


WASHINGTON STATE RAP SHEET & FBI III OVERVIEW

Training Notices:

- Please make sure you have your training materials (Reference Manual, Review Sheet, Questionnaire, and RAPSHEET Reference Guide).
- If the meeting ends abruptly please go back to your invitation link to rejoin. We will restart the meeting immediately.
- If you are having trouble with your audio please call in as soon as possible.



We will begin in a moment.
Thank you!

Records Improvement Unit



Introductions

- Name
- Agency/Job Title
- How long have you been reading RAPSheets?

Washington RAPS FBI (III)

Crimes History Training is provided by:

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To request free training for your agency, please email: training@wsp.wa.gov
Available classes are listed at <https://www.wsp.wa.gov>

Washington State RAPSHEET Questionnaire

Directions: Use the Washington State RAPSHEET covered in class to answer the questions below.

1. Where is deceased information found in the RAPSHEET?
 a. Personal Information
 b. Sex/Kidnapping Offender Registrations
 c. Personal Information and Sex/Kidnapping Offender Registrations

2. An agency is fingerprinting an out of county warrant. Which of the following options will ensure the disposition comes to the Section?
 a. Nothing, it automatically comes from the court
 b. Send a disposition to the court
 c. Enter a pre-court disposition

3. _____ may be used to track out open arrests that have not yet reached a final disposition, but have had a POWTCH entered into the court system.
 a. Crime Codes
 b. NICS Codes
 c. NICS Codes

4. What information is added to the RAPSHEET at the request of the FBI NICS Section?
 a. If the POWTCH has NOT been entered at the court level and no information has been received associated with the arrest, what is the disposition status?
 b. The Other Offense appears on the report and the sanctions are dismissed
 c. The court case is expunged from the record
 d. The sanctions and the court case is dismissed

7. Which of the listed dispositions is adverse to the person?
 a. Delinquent Prosecution, Other Deferral
 b. Not Guilty by Reason of Insanity, Other Deferral, Deferred Sentence
 c. Warrant Issued, Not Guilty by Reason of Insanity

8. _____ may be used to pass the disposition of "Unavailable" is automatically entered to an adult grand misdemeanor or misdemeanor.

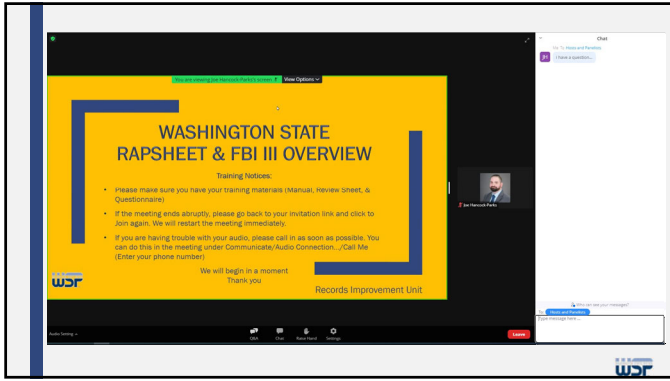
9. What disposition is entered when the court case is unable to move forward and the defendant did not appear for court?
 a. _____ What would you do?
 b. _____

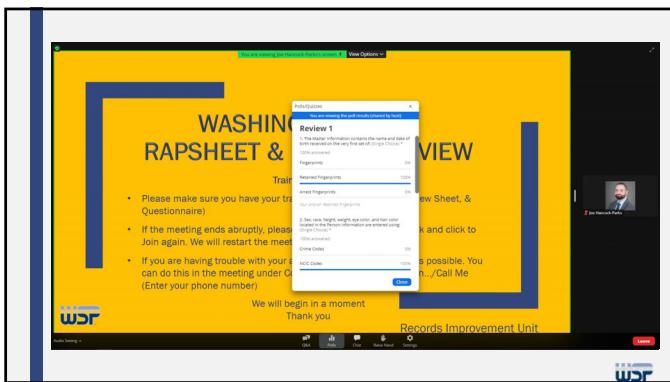
10. What information appears after CPL? _____

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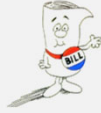


Agenda

- Criminal History Record Information (CHRI)
- Dissemination
- Washington State RAPSHEET Examples
- Court Orders and Expungements
- Washington and NIEM Triple III RAPSHEET

Page 4

Criminal Records Division

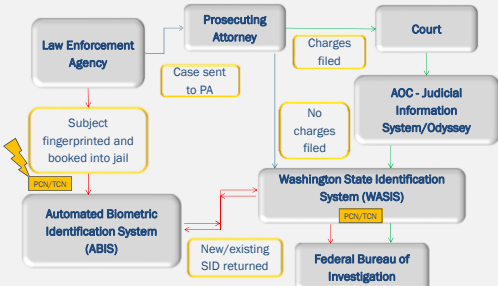


- Established in 1972 RCW 43.43.700
 - Photographs & Fingerprints
- WSP as the source of conviction histories
 - Filings, plea agreements, and sentencing on felony cases
 - RCW 10.98.030
 - RCW 43.43.735, 43.43.740, 43.43.745
- Disposition Responsibility
 - Court: RCW 10.98.090
 - Judge: RCW 10.98.050(2)
- 1992 Single Source State

Criminal Records Division-Systems

- Automated Biometric Identification System (ABIS)
 - Fingerprint Images
 - Palm Prints
 - Booking Photographs
- Washington Crime Information Center (WACIC)
 - Hot Files
- CRD Web Portal (PIES)
 - Exchange PII
- Washington State Identification System (WASIS)
 - Personal Identifying Information
 - Arrest Information
 - Disposition Information
 - Sex/Kidnapping Offender Registry
 - Department of Corrections
 - Other Offender Registry

Criminal History Record Process



CHRI is used for risk assessment, housing, employment, sentencing, etc.



