

4.5 FILE CLASSIFICATION NUMBERS

Every **FORMAL** administrative message (AM) dispatched over the METRO system must contain a file classification number which indicates the type of message content. Once a file classification number has been placed on the original message, the same file classification number must be used on all other messages pertaining to or sent in connection with the original message, including replies. Supplemental and reply messages are attached to the rear of the original message. Cancellations are placed on top of the original. The file classification number controls the proper filing of the messages. More than one message may be canceled on one CANCELLATION message, providing all are of the same file classification number.

The following lists the file classification numbers, the usual type of address, such as all points broadcast (APB), a COUNTY line, or directed (DCT), and the type of crime/subject matter:

FILE 1	(APB)	Stolen Automobiles, Aircraft, Trucks, Motorcycles, Mopeds, Trailers, ATV's, Snowmobiles, integral vehicle parts.
FILE 2	(DCT)	Requests for data on driver license suspensions, court records or motor vehicle registrations.
FILE 3	(DCT)	System generated alert message to agencies with jurisdiction of towns indicated in Protection Order File record when activated upon service and when record is canceled.
FILE 4	(COUNTY)	Hit & Run Accidents.
FILE 5	(COUNTY/DCT) (APB)	Warrants issued by courts; JOP and probable cause warrants, escapes/elopements from prisons, institutions.
FILE 6	(APB)	Missing Persons.
FILE 7	(APB)	All stolen property.
FILE 8	(COUNTY/APB)	Robberies and Holdups.
FILE 9	(DCT)	Property: Lost or Missing.
FILE 10	(APB)	Boats, Outboard Motors, integral boat parts.
FILE 11	(COUNTY/APB)	Assaults.
FILE 12	(APB)	Homicides (Murder, Manslaughter).
FILE 13	(APB)	General Police Information.
FILE 14	(DCT/APB)	Orders and Administrative Matters, Unattended Deaths, First Reports of Fatal MV Accidents.
FILE 16	(APB)	Lost or Stolen Registration Plates.
FILE 17	(DCT)	System generated alert message to agencies with jurisdiction of towns indicated in Conditional Release (Bail) File record when activated upon service and when record is canceled.
FILE 24	(APB)	Legal Bulletins and Opinions.
FILE 25	(APB/DCT)	Miscellaneous Messages.
FILE 26	(APB)	Road and Weather Reports.