

# CCUG Central Chapter Quarterly Training Meeting

**June 4, 2019**

**Hyatt Regency, Carmel Room A&B - Sacramento, CA**

## **Call to Order:**

The meeting was called to order at 0830 by Richard Mason & David Carlsen, DOJ.

## **Board Members Present:**

Tamia Smith, Central Chapter Secretary

Krissy Ostlund, Central Chapter Treasurer

## **Morning Speakers:**

Richard Mason, DOJ CAS

[richard.mason@doj.ca.gov](mailto:richard.mason@doj.ca.gov)

David Carlsen, DOJ CAS

[david.carlsen@doj.ca.gov](mailto:david.carlsen@doj.ca.gov)

Robin Robles, DOJ ACC

[robin.robles@doj.ca.gov](mailto:robin.robles@doj.ca.gov)

Richard and David provided information on the following topics;

Roles and Responsibilities of the CLETS Administration Section;

- CLETS Advisory Committee
- CLETS PPPs
- CLETS Security
- New and Upgrade CLETS applications
- Mnemonics Maintenance
- Change Requests
- Agreements
  - Subscriber
  - Management Control Agreements
  - Release of CLETS Information
  - Reciprocity
  - Interagency
- Networking
- Hit Confirmations
- TAMFs
- Administrative Messages
- CLETS Misuse Reporting

Criminal Justice Information Defined;

- CJI/PII
- System Updates
- Senate Bill B54

CLETS Message Headers – March 1, 2020 deadline

Firewalls/Security Breaches

Robin provided ACC Training which included the following topics;

Roles and Responsibilities of ACC

Laws/Policies/Ramifications pertaining to CLETS

Form Review and CLEW

Training/Testing Requirements  
Audits

**Afternoon Speaker:**

Shannon Polito, Santa Clara County Communications      [shannon.polito@911.sccgov.org](mailto:shannon.polito@911.sccgov.org)  
CLETS Teaching Techniques

Shannon provided information on various games and teaching techniques that can be utilized to make CLETS training fun and engaging.

**Next Meeting:**

Tuesday, October 8, 2019  
Monterey, CA

**Meeting Attendees:**

Cassandra Fisher	<a href="mailto:fisherc@kernsheriff.org">fisherc@kernsheriff.org</a>
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