

CHAPTER 8
MANAGEMENT OF ELECTRONIC DATABASES

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CHAPTER 8

MANAGEMENT OF ELECTRONIC DATA BASES

1. INTRODUCTION. This chapter will provide an overview and basic procedures on some of the electronic databases evidence officers will use in the performance of their duties. In order to access some of the databases, evidence officers and back-up evidence officers shall have basic Internet access. For enhanced Internet access, officers will need to submit an Access Request (replaces CHP 109) through the ServiceNow catalog portal, IT SUPPORT ➤ Access Requests ➤ Enhanced Internet Access, which can be found on the CHP Intranet site.

Section 11108 of the California Penal Code (PC) requires all serialized evidence and property, or nonserialized property that has been uniquely inscribed, which has been reported stolen, lost, found, recovered, held for safekeeping, or under observation that comes into the possession of the Department be entered into the California Department of Justice (DOJ) Automated Property System (APS). Section 11108.2(a) PC requires all firearms that come into the possession of the Department that are reported stolen, lost, found, recovered, held for safekeeping, surrendered pursuant to Sections 26892, 28050, or 29830 PC, relinquished pursuant to Section 6389 of the Family Code, or under observation be entered into the DOJ Automated Firearms System (AFS) within seven calendar days after being notified of the precipitating event. To comply with the requirements and gain access to the databases, all evidence officers and back-up evidence officers shall receive "Full Access Operator" California Law Enforcement Telecommunications Systems (CLETS) training prior to entering any information into the APS or AFS databases. It is recommended for Area to have the administrative sergeant receive, at a minimum, "Practitioner" level training and access. The Criminal Justice Information System (CJIS) Users' Manual contains detailed instructions for entering the data. The CJIS Users' Manual can be accessed through the CHP Intranet site, Resources ➤ Technology ➤ CLETS ➤ Publications ➤ CJIS Manual.

2. CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM ELECTRONIC RECORD TRACKING. The CLETS Electronic Record Tracking (CERT) application creates a location to maintain pertinent information from the master case record (MCR) in an electronic format, accessible 24/7 by all CHP locations statewide. The CERT application is not a replacement for the MCR, which still needs to be kept up to date, but it does bring the Department in compliance with the policies and procedures imposed by the Federal Bureau of Investigation (FBI) and DOJ. The CERT application does not communicate with any other databases. It is a standalone system for use solely by the Department. Commands will have to complete the CERT User Account Request form giving the evidence officer, the back-up evidence officer, and the administrative sergeant "Evidence" level access and permissions to CERT. Information

and training for CERT can be accessed through the CHP Intranet site, Resources ➤ Technology ➤ CLETS ➤ CERT (CLETS Electronic Record Tracking). Figure 8-1 illustrates a simplified CLETS and CERT entry process.

NOTE: An entry into CERT is required for every entry that is made into CLETS, but more specific to evidence officers, APS or AFS. Any information that is modified in APS or AFS also needs to be modified and noted in CERT as well as on the MCR.

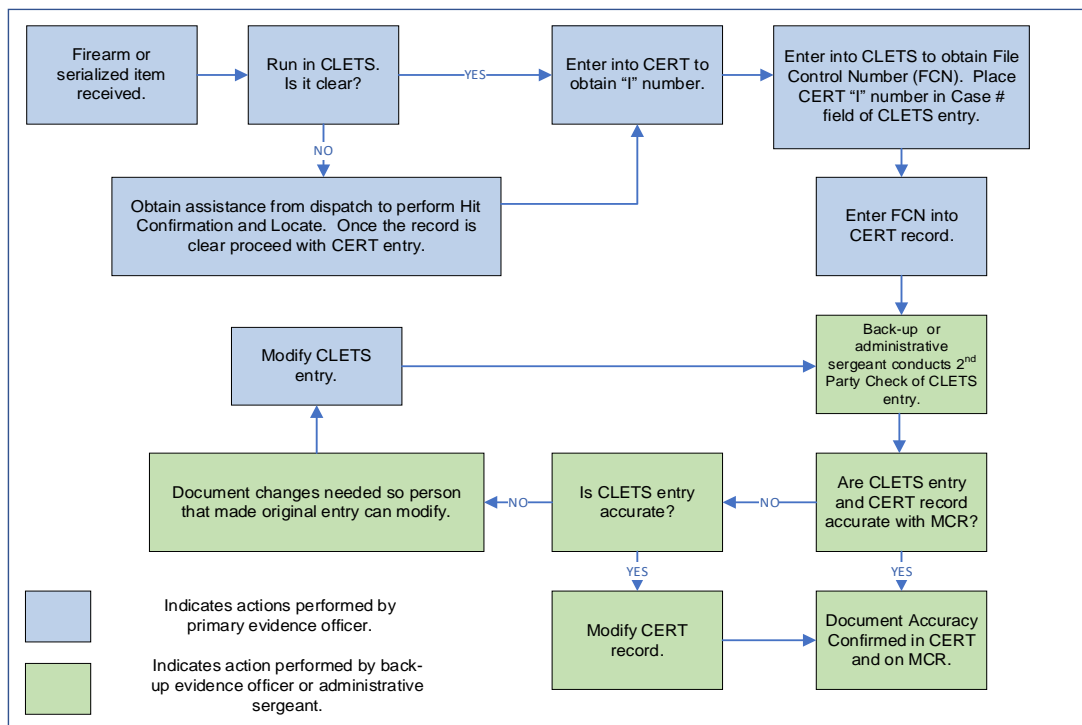


Figure 8-1. Process for entry of CLETS and CERT records.

a. California Law Enforcement Telecommunications System Electronic Record Tracking Entry. When entering information into CERT, field descriptions that are red in color indicate required fields. However, all fields where information is available shall be entered. The CERT application can be accessed through the CHP Intranet site, Resources ➤ Technology ➤ CLETS ➤ CERT (CLETS Electronic Record Tracking) ➤ CERT Application.

- (1) Log into CERT using your departmental ID number and password.
- (2) From the Home screen, make sure the Entry radio button is selected.
- (3) From the drop-down menu, be sure the appropriate Communications Center, Area, and Action items are selected and select the Next button.

(4) The most common Action item that evidence officers will choose is "Property" (refer to Figure 8-2).

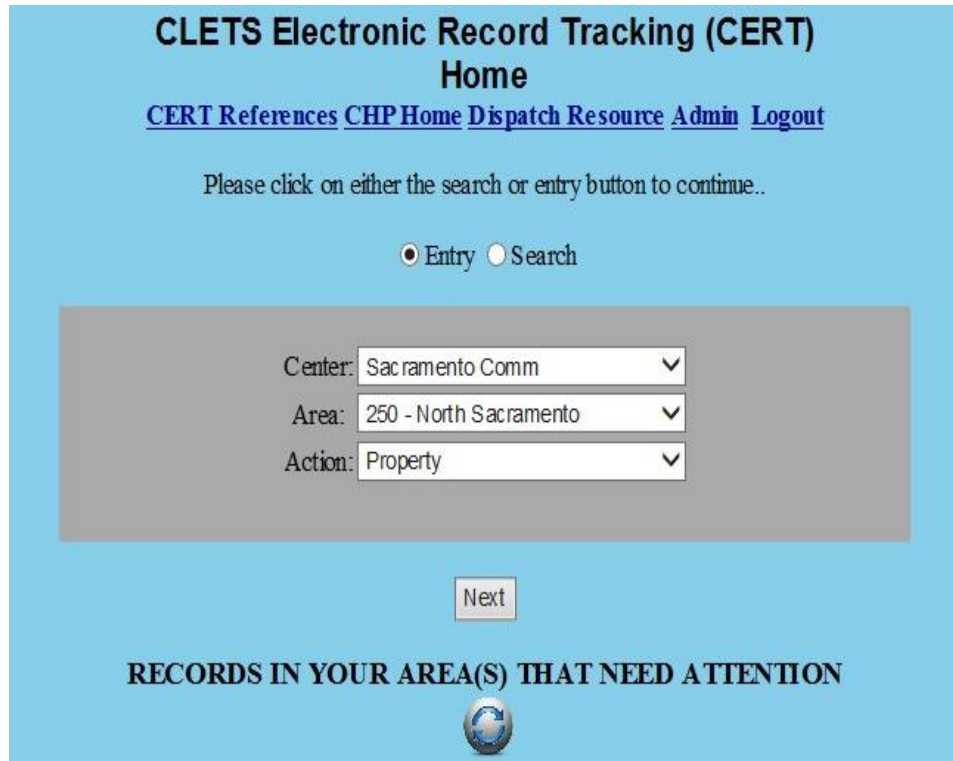


Figure 8-2. CERT Home screen.

(5) From the Property Main screen, choose the Area making the entry, then select the New button (refer to Figure 8-3).



Figure 8-3. Property Main screen.

(6) From the Property Entry screen, located the Property Type drop-down menu and select APS, AFS, or for securities select SEC (refer to Figure 8-4).

The screenshot displays a software interface for entering property information. At the top, there is a title bar with 'Property Main' and a set of navigation tabs: 'Entry', '2nd Party/NCIC', 'Recovery Status', and 'Update History'. The main content area is titled 'Entry' and '250-North Sacramento'. It contains several sections of input fields:

- Property Identification:** I-Number, Evidence #, Entry Date (12/5/2017), Report Date (if different) (12/5/2017), Entering ID (21767), CAD Log Number, Reporting ID, and Watch Officer (checkbox).
- Reporting Party Information:** R/P Last Name, R/P First Name, R/P Phone, Ext., Note, R/P Phone Alt, Ext., Note.
- Registered Owner Information:** R/O Last Name, R/O First Name, R/O Company, R/O Address, R/O Phone, Ext., Note, R/O Phone Alt, Ext., Note. A 'Same as R/P' button is also present.
- Property Type:** A dropdown menu currently set to 'Choose One'.
- Suspect &/or Miscellaneous Information:** A large text area with a note: '*Type new information in bottom box. It will add to the top box once saved.'

A 'Save' button is located at the bottom center of the form.

Figure 8-4. Property Entry screen.

(a) Selecting APS to enter serialized property will display a Property Detail box below the Property Type drop-down menu. After entering all the information, be sure to click the Save button. The following will provide details for completing the various fields required for entering serialized property (refer to Figure 8-5).

- 1 I-Number. This will auto-generate after entering the required information and saving the record.
- 2 Evidence #. Enter the property control number (Computer Aided Dispatch [CAD] Log Number or reporting event number [REN]).
- 3 Entry Date. This is automatically filled in.
- 4 Report Date (if different). This will automatically fill to match the Entry Date field. Change this date, if necessary, to match the date a report was taken. For example, if a report for a stolen item was taken, but the entry into CERT was being completed after that date, then the date the report was taken will be entered here.

5 Entering ID. This is automatically filled in based on the credentials of the person that logged into the CERT application.

6 CAD Log Number. Enter the CAD log number if it is available (this will also be the property control number) otherwise, enter "EVIDENCE." This does not imply the item being entered is evidence.

7 Reporting ID. Enter the ID number of the officer responsible for the investigation.

8 Watch Officer. Check this box if the report was taken at the front desk.

9 Resulting in CLETS Entry. This is automatically checked. Uncheck this box if the CERT entry made will not have a corresponding CLETS entry.

10 Case # (OCA). Enter the investigation case number or originating case number (OCA). If that is not available, then enter a citation number.

11 Entered for Allied Agency. The Department does not enter CLETS records for allied agencies as a general rule. The Department should only enter records for items that are in its possession or related to investigations it is conducting. However, the Department does have agreements with a few agencies for record entries.

12 Affiliated CERT Record #'s. Enter other CERT numbers from the same investigation. For example, if the item being entered was located inside a vehicle that was also stolen, then the "S" number from the stolen vehicle CERT entry can be entered here.

The screenshot shows a 'Property Entry' form for '250-North Sacramento'. The form includes the following fields and values:

I-Number	[]-[]-[]	Evidence #	[]
Entry Date	10/6/2017	Report Date (if different)	10/6/2017
CAD Log Number	[]	Entering ID	017767
Resulting in CLETS Entry	<input checked="" type="checkbox"/>	Reporting ID	[]
Entered For Allied Agency	<input type="checkbox"/>	Watch Officer	<input type="checkbox"/>
Affiliated CERT Record #'s	[]	Case # (OCA)	[]

Figure 8-5. Property Entry screen, Property Entry section.

13 Reporting Party Information. Information entered into these fields is dependent upon what is selected for the Document Code in the Property Detail. For a Document Code of Evidence, enter the officer's

last name that corresponds with the Reporting ID number from above and enter "Officer" in the R/P First Name field. For all other Document Codes, enter reporting party information from the investigation (refer to Figure 8-6).

The screenshot shows a web form with a yellow background. It is titled "Reporting Party Information" and "Registered Owner Information". The "Reporting Party Information" section has fields for "R/P Last Name", "R/P First Name", "R/P Phone", "R/P Phone Alt", and "Note". The "Registered Owner Information" section has a "Same as R/P" button, "R/O Last Name", "R/O First Name", "R/O Company", "R/O Address", "R/O Phone", "R/O Phone Alt", and "Note".

Figure 8-6. Property Entry screen, Reporting Party Information section.

14. Registered Owner Information. If the registered owner of the item is the same as the reporting party, then click on the Same as R/P button. Otherwise, enter the corresponding information.

14 Serial Number. Enter the serial number from the item. Sequentially serialized items may be entered in a group within CLETS; however, they must be entered individually into CERT. Follow the on-screen instructions when entering (refer to Figure 8-7).

15 Category Code. Select the appropriate category code from the drop-down menu.

16 Document Code. Select the appropriate code from the drop-down menu. The most applicable for use by evidence officers are stolen, evidence, lost, found, and safekeeping.

NOTE: There is no safekeeping code in the CERT database. However, Section 11108 PC requires serialized property, or nonserialized property that has been uniquely inscribed, held for safekeeping, be entered into the APS. Refer to paragraph 3 of this chapter for additional information. Any item entered into the APS shall be also entered into CERT.

17 OAN/Asset Tag #. Enter an owner-applied number (OAN) if applicable.

18 Article. Enter the most appropriate Article Code.

- 19 Brand. Enter the brand of the item.
- 20 Model. Enter the model number or name.
- 21 Value. Enter the monetary value of the item.
- 22 Item Misc Info. Enter any other distinguishing marks, color, or information that could help identify the item.

Figure 8-7. Property Entry screen, Property Detail section.

- 23 Save Item. Click on the Save Item button to save information entered into Property Detail. If additional items are to be added, they may be added after the first item is saved.
- 24 Suspect &/or Miscellaneous Information. Enter any suspected or miscellaneous information that could be pertinent to the investigation (refer to Figure 8-8).
- 25 File Control Number (FCN). Enter the FCN from the CLETS entry.

Suspect &/or Miscellaneous Information

*Type new information in bottom box. It will add to the top box once saved.

Save

File Control Number (FCN)

FCN: AID

Note:

Add

Figure 8-8. Property Entry screen, Miscellaneous, and FCN section.

(b) Selecting AFS to enter a firearm will display a Firearm Detail box below the Property Type drop-down menu. After entering all the information, be sure to click the Save button. The following will provide details for completing the various fields required for entering a firearm.

- 1 I-Number. This will auto-generate after entering the required information and saving the record.
- 2 Evidence #. Enter the property control number (CAD Log Number) from the evidence Records Management System (RMS).
- 3 Entry Date. This is automatically filled in.
- 4 Report Date (if different). This will automatically fill to match the Entry Date field. Change this date, if necessary, to match the date a report was taken. For example, if a report for a stolen item was taken, but the entry into CERT was being completed after that date, then the date the report was taken will be entered here.
- 5 Entering ID. This is automatically filled in based on the credentials of the person that logged into the CERT application.
- 6 CAD Log Number. Enter the CAD log number if it is available (this will also be the property control number) otherwise, enter "EVIDENCE." This does not imply the item being entered is evidence.
- 7 Reporting ID. Enter the ID number of the officer responsible for the investigation.

