



Ventura County Sheriff's Office
SPECIAL SERVICES DIVISION
Standard Operating Procedures

SUBJECT: CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

DATE	REVISION DATE:	PREPARED BY:	AUTHORIZED BY:
January 1, 2016	April 13, 2016	M. Smith Captain	B. Ayub Commander

PURPOSE:

Establish usage and privacy guidelines for cellular communications interception technology.

DEPARTMENTAL IMPACT:

Technical Services Unit, Major Crimes Bureau

REFERENCES:

California Government Code §53166

PROCEDURE:

1) BACKGROUND

Cellular communications interception technology (CCIT) provides valuable assistance in support of important public safety objectives. Whether deployed as part of a criminal apprehension effort, to locate at-risk people or missing children, or to provide search and rescue support in natural disasters and emergencies, this technology fulfills critical operational needs.

The Sheriff's Office is committed to ensuring that law enforcement practices concerning the collection and/or retention of data are lawful and appropriately respect the public's privacy interests.

2) OPERATIONS

The Ventura County Sheriff's Office often works closely with its local and state law enforcement partners and provides technological assistance under a variety of

circumstances. This policy applies to all instances in which CCIT is used in support of other law enforcement agencies. No formal memorandum of understanding on the use of CCIT has been established.

- a. CCIT equipment shall be operated only by Special Services Division personnel trained and certified to the CCIT manufacturer's operational guidelines.
 - i. The Technical Services Unit (TSU) Sergeant will assure that staff approved to operate CCIT are appropriately trained and adhere to applicable departmental policy and local, state, and federal laws.
 1. CCIT staff will receive annual recurring training on the practical operations and legal updates involved with CCIT.
- b. All requests for the use of CCIT equipment shall be submitted to the Major Crimes Bureau Captain or his/her designee and should include the following information.
 - i. Type of crime or incident under investigation.
 - ii. Confirmation of an active court order.
 - iii. Availability of personnel to support the mission.
- c. Absent an extreme exigency, a court order is required for approval to deploy CCIT. In the event CCIT is deployed under exigent circumstances, a court order authorizing its use shall be applied for within three days of obtaining any electronic data (Penal Code §1546.1(h)).
- d. Final approval to deploy CCIT rests with the Special Services Division Commander or his/her designee.

3) SECURITY

- a. CCIT equipment shall be password protected and accessible only by personnel trained and approved to operate the CCIT.
- b. TSU staff will maintain a CCIT usage log, which shall at minimum include: case number, type of investigation, the existence of a court order or detailed justification for the use of CCIT, the identity of the employee(s) operating CCIT, and the identity of the employee authorizing the use of CCIT.
- c. Staff shall promptly notify the TSU Sergeant of any performance-related problems with the CCIT.
- d. Only personnel approved to operate the CCIT shall access data captured by the CCIT.

- i. Only data authorized by court order or necessary to alleviate exigent circumstances shall be shared with investigators
- e. Only data that meets legitimate training objectives or has evidentiary value will be retained after the mission has concluded. Any retained data will be safeguarded to protect the privacy of citizens whose cellular data may have been intercepted. All other data will be destroyed via electronic deletion. *CCIT usage log will be exempt from this requirement.*
- f. The TSU Sergeant shall perform quarterly audits to assure the CCIT is performing as designed and staff is adhering to security and usage protocols. Audits shall be documented on the CCIT usage log.
- g. CCIT usage logs shall be stored and maintained by TSU staff, and they may be destroyed after three years.