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# SIMI VALLEY POLICE DEPARTMENT

## RECORDS TRAINING GUIDE

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**This manual is intended as a “guide line” to ensure that major aspects of the Bureau functions are presented to new trainee personnel. It is not all inclusive and other items may be added during the training process. It is understood that proficiency in many areas will not be achieved immediately and that there is an approximate one-year training curve. It is also recognized that each individual may require more or less time than indicated.**

Trainee \_\_\_\_\_ Start Date \_\_\_\_\_ Trainer \_\_\_\_\_  
 Training Release Date \_\_\_\_\_ Probationary Period \_\_\_\_\_

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Date/Initial each item	Date Material Introduced	Trainee Initial	Trainer Initial
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### ORIENTATION

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Tour of building and facilities  | _____ | _____ | _____ |
| <input type="checkbox"/> Parking/Gate password  | _____ | _____ | _____ |
| <input type="checkbox"/> Scheduling/work hours/time off   | _____ | _____ | _____ |
| <input type="checkbox"/> Customer Service- Policy   | _____ | _____ | _____ |
| <input type="checkbox"/> Organizational structure   | _____ | _____ | _____ |
| <input type="checkbox"/> Chain of Command   | _____ | _____ | _____ |
| <input type="checkbox"/> Office protocol/Rules of conduct   | _____ | _____ | _____ |
| <input type="checkbox"/> Appropriate attire   | _____ | _____ | _____ |
| <input type="checkbox"/> Department policy manual (G.O.)  | _____ | _____ | _____ |
| <input type="checkbox"/> Review of Sexual Harassment policy   | _____ | _____ | _____ |
| <input type="checkbox"/> Misuse of Clerts Policy  | _____ | _____ | _____ |
| <input type="checkbox"/> Desk Assignments   | _____ | _____ | _____ |
| <input type="checkbox"/> Reporting On Duty Injuries   | _____ | _____ | _____ |
| <input type="checkbox"/> Unit Orders  | _____ | _____ | _____ |
| <input type="checkbox"/> Cash Register  | _____ | _____ | _____ |
| <input type="checkbox"/> Familiarization of Shared drives (Access to Procedures Documentation and City Forms) | _____ | _____ | _____ |

Receipt of:	_____	_____	_____
Locker/Keys	_____	_____	_____
HR Orientation	_____	_____	_____
Picture for ID	_____	_____	_____

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### OFFICE EQUIPMENT

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<input type="checkbox"/> Telephone system	_____	_____	_____
<input type="checkbox"/> Mail Processing	_____	_____	_____
<input type="checkbox"/> Copier	_____	_____	_____
<input type="checkbox"/> Fax	_____	_____	_____
<input type="checkbox"/> Shredder	_____	_____	_____
<input type="checkbox"/> Computers:			
<input type="checkbox"/> CLETS terminal	_____	_____	_____
<input type="checkbox"/> CAD system familiarization	_____	_____	_____
<input type="checkbox"/> RMS system	_____	_____	_____
<input type="checkbox"/> City Website	_____	_____	_____
<input type="checkbox"/> Data Imaging (Laserfiche)	_____	_____	_____
<input type="checkbox"/> Scanners	_____	_____	_____
<input type="checkbox"/> Stand alone PC's	_____	_____	_____
<input type="checkbox"/> E-Mail/V-Mail	_____	_____	_____
<input type="checkbox"/> Internet/Intranet	_____	_____	_____
<input type="checkbox"/> Typewriters	_____	_____	_____
<input type="checkbox"/> Printers	_____	_____	_____
<input type="checkbox"/> Alarm systems (Fire and Jail)	_____	_____	_____
<input type="checkbox"/> Cash register	_____	_____	_____
<input type="checkbox"/> Microfiche	_____	_____	_____

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### Security of Information

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<input type="checkbox"/> Passwords Assignments	_____	_____	_____
<input type="checkbox"/> CLETS certification (Full Access Test)	_____	_____	_____
<input type="checkbox"/> CORI Legislation	_____	_____	_____
<input type="checkbox"/> Public Records Act	_____	_____	_____
<input type="checkbox"/> Local Records review	_____	_____	_____
<input type="checkbox"/> Request for DOJ rap sheet	_____	_____	_____
<input type="checkbox"/> TNG orders <b>Juvenile PRA</b>	_____	_____	_____
<input type="checkbox"/> In-house system access	_____	_____	_____

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**Filing Systems:**

<input type="checkbox"/> Report Filing System	_____	_____	_____
<input type="checkbox"/> Versadex Imaging System	_____	_____	_____
<input type="checkbox"/> Laserfiche	_____	_____	_____
<input type="checkbox"/> Microfilm	_____	_____	_____
<input type="checkbox"/> Card File (Old Reports)	_____	_____	_____
<input type="checkbox"/> Bicycle Licenses	_____	_____	_____

**REPORT SYSTEM**

<input type="checkbox"/> RMS (familiarization/browsing)	_____	_____	_____
<input type="checkbox"/> Log in reports/pieces to reports (CP Remarks)	_____	_____	_____
<input type="checkbox"/> WC and Records Pick up (Locations)	_____	_____	_____
<input type="checkbox"/> Automated Daily Logs	_____	_____	_____
<input type="checkbox"/> Report Familiarization (Types of Reports)	_____	_____	_____
<input type="checkbox"/> Transcription Familiarization	_____	_____	_____

**Vehicle Related**

<input type="checkbox"/> Accident Reports	_____	_____	_____
<input type="checkbox"/> Releases including 14602.6	_____	_____	_____
<input type="checkbox"/> 14602.6 Storage/Notifications	_____	_____	_____
<input type="checkbox"/> Stored Vehicle Notifications	_____	_____	_____
<input type="checkbox"/> CLETS Entries/Cancel	_____	_____	_____
<input type="checkbox"/> Required Notice to Owner	_____	_____	_____
<input type="checkbox"/> Processing	_____	_____	_____
<input type="checkbox"/> File location until released/30 day's	_____	_____	_____

**Citations Knowledge of:**

<input type="checkbox"/> Receipt (stamp)	_____	_____	_____
<input type="checkbox"/> Preparation	_____	_____	_____
<input type="checkbox"/> Routing	_____	_____	_____
<input type="checkbox"/> Scanning	_____	_____	_____
<input type="checkbox"/> Filing	_____	_____	_____

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**Citations continued:**

**Types:**

<input type="checkbox"/> Traffic	_____	_____	_____
<input type="checkbox"/> Parking	_____	_____	_____
<input type="checkbox"/> Municipal/County Ordinance Violations	_____	_____	_____
<input type="checkbox"/> 14601 Complaints	_____	_____	_____
<input type="checkbox"/> Warrants	_____	_____	_____

**Arrest Reports (including Packaging and Distribution)**

**Juvenile Arrests:**

<input type="checkbox"/> In custody	_____	_____	_____
<input type="checkbox"/> Cite Releases	_____	_____	_____

**Adult Arrests:**

<input type="checkbox"/> Felony Packages	_____	_____	_____
<input type="checkbox"/> Misdemeanor Packages	_____	_____	_____
<input type="checkbox"/> Direct Files	_____	_____	_____
<input type="checkbox"/> Warrant Arrests	_____	_____	_____
<input type="checkbox"/> Cite Releases	_____	_____	_____
<input type="checkbox"/> 849b's	_____	_____	_____
<input type="checkbox"/> Rap Sheet requests	_____	_____	_____

**Releasing/Sending Reports to outside Agencies:**

<input type="checkbox"/> Traffic Collision reports	_____	_____	_____
<input type="checkbox"/> CHP 180 reports	_____	_____	_____
<input type="checkbox"/> Vandalism at a School	_____	_____	_____
<input type="checkbox"/> Accidents involving Metrolink	_____	_____	_____
<input type="checkbox"/> Suicide Report (5150's)	_____	_____	_____
<input type="checkbox"/> Fire Department	_____	_____	_____
<input type="checkbox"/> County Coroner	_____	_____	_____
<input type="checkbox"/> Animal Control	_____	_____	_____
<input type="checkbox"/> Other Agencies	_____	_____	_____
<input type="checkbox"/> Fax Requests	_____	_____	_____
<input type="checkbox"/> Insurance Co Requests	_____	_____	_____
<input type="checkbox"/> Parole/Probation	_____	_____	_____