What is Criminal History Record Information (CHRI)

- Fingerprint based
 - Positive Identification
 - FBI Standard
 - Retained Fingerprints
- Records collected by Washington State Criminal Justice Agencies
 - Jails, Sheriff's & Police, Courts, DOC, etc.

Page 9 WSP

Dissemination: Conviction RAPsheet

- Available to Businesses, Organizations, state agencies, and the Public
- Includes convictions, adverse findings, and open arrests less than one year old, including Pending & Continued.
 - RCWs 10.97.050 & 43.43.830-837
 - Disseminated without restriction RCW 10.97.020(1)
 - Exception for misdemeanor traffic offenses
 - Washington Access to Criminal History (WATCH)
 - <https://www.wsp.wa.gov/crime/criminal-history/>

Note: Throughout this RAPsheet, items in gray will NOT be viewed on a Conviction RAPsheet.

Page 9 WSP

Dissemination: Nonconviction RAPsheet

- Available to all criminal justice agencies and select noncriminal justice agencies as authorized by RCW
 - Department of Health
 - Gambling Commission
 - Horse Racing Commission
 - Department of Social and Health Services
- Consists of all CHRI in WASIS relating to an incident
 - RCW 10.97.050(3)
 - Restricted dissemination
 - RCW 10.97.030
 - WATCH-CJ
 - <http://watchcj.wsp.wa.gov>

Record Retention

- Records are purged from WASIS when the person reaches the age of 120 years old from the most recent date of birth.
- WSP dissemination log
 - Who requested the information
 - Date requested
 - ORI of the agency
 - Purpose
 - Records are retained for one year

WASHINGTON STATE RECORD OF ARRESTS & PROSECUTIONS (RAP) SHEET

Disclaimer

- The following Washington/FBI RAPsheets are example RAPsheets used for training purposes only.
- The information contained in the following RAPsheet does not reflect an actual individual's CHRI.
- Any firearm information should be obtained from the Firearms Background Division - firearms@wsp.wa.gov

WASHINGTON STATE PATROL
 CRIMINAL RECORDS DIVISION
 P.O. BOX 42633
 OLYMPIA, WA 98501
 (360) 534-2000
 www.wsp.wa.gov

1. CRIMINAL HISTORY INFORMATION AS OF 04/01/2023

NOTICE

THE FOLLOWING TRANSCRIPT OF RECORD IS FURNISHED FOR OFFICIAL USE ONLY. SECONDARY DISSEMINATION OF THIS CRIMINAL HISTORY RECORD INFORMATION IS PROHIBITED UNLESS IN COMPLIANCE WITH THE WASHINGTON STATE CRIMINAL RECORDS PRIVACY ACT, CHAPTER 10.97 RCW. NON-CRIMINAL JUSTICE AGENCIES WHO HAVE STATUTORY AUTHORITY TO RECEIVE NON-CONVICTION CRIMINAL HISTORY RECORDS MAY NOT USE SEALED JUVENILE RECORD INFORMATION IN MAKING LICENSING OR EMPLOYMENT SUITABILITY DETERMINATIONS.

POSITIVE IDENTIFICATION CAN ONLY BE BASED UPON FINGERPRINT COMPARISON. BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED FOR SUBSEQUENT USE. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT SUPPLIED THE INFORMATION TO THE WASHINGTON STATE PATROL.

THE CONVICTION RECORD INCLUDES INFORMATION FOR WHICH A PERSON MAY BE CURRENTLY BEING PROCESSED BY THE CRIMINAL JUSTICE SYSTEM.

2. MASTER INFORMATION

NAME: TRAINING, RECORD DOB: 12/08/1975
 SID NUMBER: WA10000825 FBI NUMBER: 91007700 DOC NUMBER: 999999

Master information is obtained from the first set of **retained fingerprints**


3. PERSON INFORMATION

DECEASED DATE REPORTED: 04/11/2014
 REPORTING AGENCY: WA0340000 THURSTON COUNTY SHERIFF
 DECEASED TYPE: REPORTED OR VERIFIED

SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR	PLACE OF BIRTH	CITIZENSHIP
F	W	509	175	BLU	BLK	CA	MX
M	A					WA	US
U	B						
	U						
	I						

Information is recorded using **NCIC Codes**


3. PERSON INFORMATION CONT.			
OTHER NAMES USED	OTHER DATES OF BIRTH USED	SOC SEC NUMBER	MISC NUMBER
EXAMPLE, MARY Q	05/05/1975	123-45-6781	AF-123456789
EXAMPLE, QUEEN	06/22/1975		AR-012345678
FIESTY, FIGHTER	12/12/1985		
GOODY, GOODY			
HABITS, BAD			
INSTATE, RECORD			
PEPPER, SEASONING			
PIED, PIPER			
SEASONING, PEPPER			
TRAINER, FELLA			
TRAINING, RECORD			
DNA TAKEN: Y DNA TYPED: Y			
DLO: WSP CRIME LABATORY - SEATTLE, CODIS UNIT (206) 262-6020, STR, X0988-343			
COMMENT: TWIN, TRUE NAME UNKNOWN, DECEASED PER DPS-REC/TECH DIV			

Page 15 

4. PHOTOGRAPH			
NO PHOTOGRAPH AVAILABLE (c sheet)			
			
DATE TAKEN: 02/28/2023	FORMAT: IMAGE/JPEG		
5. SCARS, MARKS, TATTOOS, AMPUTATIONS			
LOCATION	DESCRIPTION	LOCATION	DESCRIPTION
BLIND R EYE		DEAF L EAR	
DISC LSHLD		FRC RIBS	
TAT L CALF	TRIBAL	MC HEART	
ART R HND		MISS L ARM	

Page 15 

6. CONVICTION AND/OR ADVERSE FINDING SUMMARY			
5	FELONY		DISPOSITION DATE
	MURDER-2	CLASS A FELONY	05/15/2017
	RESIDENTIAL BURGLARY	CLASS B FELONY	07/21/2013
4	GROSS MISDEMEANORS		
	POSSESS BURGLARY TOOLS		06/14/2016
	POSSESS STOLEN PROPERTY-2 ATTEMPT		06/15/2016
1	MISDEMEANOR		
	DISORDERLY CONDUCT		12/31/2019
2	CLASSIFICATIONS UNKNOWN		
	DRUG RELATED CHARGE		12/31/2019
	MUNICIPALITIES CODE VIOLATION-NON FELONY		05/29/2007
No State RCW			

Page 16 

7. DOC SUMMARY		
RAPE OF A CHILD-3	COMMITMENT	01/14/2016
ASSAULT-2	COMMITMENT	01/14/2016
COMPUTER TRESPASS-1	VACATED	01/14/2016
RESIDENTIAL BURGLARY	SUPERVISION	07/01/2015
ARSON-1	INTERSTATE UNIT	03/24/1997

Page 16

RAPsheet Review Sheet

Reviewing Intro & Master Information

- The Master Information contains the name and date of birth received on the very first set of:
 - a) Fingerprints
 - b) Retained Fingerprints
 - c) Arrest Fingerprints
- Sex, race, height, weight, eye color, and hair color located in the Person Information are entered using:
 - a) Crime Codes
 - b) NCIC Codes
 - c) NICS Codes
- A person may have many different names, dates of birth, and social security numbers listed on their RAPsheet.
 - a) True
 - b) False
- A County or Municipal Code Violation charge is a local ordinance criminal offense without a Washington State.
 - a) RCW
 - b) WAC
 - c) SID

NOTES _____

PAGE 1

Review - Handout

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 - a) Fingerprints
 - b) Retained Fingerprints
 - c) Arrest Fingerprints
- Sex, race, height, weight, eye color, and hair color located in the Person Information are entered using:
 - a) Crime Codes
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- A person may have many different names, dates of birth, and social security numbers listed on their RAPsheet.
 - a) True
 - b) False
- A County or Municipal Code Violation charge is a local ordinance criminal offense without a Washington State:
 - a) RCW
 - b) WAC
 - c) SID

8. CRIMINAL HISTORY RECORD INFORMATION

THE ARRESTS LISTED MAY HAVE BEEN BASED ON PROBABLE CAUSE AT THE TIME OF ARREST OR ON A WARRANT. PROBABLE CAUSE ARRESTS MAY OR MAY NOT RESULT IN THE FILING OF CHARGES. CONTACT THE ARRESTING AGENCY FOR INFORMATION ON THE FORMAL CHARGES AND/OR DISPOSITIONS.

- Probable cause arrests
 - Don't assume guilt
 - Contact arresting agency for more information

Arrest 23: Header

- Arrest Number - Chronological
- Date of Arrest - Fingerprinting date
- Name Used - Name given at time of arrest
- Contributing Agency - Agency submitting fingerprints
- Local ID - Reference number specific to contributor
- ATN - Arrest tracking number/PCN
- TCN - Transaction control number

Arrest 23: Arrest Information

- Charge literal
- Date of offense - Date offense was committed
- RCW - Revised Code of Washington definition
- Crime class - Severity of crime per RCW
- OIN - Reference number specific to originator
- Court Case No - If available
- Originating Agency - Arresting agency
- Disposition Responsibility - Court, if known

Arrest 23: Disposition Information

- Court Case No - Case number assigned by the court
- Contributor or Disposition Responsible Agency - Agency providing disposition
- Charge - Charge filed in court
- Disposition - Case status
- Disposition Date - Date of disposition decision
- RCW - Revised Code of Washington definition

Arrest 23: Disposition Information Cont.

- Crime class - Severity of crime per RCW
- Sentence - Sanctions imposed by the court
 - Lower Court = Grid entry on **each adverse charge**
 - Jail: Term imposed Jail Sus: Time suspended, if any
 - Probation: Probation term imposed
 - Fine: Amount imposed
 - Fine Sus: Amount suspended, if any
 - Superior Court = Paragraph on **1st adverse charge**

Arrest 22: Disposition Not Received

- No TCN has been entered at the court level
- No information has been received associated with the arrest
- Disseminated on a conviction RAPsheet for 1 year
 - After 1 year, only appears on a nonconviction RAPsheet
- Not adverse to the subject


Arrest 21: Dismissal

- No plea or finding of guilt
- Not adverse to the subject
- Only appears on a Non-conviction RAPsheet
- State v. Blake noted in comment field

Arrest 20: Pending

- The PCN/TCN has been entered at the court level
- Received electronically from the court
- Disseminated on a conviction RAPsheet for 1 year
 - After 1 year, only appears on a nonconviction RAPsheet
- Updated when a new disposition status is reached

Arrest 19: Continued/Other Deferral/Dismissed

- PCN/TCN is entered at the court
- Subject enters into a deferral
- **No plea or finding of Guilt**
 - Remains "Continued" until completion of **conditions**
- Guilty plea = Other Deferral
 - Adverse
 - May have a subsequent disposition of Dismissed
 - Does not remove the Other Deferral
- Completed w/ no plea or finding of **Guilt** = Dismissed 

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Reviewing Arrests 23-19


- Arrest offenses do not appear on a conviction RAPsheet unless the arrest is less than one year old and:
 - No disposition has been received
 - The status is Pending or Continued
 - Either A or B
- Sentencing for convictions from lower courts (district or municipal) is entered on:
 - Each adverse charge
 - The first charge
 - The first adverse charge
- Superior Court sentencing is entered in a paragraph format on:
 - Each adverse charge
 - The first charge
 - The first adverse charge

NOTES PAGE 2



Review - Handout

- Arrest offenses do not appear on a conviction RAPsheet unless the arrest is less than one year old and:
 - a) No disposition has been received
 - b) The status is Pending or Continued
 - c) Either A or B
- Sentencing for convictions from lower courts (district or municipal) is entered on:
 - a) Each adverse charge
 - b) The first charge
 - c) The first adverse charge
- Superior Court sentencing is entered in a paragraph format on:
 - a) Each adverse charge
 - b) The first charge
 - c) The first adverse charge



Arrest 18: Tribal Arrest (1st Charge)

- Pre-court Disposition
- Arrest Charge = Tribal Code Violation
- Entered at the time of fingerprinting
 - Disposition Responsible: Originating Agency
- Closes the arrest

Page 20-21



Arrest 18: DOC Violation (2nd Charge)

- **Pre-court Disposition**
- Arrest charge = Community Custody Violation
- Entered at the time of fingerprinting
 - *Disposition Responsible: Originating Agency*
- Closes the arrest

Arrest 18: Out of County Warrant (3rd Charge)

- **Pre-court Disposition**
- Arrest charge = Fail to Comply
 - *Enter original county/charge in comments*
- Entered at the time of fingerprinting
 - *Disposition Responsible: Originating Agency*
- Closes the arrest
- Use Released No Charge if not extraditing

Arrest 17: Adverse Findings

- **Adverse** findings are not **favorable** to the subject
 - *Will appear on a **conviction** RAPsheet*
- Examples:
 - *Dismissed by Reason of Incompetency*
 - *Not Guilty by Reason of Insanity*
 - *Acquitted by Reason of Insanity*

Arrest 16: Civil Offense (1st Charge)

- Arrest begins with a criminal charge
- Charge is reduced to a civil offense
- Finding is either Dismissed or **Committed**
 - *Committed* = the subject **committed the offense**
 - Case is **Closed**
- Not Adverse to the subject

Arrest 16: No Charge Filed (2nd Charge)

- Charge is not prosecuted
- Cannot be received electronically
- Must be **mailed or sent through PILES** by the Prosecuting Attorney, Court, or Law Enforcement Agency
- Only appears on a nonconviction RAPsheet

Reviewing Arrests 16-16

- **TRIAL ARREST, DOC WAIVER, OUT OF COURT WAIVER, AND PLEAS TO CHARGE ARE REVIEW AS:**
 - Non-indeterminate
 - Conditional disposition
 - Pre-arrest disposition
- **Entered their out-of-court disposition at the time of arrest:**
 - Yes, defines the disposition
 - Yes, reduced to charge from conviction but both A & B
 - Other (define, defined sentence, Acquittal/Guilt by Reason of Insanity, and Dismissed by Reason of Incompetence)
 - Conviction
 - Admitted/Not Proven
 - Non-conviction
- **A committed disposition status means the person:**
 - Was the perpetrator of a civil offense
 - Was convicted of a felony
 - Committed a civil offense
- **A conditional disposition status means there was an Other Defense available:**
 - No plea or finding of guilt
 - A plea of Guilt
 - A finding of Guilt
- **No Charge filed dispositions must be mailed or sent through PILES from the law enforcement agency initiating the arrest:**
 - True
 - False

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Review - Handout

- Tribal Arrest, DOC Violation, Out of County Warrant, and Released No Charge are known as:
 - a) Interim dispositions
 - b) Conviction dispositions
 - c) Pre-court dispositions

- Entering these pre-court dispositions at the time of arrest:
 - a) Satisfies the disposition
 - b) Removes charge from Conviction RAP
 - c) Both A & B

- Other Deferral, Deferred Sentence, Acquitted/Not Guilty By Reason of Insanity, and Dismissed By Reason of Incompetency are:
 - a) Convictions
 - b) Adverse/Not Favorable
 - c) Nonconviction



Review - Handout

- A Committed disposition status means the person:
 - a) Was found Guilty of a Civil offense
 - b) Was committed to a facility
 - c) Committed a Civil offense

- A Continued disposition status means there was an Other Deferral issued with:
 - a) No plea or finding of Guilt
 - b) A plea of Guilt
 - c) A finding of Guilt

- No Charge Filed dispositions must be **mailed or sent through PILES** from the law enforcement agency, prosecutor, or the court.
 - a) True
 - b) False




Time for a break!




Arrest 15: Other Deferral

- Subject entered into a deferral
- Finding or plea of Guilt found
- Adverse to the subject
- Updated with Dismissed after sanctions are completed and case is **closed**
 - Pre 2021 - located in the comment field
 - Post 2021 - located in the **subsequent disposition** field

Pages 23-24 


Arrest 14: Enhancements that Reduce

- Attempt, Solicit, and Conspire are “anticipatory offenses”
 - RCW 9A.28.020
 - Can reduce some offenses by 1 degree
- Serious Offenses and Serious Sex Offenses **CANNOT** be reduced with enhancements
- Other offenses - can be reduced by **one** degree by using **Attempt, Solicit, or Conspire**
- Note the concurrent sentencing on the disposition
 - Will be served with another sentence

Pages 24-25 

Arrest 13: Refer To (an earlier DOA)

- Multiple TCNs entered to one case
 - Warrant, Jail intake bookings, etc.
- Only shows disposition on the earliest date of arrest
- All **subsequent** arrests will 'refer to' that DOA
- Reduces the confusion of seeing one case entered to multiple dates of arrest

