3-07/140.35 - Standardized Subject

Standardized subject's titles have been established by DOJ for CLETS bulletins. They shall be used whenever possible. This convention admits entry of a primary and secondary subject. For example:

- Primary subject;
  - Assault;
- Secondary subject;
  - In custody;
  - Wanted;
  - Deadly weapon;
  - Intent to murder; and
  - Intent to rape.

Two primary subjects may be used for the purpose of clarification. Example: Robbery - Kidnapping.

Operators must refer to the CLETS-CJIS Manual to ensure that their crime bulletin entries contain the proper standardized subject titles. When primary or secondary subjects other than those listed in the CLETS Manual are employed, they shall conform to CLETS policy as closely as possible.