



April 21, 2022

John P. Miller, Chief of Police  
Winters Police Department  
702 Main Street  
Winters, CA 95694

RE: **2022 CJIS/NCIC Database Mail Audit for ORI CA0570200**

Dear Chief Miller:

The Department of Justice (DOJ) is designated as California's Criminal Justice Information Services Systems Agency (CSA) by the Federal Bureau of Investigation's National Crime Information Center (NCIC). One of the major duties of the CSA is to conduct an internal audit of records that are maintained in the Criminal Justice Information System (CJIS) and the databases managed by NCIC.

Due to the current COVID-19 pandemic, in lieu of conducting an on-site audit of the CJIS/NCIC records entered and maintained by your agency, the DOJ is requesting your agency's cooperation in responding to a mail audit for the 2020 - 2022 audit cycle.

This audit consists of completing and returning a CJIS/NCIC Pre-Audit Questionnaire and the review of documentation associated to each record to ensure compliance with the timeliness of the entry, second party check, validation and recent consultation and hit confirmation requirements. The CJIS/NCIC Pre- Audit Questionnaire and the records selected for this audit have been forwarded to Records Manager Gail Jimenez.

A report will be sent to your agency approximately 30 days after receipt of the completed CJIS/NCIC Pre-Audit Questionnaire and requested documentation. This report is considered public information under the California Public Records Act.

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If you have any questions, please feel free to contact me at (916) 917-7773 or by e-mail at [Stacey.Prado@doj.ca.gov](mailto:Stacey.Prado@doj.ca.gov).

Sincerely,

*Stacey Prado*

STACEY PRADO, CJIS/NCIC Database Auditor  
Database Audits Unit  
Justice Data and Investigative Services Bureau

For ROB BONTA  
Attorney General

cc: Gail Jimenez, Records Manager



May 18, 2022

John Miller, Chief of Police  
Winters Police Department  
702 Main Street  
Winters, CA 95694

Re: **2022 CJIS/NCIC Database Mail Audit Findings for ORI CA0570200**

Dear Chief Miller:

The Criminal Justice Information System (CJIS) and National Crime Information Center (NCIC) authorizes the Department of Justice (DOJ) to conduct on-site audits for California in relation to the FBI CJIS Security Policy, Section 5.0, the NCIC Operating Manual - Introduction, Section 3 and the CJIS Manual - Introduction, Section 2. There is a standard which is prescribed for record management and the establishment of maintenance standards for these records. Criminal justice agencies have a duty to maintain records that are valid, complete and accurate.

The purpose of the audit is to improve the quality of entries into the automated files. This is accomplished by verifying, in accordance with the NCIC Users Agreement, the validity, completeness and accuracy of a random sample of records in each of the CJIS/NCIC systems used by your agency. In addition, a review of standards was conducted for each database to determine compliance with CJIS and NCIC requirements.

Due to the current COVID 19 pandemic, the Department of Justice database audit of your agency's records in the CJIS/NCIC systems was not completed on site during this 2020 - 2022 audit cycle. Instead, your agency was asked to complete a pre-audit questionnaire, which covered data quality control, and submit specific documentation associated to each record to ensure compliance with the timeliness of the entry, second party check, validation and recent consultation and hit confirmation requirements.

Field Representative Stacey Prado reviewed the completed pre-audit questionnaire and the required documentation submitted by your agency. This audit found your agency *in compliance* with the CJIS and NCIC requirements for the 2020 - 2022 audit cycle. Corrections and recommendations were sent to Records Manager Gail Jimenez on May 18, 2022. The Data Quality Review and Compliance Checklist, as well as the Findings and Recommendations for each database are attached for your review.

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I would like to thank Ms. Jimenez for the preparation of the records and assistance in conducting the audit. If you have any questions regarding the audit findings or procedures, please feel free to contact Ms. Prado at (916) 917-7773 or by e-mail at [Stacey.Prado@doj.ca.gov](mailto:Stacey.Prado@doj.ca.gov).

Sincerely,

*Michael Van Winkle*

Michael Van Winkle, Manager  
Database Audits & Criminal Justice Support Section  
Justice Data & Investigative Services Bureau

For: ROB BONTA  
Attorney General

cc: Gail Jimenez, Records Manager