Page 25 

Arrest 12: Relationship to Victim

- Shows the relationship between the subject (defendant) and the victim of the crime
 - Requested by **NICS** for firearm checks
- Note the Assault-4 DV enhancement
 - Briefly entered prior to 3/28/2020
 - Indicated a specific relationship to victim as defined in RCW 9A.36.041(4)
 - Definitions have since moved to 9.94A.030

Arrest 11: Concurrent/Consecutive

- Concurrent sentences (conc or cc)
 - Two or more cases being served together
 - Will serve the **longest** amount of time
- Consecutive sentences (cs)
 - Calculated by **combining** the sentencing for each charge
- Typically fingerprinted on 1 DOC event

Arrest 11: Appeal Information

- Court of Appeals reviews the **points of law**
- 3 Divisions - King(1), Pierce (2), and Spokane (3)
- Mandate Judgement types -
 - Affirm - **No errors** were found & **agrees** w/court
 - Remand - **Referred** back for changes
 - Reverse - Judgement is reversed
 - Reverse/Remand - Reversed and sent back
- A mandate does not automatically **remove** a judgment
 - **Court will update if there is a new judgment**

Arrest 10: Enhancements that Add Time

- Example of a Superior Court sentence - Paragraph format
- Weapon and Firearm enhancements **Add time**
- Time must be served
- Weapon may be a knife, bat, pipe, etc.



Reviewing Arrests 19-10

- A Deferred Sentence or Other Deferral combined with Dismissed in the Subsequent Disposition Field indicates the sanctions are dismissed and the case is:
 - Closed
 - Dismissed
 - Deleted
- What type of offense cannot be reduced by using Attempt, Solicit, or Conspire anticipatory offenses?
 - Serious offenses
 - Serious sex offenses
 - Both A & B
- A Refer to disposition status indicates the arrest was:
 - Previous
 - Subsequent
 - Not Received
- This indicator is visible in the report of the FBI's National Instant Background Check System (NICS) Section:
 - Assault & DV
 - Other Aggravated Weapon
 - Restricted to Victim
- A Reversal judgment means the Court of Appeals has reversed the Superior Court judgment. If the judgment is reversed, the Superior Court will send a new disposition to WST.
 - True
 - False
- Firearm and Weapon enhancements:
 - Remove the classification
 - Add time to the sentence
 - Vitalize the conviction

NOTES PAGE 4 WST

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Review - Handout

- A Deferred Sentence or Other Deferral combined with Dismissed in the Subsequent Disposition Field indicates the sanctions are dismissed and the case is:
 - a) Closed
 - b) Dismissed
 - c) Deleted
- What type of offense cannot be reduced by using Attempt, Solicit, or Conspire anticipatory offenses?
 - a) Serious offenses
 - b) Serious sex offenses
 - c) Both A & B
- A Refer to disposition status indicates the arrest was:
 - a) Previous
 - b) Subsequent
 - c) Not Received



Review - Handout

- This indicator is added at the request of the FBI's National Instant Background Check System (NICS) Section:
 - a) Assault 4 DV
 - b) Crime Against Person
 - c) Relationship to Victim

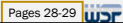
- A Reverse judgment means the Court of Appeals has reversed the Superior Court judgment. If the judgment changes, the Superior Court will send a new disposition to WSP.
 - a) True
 - b) False

- Firearm and Weapon enhancements:
 - a) Reduce the classification
 - b) Add time to the sentence
 - c) Vacate the conviction



Arrest 9: Subsequent Activity

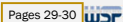
- Records actions taken *after* a case has been adjudicated
- Only effects the case it is listed on
 - *If other cases are effected, they will have the same subsequent activity*
- Certificate and Order of Discharge
 - *Restores the right to **vote, hold public office, serve on a jury***
- Firearm Restoration
 - *Only applies to the **specific court case(s)** on the order*
- Conditional Commutation
- Certificate of Restoration of Opportunity



Arrest 8: Deferred Sentence

- Plead/found Guilty
- Deferred Sentence is adverse/not favorable
 - *Dismissed = Sanctions dismissed & case is closed*
 - Prior to 2021 - Comment Field
 - After 2021 - Subsequent Disposition Field

- Note: Arrest charge is Municipalities Code Violation



Arrest 7: Deferred Prosecution

- **Agreement** between subject and Prosecutor
- Deferred Prosecution - Interim Disposition
- **Not** adverse to the subject
- Completion = case status is changed to:
 - *Deferred Prosecution-Dismissed*

Arrest 6: Unavailable

- Not adverse to the subject
- Reported on an audit report
 - *Reported at any time*
- Over 7 years after research for background checks
 - *Prosecutor, arresting agency, court have been contacted and have no record*
- Entered **automatically** upon unsuccessful research
 - *Over 20 years old & Adult, non-felony charge*
 - *Felony & Juvenile charges returned to the Prosecutor*

Arrest 5: Vacated

- Replaces the Guilty status
- Allows the subject to say they have not been **convicted of the crime**
- May not be disseminated to public
- Will also vacate any related DOC events
- RCWs 9.94A.640, 9.94A.637, 9.96.160
- *Vacate Unconstitutional – State V. Blake*

Arrest 4: Pardoned

- WA State Pardons & Clemency Board
- Provides **forgiveness** for the conviction
- May not be disseminated to public
- **Conditional** or **Unconditional**
- RCWs 9.94A.885
- Does not allow the subject to say they have been not been convicted of the crime

Arrest 3: Warrant Issued

- Case may be **pending** due to Warrant
- Received from a CJA on an audit or disposition report
- Only entered to arrest *over* one year old
- Not disseminated to the public
- **Do Not** assume there is an active warrant
 - *Run the person through WACIC*
 - *Verify with the entering agency*

