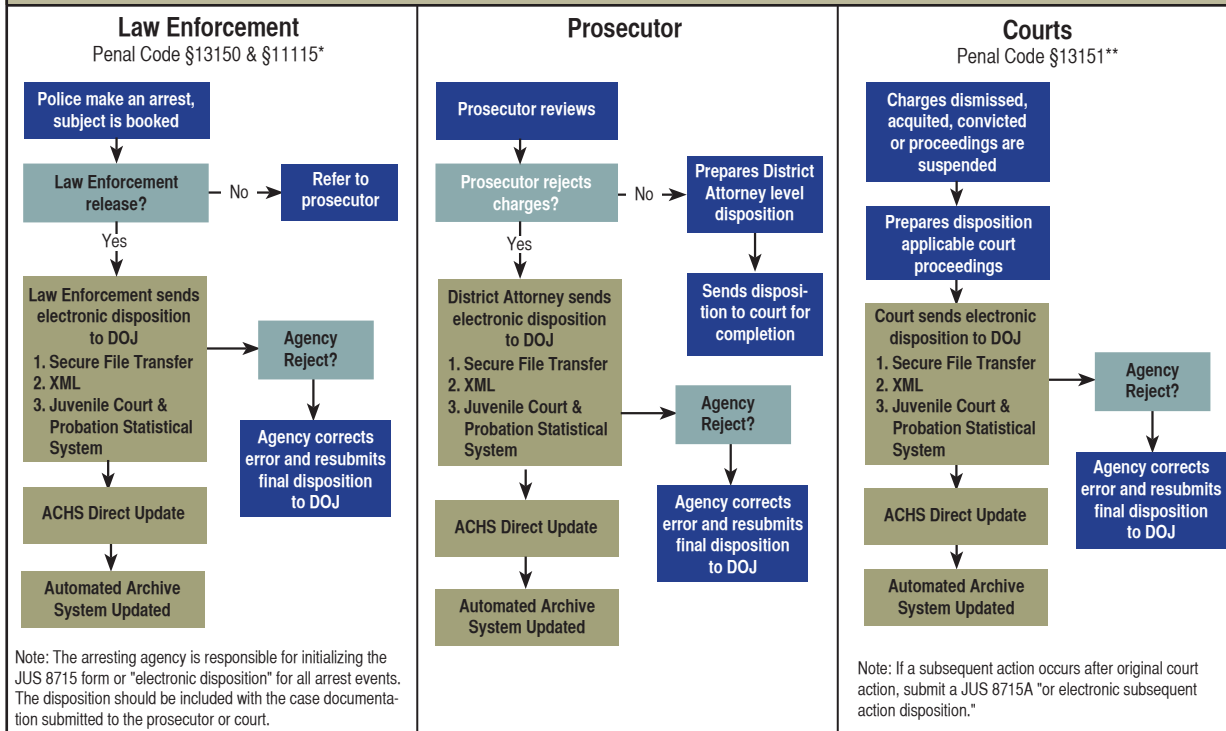


## Electronic Disposition Reporting



### \* Penal Code §13150 & §11115

Section 13150 mandates a reporting agency, for each arrest made, to submit identification and arrest data to the DOJ. Also, § 11115 requires law enforcement agencies to report the disposition for an arrest to DOJ whenever the arrested person is transferred to the custody of another agency or released without a complaint or accusation filed with the court.

### \*\* Penal Code §13151

California superior courts, which dispose of any case for which an arrest was made, are mandated under § 13151 to forward dispositions to the DOJ. A copy must also be furnished to the reporting agency having primary jurisdiction to investigate the offense alleged in the complaint or accusation. The courts shall also report subsequent action to the initial disposition of a case to DOJ.

### California Law Enforcement Web (CLEW)

CLEW is a secure web site provided by DOJ that includes information on the disposition reporting process and other services offered by the DOJ. Users are able to view, copy and print documents from CLEW using a web browser and the Internet.

For more information on disposition reporting, access to CLEW, to order forms, or to assist you with your training needs, contact:

California Department of Justice • Criminal Offender Record Program  
Email: [Disposition.BCIA@doj.ca.gov](mailto:Disposition.BCIA@doj.ca.gov) • P.O. Box 903417, Sacramento, CA 94203-4170

# DISPOSITION REPORTING



## DOJ and Dispositions

The California Department of Justice (DOJ) is responsible for entering accurate and timely dispositions of arrests into the Automated Criminal History System (ACHS), the repository for state summary Criminal Offender Record Information (CORI). In addition, the DOJ transmits CORI to the FBI.

## Why Dispositions are Important

Dispositions are the outcome of arrests; they contribute to the accuracy and completion of arrest cycles on a person's criminal history record. Criminal justice professionals use the information stored in the ACHS to investigate, charge, and sentence criminals. Missing and underreported dispositions cause challenges and problems for the criminal justice process.

*Underreporting leads to decreased prosecution, increased plea bargaining, and decreased sentencing.*

### Types of Dispositions

- Law Enforcement Releases
- Prosecutor Dispositions
- Court Dispositions

Criminal justice agencies are expected to submit dispositions within **30 days** from the date of disposition.

## Benefits

Timely and accurate disposition reporting results in safer communities and a safer working environment for local law enforcement staff.

### Keeps Our Community Safe

Complete criminal history records in the ACHS are essential to the safety of California citizens.

Criminal history information allows DOJ to conduct clearance checks for employment and licensing purposes to ensure only qualified persons hold positions of public trust. Examples include school employees; daycare providers; healthcare workers; police officers; security guards; and real estate agents. It also provides prosecutors and courts with a complete criminal history to make prosecution and sentencing determinations.

### Keeps Our Law Enforcement Officers Safe

Disposition reporting results in complete records; this information allows local law enforcement to determine appropriate levels of supervision for the most dangerous offenders, identify sexually violent predators, and determine whether persons of interest can be searched in the field.

## Who Should Report

All agencies within the criminal justice community have a duty to report dispositions to DOJ. Each agency plays a critical role to ensure the integrity and completeness of state summary criminal offender record information.

## Save Time, Submit Electronically

While dispositions can be reported manually with a JUS 8715 form, we encourage all agencies to submit electronically. Electronic disposition submissions are proven to save time and reduce costs and result in operational efficiencies at both the state and local law enforcement levels. For more information on electronic disposition reporting, email [Disposition.BCIA@doj.ca.gov](mailto:Disposition.BCIA@doj.ca.gov).

See the Electronic Disposition Reporting chart on the reverse side of this pamphlet.

## DOJ Services

The DOJ provides a wide range of services in support of statewide disposition processing. Services include the following:

- Maintains a central repository for criminal offender record information for California
- Coordinates with criminal justice agencies to enable electronic disposition reporting
- Coordinates DOJ on-line access to various county case management systems to obtain missing or incomplete disposition information
- Conducts criminal record background checks for employment, licensing, and certification purposes
- Reviews criminal history for dissemination to various criminal justice agencies, state agencies, private organizations, and the public
- Responds to agency - related questions on dispositions and reporting concerns
- Provides training to criminal justice agencies on disposition reporting
- Communicates with criminal justice agencies via the California Law Enforcement Web on disposition reporting
- Monitors client agencies electronic disposition submissions and error rates
- Provides written instruction manuals for the proper completion and routing of dispositions to DOJ.
- Provides criminal justice agencies on-line access to view source documents contained in the Automated Archive System.