8 Watch Officer. Check this box if the report was taken at the front desk.

9 Resulting in CLETS Entry. This is automatically checked. Uncheck this box if the CERT entry made will not have a corresponding CLETS entry.

10 Entered for Allied Agency. The Department does not enter CLETS records for allied agencies as a general rule. The Department should only enter records for items that are in its possession or related to investigations it is conducting. However, the Department does have agreements with a few agencies for record entries.

11 Case # (OCA). Enter the investigation case number or originating case number (OCA). If that is not available, then enter a citation number.

12 Affiliated CERT Record #s. Enter other CERT numbers from the same investigation. For example, if the item being entered was located inside a vehicle that was also stolen, then the “S” number from the stolen vehicle CERT entry can be entered here.

13 Reporting Party Information. Information entered into these fields is dependent upon what is selected for the Document Code in the Firearm Detail section. For a Document Code of Evidence, enter the officer’s last name that corresponds with the Reporting ID number from above and enter “Officer” in the R/P First Name field. Enter the Area’s public phone number along with the Area name in the Note field. For all other Document Codes, enter reporting party information from the investigation (refer to Figure 8-9).

Reporting Party Information			
R/P Last Name	<input type="text"/>	R/P First Name	<input type="text"/>
R/P Phone	<input type="text"/>	Ext	<input type="text"/> Note <input type="text"/>
R/P Phone Alt	<input type="text"/>	Ext	<input type="text"/> Note <input type="text"/>

Registered Owner Information			
<input type="button" value="Same as R/P"/>			
R/O Last Name	<input type="text"/>	R/O First Name	<input type="text"/>
R/O Company	<input type="text"/>		
R/O Address	<input type="text"/>		
R/O Phone	<input type="text"/>	Ext	<input type="text"/> Note <input type="text"/>
R/O Phone Alt	<input type="text"/>	Ext	<input type="text"/> Note <input type="text"/>

Figure 8-9. Firearm Entry screen, Reporting Party Information section.

14 Registered Owner Information. If the registered owner of the item is the same as the reporting party, then click on the Same as R/P button. Otherwise, enter the corresponding information.

15 State Property. Check this box if the firearm entered is state-owned.

16 Date of Transaction. Enter the date of transaction which would be the date it came into the Department's possession.

17 Serial Number. Enter the serial num of the firearm. "Obliterated" shall be used for unidentifiable serial numbers, instead of none or unknown. If the serial number is more than 20 characters and the record is going into the National Crime Information Center (NCIC) enter the rightmost 20 characters in this field and enter the complete number in the Misc field. If the firearm does not have a serial number and was manufactured prior to 1968, enter "2Antique" for handguns or "Antique2" for long guns. If the firearm does not contain a serial number and is a Firearm Manufactured by Unlicensed Subject (FMBUS), contact the DOJ, AFS Unit, by e-mail at BOFAFS@doj.ca.gov to have a serial number issued to that particular firearm.

NOTE: A FMBUS are firearms that are made by an individual that does not possess a license for the manufacture of firearms. It is legal for an individual to manufacture firearms, provided they follow federal and state law. These firearms are not allowed to be sold or transferred. There are specific instructions for completing mandatory fields when entering this type of firearm.

18 Caliber. Enter the caliber based on the following criteria:

- a Two to four numeric characters.
- b The range is 0003 to 1211.
- c Use 0000 for pistols when only the frame is available. "Frame only" must also be entered in the Misc field.
- d Use 8888 to describe a multicaliber firearm or when the firearm is a FMBUS and no barrel indicating caliber is attached.
- e Use 9999 to describe unusual firearms or destructive devices in conjunction with Type Z firearms.

f Do not enter powder weight, year, case length, or initials designating the originating firm, country of issue, or designer.

g Do not use period, for example, enter "30" for ".30-30."

19 Barrel Length. Enter the barrel length measured in inches. This field is capable of accepting six or fewer characters. The dash (-) character is allowed as is one space. Periods cannot be used in this field. For example, a barrel length of four and one-half inches would be entered as "4 1/2," with a space between the "4" and the "1/2." Every effort should be made to determine the barrel length of a firearm for entry. This is by default an optional field; however, it has been noted during DOJ audits this field should be completed if the information is available, and therefore, shall be entered if available.

20 Make. Enter the make, brand, or country of origin of a firearm as assigned by NCIC. When the country of origin is used as the make, the make as imprinted on the firearm, if known, must be placed in the Misc field. If the firearm is a FMBUS, use privately made firearm ("PZZ") as the make code.

21 Model. Enter the model's name or number of the firearm. If the model is unknown, enter "Unknown." If the firearm is a FMBUS enter "AR style" or "AK style" as applicable. If neither is applicable, contact the DOJ, AFS Unit, by e-mail at BOFAFS@doj.ca.gov.

22 Type (TYP). Select the appropriate firearm type from the drop-down menu.

23 Category (CAT). Select the appropriate category from the drop-down menu.

24 Document Code. This field is used to describe the type of record being entered. Choose the appropriate type from the drop-down menu.

NOTE: Only those Academy staff responsible for destroying firearms shall use the Document Code of "Destroyed." Once this is entered, the record cannot be changed.

25 Agency Case Number. Enter the originating agency case number. An investigative case number or citations number should be used.

26 Additional Firearm Information. Enter the color of the firearm as well as any additional distinguishing marks or characteristics.

NOTE: Figure 8-10 applies to paragraphs 2.a.(5)(b)15 through 2.a.(5)(B)26 above.

Figure 8-10. Firearm Entry screen, Firearm Detail section.

27 Suspect and/or Miscellaneous Information. Enter any suspect or miscellaneous information that could be pertinent to the investigation (refer to Figure 8-11).

28 File Control Number (FCN). Enter the FCN in this field after the firearm has been entered into CLETS.

Figure 8-11. Firearm Entry screen, Suspect &/or Miscellaneous, and FCN section.

b. **Second Party Accuracy Check.** Every entry into CLETS requires that the information being entered is checked for accuracy by someone other than the person that made the initial entry. This second party accuracy check must be documented and should be performed immediately after the initial entry when the likelihood of the availability of the item being entered to the second person is highest. The documentation of the second party check has been incorporated into the CERT application. In order for the second person to complete the second party

accuracy check, they must have access to the item and the MCR being entered to confirm specific information such the serial number. It is recommended the back-up evidence officer perform the second party check for items entered by the primary evidence officer. If the back-up evidence officer is not available, the administrative sergeant should perform this task.

- (1) From the Property Main screen, identify and select the record that indicates the second party accuracy check is pending (refer to Figure 8-12).



Figure 8-12. 2nd Party Check status.

- (2) Compare the CLETS entry to the MCR and CERT record.
- (3) From the Property Entry screen, select the 2nd Party/NCIC tab (refer to Figure 8-13).
- (4) If the CLETS entry, CERT record, and MCR are correct, select Accuracy Confirmed and the click the Save button.

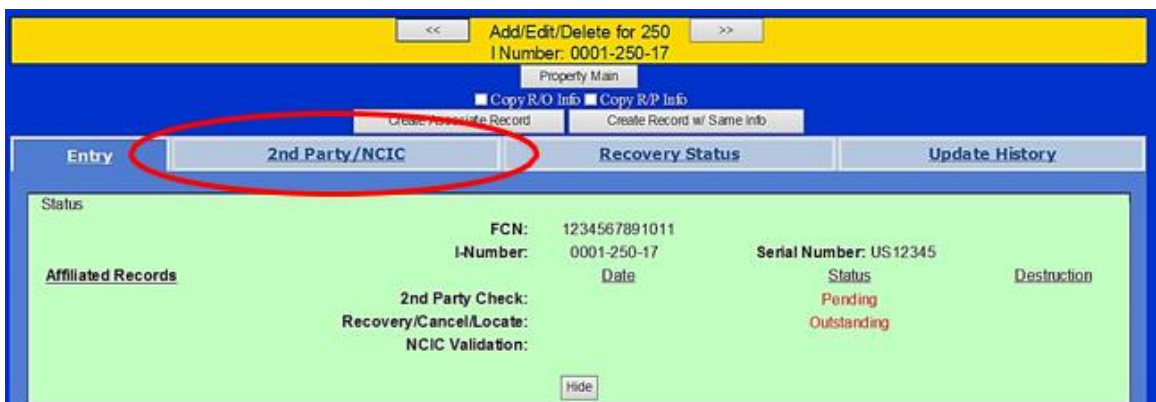


Figure 8-13. 2nd Party/NCIC tab.

- (4) If the CLETS entry, CERT record, and MCR are correct, select Accuracy Confirmed and then click the Save button.
- (5) If the CLETS entry is correct, but the CERT record has errors that require modification, correct the CERT record and click the Save button. Then select the 2nd Party/NCIC tab, select Accuracy Confirmed and click the Save button.
- (6) If the CLETS entry requires modification, select Changes Needed and select the appropriate option from the “Section Needing Changes” drop-down menu. In the “Miscellaneous Info” box, document what needs to be modified to the CLETS entry and click the Save button (refer to Figure 8-14).

Figure 8-14. Second Party Accuracy Check, Changes Needed.

- (7) The individual who made the CLETS entry will need to modify the CLETS entry and then return to the CERT record. Go to the 2nd Party/NCIC tab for that item and select Changes Made and then click the Save button. The second-party accuracy check still needs to be completed.
 - (8) The second person will repeat the process from step (2) until the records are accurate and then select Accuracy Confirmed and click the Save button.
- c. National Crime Information Center Validations. An NCIC validation is a request to confirm an item is still valid. This involves contacting the reporting party to confirm an item is still outstanding (e.g., lost or stolen). All NCIC validations are

assigned by the FBI/NCIC, routed through DOJ, and coordinated through the CHP Field Support Section to Area offices. When the validation request is received at Area, the actions and results shall be documented in CERT and the MCR.

- (1) Use the search function to locate the record.
- (2) Click the 2nd Party/NCIC tab and locate the NCIC Validation section.
- (3) Select the FCN for the record being validated.
- (4) Once contact with the reporting party has been attempted, select the appropriate options under Contact Method and Contact/Response Detail drop-down menus. Enter a note if necessary and click the Add button (refer to Figure 8-15).
- (5) Update the MCR with the same information provided into CERT.

The screenshot shows a web interface for 'NCIC Validation'. At the top, there is a dropdown menu for 'FCN' with the value '3566874112369'. Below it are two more dropdown menus: 'Contact Method' set to 'Phone' and 'Contact/Response Detail' set to 'Choose One'. There is a text input field for 'Note' and an 'Add' button. Below the form is a table with the following data:

	FCN	Date	ID	Contact	Detail	Note
Edit Delete	3566874112369	10/11/2017	017767	Phone	Contact Made	RP says the item is still outstanding

Figure 8-15. NCIC Validation example.

3. **AUTOMATED PROPERTY SYSTEM.** The Automated Property System (APS) is used for serialized property, or nonserialized property that has been uniquely inscribed, which has been reported stolen, lost, found, recovered, held for safekeeping, or under observation, pawned, bought (at a pawn shop), or held as evidence that has come into the possession of the Department. It is not intended to record serialized items seized during the course of an investigation unless those items are suspected of being stolen. For example, a cell phone and laptop seized while investigating a human trafficking case would not be entered into APS. However, if ten computers are located that either the suspect admits to stealing or cannot account for, they should be checked through the APS to see if there is an existing stolen entry; if none exists, then enter the items into the APS, as found, provided they are legally seized.

- a. **Property Inquiry.** Prior to entering property into the APS, its serial number shall be checked to see if a record already exists. From the Web Workstation (WebWS) Mask drop-down menu, select "CHPPROP-Property Inquiry-Calif and NCIC." Enter the item's serial number in the appropriate field and submit. A return message will be sent to the terminal. Carefully examine this return as it may contain the item, in

addition to near misses. Determine no record exists for this item before proceeding with the entry.

b. New Item/Entry. The WebWS screens are color coded, identifying mandatory (green), conditionally mandatory (pink), and optional fields (white). However, employees shall enter all available information whether required or not required by WebWS. Placing the mouse/cursor over a field will bring up additional information and instructions such as the number of characters the field will allow and special character restrictions. Below is a list of fields that shall be completed, at a minimum, along with instructions for completing them. Once the record is submitted, a confirmation message will be sent to the terminal. Print this information and upload the confirmation message into the evidence RMS case file. The confirmation message will provide an FCN and shall be kept as part of the MCR. This number is necessary to make any further modifications or cancellations to this record. This number shall be entered into both the evidence RMS case file and the CERT record for that item.

- (1) Log into the WebSW internal website. From the Mask drop-down menu, select "CHPPROP1-Property Entry -- Calif and NCIC."
- (2) ORI. Leave this blank to use the default Originating Agency Identifier (ORI).
- (3) Ser #. Enter the serial number of the article.
- (4) Type. Select a category code and article code from the drop-down menu.
- (5) Brand. Select a category code and article code from the drop-down menu.
- (6) Date of Transaction. Enter the date using MMDDYYYY. This is the date the incident occurred or the date the report was taken.
- (7) Case #. Enter the CERT "I" number generated from the CERT entry.
- (8) Document Code. Enter the most appropriate document code based on the circumstances of the entry.
- (9) Entry. Select "1" for California only. If a document code of "S" for "Stolen" was entered in the previous field, then select "2" for California and NCIC. This will ensure that the record is forward to a national database.
- (10) Model #. Enter the model number.

(11) Misc. This field should be used to enter a description or any other relevant information pertaining to the property such as color, distinguishing mark, etc. The investigation case number shall be entered here as well.

c. Modifying an Entry. An entry may be modified to correct or add information. To modify an entry from the Mask drop-down menu, select "CHPPROP2-Property Update -- Calif and NCIC." Enter the FCN in the "File #" field. Find the Modify Property section and complete only those fields that need modification and submit. If making a modification to the Misc field, all the information that is still wanted from the original entry must be rewritten into the modification. The database does not add new information to what was previously entered into that field. Perform an inquiry on the firearm to confirm all the information is accurate.

d. Cancelling an Entry. Cancelling an entry can only be performed by the ORI who entered the item. There are three primary reasons an evidence officer will cancel an entry. The first is to cancel a stolen item once it has been recovered. This is a different transaction than performing a Locate on a stolen item. The second is when the item is going to be transferred to another ORI or location. Prior to removal of the CLETS record, the transfer needs to be coordinated with the location where the item is being sent because they will be responsible for making the CLETS entry placing it under their ORI. The third is when the item is going to be returned to the owner. In general, to cancel an entry from the Mask drop-down menu, select "CHPPROP2-Property Update -- Calif and NCIC." Enter the FCN in the File # field then scroll down to Cancel Property and enter the date cancelled. Print and file the confirmation message and make a notation in CERT and the evidence RMS case file that you have cancelled the entry from APS.

4. AUTOMATED FIREARMS SYSTEM. All firearms and conductive energy weapons, whether found, seized as evidence, or held for safekeeping, coming into the possession of the Department shall be entered into the AFS. Additionally, firearms reported to the Department as lost or stolen shall also be entered into AFS. Updated Type Codes and Category Codes are available on the CHP Intranet site, Resources > Technology > CLETS > Publications > NCIC Code Manual. The Internal Affairs Section (IAS), Evidence Unit, or Division Property and Evidence Program Coordinator may be contacted for assistance.

a. Firearms Inquiry. Prior to entering a firearm into AFS, its serial number shall be checked to see if a record already exists. From the WebWS Mask drop-down menu, select "CHPGUN-Firearms Inquiry -- Calif and NCIC." Enter the firearm's serial number in the appropriate field and submit. A return message will be sent to the terminal. Carefully examine this return as it may contain the firearm, in addition to near misses. Determine that no record exists for this firearm before proceeding with the entry.

b. Firearms Entry. The WebWS screens are color coded, identifying mandatory (green), conditionally mandatory (pink), and optional fields (white). Employees shall enter all available information whether required or not required by WebWS. Placing the mouse/cursor over a field will bring up additional information and instructions such as the number of characters the field will allow and special character restrictions. Below is a list of fields that shall be completed at a minimum and instructions for completing them. Once the record is submitted, a confirmation message will be sent to the terminal. Print this information and retain the confirmation message by uploading it into the evidence RMS case file. The return will provide an FCN and shall be kept as part of the MCR. This number shall be entered into both the evidence RMS case file and the CERT record for that item.