Arrest 2: Juvenile Sealed Record

- Sealed records can be Unsealed!
- RCW 13.50.260(8)(a) "Any adjudication of a juvenile offense or a crime subsequent to sealing...(b) Any charging of an adult felony subsequent to the sealing has the effect of nullifying the sealing order"
- WSP must receive a court order to unseal

Arrest 1: Juvenile Diversion

- **Juvenile Department** sends diversion reports to WSP
- Disposition = Diversion
 - *Currently in a diversion program*
 - **Did not successfully complete/no charges are filed**
- Juvenile Department reports successful completion
 - *Diversion is updated to No Charge Filed*
 - *Removed from the FBI record*
- If charges are filed = updated with judgment



Reviewing Arrests 0-1

- A court order that restores 3 of 4 core rights (vote, hold public office, and serve on a jury) is a:
 - Certificate of Order of Discharge
 - Certificate of Restoration of Opportunity
 - Commutation
- Firearm restorations apply to:
 - All felonies
 - All cases
 - Specific cases
- A vacated charge means the court has removed the guilty plea or finding. This allows the person to legally state they have not been:
 - Arrested for the crime
 - Convicted of the crime
 - Imprisoned for the crime
- Sealed juvenile records are removed from the FBI and are not disseminated to the public. Who can view sealed juvenile record information?
 - Criminal Justice agencies only
 - Law enforcement only
 - Court staff only
- Sealed records can be unsealed with a court order if the subject is later:
 - Charged with an adult felony
 - Implicated in a juvenile charge
 - Other A or B
- Juvenile diversion information needs to be sent to by the:
 - Juvenile
 - Juvenile Department
 - Prosecuting Attorney

NOTES PAGE 5 WSP

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Review - Handout

- A court order that restores 3 of 4 core rights (vote, hold public office, and serve on a jury) is a:
 - a) Certificate & Order of Discharge
 - b) Cert of Restoration of Opportunity
 - c) Commutation
- Firearm restorations apply to:
 - a) All felonies
 - b) All cases
 - c) Specific cases
- A vacated charge means the court has removed the Guilty plea or finding. This allows the person to legally state they have not been:
 - a) Arrested for the crime
 - b) Convicted of the crime
 - c) Imprisoned for the crime

Review - Handout

- Sealed juvenile records are removed from the FBI and are not disseminated to the public. Who can view sealed juvenile record information?
 - a) WA Criminal Justice Agencies only
 - b) Law enforcement only
 - c) Court Staff only

- Sealed records can be unsealed with a court order if the subject is later:
 - a) Charged with an adult felony
 - b) Adjudicated for a juvenile charge
 - c) Either A or B

- Juvenile diversion information needs to be sent in by the:
 - a) Juvenile
 - b) Juvenile Department
 - c) Prosecuting Attorney



DEPARTMENT OF CORRECTIONS

Pages 34-36



DOC Event 5: Header

- DOC Event - Chronological
- Date - Date of intake to DOC facility
- Name Used - Name given at time of intake
- Contributing Agency - Submitting **DOC facility**
- **DOC Number** - Person number specific to DOC
- TCN - Transaction control number

DOC Event 5: Event Details

- Event Type - Reason for DOC intake
 - *Commitment, Supervision, Interstate Unit, etc.*
- Court Case No - Case ordering DOC action
- County/State - Location of conviction
- Charge - Conviction per Court
- RCW - RCW relating to the Conviction Offense

DOC Event 5: Event Details cont.

- Crime Against Person (CAP) indicator
 - *Indicates crime meets CAP criteria per RCW 9.94A.411*
- Date of Offense - Date of original offense
- CDD - Court Disposition Date
- CPL - Court Provision Literal (sentencing)
- Next case information, if applicable

DOC Event 4: Commitment

- Person is sentenced to serve time
- A Washington State Court case
- CPL indicate term, enhancements (if any)
- 2 cases being served concurrently

DOC Event 3: Vacated

- Original charge was a conviction
- Vacate effects both the arrest/disposition and any DOC information associated
- Not disseminated on a Conviction RAPSHEET

DOC Event 2: Supervision

- Subject is a Washington State resident
- Is being supervised by DOC on case number noted in the event

DOC Event 1: Interstate Unit

- Subject is from another state
- Is being supervised by Washington State DOC
- There will not be an arrest on the Washington State RAPSHEET

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Reviewing DOC Section:


- This is a name-based number provided by the Department of Corrections:
 - a) SID Number
 - b) DOC Number
 - c) Social Security Number
- DOC submissions will always be from a Correctional Facility:
 - a) True
 - b) False
- DOC Events may not have an arrest in WASIS if the crime was:
 - a) Out of state
 - b) Not fingerprinted
 - c) Either A or B

Reviewing SDR Section:

- This type of event automatically creates an Address Verified event:
 - a) Identification
 - b) Fall to Register
 - c) Birth in IL
- A registration for an offense that originated from outside Washington State is noted as this type of event:
 - a) Out of state history
 - b) Out of state registration
 - c) Address verified
- This field must report registration photographs are shown on the RightHand:
 - a) True
 - b) False


NOTES _____

PAGE 6



Review - Handout

- This is a name-based number provided by the Department of Corrections:
 - a) SID Number
 - b) DOC Number
 - c) Social Security Number
- DOC submissions will always be from a Correctional Facility:
 - a) True
 - b) False
- DOC Events may not have an arrest in WASIS if the crime was:
 - a) Out of state
 - b) Not fingerprinted
 - c) Either A or B



Time for a break!






SEX/KIDNAPPING OFFENDER REGISTRY

RCW 9.94A.030, 9A.44.128, and 9A.44.130
Pages 37-40


Sex/Kidnapping Offender Registration

- Projected End Reg Date - Defaults to **Non-Expiring**
- Caution/Medical Conditions - LEA Cautions
- Original Registration Event - 1st date of registration
- Record is Inactive - If inactive, shows the date
 - *Relieved of duty, Juvenile seal, deceased, moved out of state, Released to Federal authority*
- Current Employer Information
 - *Contact number*
 - *Employer name*

Page 37 

SOR Event: Header

- SOR Event Number - Chronological
- Date - Date of registration
- Name Used - Name given at registration
- Contributing Agency - Agency submitting fingerprints
 - *Always be a Sheriff's Office*
- Comment - LEA comments, if any

Page 37 

Event 9: Sex/Kidnap Offender Registration

- SOR Event Type - Reason for registration
- Conviction Offense - Charge(s) requiring registration
- Risk Level Classification
 - I: least risk to reoffend
 - II: moderate risk to reoffend
 - III: most likely to reoffend
- Local ID - Number specific to Contributing Agency
- Place of Conviction - County or County/State

Event 8: Released to Federal Authority

- Sheriff no longer maintains registration
- Offender is under Federal Jurisdiction
 - ICE, Deportation, Federal Prison

Event 7: Out of State Registration

- Convicted in another state
- Residing in Washington State
 - Still required to register
- County/State/Offense are shown in the Comment Field

Event 6: Kidnapping Offender Registration

- Convicted of a kidnapping offense as defined in RCW 9A.44.128
- Some offenses include:
 - *Kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude*
- RISK LEVEL CLASSIFICATION – KIDNAP

Event 5: Relieved of Duty to Register

- Washington State Superior Court order
- Offender may petition for relief
 - RCW 9A.44.142 & 9A.44.143
- Sheriff's Office may administratively relieve
 - *Reported deceased = Relieved of Duty Event*
 - Found in the Comment field

Event 4: Out of State Felony

- Federal Conviction
- Offender resides in Washington State
- "Federal" and offense charge listed in the Comment field

Event 3: Address Verified

- Sheriff's Office has verified offender's address
- If a Fail to Register Event exists
 - WSP automatically creates an Address Verified Event on the record

Event 2: Fail to Register

- Offender failed to verify address
- Required to verify per RCW 9A.44.132
- Failure to register for a felony sex offense:
 - 1st Offense: Class C Felony
 - 2 or more offenses: Class B Felony
- Failure to register for a non-felony sex offense:
 - Gross Misdemeanor

Event 1: **Sealed Juvenile Record**

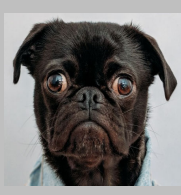
- Offender petitions the court
- Most are 'Relieved of Duty' to register
- If sealed, not disseminated on a Conviction RAPsheet

SOR Addresses

- 3 most recent addresses (newest to oldest)
 - Residence (Homeless via livescan)
 - Employer
 - School
 - Mailing
- Address if homeless
 - "Homeless" via Offender Watch or manual update
 - County

SOR Photographs

- Photo from most current registration
- Received from Sheriff's Office
- WSP retains 3 most current



Reviewing DOC Section

- This is a name based number provided by the Department of Corrections.
 - DOC Number
 - DOC Username
 - Social Security Number
- DOC usernames will always be from a Correctional Facility.
 - True
 - False
- DOC Counts may not have an arrest in WSP if this is the case.
 - Out of state
 - Not Programmed
 - Other A.S.

Reviewing SOR Section

- This type of event automatically creates an Address Verified event.
 - SOR Registration
 - Park to Register
 - Birth A.S.
- An application for an offense that originated from outside Washington State is noted as this type of event.
 - Out of state history
 - Out of state registration
 - Address verified
- The 3 most recent registration photographs are shown on the EOP/last.
 - True
 - False

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Review - Handout

- This type of event automatically creates an Address Verified event:
 - a) SOR Registration
 - b) Fail to Register
 - c) Both A & B

- A registration for an offense that originated from outside Washington State is noted as this type of event:
 - a) Out of state felony
 - b) Out of state registration
 - c) Address verified

- The 3 most recent registration photographs are shown on the RAPsheet.
 - a) True
 - b) False




**OTHER OFFENDER
REGISTRY**

Page 40



Felony Firearm Offender Registration (FFOR)

- Substitute House Bill 1612
- Agencies may submit fingerprints and photographs
- Photographs are stored in WACIC
- For FFOR fingerprint submission questions
 - Contact BGU Supervisor at (360) 534-2109
 - Watch.help@wsp.wa.gov
- For WACIC entries or photographs
 - Contact ACCESS at (360) 534-2010
 - ACCESS@wsp.wa.gov

Page 40 

Other Offender Registration

- Based on fingerprints
- Type - Type of registration
- Registration Required Date - Date of order
- Projected Expiration Date - Date registration expires
- Name Used - Name given at registration
- Contributing Agency - Agency submitting fingerprints

APPLICANT INFORMATION

Pages 40-41

Applicant Types

- Missing Person
- Criminal Justice
 - *Criminal Justice Applicant*
- Contract Employee
- Personal Identification
 - *Personal Identification*
 - *Compromised Identity Claim*

Compromised Identity Claim

- Submit a claim to WSP
 - Form example in book
- Fingerprints are verified
- Receive card & letter



WASHINGTON STATE PATROL

WSP

WSP Form 1000 (Rev. 12/12)

Name: _____ **Date of Birth:** _____

Address: _____

The signature on this letter is the signature of the Washington State Patrol. It is not a signature of the claimant. The signature on this letter is the signature of the Washington State Patrol. It is not a signature of the claimant.

