

## **San Diego County Sheriff's Department - Policy Section**

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### **6.24 LAW ENFORCEMENT DATA BASE USE AND CRIMINAL RECORD DISSEMINATION**

All current and future employees having access to the following computerized information systems shall participate in the state mandated Telecommunications Training Class: CLETS,

NCIC, DMV, CORI, local computer systems including county and city data bases. Training must be completed within six months of hire date. State mandated biannual refresher training must also be completed and recorded for Department of Justice (DOJ) inspection.

In accordance with state law, all employees of the Sheriff's Department who have access to these information systems shall be required to submit to a background record check prior to hire date.

All employees of the Department needing access to CLETS/NCIC shall be required to sign the Department Confidential Admonishment Form (Com 10). (08-31-12)

### **6.25 LICENSING HEARING OFFICERS**

The Sheriff's Department shall comply with Section 21.110 of the San Diego County Uniform Licensing Procedure by assigning hearing officers, in a timely manner, to preside at administrative appeals of the denial, suspension or revocation of licenses and/or permits issued by the License Division. (10-30-98)

### **6.26 FEES FOR DOCUMENTS & SERVICES**

The Sheriff's Department will charge a fee for documents and services as outlined in the San Diego County Administrative Code and Code of Regulatory Ordinances. No fee will be charged to government or law enforcement agencies for one set of fingerprint cards or for copies of incident/arrest reports. No fee will be charged to victims for the first copy of a crime report. No fee will be charged to involved parties for the first copy of a collision report/investigation. (08-05-11)

### **6.27 APPLICATION FOR LICENSE AND PERMITS**

The Sheriff's Department shall process applications, and issue licenses and permits which are designated by the San Diego County Uniform Licensing Procedure. (10-30-98)

### **6.28 REPORTING MISSING, DAMAGED OR STOLEN COUNTY PROPERTY**

Sheriff's employees shall frequently check assigned/issued equipment and report all missing, damaged or stolen articles immediately. (11-15-13)

### **6.29 PROPERTY CONTROL SYSTEM**

All property/evidence of any kind acquired by any member of the Sheriff's Department shall be entered into the Property Control System. Under no circumstances shall any property/evidence be disposed of at any Sheriff's facility (station, substation, office or detention facility) without the expressed permission of the Property/Evidence Manager. (Reviewed 02-08-2011)

## **SECTION 6 Operations**

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