



Santa Clara Police Training Flash



Santa Clara Police Records Unit SOP

To keep the radio channels clear, the following is the Santa Clara Police Records Unit's Standard Operating Procedures concerning records checks on subjects during a call for service, vehicle/pedestrian stop, or status of subject not in custody:

During a call for service:

- A RSII will always be assigned to monitor Channel 1 and the Netviewer (MDC)
- A SCPD Dispatcher could call for a standard "10-29" on a subject or the RSII will preemptively run a standard "10-29" of listed individuals and location and enter them into "Remarks" field in Netviewer (MDC).
- If there are no returns, they will enter "Neg 29."
- If there is information on the "10-29" return:
 - o The RSII will notify SCPD Dispatch to have the responding officers contact SCPD Records on Channel 4 or by phone (daytime hours 408-615-4700 & nighttime hours 408-615-4700 ext #2)
- Sometimes there might be additional information not associated with a warrant, parole, or probation. The RSII will enter "Neg 29 – see further" and add additional information into Netviewer (MDC).

During a vehicle/pedestrian stop:

- Running a standard "10-27/29" on a subject on Channel 4 will consist of:
 - o Driver's license status
 - o Warrants & felony affidavits on file
 - o Parole, probation, & sex/arson registrant information
 - o Missing person or restraining orders on file

Checking the status of a subject not in custody:

(i.e. Officer is running plates in a motel parking lot and wants the registered owner's "10-29" information)

- The officer should contact SCPD Records Unit via phone to keep Channel 4 clear for other queries:
 - o Daytime business hours 408-615-4700 & nighttime after hours 408-615-4700 Ext #2
- Any additional information such as THF entry, trespass warnings, prior 5150's, prior weapons charges, known to CJIC, or any in-house information must be specifically asked for.
- Any additional information regarding restraining orders such as restrictions, protected parties, etc will be entered into the "Remarks" field in Netviewer (MDC)
- The RSII will also add the information to Netviewer (MDC) so SCPD Officers assigned to the event can be informed.
- All entries (i.e. stolen vehicles, towed vehicles, missing persons) into the California Law Enforcement Telecommunications Systems (CLETS) must be done over telephone (Day time business hours 408-615-4700 & Nighttime after hours 408-615-4700 Ext #2) or in person.

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