



Training Bulletin

SANTA BARBARA POLICE DEPARTMENT



BERNARD MELEKIAN, Chief of Police

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CLETS Proficiency Recertification

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Action Required

Who: All Employees and Volunteers including Reserve Officers, VIPs, and Chaplains named on the 2021 CLETS Certification Expiration List

What: Review the Training Bulletin - Those requiring recertification will receive an email with instructions for completing testing and training requirements.

When: Complete by **December 31, 2021**

****The individuals named on the 2021 CLETS Certification Expiration List must recertify before the end of the year. Anyone with an expired CLETS Certification after December 31, 2021 will be removed from CLETS access with their CLETS account disabled until recertification is completed ****

OVERVIEW:

The California DOJ and the FBI require basic security awareness training for all personnel who have access to CJI (Criminal Justice Information) including all personnel who have unescorted access to a physically secure location, within the first 6 months of appointment and biennially (every two years) thereafter:

- CLETS Terminal Operators with Level 3 - Full Access or Level 3 - Less Than Full Access:
 - Must biennially recertify by successfully passing the online NexTest Certification Exam and completing the online NexTest CLETS/NCIC Security Awareness training.
- Non-Terminal Operators (No CLETS Username/Password):
 - Level 2 – Security Awareness - Practitioners with direct access to Criminal Justice Information (CJI):
 - Level 1 – Security Awareness – Unescorted Personnel with access to physically secure locations:
 - Must biennially recertify by successfully passing the online NexTest Certification Exam and completing the online CLETS/NCIC Security Awareness training.
- I.T. Personnel System/Security/Network Administrators with Level 4 – Security Awareness:
 - Must biennially recertify by successfully passing the online NexTest Certification Exam and completing the online CLETS/NCIC Security Awareness training.

Review the 2021 CLETS Certification Expiration List to reference your NexTest Username and User Level/Test Name– contact Susan Segura with any corrections.

Follow the NexTest Training Instructions contained in the email to complete Training

Follow the NexTest Recertification Exam Instructions contained in the email to take the online exam.

Reference the SBPD CLETS Less Than Full and Full Access Practice Test and Answers attached to the email as a guide to assist you with any difficult questions from the NexTest Recertification Exam.

Contact Susan Segura with any questions or for assistance.