

CALIFORNIA DEPARTMENT OF JUSTICE

CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

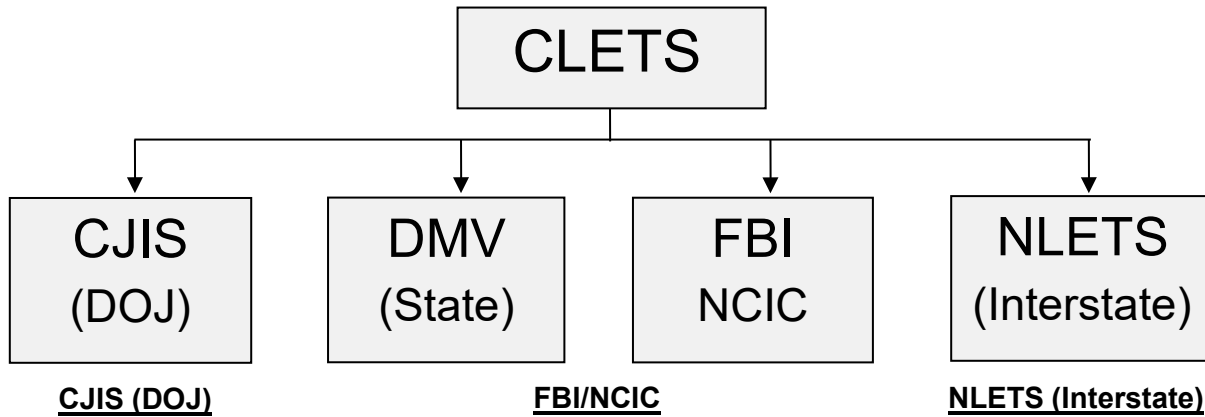
REFERENCE GUIDE



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*

****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).

*Non-Corollary Files and Systems

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



Criminal Justice Information Services (CJIS) Security Policy

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CJIS Advisory Policy Board

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