Signature: _____

Date: _____

Resources

- Administrative Office of the Courts
 - www.courts.wa.gov
- WSP Criminal History Support Unit
 - crimhis@wsp.wa.gov
 - (360) 534-2000
- WSP Records Improvement Unit
 - recordsimprovement@wsp.wa.gov
- WSP WATCH Unit
 - Watch.help@wsp.wa.gov

WASHINGTON STATE RAPSHEET QUESTIONNAIRE

Using the RAPSHEET we just reviewed, complete the Washington State RAPSHEET Questionnaire.

Pages 14 - 40 in your book

RESET
PRINT

Washington State RAPsheet Questionnaire

Directions: Use the Washington State RAPsheet covered in class to answer the questions below:

- Where is deceased information found in the RAPsheet?
 - A. Personal Information
 - B. Sex/Kidnapping Offender Registrations
 - C. Personal Information and Sex/Kidnapping Offender Registrations
- An agency is fingerprinting an out of county warrant. Which of the following options will ensure the disposition comes to the Section?
 - A. Pending is automatically entered from the court
 - B. Send a disposition to the court
 - C. Enter a pre-court disposition
- _____ may be used to close out open arrests that have not yet reached a final disposition, but have had a PCN/TCN entered into the court system.
- What information is added to the RAPsheet at the request of the FBI NICS Section?
- If the PCN/TCN has NOT been entered at the court level and no information has been received associated with the arrest, what is the disposition status? _____
- What happens to the court case when an Other Deferral is successfully completed?
 - A. The Other Deferral remains on the record and the sanctions are dismissed
 - B. The court case is expunged from the record
 - C. The sanctions and the court case is dismissed
- Which of the listed dispositions is adverse to the person?
 - A. Deferred Prosecution, Other Deferral
 - B. Not Guilty By Reason of Insanity, Other Deferral, Deferred Sentence
 - C. Voluntary Waiver, Not Guilty by Reason of Insanity
- _____ will result in a disposition of "Unavailable" is automatically entered to an adult gross misdemeanor or misdemeanor.
- What disposition is entered when the court case is unable to move forward and the defendant did not appear for court? _____ What must you do? _____
- What information appears after CPL? _____

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Washington State RAPsheet Review

- Where is deceased information found in the RAPsheet?
C. Personal Information and Sex/Kidnapping Offender Registrations
- An agency is fingerprinting an out of county warrant. Which of the following options will ensure the disposition comes to the Section?
C. Enter a pre-court disposition
- Pending** may be used to close out open arrests that have not yet reached a final disposition, but have had the PCN/TCN entered into the court system.

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Washington State RAPsheet Review Continued

- What information is added to the RAPsheet at the request of the FBI NICS Section?
Relationship to Victim
- If the PCN/TCN has NOT been entered at the court level and no information has been received associated with the arrest, what is the disposition status?
Disposition Not Received
- What happens to the court case when an Other Deferral is successfully completed?
A. The Other Deferral remains on the record and the sanctions are dismissed

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Washington State RAPsheet Review Continued

7. Which of the listed dispositions is adverse to the person?

B. Not Guilty by Reason of Insanity, Other Deferral, Deferred Sentence

8. Twenty years need to pass before a disposition of "Unavailable" is automatically entered to an adult gross misdemeanor or misdemeanor.

9. What disposition is entered when the court case is unable to move forward and the defendant did not appear for court? Warrant Issued. What must you do? Verify the warrant



Washington State RAPsheet Review Continued

10. What information appears after CPL?

Court sentencing

11. Select the correct DOC Event Types discussed during training:

A. Vacated, Committed, Interstate Unit, Supervision

12. Charges appearing in the Department of Corrections section may not be reflected in any of the arrests if the person was not fingerprinted for the arrest or if it was an out of state charge.



Washington State RAPsheet Review Continued

13. Enter the default end date for a Sex/Kidnapping Offender registration:

Non-Expiring

14. What offense is both an arrest offense and may also appear in the SOR Section?

Fail to register

15. A sex offender with a Level 1 classification is the least likely to reoffend. An Offender with a Level III classification is the most likely to reoffend.

16. The three most recent residence, employment, and school addresses for a sex offender appear on the RAPsheet.



Washington State RAPsheet Review Continued

17. The most common reason individuals voluntarily place their fingerprints on file with Washington State Patrol for Personal Identification is because of identity theft. Less common reasons for Personal Identification are for individuals with diminished mental capabilities.

18. What type of registration is under the Other Offender Registration section?
B. Felony Firearm Offender

19. Where is the Personal Identification, Criminal Justice Applicants, Missing Person, and Contract Employee located?
Applicant Information



Washington State RAPsheet Review Continued

CHALLENGE QUESTION:

20. What number replaced the PCN; when did this occur?

TCN / June 2021



COURT ORDERS AND EXPUNGEMENTS

Pages 45-46

JUVENILE DESTROYS

- RCW 13.50.270
 - Criminal history removed (State and FBI)
 - Demographic, fingerprints/sole prints remain
 - May not refer to a destroyed record

Expungements

- | | |
|--|-----------------------------------|
| ■ Conviction information | ■ Subject Of Record |
| - No RCW | - Non-conviction |
| - Court ordered | - RCW 10.97.060 |
| - Deletes case number or entire SID file | - Specific arrest event |
| | - Delete event or entire SID file |

FEDERAL BUREAU OF INVESTIGATION

Interstate Identification Index (III)
Pages 48-54

NFF State Cover Page & Response



- See Cover Page Example
 - Provides FBI Number and any state(s) holding criminal history
 - NFF State RAPsheet has been requested by III
- See Response Example
 - FBI: First Arrest & Corresponding Disposition
 - NFF State: State RAPsheet
 - No need to request separately unless not received



FBI Overview

- What is the Washington State RAPsheet format called when received through ACCESS?
 - a) Standard
 - b) