

PROBATION DEPARTMENT DIRECTIVE

No:	815
Issued:	01/09/01
Post until:	02/06/01

**SUBJECT: AUTOMATED CRIMINAL HISTORY SYSTEM (ACHS) CALIFORNIA LAW
ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)
REQUIREMENTS**

The Department of Justice (DOJ) has placed specific regulations on the access and use of information obtained from the CLETS. An audit of our Department revealed that we are not in compliance with specific aspects of these regulations. Specifically, we have failed to consistently enter the **"Route To"** information.

Effective Tuesday, January 2, 2001, the following information must be entered when requesting ACHS/CLETS information:

1. **OP CODE** - Enter the three digit CLETS access alpha code
2. **EMPL-NO** - Enter the employee number of the person running the record check
3. **REFERENCE FIELD** - Enter "Route To", Requestor's Name (DPO's name), Initials of Operator (Omit if the Requestor and the Operator are the same), Area Office Designation, X-Number.

CLTMSGOA	CRIMINAL HISTORY CII NUMBER INQUIRY			
CLT1HPDR				
SYSTEM RESPONSE:				
(1)	(2)			
OP CODE	EMPL-NO	TYPE OF INQUIRY	ORIG AGENCY	CII NUMBER
ABC	123456	QHY Y		
(3)				
REFERENCE FIELD				
ROUTE TO DPO DOE, CMC,LB,X1234567				

If there are any questions regarding this Directive please contact Cheryl Cooke at (562) 940-3632.

David M. Davies, Chief
Adult Field Services Bureau

Jane E. Martin, Chief
Adult Special Services Bureau

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE