3-07/140.40 - Supplementation/Correction

To add information or correct a CLETS or NLETS message, the following applies:

- Supplementation - when operators wish to add supplemental information to a message previously broadcast the secondary subject, shall be titled "SUPPLEMENT." For example, aggravated assault - supplement; and/or
- Correction - when operators wish to correct information contained in a message previously broadcast, secondary subject shall be titled "CORRECTION." For example, armed robbery - correction.

Any transmission that changes the status of a message previously broadcast shall include:

- The date, time, call letters, and message number of the original and all subsequent messages;
- Subject (title) of the original message;
- Intended change of status - supplementation or correction;
- Name of suspect; alias;
- All available reference numbers, such as:
  - File or case number;
  - Booking numbers;
  - Report number; and
  - FBI and CII numbers (if known);
- Any "Attn:" previously cited;
- Description and status of any property or vehicles mentioned in previous messages; and
- Repeat of report number in reference line.