NOTE: A FMBUS are firearms that are made by an individual who does not possess a license for the manufacture of firearms. It is legal for an individual to manufacture firearms, provided they follow federal and state law. These firearms are not allowed to be sold or transferred. There are specific instructions for completing mandatory fields when entering this type of firearm.

(1) Log into the WebWS internal Web site. From the Mask drop-down menu, select "CHPGUN1-Firearms Entry -- Calif and NCIC."

(2) Ser #. Enter the serial number of the firearm. "Obliterated" shall be used for unidentifiable serial numbers, instead of none or unknown. This is a mandatory field. If the serial number is more than 20 characters and the record is going to NCIC, enter the rightmost 20 characters in this field and enter the complete number in the Misc field. If the firearm does not have a serial number and was manufactured prior to 1968, enter "Antique2" for handguns or "2Antique" for long guns, rifles, or shotguns. If the firearm does not contain a serial number and is a FMBUS, contact the DOJ, AFS Unit by e-mail at BOFAFS@doj.ca.gov to have a serial number issued to that particular firearm.

NOTE: If the firearm is a FMBUS and issued a serial number from the DOJ, AFS Unit, after coming into the possession of the Department, it shall not be returned to the owner. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator, upon receiving a FMBUS firearms that do not have an inscribed serial number as the laws on this type of firearm are frequently changing.

(3) Make. This is a field containing the make, brand, or country of origin of a firearm as assigned by NCIC. When the country of origin is used as the make, the make as imprinted on the firearm, if known, must be placed in the Misc field. If the firearm is a FMBUS, use privately made firearm ("PZZ") as the make code.

- (4) Caliber. Enter the caliber based on the following criteria:
- (a) Two to four numeric characters.
 - (b) The range is 0003 to 1211.
 - (c) Use 0000 for pistols when only the frame is available; “frame only” must be entered in the Misc field.
 - (d) Use 8888 to describe a multicaliber firearm or when the firearm is a FMBUS and no barrel indicating caliber is attached.
 - (e) Use 9999 to describe unusual firearms or destructive devices in conjunction with Type Z firearms.
 - (f) Do not enter powder weight, year, case length, or initials designating the originating firearm. Country of issue, or designer.
 - (g) Do not use periods, for example, enter “30” for “.30-30.”
- (5) Type. Select the class and category code from the drop-down menus. The category code is a conditional field and is required for entry level “2 – California and NCIC records with a document code of “S” for stolen or “F” for found, and crime gun entries.
- (6) Document Code. This field is used to describe the type of record being entered. Choose the appropriate type from the drop-down menu. Selections with an asterisk or used by DOJ only.
- (7) Date of Transaction. Enter the date of transaction, which would be the date it came into the Department’s possession.
- (8) Agency Case #. Enter the CERT “I” number generated from the CERT entry.
- (9) Entry Level. Select the entry level from the drop-down menu. Select “1” for California only. If a document code of “S” for “Stolen” or “F” for “Found” was entered in the Document Code field, then select “2” for California and NCIC. This will ensure the record is forwarded to a national database.
- (10) Model. Enter the model’s name or number of the firearm. If the model is unknown, enter “Unknown.” If the firearm is a FMBUS, enter “AR style” or “AK style” as applicable. If neither is applicable, contact the DOJ, AFS Unit by e-mail at BOFAFS@doj.ca.gov.

(11) Notify Originating Agency. Click on the box next to Notify Originating Agency. This will generate a message to the originating agency if any transactions result in a hit on the record.

(12) Barrel Length. Enter the barrel length measured in inches. This field is capable of accepting six or fewer characters. The dash (-) character is allowed as is one space. Periods cannot be used in this field. For example, a barrel length of four and one-half inches would be entered as "4 1-2" with a space between the "4" and the "1-2." Every effort should be made to determine the barrel length of a firearm for entry. This is by default an optional field; however, the DOJ requires this field to be completed and, therefore, information shall be entered if available.

(13) Color. Choose the appropriate color from the drop-down menu. This is an optional field by default; however, the DOJ requires this field to be completed, and therefore, information shall be entered if available.

(14) Misc. Use the Misc field to enter any other relevant information. Any other distinguishing marks, engravings, or features should be entered. The property control number and investigative case number shall be entered here.

c. Modifying an Entry. An entry may be modified to correct or add information. To modify an entry from the Mask drop-down menu, select "CHPGUN2-Firearms Update -- Calif and NCIC." Find the "Modify Firearm" section. Enter the FCN and complete only those fields that need modification and submit. If making a modification to the Misc field, all the information that is still wanted from the original entry must be rewritten into the modification. The database does not add new information to what was previously entered in that field. Perform an inquiry on the firearm to confirm all the information is accurate.

d. Cancelling an Entry. Cancelling an entry can only be performed by the ORI that entered the firearm. There are two primary reasons an evidence officer will cancel an entry. The first is to cancel a stolen firearm once it has been recovered. This is a different transaction than performing a "Locate" on a stolen firearm. The second is when the firearm is going to be transferred to another ORI or location, such as the Academy for destruction. Refer to Chapter 11, Release/Disposal of Weapons, of this manual for further detailed instructions on this process. In general, to cancel an entry from the Mask drop-down menu, select "CHPGUN2-Firearms Update -- Calif and NCIC." Scroll down to "Cancel Firearm." Enter the FCN, serial number, and the date cancelled. Print and file the confirmation message with the MCR and make a notation in CERT and the evidence RMS case file that the entry in AFS has been cancelled.

5. ELECTRONIC TRACING SYSTEM. In conjunction with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), the Department is committed to tracing the origin and history of all firearms coming into its possession. Therefore, all firearms coming into the possession of the Department shall be entered into the Electronic Tracing System (eTrace). Evidence offices must contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator in order to be placed on the Department's approved user list. Officers must be placed on the user list prior to attempting to register with ATF. Once the officer is placed on the user list, they will receive an e-mail from ATF with instructions on how to register. The employee may contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for assistance regarding the eTrace system.

NOTE: In order to maintain the user account with ATF, all specified users shall log into and log out of the eTrace program, at a minimum, every 30 days. This will ensure the user's account remains active. In the event users become locked out of their account, they may reset their passwords by contacting the ATF Help Desk at (877) 875-3723. Additionally, when transferring to a new Area, contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator to transfer the existing account to the new Area's ORI number.

a. Register for eTrace. Personnel requiring access to eTrace shall send their full name, badge number, and date of birth to the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator. The CHP Point of Contact (POC) will preregister the requesting party and send the requestor a confirmation e-mail with instructions on how to complete registration, which shall be done as follows.

- (1) From the CHP Intranet site, Resources ➤ Technology-eTrace. The eTrace webpage will open.
- (2) From the eTrace page, click on "Request an eTrace Account."
- (3) Click the button indicating "Other Federal/State/Local/International Law Enforcement Agencies."
- (4) Enter "Agency/Department ORI number." The number varies by Area and is provided by the POC.
- (5) Enter "Officer Badge Number." Do not prefix the badge number with "0."
- (6) Click on "Next."
- (7) Enter the requested data to complete the registration. Use the Area office address and telephone number.
- (8) Click on the "Submit Registration" button. The ATF will make notification

of the requestor's user ID and initial password when the account is activated. This should take no longer than one week. For questions or additional assistance, contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator.

b. Enter a Firearm Into the eTrace System.

(1) Once you have logged into the eTrace system, you will be viewing the "Home: My Trace Requests."

(2) Click on the "Create Trace Request" option.

(3) Enter the requested information in the appropriate boxes. Enter all available information. An option to upload an image of the firearm is available and highly recommended.

(4) Verify and submit the request.

NOTE: As required by the eTrace memorandum of understanding, the appropriate ATF field division shall be notified prior to initiating any firearms trafficking investigations, when the investigation is based on information obtained via eTrace. This critical step encourages the exchange of valuable investigative information and resources. Additionally, contacting the appropriate ATF Field Division enhances the safety of investigating officers. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator to confirm which ATF Field Division shall be notified.

c. Obtaining Guidance for eTrace.

(1) While viewing the "Home: My Trace Requests" page, click on "User Guide (pdf)" to obtain a User Guide.

(2) While viewing the "Home: My Trace Requests" page, click on "Firearms Identification Reference (pdf)" to obtain a Firearms Identification Guide.

6. NATIONAL INTEGRATED BALLISTICS IDENTIFICATION NETWORK/ INTEGRATED BALLISTICS IDENTIFICATION SYSTEM. In accordance with Section 11108.10(a) PC and in conjunction with ATF, the Department is committed to revealing links to additional crimes involving firearms, fired bullets and cartridge cases, and other firearm information which come into its possession. The National Integrated Ballistic Identification Network (NIBIN) or the Integrated Ballistics Identification System (IBIS) includes the development and maintenance of a database of ballistic images from firearms used in a criminal act.

a. Background. In 2023, the Department purchased four Ultra Integrated Ballistics Identification System (IBIS) BrassTrax Acquisition terminals. The Department then entered into a Memorandum of Understanding with the ATF, that established and defined a partnership between the parties that resulted in ATF NIBIN system installation, operation, and administration for the collection, timely analysis, and dissemination of crime gun data to enhance the efforts of law enforcement to integrate resources to reduce firearms violence, identify shooters, and refer them for prosecution. To ensure the consistency, integrity, and success of NIBIN, ATF has enacted Minimum Required Operating Standards (MROS) which requires the CHP to achieve compliance. The ATF will conduct biennial audits to review and verify compliance with the required MROS for the duration of the MOU. Each site must be in full compliance with the MROS in order to maintain access to NIBIN. Key requirements listing in the MROS include but are not limited to the following:

(1) Correlations will not be performed for firearms received prior to the site's onboarding date. Onboarding dates for each CHP NIBIN sites may be obtained by contacting the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator.

(2) Under the NIBIN MROS, Standard 5.8 states that the NIBIN site must conduct timely acquisition of ballistic evidence, as follows:

(a) Gold Standard: The site performs acquisitions of all suitable ballistic evidence within two business days.

(b) Silver Standard: The site performs acquisitions of all suitable ballistic evidence within five business days.

(c) Bronze Standard: The site performs acquisitions of all suitable ballistic evidence within ten business days.

(d) Basic Compliance: The site performs acquisitions of all suitable ballistic evidence within 20 business days.

NOTE: The date the evidence is recovered and is taken into custody by any duty authorized employee of that law enforcement agency. For example, evidence is acquired on March 1, 2025, but is held in temporary custody pending transfer to the NIBIN site until March 20, 2025, will use the reception date of March 1, 2025.

b. Qualifying Firearms Eligible for Testing. All firearms seized or recovered which were unlawfully possessed, used for an unlawful purpose, recovered at a crime scene, reasonably believed to have been used or associated in the commission of a crime, or an abandoned or discarded firearm, shall be submitted for analysis and

entry into the NIBIN/IBIS database. Additionally, any cartridge cases recovered at a crime scene, or which is reasonably believed to be related to, or associated with, the commission of a crime, or the unlawful discharge of a firearm, shall be submitted for analysis and entry into the NIBIN/IBIS database. Firearms which are stored for safekeeping do not need to be submitted. Qualifying firearms and cartridge cases shall be submitted unless any of the following apply.

- (1) A NIBIN/IBIS lab is not readily available.
- (2) Extenuating circumstances prevent the Area from submitting the firearm.
- (3) The NIBIN/IBIS lab workload would prevent the timely processing of the firearm. In such situations the prosecuting district or city attorney should be consulted to receive advice on how to proceed.

NOTE: If an Area is unable to enter a firearm into the NIBIN/IBIS system, a memorandum explaining the reason shall be prepared. The memorandum shall be signed by the Area commander and uploaded to the evidence RMS record. A copy of the memorandum shall be attached to the CHP 37A, Firearms for Destruction, when submitting firearms for destruction to the Academy, Weapons Control Unit (WCU).

- (4) Possible reasons for not test firing include, but are not limited to the following:
 - (a) The firearm is unsafe.
 - (b) The firearm was deemed unsuitable for NIBIN entry.
 - (c) The firearm was never fired and was never licensee-transferred.
 - (d) The firearm is contaminated in such a way as to make it a potential biohazard.
 - (e) The firearm is a law enforcement officer (LEO) issued firearm and involved in an officer involved shooting. Law enforcement officer firearms from officer involved shootings are not test fired and are not entered into NIBIN.
 - (f) Firearms that are not typically test fired include revolvers, single shot or bolt action rifles, shotguns, weapons never fired, or firearms deemed unsafe, inoperable, or incomplete.

c. Training. Personnel operating within the NIBIN system shall have the proper level of training and experience for their position and that all individuals performing acquisitions and/or correlation reviews are Qualified NIBIN Users. Contact the

Internal Affairs Section, Evidence Unit, or Division Property and Evidence Program Coordinator for information regarding training.

(1) A qualified NIBIN user must complete ATF-approved acquisition training administered by ATF, Ultra Electronics, and/or a NIBIN Authorized Trainer (NAT) in order to utilize a NIBIN acquisition machine and acquire ballistic images.

d. Personnel Responsible for Test Firing Eligible Firearms. The Area command shall designate a uniformed employee to the responsibility of test firing all eligible firearms for the purpose of NIBIN testing. The IAS, Evidence Unit, recommends the test firing be assigned to the Area evidence officer but discretion is left to the Area to assign the responsibility.

e. Obtaining Ammunition for Test Firing. Ammunition for the purpose of NIBIN testing shall be obtained from the Academy, WCU, by submitting a memorandum documenting the property control number, firearm make, firearm model, firearm serial number, type of ammunition, along with the number of rounds requested (maximum of three rounds). The memorandum shall be signed by the Area commander or alternate. Ammunition that has been booked into evidence or identified as ammunition for destruction shall not be used for NIBIN purposes. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for a sample template.

f. Preliminary Firearm Examination. All firearms being submitted for NIBIN testing shall be inspected by the Area range officer to insure it is safe to test fire. When examining any firearm, proper safety procedures shall always be followed. A comment in the evidence RMS shall be entered identifying the officer who conducted the inspection and the date it was inspected.

g. Submission of Test Fired Cartridge Cases to a NIBIN/IBIS Site Covered by the Memorandum of Understanding.

(1) Test fired cartridge cases shall be placed into the recommended test fire envelope for submission with the following information on the envelope:

- (a) Property Control Number.
- (b) Make.
- (c) Model.
- (d) Serial Number.
- (e) Caliber.

(f) Type of firearm (e.g., rifle, pistol).

(g) Date of Submission.

(2) A Cartridge Case Submittal Form shall also be submitted with all submissions. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for a template of the form.

(3) The test fire cartridge cases shall be entered into the evidence RMS case file to maintain the chain of custody.

(4) If the test fire cartridge cases identify a "hit" notification and an e-mail notification was sent to the Area evidence officer confirming the hit, the test fire cartridge cases shall be retained until the case is adjudicated and the statute of limitations have expired. If the case is being transferred to another law enforcement agencies for their case (e.g., firearm associated with a homicide), contact the local district attorney's office to confirm any processing requirements.

