

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Supervised Release File Contact Message Form

Purpose

This Training Bulletin will introduce the Supervised Release File, which has been created by D.O.J. as an on-line file designed to provide law enforcement with an index of subjects on active parole or probation, those required to register as sex offenders or arsonists, or considered career criminals. This bulletin will also explain the new "Contact Message Form", its need, its usage, how to properly fill out the form, and what happens to the information once it has been entered into the CLETS System.

Introduction

When Officers come into contact with individuals who are on supervised release, the Contact Message form will enable them to send information about their encounter with the subject to the agency that entered the record. D.O.J. requires a contact message be sent anytime a "hit" is received on a subject.

The [Contact Message Form](#) will provide the supervising agency information concerning the activity their subject is involved in, cars he is driving, who he is associating with, where he is staying, and other important information. As a condition of supervised release, a parolee must notify his agent whenever contacted by Law Enforcement. This form will also serve as a check for this condition.

I. The Supervised Release File

The [Supervised Release File](#) (or S.R.F.) is an automated index of subjects who are on supervised release subjects listed in the SRF are on active parole or probation, sex offenders, arsonists, career criminals or violent offenders. This file was specifically designed for Law Enforcement Field Personnel, and can be accessed via a Mobile Data Terminal (MDT), or a terminal located in the Police station.

The following agencies currently participate in the SRF:

California Department of Corrections	Active CDC Parolees
California Youth Authority	CYA Parolees
County Probation Officers	County Probationers
DOJ Sex Registration Unit	290 Registrants

DOJ Arson Registration Unit	Arson Registrants
Law Enforcement Agencies	Career Criminals (D.A.'s Office)
Federal Government	Federal Parolees and Probationers
DOJ Violent Crime Info.	Violent offenders

A participating agency enters the information regarding those subjects who are on supervised release. Law enforcement agencies obtain this information by making an inquiry into the Supervised Release File or via a 968 (automated record check). Law enforcement sends information about their encounter with the subject to the agency that entered the record, via a "contact message".

II. The S.R.F. Contact Message Form

The contact message is an electronic F.I. card. It is a method of communicating with the agency that entered the original record, advising them of your encounter with a subject they have entered into the supervised release file. The contact message identifies the agency, date, time of contact, officer's name, phone number, and action taken.

1. The subject's complete name and our case number will be written at the top of the form. A case number is entered only if a case number has been pulled for an arrest, report, impound, etc. If a case number is not used during the contact, leave this area blank.
2. MNE stands for mnemonic. TYP stands for type. IDN stands for identification number, and FCN stands for File Control Number. When filling out this portion of the form, these numbers will be found on the SRF readout either on your Mobile Data Terminal in your Police Unit or from Records. It is usually easier to use the FCN number. The three lines enable you to send this contact message to multiple agencies. For example, a Parole Agent, DOJ Arson Registration, DOJ Sex Registration, etc.
3. In the mandatory portion of the form, a subject's status must be included. Use whichever one is applicable to the situation. Only use the status "x" on a second page of a lengthy message that will use more than the allowed 120 character limit. An Officer's name, badge number, and telephone callback number must also be included.
4. There is an area on the form for optional information. If the subject is charged with a crime or infraction, include the code, (i.e. B&P 4149, or CVC 23152(a), etc.). In the Call Back section, check whether you would like the agent to call you. Note: even if you do not want to be called, you are still required to enter a phone number in the mandatory section. This will be used if any clarification is needed about the entry.
5. The Comment Section allows the Officer to write a synopsis about the contact. Always begin each message with the date and time of the contact. The date must be 6 characters, (i.e. 022497). The time should be in military time, (i.e. 0330 hours.). Your entire message can include up to 120 characters. Do not use punctuation and clothing description is not necessary.

6. The bottom section of the form is for vehicle information. If a vehicle is not involved in the contact, leave this section blank. However if the subject is driving, riding in or involved with a vehicle in anyway, include the information in this section.
7. Submit the completed contact message form to Records and a Record's Specialist will enter the information into the CLETS System. The agency will receive the message normally by the next business day.
8. Once the contact message has been entered into the CLETS System, the information is added to the original file, allowing the subjects whereabouts and activities to be monitored.

III. Contact Message Retrieval

It is possible to retrieve previous contact messages. The FCN number from the SRF printout is required. If a subject has multiple agency entries, each agency's entry will have its own unique FCN number. To retrieve previous contact message, complete a Records blue slip with the subject's name and the FCN number(s). On the bottom of form write "previous contact messages."

Summary

The Supervised Release File and the Contact Message was designed to provide the field Officer and supervising agencies a means of communicating valuable information on subjects who are out of jail or prison and on supervised release. The system works two-ways. The supervising agencies create a record of subjects in the Supervised Release File, which provide police officers with valuable information. The contact message allows officers an opportunity to send important information back to the supervising agencies concerning field contacts.

The Supervised Release File will benefit Law Enforcement Field Personnel by providing immediate electronic access to information about those on supervised release. An officer accesses the file simply by running a records check (968) on a MDT, through Records or Control 1.

Acknowledgment: This Training Bulletin was prepared by Officer Jeff Smith 4/97.

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