

CLETS MISUSE INVESTIGATION REPORTING FORM

California Department of Justice
CLETS Administration Section
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Calendar Year _____

(Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable.)

Agency Name _____

Address _____

Person Completing Form
(_____)

Telephone number _____

County _____

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1. Total number of investigations performed related to CLETS misuse:
a. Pending _____ + b. Closed _____ = Total Performed _____
(1a + 1b = 2a + 2b + 2c)
 2. Of the total number of investigations performed, how many originated from:
a. Private citizen complaints _____
b. Internal within your department _____
c. From another agency _____
 3. Misuse violations found from investigations (see #4 below): Total Found _____
(4a + 4b + 4c + 4d)
 4. Total number of each type of action taken on misuse violations:
a. No action taken _____
b. Administrative action:
 Counsel _____ Reprimand _____ Suspension _____
 Resignation _____ Termination _____ Other _____
c. Criminal complaints filed:
 Infraction _____ Misdemeanor _____ Felony _____
d. Number of convictions from criminal complaints filed:
 Infraction _____ Misdemeanor _____ Felony _____
 Unknown _____