

## 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.
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