



COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY

Policy No. 4580 Date Issued: June 1, 1996
Section: 4500 - CLETS and Other Automated Systems Date Revised: March 11, 2019
Accreditation Standards: None
SUBJECT: REGISTRATION CHECKS
APPROVED: [Signature] L-2
Chairperson, Law Enforcement Users Subcommittee
APPROVED: [Signature]
Dennis Kidd, General Manager

1.0 Policy

Dispatchers will provide field units with timely and accurate vehicle registration information via radio transmission in a uniform format and in accordance with the following procedure.

2.0 Procedure

When field units request "registration checks", dispatchers will enter vehicle descriptions and license plate numbers in the computer aided dispatch system (CAD) incident. Dispatchers will always run plates in California Law Enforcement Telecommunications System (CLETS) to determine if vehicles or license plates are stolen, first. Dispatchers will read back registration information in the following order:

- (Plate) is Code 4. If the plate is Code 6, refer to Policy No. 4850 (Recovered Stolen Vehicle).
Sub-plate information (date, previous plate)
"Current" or "Expired" and the date of expiration
Year of vehicle
Make
Body type

- ◆ Most current Registered Owner or Buyer (last name, first)
- ◆ City/Town
- ◆ Street address (only if specifically requested)