Kern County Sheriff's Office – Communications Section

Policies and Procedures

TITLE: **RECEIVING TELETYPES**			NO: D-100
APPROVED: **Commander John Carpenter**			
EFFECTIVE: May 1, 1995	**REVIEWED:** July 29, 2024	**REVISED:** July 29, 2024	**UPDATED:** July 29, 2024

POLICY

It is the policy of the Kern County Sheriff's Office Communications Section to continuously monitor and respond appropriately to all teletypes received at a computer via the CLETS system. These teletype messages, such as warrant abstracts, weather reports, rocket fuel shipments and check the welfare/attempt to contact requests, arrive at a designated terminal in the Communications Center. It is the responsibility of the designated employee to acknowledge and appropriately handle the teletype messages received according to Communications Division Policy and Procedure for each type of message.

In addition, the teletype messages are also automatically printed on the printer located in the Communications Center. It is the responsibility of the Dispatch Supervisor to continuously monitor this printer for these messages to ensure they are dealt with accordingly.

PROCEDURE A - AMBER ALERTS, SILVER ALERTS, BLUE ALERTS, FEATHER ALERTS, EBONY ALERTS, YELLOW ALERTS, 4500 & EAS TELETYPES

When communications center personnel receive notification of an *Amber Alert, Silver Alert, Blue Alert, Feather Alert, Ebony Alert, Yellow Alert, 4500, or EAS* teletype, they will:

- Ensure a local broadcast is done when pertaining to Kern County and make any voice notifications to field personnel that may be necessary.

PROCEDURE B - DELAYED HIT TELETYPES

When dispatch personnel receive a *Delayed Hit* Teletype, they will:

- Immediately bring it to the attention of the on-duty Dispatch Supervisor.

When dispatch supervisor receives a *Delayed Hit* Teletype, they will:

- Immediately check utilizing the NCIC Search feature in CAD to determine what unit was responsible for the original data that was ran through **CLETS**.
- Make notifications to the original unit of the data received.