



# DEPARTMENT NOTICE

20-012  
02/04/20

## “Purpose” Codes for the III Mask in CLETS

The reason for this Notice is to advise CLETS users of the requirement to select the proper “Purpose” code when using the Interstate Identification Index (“III” Mask) referred to as “Triple I.” During a recent audit it was discovered that some users were not using the proper codes.

The audit revealed the following common mistakes:

- Purpose code “D” improperly used when conducting a check for domestic violence or drug possession cases,
- Purpose code “F” improperly used for disorderly conduct arrest cases, and
- Purpose code “J” improperly used for narcotics, weapons and resisting arrest cases.

**Per the FBI, all of the above inquiries should use Purpose code “C.” In fact Purpose code “C” should be used for the majority of III Mask checks.**

Additional wording has been added to Purpose code “C” to remind users conducting III Mask checks to use this code for the majority of investigations:

III Interstate Identification Index

ORI CA0380106

Purpose: ▼

<b>Index Inc</b>	A - Administrative File Maintenance				
	C - Criminal Justice (use for majority of investigations)				
<b>Name</b>	D - Domestic Violence and Stalking (used by courts only)			<b>Suf</b> <span style="border: 1px solid #ccc; padding: 2px;"> </span>	
	F - Weapons-related Checks			<b>DOB</b> <span style="border: 1px solid #ccc; padding: 2px;"> </span>	
<b>-A</b>	H - Housing			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	
<b>-A</b>	I - Interstate-approved Noncriminal Justice			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	
<b>-AND</b>	J - Criminal Justice Employment			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	
<b>Perso</b>	S - National Security			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	
	V - Visa Applicants			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	
<b>Criminal</b>	X - Emergency Child Placement			<span style="border: 1px solid #ccc; padding: 2px;"> </span>	

Please do not hesitate to contact Hilarie Coby, SFPD CLETS administrator, at (415) 837-7336 or [hilarie.coby@sfgov.org](mailto:hilarie.coby@sfgov.org) for any questions regarding the proper use and completion of this, or any criminal history mask.

*William Scott*  
WILLIAM SCOTT  
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