

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.38

REVISED OCTOBER 2016

ASSIGNMENT OF CASE NUMBERS

1. POLICY.

a. Areas shall use the Area Information System (AIS) to generate case numbers for all felony, misdemeanor and miscellaneous cases.

b. Cases entered into the California Law Enforcement Telecommunications System (CLETS) will utilize a CLETS Electronic Record Tracking (CERT) System case number.

(1) The assignment of "S" numbers, for cases that require a record entry into the Stolen Vehicle System (SVS) or the Automated Boat System (ABS), continues to be the responsibility of the Communication Centers.

(2) The assignment of "V" numbers, for those cases that require non-stolen record entry into the SVS or ABS (e.g., stored vehicles, impounded vehicles, etc.), is the responsibility of the Communication Centers.

(3) The assignment of "I" numbers, for those cases that require a record entry into the Automated Firearms System, Automated Property System, and the National Crime Information Center (NCIC) Securities File, is the responsibility of the command originating the report.

(4) The assignment of "P" numbers, for cases that require a record entry into the Wanted Persons System (WPS), Missing and Unidentified Persons System, or the California Automated Restraining and Protective Order System (CARPOS), is the responsibility of the command originating the report.

c. Once a case number has been assigned, it will not be changed because the charge has been either upgraded or downgraded as a result of subsequent investigation or filing by the city or district attorney.

2. PROCEDURES.

a. Method of Assignment for Area Information System File Numbers.

(1) The AIS file number consists of the calendar year followed by the report number assigned. All AIS case numbers are assigned in numerical sequence beginning with 0001.

(2) It is not necessary to indicate the classification of the charge by preceding the file number with an "F" or "M." The AIS contains a drop down menu for selection of classification.

b. Method of Assignment for California Law Enforcement Telecommunications Systems Electronic Record Tracking System Auto-Generated Numbers.

(1) All numbers are automatically generated once a record is created in the CERT System.

(a) "S" Numbers.

1 "S" numbers are assigned by Communications Centers to cases involving stolen vehicles and boats, stolen license plates, stolen vehicle and boat parts, and felony vehicles and plates that are identifiable by a license plate manufacturer's serial number or owner applied number.

a "S" numbers are to be assigned only when the above cases are originally reported.

2 Each report for a single stolen vehicle must be assigned an "S" number. A common "S" number shall be assigned to each vehicle in a stolen vehicle combination. However, a separate report is required for each vehicle in the combination (refer to the Criminal Justice Information System Manual).

3 "S" numbers remain with a case, regardless of other numbers later assigned.

4 The first part is the capital letter "S" followed by the report number assigned (numbers are assigned in numerical sequence starting with 0001, by calendar year); the second part is the location code of the command originating the report; the third part is the last two numerals of the current year.

(b) "V" Numbers.

1 "V" numbers are assigned by the Communications Centers to cases involving stored, impounded, repossessed, lost, or pawned vehicles and boats, and found or evidence vehicle parts and plates.

2 These numbers begin with a capital letter “V” followed by the report number assigned (numbers are assigned in numerical sequence starting with 00001, by calendar year); the second part of the “V” number is the location code of the command originating the report; the third part of the “V” number is the last two numerals of the current year.

(c) “I” Numbers.

1 “I” numbers are assigned by the command originating the report to all cases involving property, firearms, and securities entries that are identifiable by a manufacturer’s serial number or owner applied number.

a “I” numbers are to be assigned only when these cases are originally reported.

2 Each report for a single property item must be assigned an “I” number. A common “I” number shall be assigned to each property item in a group.

3 These numbers begin with a capital letter “I” followed by the report number assigned (numbers are assigned in numerical sequence starting with 0001, by calendar year); the second part of the “I” number is the location code of the command originating the report; the third part of the “I” number is the last two numerals of the current year.

4 “I” numbers remain with a case, regardless of other numbers later assigned.

(d) “P” Numbers.

1 These numbers begin with a capital letter “P” followed by the report number assigned (numbers are assigned in numerical sequence starting with 0001, by calendar year); the second part of the “P” number is the location code of the command originating the report; the third part of the “P” number is the last two numerals of the current year.

(e) “F” Numbers.

1 “F” numbers are assigned to each original report of felony arrest or investigation, and to each report of a recovered vehicle, boat, plate, or part.

2 All subsequent arrests and investigations of the case will bear the original case file number.

3 Reports of recovered vehicles, boats, plates, or parts will include the original "S" number in addition to the Area case number assigned. A separate report and case number are required for each stolen or recovered vehicle/boat in a combination of vehicles/boats, notwithstanding the assignment of a single "S" number. An Area cross file system shall be maintained so that the case may be identified by either number.

3. EXAMPLES.

a. An AIS generated case number: The tenth case filed by the Santa Fe Springs Area in 2016 would be identified as 201600010.

b. A CERT generated "S" number: The 28th stolen vehicle reported by the Redwood City Area in 2016 and entered into the SVS by the Golden Gate Communications Center would be identified as S0028-330-16.

c. A CERT generated "V" number: The 13th vehicle storage record reported by the East Sacramento Area in 2016 and entered into the SVS by Sacramento Communications Center would be identified as V00013-260-16.

d. A CERT generated "I" number: The 89th property record (firearms and/or property) by the Santa Cruz Area in 2016 and entered into the SVS would be identified as I0089-720-16.

e. A CERT generated "P" number: The 11th protective order issued by the South Sacramento Area in 2016 and entered into the CARPOS would be identified as P0011-252-16.

4. CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM AND NATIONAL CRIME INFORMATION CENTER – COMPUTER ENTRY.

a. The case number field is limited to 20 alphanumeric characters. When making an entry into the CLETS or NCIC:

(1) Omit dashes from the case numbers.

(2) Enter the CERT-generated number as the originating agency case number (OCA field) for all CLETS entries made.

(3) For example:

(a) V0005714516 for V00057-145-16.

(b) S002222516 for S0022-225-16.

(c) I007525016 for I0075-250-16.

b. All supplemental reports, communications, and physical evidence are to be identified by the case number used to make the original entry into the CLETS and NCIC databases.

c. Retention for each record type varies greatly.

(1) Refer to the appropriate CLETS or NCIC manuals for exact retention periods.

(2) Paper reports must be kept for all records that are active in CLETS or NCIC.

d. The CERT System is an electronic version of the Master Case Record that is held at the California Highway Patrol location that originated the paper report. It allows for a single record to be accessed by both the Communications Centers and the originating location. The CERT System provides for documentation of the records requiring second party check, NCIC validation, hit confirmations, and recovery information.

OFFICE OF THE COMMISSIONER

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