

CAL/GANG ACCESS

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 2-1-015, dated 03/13/14 (Recertified)

FORM: Cal/Gang Access Request Form F057-8611AF

PURPOSE: To provide a procedure for requesting access to the Cal/Gang Database System.

I. GENERAL INFORMATION

A. Cal/Gang is a statewide database system that contains various information on criminal street gangs and their members. Information includes gang members' names, gangs, tattoos, vehicles, monikers and photo lineups along with other gang related information. Cal/Gang is administered locally by the Orange County District Attorney's Office. The level of access (whether read-only, or read/update) is determined by a user's job requirements.

B. Authorization

The Special Supervision Division Director or Designee will determine authorization after a request to access Cal/Gang has been submitted through the employees' chain of command. Further, the Special Supervision Director will have discretion in granting data entry or read-only authorization based on individual and/or departmental needs. Final authorization to access Cal/Gang will be at the discretion of the CDPO of Field Operations.

C. Training Required

All authorized staff will be required to attend the Cal/Gang training class presented by the DA's Office. This 8-hour "End User Class" is designed to familiarize Law Enforcement Officers and Personnel on the use of the Statewide Cal/Gang Intelligence Database System. Students will learn legal aspects of the system, sign-on, browse, passwords, data entry, link analysis, adding pictures and photo lineups.

II. PROCEDURE

A. Employees requesting access are to complete and forward the automated Cal/Gang ACCESS application form to their immediate supervisor. The form is located in Word Templates under the My Templates tab and also on PROB-NET on the Home page, under Staff Helps, Forms, Access Forms.

B. The supervisor will forward the application with recommendation to their respective Division Director. The recommendation must specify why access to Cal/Gang is needed for their assignment.

- C. Applications receiving a recommendation for system access by the employee's Division Director are to be forwarded to the supervisors of Special Supervision Division GVS Units 332/333.
- D. The GVS Supervisor will review requests with the Director of Special Supervision. Access will either be granted or denied based on the needs of the individual and/or department. Level of access will also determined and approved based on the requestor's job requirements
 - 1. Staff will be notified via email by the Special Supervision Division Secretary whether access has been approved or denied.
 - 2. If access is granted, staff will be given information on how to enroll in a CAL/GANG training class.
 - 3. Once staff members complete the training class, they are to send a copy of their Cal/Gang Certificate of Training to the Special Supervision Division Secretary for entry into the Cal/Gang Database System distribution list. Once this is done, the staff will receive an e-mail from the SSD Secretary confirming their access to Cal/Gang.
 - 4. When staff no longer have a need to access the Cal/Gang database (i.e. transfer to a new assignment), they must immediately notify the Special Supervision Division Secretary via e-mail for removal from the system.

REFERENCES: None

M. Redwood

APPROVED BY: