3-07/140.30 - CLETS and NLETS Bulletin/Message Format

JDIC provides two customized screens (formats) to assist operators in addressing and constructing CLETS and NLETS messages. Operators should refer to on line JDIC System "HELP" for general instructions regarding format use.

The information shall be included in CLETS and NLETS crime bulletins. If unavailable, the operator shall indicate that the information is unknown. Each category shall be preceded by a standardized descriptive heading. A blank line should separate each category of information. See section 3-07/130.10 for bulletin format. When using this format, eliminate "Sheriff's Department Broadcast," and begin on the first available line after the destination agency name.

All other types of CLETS and NLETS bulletins/messages shall adhere to the following format. They shall begin on the first available line after the destination agency name:

- Subject - subject of the message;
- Text of the message;
- Attn: - agency, detail, etc. or individual who may have a particular interest in the message; and
- Refer - name of individual sending message, file#, agency name, unit, address, city, zip code, operator’s initials, and telephone number.