

**Northern Chapter of CCUG Training and Meeting  
February 26, 2019  
Placer County Sheriff Office, Auburn Ca**

**Call to Order:**

0905 by Denise Davis, Northern Chapter Director. Introduced Elisa Webb, DOJ

**Board Members Present:**

Denise Davis, Northern Chapter Director  
Dawn Shepherd, Northern Chapter Assistant Director  
Taemi Weathers, Northern Chapter Treasurer  
Billy Arms, Northern Chapter Secretary

**Morning Speaker:**

Elisa Webb, DOJ Field Rep [[Elisa.Webb@doj.ca.gov](mailto:Elisa.Webb@doj.ca.gov)]  
Robin Robles, Manager, DOJ Client Services [[Robin.Robles@doj.ca.gov](mailto:Robin.Robles@doj.ca.gov)]

Elisa discussed the changes that are taking place in the CORI and CLETs audits and field reps. DOJ still has 3 vacant positions in their department for Audits. Oscar Acosta has been added to the team for DOJ.

Roles and responsibilities were discussed for the ACC's. Training/Testing and requirements were discussed. Elisa discussed how NexTEST is always changing the test levels. Robin Robles spoke briefly about this stating that it is better to have people test the higher level than to be under tested. Elisa emphasized that EVERY February 1<sup>st</sup> there should be a misuse report sent to DOJ. Discussed the ACC should be updated at least a month in advance with people who are about to expire on their NexTEST. The State has found that many people who are no longer working in departments are still active in NexTEST and have found numerous people are well past expired and are receiving/accessing CLETs information. Elisa spoke about training expectations and discussed the levels of training and testing for security awareness, Practitioner, Less than Full, Full Access and Administrator.

Elisa discussed and emphasized the misuse of CLETs, used various examples of misuse and showed actual misuse of CLETs. Elisa touched on the use of CLEW and its ever changing system. Elisa touched on the Areas of Liability.

Elisa discussed the CORI Audits and the most common errors: lack of documentation, "Route to" Field not compliant and missing case numbers. Elisa also discussed computer terminal placements. When the auditors have come out for inspection, they have found computers in a position where public and/or employees who do not have clearance can see monitors. Session was ended with Q/A.

**Afternoon Speaker:** Joe Surges, PRI Management Group,  
[jsurges@policerecordsmanagement.com](mailto:jsurges@policerecordsmanagement.com)

Dawn Shepherd introduced Joe. Joe discussed the right to know balanced with the public's right to know. Joe stated that it is a tricky balance and that each department should set a high bar on releasing information. Joe touched on the Government code 6254, advising we should know this code front to back. Documents like preliminary drafts, notes, inter-agency and intra-agency memos that are not retained do not have to be released, along with records to pending litigation to which the public agency is a party. Personal, medical or similar files which would constitute unwarranted invasion of privacy also do not have to be released.

Joe discussed the way some departments are currently dispatching are in violation i.e., 5150 calls. 5150 W&I fall under medical in which names should be refrained from being announced over the radio. Addresses and places can be said but not the names. Juvenile names should not be announced over the radio as well. Discussed when and what departments can release when regarding arrestees. Full name and occupation, physical description, DOB, eyes, hair, height, weight and date and time of arrest, charges and place of arrest. However there is no specific time frame set when that needs to be released. Joe spoke about the release of agencies information regarding officers that is still in litigation. Session ended with a short Q/A.

### **CCUG Business:**

Denise announced the next meeting will be at Point Reyes, Marin County, Thursday, May 9<sup>th</sup> with topics still to be determined.

**Meeting Attendees:**

Auburn PD	Samantha Davis	Placer Co SO	Dianne Hall
Butte Co SO	Trina Wehle	Placer Co SO	Tori Hutchinson
Butte Co SO	Lillian Booth	Redding PD	Suzan Jantz
Butte Co SO	Jennifer Honea	Redding PD	Jennifer Coonfield
Citrus Heights PD	Daniel Stockbridge	Redding PD	Elaina Short
Citrus Heights PD	Tiffany Campbell	Rocklin PD	Claudia Contos
Citrus Heights PD	Sandy Maraviov	Rocklin PD	Myra Salazar
El Dorado Co SO	Angela Sterling	Rocklin PD	Pam Coggeshall
Fairfield PD	Deb Best	Rocklin PD	Stacey Wyke
Fairfield PD	Karen Charos	Rocklin PD	Virginia Trevino
Fairfield PD	Pat Gray	Roseville PD	Theresa O'Reilly-Hembree
Fairfield PD	Laura Pena		Sophia Madrigal
Folsom PD	Maria Always	Roseville PD	John Benone
Placer Co DA	Suzanne Belding	San Pablo PD	Celeste Taylor
Placer Co SO	Aimee Kinkade	San Pablo PD	Denise Barnhart
Placer Co SO	Michele Broussard	Shasta Co SO	KellyAnn Hill-Hancock
Placer Co SO	Kevin Adams	Shasta Co SO	Ashley Acker
Placer Co SO	Cherie Resetar	So. Lake Tahoe PD	Tabatha Lopez
Placer Co SO	Nicole Tait	Sutter Co SO	Melissa Costigan
Placer Co SO	Ashley Taylor	Vacaville PD	Leslie Jensen
Placer Co SO	Michael Lyke	Vacaville PD	John Hagy
Placer Co SO	Erika Higgins	WSIN	Tawnya Smallwood
Placer Co SO	Amanda Holt	Yuba City PD	