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## **SECONDARY PROCESSES**

### **Data Entry:**

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Courtesy Reports/TRC Entry           | _____ | _____ | _____ |
| <input type="checkbox"/> Traffic Collisions and Exchange Info | _____ | _____ | _____ |
| <input type="checkbox"/> Citations/Warnings                   | _____ | _____ | _____ |
| <input type="checkbox"/> Graffiti Reports                     | _____ | _____ | _____ |
| <input type="checkbox"/> Pawns                                | _____ | _____ | _____ |

### **Cash Register Operation**

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Accounts                                 | _____ | _____ | _____ |
| <input type="checkbox"/> Voids                                    | _____ | _____ | _____ |
| <input type="checkbox"/> Day End Close Outs                       | _____ | _____ | _____ |
| <input type="checkbox"/> Verifying Monies to cash register report | _____ | _____ | _____ |
| <input type="checkbox"/> Preparing Deposit                        | _____ | _____ | _____ |

### **Restraining Orders**

- |  |       |       |       |
|--|-------|-------|-------|
| <input type="checkbox"/> Temporary Restraining Orders (TRO)      | _____ | _____ | _____ |
| <input type="checkbox"/> Order After Hearing (OAH)               | _____ | _____ | _____ |
| <input type="checkbox"/> Emergency Protective Orders (EPO)       | _____ | _____ | _____ |
| <input type="checkbox"/> Child Custody                           | _____ | _____ | _____ |
| <input type="checkbox"/> Civil Harassment                        | _____ | _____ | _____ |
| <input type="checkbox"/> Proof of Service                        | _____ | _____ | _____ |
| <input type="checkbox"/> RMS Data Entry for Restraining Orders   | _____ | _____ | _____ |
| <input type="checkbox"/> CLETS Data Entry for Restraining Orders | _____ | _____ | _____ |
| <input type="checkbox"/> CCPOR Entry                             | _____ | _____ | _____ |

### **Subpoenas**

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Criminal and Civil | _____ | _____ | _____ |
| <input type="checkbox"/> Court Orders       | _____ | _____ | _____ |
| <input type="checkbox"/> Fees               | _____ | _____ | _____ |
| <input type="checkbox"/> Proof of service   | _____ | _____ | _____ |

Date/Initial each item	Date Material	Trainee	Trainer
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Introduced Initial Initial

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**Background Checks**

- |  |       |       |       |
|--|-------|-------|-------|
| <input type="checkbox"/> Applicant         | _____ | _____ | _____ |
| <input type="checkbox"/> Firearms          | _____ | _____ | _____ |
| <input type="checkbox"/> Ride Alongs       | _____ | _____ | _____ |
| <input type="checkbox"/> Mail Requests     | _____ | _____ | _____ |
| <input type="checkbox"/> Adult vs Juvenile | _____ | _____ | _____ |

**Miscellaneous:**

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Medical Billing          | _____ | _____ | _____ |
| <input type="checkbox"/> UCR/MACR familiarization | _____ | _____ | _____ |

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**California Law Enforcement Telecommunications System (CLETS)**

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| <input type="checkbox"/> Security                                 | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Required Training                        | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Bi-Annual Re-certification               | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Automated Boat System                    | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Automated Firearm System - AFS           | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Automated Property System – APS          | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Stolen Vehicle System - SVS              | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Wanted Person                            | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Missing/Unidentified Persons - MUPS      | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> FBI                                      | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> CII                                      | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Supervised Release File - SRF            | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> NCIC                                     | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Violent Crime Info. Network - VCIN       | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Entry Audits (by 2 <sup>nd</sup> person) | _____ | _____ | _____ | _____ |

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# CALIFORNIA PUBLIC RECORDS ACT

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## FREEDOM OF INFORMATION ACT VS. CALIFORNIA PUBLIC RECORDS ACT

Federal laws allow the individual state laws to over ride federal laws in regards to public records. The important thing to remember is the FOIA refers to federal documents and has no impact on California Public Records. In California, all requests for public documents should be made under the California Public Records Act, which is housed, generally, in G.C. 6250 - 6255; most commonly known as 6254 but also known as the PRA. The following are just the basics, things you deal with everyday - there is a LOT of other information to know under this code.