(5) If the test fire cartridge cases do not produce a "hit" notification, the test fire cartridge cases can be disposed of 30 days after the date the test fire cartridge cases were submitted for analysis and entry into the NIBIN/IBIS database.

g. When submitting firearms to NIBIN/IBIS labs outside of the CHP, the evidence officer shall:

(1) Render the weapon safe.

(2) Submit the ammunition magazine. Do not unload the magazine. If a round was in the chamber submit that together with the magazine but in a separate paper envelope.

(3) Properly complete the chain of custody and evidence submittal form. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator to obtain a copy of the submittal form.

(4) Include a request for a NIBIN/IBIS examination on the submittal form and a brief description of the case.

(5) If known, note the geographical areas of interest or search parameters for the firearm on the transmittal form (e.g., the arrest was made in Oakland, but the suspect has ties to Los Angeles).

(6) Expended cartridge casings discovered in vehicles shall be collected as evidence and submitted for entry into the NIBIN/IBIS system.

h. Items which can/cannot be test fired and entered into the NIBIN/IBIS system include the following:

- (1) Most handguns, shotguns, and rifles can be test fired.
- (2) Most casings can be entered.
- (3) Glock bullets and .22 caliber bullets cannot currently be entered into NIBIN/IBIS, but the casings can.
- (4) No .50 caliber weapons are able to be test fired.
- (5) Nail guns cannot be tested.

NOTE: Due to advancements in technology, the capabilities of NIBIN/IBIS are continually increasing. Evidence officers are encouraged to maintain a situational awareness of the most current system capabilities.

i. After a firearm is submitted to a NIBIN/IBIS lab for testing, the evidence officer will be responsible for conducting necessary follow-up, including, but not limited to:

- (1) Communicating with the testing lab and explaining specifics about the case.
- (2) Checking the status of tested firearms.
- (3) Responding to additional requests from the lab for additional information and/or priority status.
- (4) Providing any test results to the investigating officer.

NOTE: Evidence officers are encouraged to ask questions of local labs if more information is required.

j. When the NIBIN/IBIS system reveals a potential link between the evidence submitted by the Department and additional crimes committed in other jurisdictions, the lab will provide the name of the law enforcement agency investigating the additional crimes as well as their case number.

k. The evidence officer shall contact the allied agency to ensure any further investigative measures can be coordinated.

l. For current information on nearby NIBIN/IBIS laboratory facilities, contact the following CHP locations:

- (1) Stockton Area (265)

(209) 938-4800

(2) Dublin Area (390)

(925) 828-0466

(3) Bakersfield Area (420)

(661) 396-6600

(4) Rancho Cucamonga Area (855)

(909) 980-3994

m. For current information on nearby NIBIN/IBIS laboratory facilities, contact the following ATF locations:

(1) Areas in northern California (north of Bakersfield).

5601 Arnold Road, Suite 400

Dublin, CA 94568-7724

(925) 557-2820

(2) Areas in southern California (south of Bakersfield).

550 North Brand Boulevard, Suite 800

Glendale, CA 91203

(818) 265-2550

(3) www.atf.gov.

7. **SEXUAL ASSAULT FORENSIC EVIDENCE TRACKING.** Sexual Assault Forensic Evidence Tracking (SAFE-T) is a DOJ-maintained database created to track the status of all sexual assault evidence kits collected in the state. It is mandatory for all law enforcement agencies and laboratories to create an information profile in SAFE-T within 120 days of a sexual assault evidence kit being collected. The information profile shall be for the kit itself, maintaining the anonymity of the victim. The Department will be required to report if biological evidence samples from the kit were submitted to a laboratory for DNA analysis and whether or not the kit generated a probative DNA profile. Also, if the evidence was not submitted to a DNA laboratory for processing, the Department must document the reason or reasons for not submitting evidence from the kit to a DNA laboratory for processing.

a. **Area Responsibilities.** Areas that utilize DOJ, Bureau of Forensic Services (BFS) laboratories for the analysis of its evidence will be responsible for entering the required information into SAFE-T. Areas which do not use a DOJ, BFS

laboratory shall contact their respective laboratories and determine who will be responsible for making the required entry into SAFE-T. Area standard operating procedure shall be revised to indicate the details of the agreement.

b. Evidence Officer Responsibilities. The Area evidence officer, or their back-up, should be the designated individual to make the required entry into SAFE-T. The SAFE-T database is web-based and will require each user to complete an application process. The Area evidence officer will be responsible for creating an entry of all kits received. Only victim sexual assault kits shall be entered into SAFE-T. **Do not** enter suspect kits.

c. Access to the Database. The primary and back-up evidence officers must complete the application process for access to the SAFE-T database by completing a “California DOJ-BFS, CODIS Hit Outcome Project (CHOP) & Sexual Assault Forensic Evidence Tracking (SAFE-T) – User Request Form.” Contact the IAS, Evidence Unit, or the Division Property and Evidence Program Coordinator for a copy of the form. The application may either be submitted in person to the Area’s local DOJ laboratory or e-mailed to CHOP@doj.ca.gov. The SAFE-T database is accessed through the Regional Information Sharing System Network (RISSNET). Once an application is submitted and approved, the user will receive an e-mail with a link to RISSNET, a username and temporary password, and further instructions for completing activation of the account. Internet Explorer 9 and above are the only browsers supported. If the user already has access to CHOP, then they will already have access to SAFE-T and do not need to submit an application. Entries made into the SAFE-T database are attached and organized based upon the Area’s ORI.

d. Logging Into the Database. From the RISSNET home page, locate the Resources tab and select the Investigative link. Clicking on the Sexual Assault Forensic Evidence Kit Tracking link will take you to the SAFE-T home page (refer to Figure 8-16).

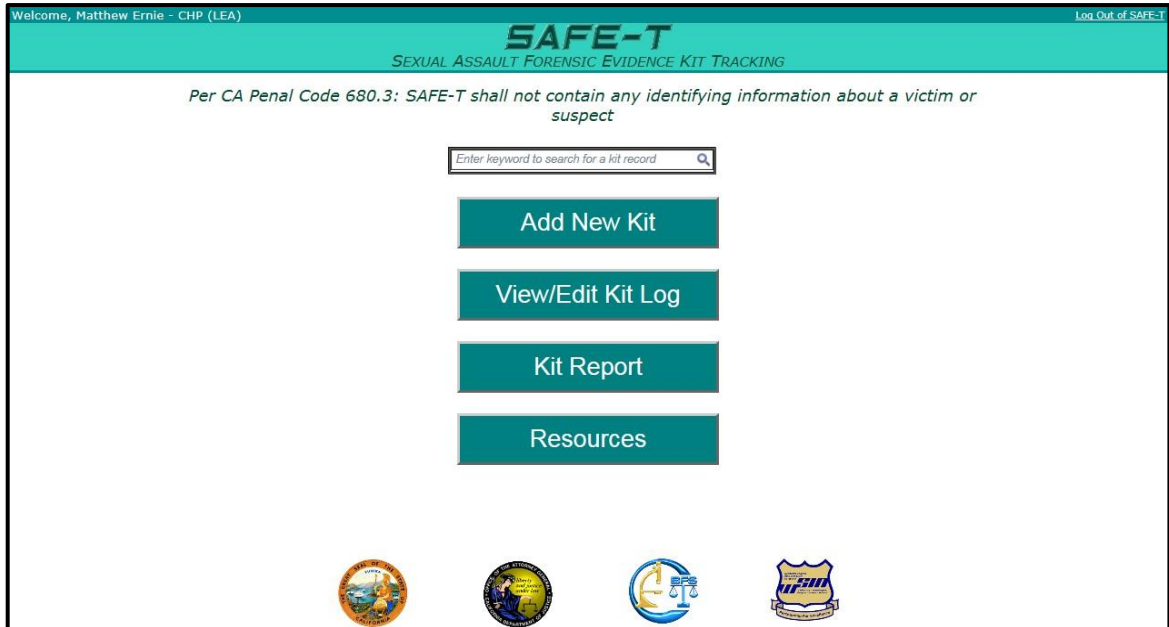


Figure 8-16. SAFE-T home page.

e. Adding a New Kit. From the SAFE-T home page, select the Add New Kit button. A window will appear allowing the entry of pertinent information for creating the kit profile. Fields highlighted in yellow are required. Certain fields are prepopulated based on the user's ORI but may be changed if necessary. Complete the fields with as much information as is available. Once all information is entered, click on the Save button at the bottom of the page (refer to Figure 8-17). Most fields are self-explanatory, however, information regarding completing specific fields is as follows:

Sexual Assault Evidence Kit - Law Enforcement Information

Please complete your edits within 28:38 minute(s) to avoid being timed out.

