

CULVER CITY POLICE

DATE: July 30th, 2025

NO: 2025-11

Proper Record of Arrests and Prosecution (RAP) Documentation for DOJ Audit Compliance

Background:

Section 11105 of the California Penal Code (PC) identifies who has access to DOJ's CORI and under what circumstances it may be released. Access is based upon the "right to know" and the "need to know." DOJ encourages criminal justice agencies to utilize ACHS whenever the information is needed in the course of their duties.

Purpose:

The purpose of this bulletin is advisement of the regulations placed on the use and dissemination of DOJ's Criminal Offender Record Information (CORI) and to remind agency of the policies regarding the Automated Criminal History System (ACHS) "route to" field (RTE) and the National Crime Information Center's (NCIC) III "attention" field (ATN) and "purpose" field (PUR). This will ensure we are in compliance and avoid violations during audits.

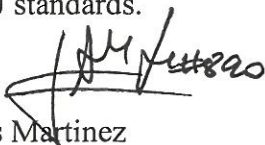
Officer Responsibility:

When running RAPS, officers shall ensure:

1. The subject's name is included in the incident call, case notes or report *before* running a RAPS check.
2. The correct case or incident number is associated with the subject (including mutual aid with surrounding cities and LA Impact, etc.)

If you have any questions about this procedure, feel free to contact Records Supervisors directly.

Thank you for your attention to this matter and for assisting us in remaining in good standing with DOJ standards.



Luis Martinez

Captain, Special Operations Bureau