3-07/140.10 - General Instructions

The following general instructions apply to all messages transmitted from any Department JDIC terminal to CLETS or NLETS:

- Area broadcasts shall not be used when point-to-point or joint messages will serve the same purpose;
- Messages shall be brief and concise;
- Messages containing statue code violations shall specify both the numerical code section as well as its correct legal description. Statute codes alone are unacceptable;
- All CLETS broadcast messages shall be sequentially numbered, commencing at 2400 hours daily, by each originating terminal;
- The time of transmission, date, originating agency identifier (ORI), and operator's initials shall appear as the final entry in all CLETS and NLETS messages. The hour of the day shall be represented in military (24-hour) time;
- NLETS messages shall be carefully addressed and directed only to those states or regions having a particular interest in the information broadcast. Do not use abbreviations in NLETS messages and never use California Penal or other statute codes when sending messages to other states; and
- Messages shall be directed only to those agencies or bulletin areas which have a specific need to receive the information contained in the message.