Law Enforcement Agency:

Investigating Officer:

Office Telephone: () - Extension:

Investigator Email:

LEA Case #:

Incident Crime Type: Crime Category:
 Specific Crime:

Date of Incident:

Date of Sexual Assault Exam:

Kit Number:

Date Kit Received:

Kit Sent to Lab: Yes No Clear

Victim Number:

Victim Deceased:

Victim Relationship to Suspect:

Victim Age at Crime:

Victim Sex: Female Male Clear

Victim Cooperating: Yes No Clear

OK to Release Kit Status/Location to Victim: Yes No

Victim Notified of Intent to Destroy Kit: Yes No Clear

Active Investigation: Yes No Clear

Campus Assault: Yes

Gang Assault: Yes

Drug-Facilitated Sexual Assault: Yes

Information Restricted to LEA: Yes No

District Attorney:

LEA Comments:

Required Fields. If information is restricted to LEA, DA is not required.

Figure 8-17. Add New Kit page.

- (1) Investigating Officer. The name of the investigating officer shall be entered.
- (2) LEA Case #. Enter the Law Enforcement Agency (LEA) case number for the investigation. If a case number has not been established, then enter the property control number (CAD or REN number). The record should be updated once a case number is available.
- (3) Kit Number. Enter the number from the sexual assault kit if available.
- (4) Kit Sent to Lab. Clicking on the appropriate radio button to indicate whether the kit was sent to the lab or not will bring up additional fields to enter information depending on which button is selected.
 - (a) Kit Sent to Lab, Yes Button Selected. Selecting Yes will display additional mandatory fields (refer to Figure 8-18). Select the appropriate

information from the drop-down menus and enter the date the kit was sent to the lab. If the kit will be sent to the lab by the hospital, then check the Yes box. Clicking this box will change the Date Sent to Lab from a mandatory field to an optional field which may be left blank. The lab may populate this field later.

Kit Sent to Lab: Yes No Clear

Kit Sent to Lab by Hospital: Yes

Lab Sent to: [Yellow dropdown menu]

Date Sent to Lab: [Yellow text box] [Calendar icon]

Originating Local CODIS Lab: [Yellow dropdown menu]

Figure 8-18. Kit Sent to Lab, Yes Button Selected.

(b) Kit Sent to Lab, No Button Selected. Selecting No will display additional mandatory field requesting information as to why the kit was not sent to the lab (refer to Figure 8-19). Select the appropriate response from the drop-down menu. Select the appropriate response from the drop-down menu, a specific reason shall be documented in the “Other” Reason Kit Not Submitted to Lab field.

Kit Sent to Lab: Yes No Clear

Reason Kit Not Submitted to Lab: [Yellow dropdown menu]

'Other' Reason Kit Not Submitted to Lab: [Text box]

Figure 8-19. Kit Sent to Lab, No Button Selected.

(5) Victim Number. Select the appropriate victim number with reference to the kit being entered.

(6) Information Restricted to LEA. Selecting Yes will not allow the district attorney to view this information profile. This should be selected in cases where district attorney personnel are suspects of an investigation involving the kit being entered.

(7) District Attorney. This field should prepopulate based on the Area's ORI. However, for Areas covering multiple counties, the applicable district attorney will need to be selected.

NOTE: After the information has been saved, a screen will appear showing the record (refer to Figure 8-20).

Welcome, Matthew Ernie - CHP (LEA)

SAFE-T
SEXUAL ASSAULT FORENSIC EVIDENCE KIT TRACKING

Delete SAFE-T Record Edit Record (LEA) Close Record

Pursuant to PC 680.1, the Kit Location and Status will be provided to the victim if requested, unless the record indicates that the information should not be released or is restricted to LEA.*

Kit Location: Laboratory
Kit Status: Kit Sent to Laboratory

CRIME INFORMATION CHP LEA Case Number: TEST 031-1 Crime Category: FORCIBLE RAPE Specific Crime: 261: RAPE:NOT SPECIFIED Date of Incident: 4/1/2018	LABORATORY INFORMATION SACRAMENTO LAB (CA BFS) Lab Case Number: -- Additional Local CODIS Lab: -- First Lab Kit Submitted to: SACRAMENTO LAB (CA BFS)
KIT INFORMATION (LEA) Kit Number: -- Date of Sexual Assault Exam: 4/1/2018 Date LEA Received Kit: 4/1/2018 Kit Sent to Lab: YES Kit Sent to Lab by Hospital: NO Kit Sent to: SACRAMENTO LAB (CA BFS) Date Sent to Lab: 4/5/2018 Victim Notified of Intent to Destroy Kit: -- *OK to Release Kit Status/Location to Victim: YES	KIT INFORMATION (LAB) Date Lab Received Kit: -- DNA Analysis Completed: -- Date Kit Returned to LEA: --
VICTIM INFORMATION Victim Number: V1 Victim Relationship to Suspect: STRANGER Victim Age at Crime: 19 (ADULT) Victim Sex: FEMALE Victim Cooperating: YES	GRANT/VENDOR INFORMATION Outsourced to Vendor: NO
LAW ENFORCEMENT INFORMATION Active Investigation: YES Campus Assault: NO Gang Assault: NO Drug-Facilitated Sexual Assault: NO Investigating Officer: J. KINGSLEY Office Telephone: (916) 843-3060 Investigator Email: JKINGSLEY@CHP.CA.GOV *Information Restricted to LEA: NO	LABORATORY COMMENTS --
LAW ENFORCEMENT COMMENTS --	DISTRICT ATTORNEY INFORMATION District Attorney: SACRAMENTO DISTRICT ATTORNEY

Figure 8-20. Example of a record from an entered kit.

- f. View/Edit Kit Log. Select the View/Edit Kit Log button from the SAFE-T home page to display a list of all the kits entered based on the Area's ORI (refer to Figure 8-21). Double-click on a specific record to view. Once the record is displayed it can be edited by selecting the Edit Record (LEA) button (refer to Figure 8-22). Edit the necessary information and click on the Save button.

Welcome, Matthew Ernie - CHP (LEA) Log Out of SAFE-T

SAFE-T
SEXUAL ASSAULT FORENSIC EVIDENCE KIT TRACKING

HOME **KIT LOG** REPORT RESOURCES

Add New Kit Keyword Search

Law Enforcement Agency	LEA Case Number	Incident Crime	Incident Date	Date LEA Received Kit	Submitted to Lab	LEA Investigator	Local CODIS Laboratory	Lab Case Number	Date Lab Received Kit	Grant Name
CHP	test 031-1	261: RAPE:NOT SPECIFIE	04/01/2018	04/01/2018	Yes	J. KINGSLEY	SACRAMENTO LAB (CA			
CHP	test 031-2	261.5 (D): UNLAWFUL SE	03/01/2018	03/05/2018		J. KINGSLEY				

1 Page size: 20

Figure 8-21. Example list of entered kits.



Figure 8-22. Location of Edit Record (LEA) button.

g. Kit Report. The SAFE-T database is able to generate reports based on the information entered under the Area's ORI. From the SAFE-T home page, select the Kit Report button. From this screen, the user can generate a report by selecting various criteria. Select the desired criteria and click on the Generate Report button (refer to Figure 8-23).



Figure 8-23. Kit Report screen.

h. Resources. From the SAFE-T home page, select the Resources button to view a list of available resources and links.