### **The Basics:**

Requires that specific information be released:

Name of Victims & Witnesses  
Date, time, location of crime  
Brief Synopsis of incident

Calls for Service

Arrestee Name, Charges, location of arrest, brief synopsis of arrest.

### **Exceptions to 6254(f)**

- Do Not release any report/investigation that is not complete.
- Do Not release any information that would jeopardize the investigation.
- Generally, supplemental reports are considered investigatory, but verify before release, because there are exceptions.
- Child Abuse (generally 288 PC, but there are others) cases are not available in their entirety to the parents of the victim. Requires a juvenile court order to release the report. Exception would be that you may redact names from the report. Always ask first before taking action on this type report.
- Sex Crime Victims have the right to assert their privacy under 293 PC. Officers investigating such crimes are required to ask this question, but it doesn't always happen. As a rule, we assert their right to privacy for them under the California Constitution, Article 1, Section 1 (every citizens inherent right to privacy in California). Ask before taking action on such a report. When preparing the daily log you must also redact any indication of a Sex Crime from the log.

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## FRONT COUNTER

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**Greeting** - Hello, how may I help you? Be courteous at all times.

**Waiver** - Make sure the person is a party to the incident they are requesting.

**Query in house to see if Report in.**

Generally 72 hours

Suggest they call ahead

**Request for Crime Report**

Who can get Crime Report?

Collect current fee

Victim of Crime. Suspect not entitled to report.

Sometimes RP depending on how report written (incident reports)

**Request for Arrest Reports**

Fresh Arrest? Refer to D.A. Office

Adjudicated? Make sure DA or Court closure in file, ok to release redacted copy to arrested person. Collect fee. Do not release victim information to arrestee.

**Request for Collision**

By the Way:

Collect fee.

State Law does not require Law Enforcement at scene of non injury TC. Law only requires exchange of information by drivers.

Who can get TC?

Drivers, Owners of Vehicles, Owners of Damaged Property, Insurance carriers, attorneys of involved parties, persons holding authorization from involved parties. Refer to 20012 VC - Confidentiality of collision reports.

Misdemeanor Hit & Run

Collect fee. H&R is a collision, but is viewed as a crime. However, when deciding on releasing it, refer to 20012 VC.

Property Damage Only

Also called a PDO. These are NCR forms patrol may elect to use for the purpose of exchanging driver information.

No conclusions are made by the officer on scene as to who was at fault. A copy of the report is given to the drivers at the scene. If another copy is requested of us collect the current fee.

**Request for Vehicle Release**

You must request the following information:

- Owner of Vehicle must be present. OR Owner may send (fax is acceptable) a written authorization for a specific person to pick up the vehicle. If the authorization is not



notarized they must send a legible copy of their drivers license - we must be able to verify the signature on the CDL and on the authorization.

- Person picking up vehicle must have a Valid Drivers License
  - Collect the current release fee. Remember, this is an administrative fee for the city and the owner is still required to pay the tow company.
  - Query CDL to verify status
  - Person picking up vehicle not valid? Need 2<sup>nd</sup> person w/valid CDL
  - Query DMV to verify vehicle registration status
- Registration not current?
- Owner must go to DMV to register vehicle
  - Bring all paperwork back here
  - If they are unable to complete registration with DMV they must ask for a temporary (red sticker) or a One Day Moving Permit.

You may not charge Legal Owners or Re-possessors the Administrative fee.

### **Request for Calls for Service**

Calls for Service is considered public record. Anyone may request a list of all calls for service to a particular address. Cost: check the current fee schedule.

You may provide a CAD call print out if there is only one call to the address. However, you must redact any 3<sup>rd</sup> party information such as the RP.

### **Request for Arrest History information**

- An individual is only entitled to their own arrest history information. There is no charge to do this, but they must fill out a waiver. They may however, make notes for themselves.

