



Santa Cruz Consolidated Emergency Communications Center

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General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY/PROCEDURE

Policy No.: 4505.80
Date Issued: November 20, 1997
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APPROVED: 
General Manager, SCCECC

SUBJECT: SCAN/CLETS ADMINISTRATIVE MESSAGES

In accordance with Department of Justice (DOJ) California Law Enforcement Telecommunications System (CLETS) policies, practices and procedures, it is not permissible to transmit personal messages using the Administrative Message function (F12) or CLETS freeform function (F6) in the SCAN system.

Examples of acceptable messages for transmission over SCAN/CLETS include, but are not limited to:

- ◆ Requests for record validation.
- ◆ Information regarding the circumstance surrounding the death of an officer killed in the line of duty.
- ◆ Requests for prisoner pick up and transportation.
- ◆ Requests for mail-back information from data bases.
- ◆ Notices such as law enforcement relate meetings, training and seminar announcements.
- ◆ BOL information as requested by a user agency.

Examples of unacceptable messages for transmission over SCAN/CLETS include:

- ◆ Personal notices such as social functions, funeral notices, retirement announcements, pistol meets, holiday cheer messages, and inquiries that are for personal use.
- ◆ Profane or obscene language for any purpose including that contained within the description of a crime.
- ◆ Excessive listings or detailed descriptions of stolen property except that identifiable by serial numbers or unique markings.
- ◆ Subpoenas relative to civil proceedings, or any subpoena which could be delivered in a timely manner by other means.