CALIFORNIA DEPARTMENT OF JUSTICE

CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

REFERENCE GUIDE

ver. 2023.1

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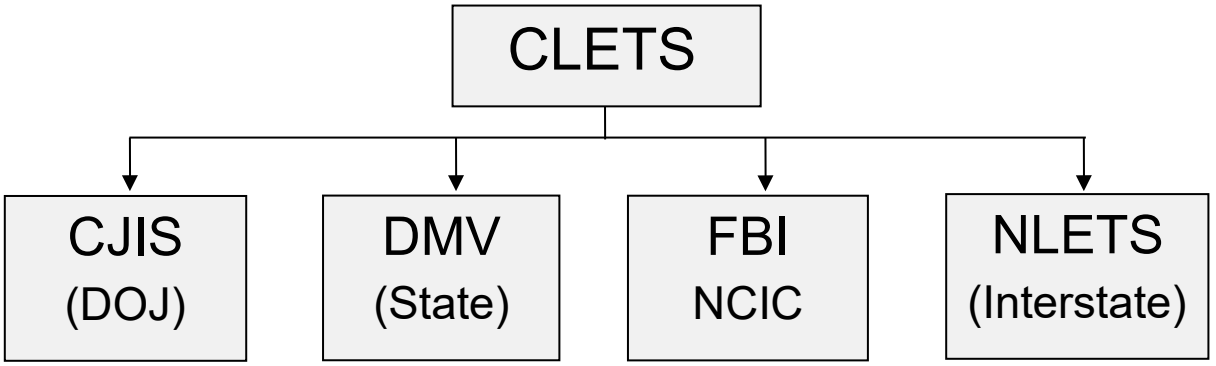

CJIS (DOJ)

Armed & Prohibited Persons – System
Automated Archive System
Automated Boat System
Automated Criminal History - System
Automated Firearms System
Automated Property System
CA Restraining & Protective - Order System
CA Sex & Arson Registry
Criminal History System
Manual Criminal History
Mental Health Firearm - Prohibition System
Name and Number Inquiry
Missing & Unidentified Persons - System
Stolen Vehicle System
Supervised Release File
Wanted Persons System

DMV (State)

Driver License/Identification - Card
International Registration Plan
Occupational Licensing
Parking/Toll Violation
Vehicle/Vessel Registration File

FBI/NCIC

Article File
Boat File
Foreign Fugitive File*
Gang File*
Gun File
Identity Theft File*
Image File
Immigration Violator File
Interstate Identification - Index*
Known or Appropriately - Suspected Terrorist File*
License Plate File
Missing Persons File
National Sex Offender - Registry
NICS Denied Transaction – File*
ORI File
Protection Order File
Protective Interest File*
Securities File*
Supervised Release File
Unidentified Persons File
Vehicle File
Vehicle/Boat Parts File
Violent Person File
Wanted Persons File

NLETS (Interstate)

Administrative Messages
Canadian Police Information - Centre
Commercial Vehicle – Information*
Concealed Weapons - Information*
Criminal History
Driver's License/Driver History
FAA Aircraft Registration*
Hazardous Material File*
Help Files*
Fixed Format Hit Confirmation
INTERPOL*
Law Enforcement Support – Center*
National Center for Missing and - Exploited Children*
National Insurance Crime Bureau
ORION File*
Parole/Probation/Corrections*
Sex Offender Registration*
Vehicle/Boat/Snowmobile - Registration
Wildlife Violation File

CLETS can be accessed through:

Message Switching Computer
CAD/LAN/WAN – Interfaces
LEAWEB – Direct Connect

*Non-Corollary Files and Systems

****NOTE****

Oregon LEDS is no longer available via the CLETS. Inquires intended for LEDS will need to be performed through the International Justice and Public Safety Network using the National Law Enforcement Telecommunications System (NLETS).

CLETS/NCIC Initial Training
for Less Than Full and Full Access Operators

This outline is the minimum requirements that must be covered when administering the initial Less Than Full and Full Access Operator training within six months of employment or assignment. More detailed information can be found in the CLETS Reference Guide. The objective of the CLETS/NCIC Initial Training is to: familiarize operators with the laws and policies that govern the California Law Enforcement Telecommunications System (CLETS), the systems and databases that can be accessed, and the ramifications for misuse. Operators may not access every system or database, however, it is important they are familiar with each database/systems and how they interact with each other. A CLETS certified trainer must review and certify all training materials for their agency.

I. **CLETS Network Introduction**
   a. CLETS Overview – What is it and how does it work?
   b. Access to Information System
      i. Getting access
      ii. Use

II. **Laws, Policies, Ramifications**
   a. CLETS Security
   b. Database Regulations
      i. Access Rights
      ii. Use
   c. Criminal Offender Record Information
   d. Release of CLETS Information
   e. Liability Issues
   f. Misuse

Less than Full Access Operators

*The following information must be covered for each database/system.

- Type of items in each database (types of warrants, firearms, vehicles, etc.)
- Inquiries – What fields are required
- Inquiry Responses – What information is received from the inquiry

III. **Criminal Justice Information System**
   a. Armed & Prohibited Persons System
   b. Automated Boat System
   c. Automated Firearms System
   d. Automated Property System
   e. CA Restraining & Protective Order System
   f. CA Sex and Arson Registry
   g. Criminal History

h. Mental Health Firearm Prohibition System
i. Name and Number Inquiry
j. Missing & Unidentified Persons System
k. Stolen Vehicle System
l. Supervised Release File
m. Wanted Persons System

IV. **California Law Enforcement Telecommunications System**
a. Administrative Messages
b. All Points Bulletins Messages

V. **Department of Motor Vehicles**
a. Driver License/Identification Card
b. Vehicle/Vessel Registration
c. Parking/Toll Violation
d. Occupational Licensing
e. International Registration Plan

VI. **National Law Enforcement Telecommunications System**
a. Administrative Messages
b. ORION File
c. Vehicle/Boat/Snowmobile Registration
d. Driver's License
e. Criminal History
f. Help Files
g. Fixed Format Hit Confirmation
h. Canadian Police Information Centre (CPIC)
i. INTERPOL
j. Hazardous Material File
k. National Center of Missing and Exploited Children
l. National Insurance Crime Bureau
m. Law Enforcement Support Center
n. FAA/TECS Aircraft Registration System
o. Miscellaneous NLETS Systems

VII. **National Crime Information Center**
a. Article File
b. Boat File
c. Foreign Fugitive File
d. Gang File
e. Gun File
f. Identity Theft File
g. Image File
h. Immigration Violator File
i. Interstate Identification Index
j. Known or Appropriately Suspected Terrorist File
k. License Plate File
l. Missing Persons File

U. S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

Criminal Justice Information Services (CJIS) Security Policy

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Approved by:
CJIS Advisory Policy Board

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