- If the individual is applying for a job somewhere (other than law enforcement) suggest that they request their California State Criminal History directly from DOJ. We have forms available for that purpose.

- They are NOT entitled to view anyone else's record - it's illegal to do so and it's illegal for you to release such information.

- One exception to this rule would be for Law Enforcement Background purposes. Even for this you must have a waiver signed by the individual of record. There is no charge to law enforcement.

**State Required Repossession Fee** - Collect \$15.00, cash only, Give receipt.

### **Request for Visa Clearance Letter**

- Must have California ID
- Must reside in Simi Valley
- Must tell them the clearance letter covers only Simi Valley, not the entire state of California. They should request clearance from DOJ if they need the whole state.
- Prepare Letter: its on the (G) Shared drive. Give to the Records Manager for signature or stamp with Records Manager signature stamp if not here.
- If the subject has an arrest, ask how to proceed before preparing a letter.
- Collect the current fee.

### **Request for Copy of Citation**

- Must be the individual on the citation
- Collect the current fee
- May have copy of front and back

### **Background Checks**

You should be familiar with part of this already. You underwent a background check to be hired here! Background checks are to ascertain if a subject seeking employment has any arrest history with this agency.

You may receive requests for background checks from military recruiters, Defense Investigative Services, FBI, other Law Enforcement Agencies. Investigators may appear in person at the counter, or you may receive these requests by Fax or by Mail. In any case, you **MUST** have a waiver signed by the person of inquiry attached to their request. They must always present a written request along with the waiver if they appear in person. **DO NOT** perform a background check without the proper request and waiver. If they are law enforcement **ALWAYS** ask to see ID. Be comfortable that it is valid ID being showed to you. If you have questions, ask another technician or the supervisor on duty.

There is no charge for this service.

### **Block Party Permits (Example at front counter)**

- Applications for Block Party's are in the forms shelves near the front counter
- Applicant must give a minimum of two weeks notice
- Read the applications so you are familiar with the contents and requirements
- Completed forms are returned to Records. Collect the fees and forward the application to the Traffic Commander.

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## **PHONES, ETIQUETTE & MISC**

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### **Answering Incoming Phones**

Be courteous and patient at all times.

Answer the phone within three rings

The proper greeting for in house calls: Records, this is Sam, how may I help you?  
Acceptable derivatives: Records, Sam, how may I help you? or Records, Sam

Proper greetings for outside calls: Simi Valley Police Department, this is Sam, how may I help you?

Proper greeting when answering switchboard (calls): Simi Valley Police Operator

### **Records Bureau Etiquette**

Be kind, courteous and patient at all times with your co-workers. If you don't know the answer to something - ask anyone. No question is ever trivial.

### **Hints for locating old reports:**

#### **Looking for old reports, but the person isn't in the in-house computer?**

Check the 3x5 cards

Do you have the I or J # ? Check the I &/or J folder. Is the I or J folder already purged?  
- The old I & J numbers list is in Laserfiche. If you don't know how to access it, ask. It could be helpful. If you have a name, it might point you to the DR#

If you have the report number you can bypass the old I&J lists and go directly to the microfilm log book to see if we retained the report on microfilm.

### **Acceptance of Gifts and Gratuities**

Per City Policy #A-004: As public employees, we must be above reproach. The policy states:

1. Gifts of nominal value may be accepted. Examples of such items are: promotional

items such as calendars, scratch pads, pens, etc.

2. If a gift of more than nominal value is offered, it must be refused, returned, or donated to a charitable organization (e.g. Senior Center, Boys & Girls Club, Etc.) and the donor should be made aware that the City prohibits the acceptance of gifts by employees.

If you have a question regarding a gift, ask your supervisor.

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**LAWS REGARDING CORI (Criminal Offender Record Information)  
INFORMATION/COMPUTER ACCESSED INFORMATION**

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502 PC	Unauthorized access to computers, computer systems and computer data
11076 PC	Dissemination to authorized agencies 11077 PC - Attorney General duties
11078 PC	Listing of agencies to whom information is released or communicated
11079 PC	Investigations, cooperation by agencies
11080 PC	Right of Access of information authorized by other provisions of law
11080.5 PC	Federal parolees residing or domiciled in city or county, request for information by Chief of Police or Sheriff.
11081 PC	No access on information unless otherwise authorized by law
11105 PC	State Summary Criminal History Information
11105.1 PC	State Summary Criminal History Information; persons entitled to receive
11142 PC	Authorized person furnishing record or information to unauthorized person: Misdemeanor
11143 PC	Unauthorized person receiving record or information: Misdemeanor
13300 PC	Furnishing to authorized persons
13301 PC	ARecord≅ - a person authorized by law to receive a record
13302 PC	Furnishing to unauthorized person by employee of local agency
13303 PC	Furnishing to unauthorized person by authorized person
13304 PC	Receipt, purchase or possession by unauthorized person
13326 PC	Request of employee to obtain record or notification of existence of record; prohibition; violations; penalty
6200 GC	Theft, destruction, falsification, or removal by officer custodian
6201 GC	Theft, destruction, falsification, or removal by person other than officer custodian
20008-20012 VC	Release of information from accident reports

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## PHONETIC ALPHABET

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A - ADAM  
B - BOY  
C - CHARLES  
D - DAVID  
E - EDWARD  
F - FRANK  
G - GEORGE  
H - HENRY  
I - IDA  
J - JOHN  
K - KING  
L - LINCOLN  
M - MARY  
N - NORA  
O - OCEAN  
P - PAUL  
Q - QUEEN  
R - ROBERT  
S - SAM  
T - TOM  
U - UNION  
V - VICTOR  
X - X-RAY  
Y - YOUNG  
Z - ZEBRA

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## **GLOSSARY OF TERMS**

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### **COMMONLY USED CODE BOOKS:**

PC	PENAL CODE
VC	VEHICLE CODE
GC	GOVERNMENT CODE
EC	EVIDENCE CODE
WIC	WELFARE AND INSTITUTIONS CODE
H&S	HEALTH & SAFETY CODE
B&P	BUSINESS & PROFESSIONS CODE
SVMC OR MUNI CODE	SIMI VALLEY MUNICIPAL CODE

### **CLETS RELATED ABBREVIATIONS**

CLETS	CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
NCIC	NATIONAL CRIME INFORMATION CENTER
ABS	AUTOMATED BOAT SYSTEM
AFS	AUTOMATED FIREARMS SYSTEM
APS	AUTOMATED PROPERTY SYSTEM
CHS	CRIMINAL HISTORY SYSTEM
FBI	FEDERAL BUREAU OF INVESTIGATIONS
FCN	FILE CONTROL NUMBER
LEDS	LAW ENFORCEMENT DATA SYSTEM (OREGON)
MUPS	MISSING UNIDENTIFIED PERSONS SYSTEM
ORI	ORIGINATING AGENCY IDENTIFIER
ROS	RESTRAINING ORDER SYSTEM
SRF	SUPERVISED RELEASE FILE

## **CLETS RELATED ABBREVIATIONS CONTINUED**

SVS	STOLEN VEHICLE SYSTEM
VCIN	VIOLENT CRIME INFORMATION SYSTEM
WPS	WANTED PERSON SYSTEM

## **COMMONLY USED COUNTY CODES FOR CLETS ACCESS**

ADMIN	ADMINISTRATIVE MESSAGES
DRV	DRIVER HISTORY
USDRV	OUT OF STATE DRIVER HISTORY
USREG	OUT OF STATE REGISTRATION
REG	VEHICLE REGISTRATION HISTORY
VEH	VEHICLE INQUIRY & REGISTRATION
VEH1	VEHICLE ENTRY - STOLEN/PLATES/IMPOUND/STORAGE
VEH2	CANCEL VEHICLE ENTRY
QM	QUERY MISSING
CIIHIST	CRIMINAL HISTORY INFORMATION
FBIHIST	FBI CRIMINAL HISTORY INFORMATION
PROP / PROP1	PROPERTY INQUIRY / ENTRY
GUN / GUN1	GUN INQUIRY / ENTRY
ROS / ROS1	RESTRAINING ORDER INQUIRY / ENTRY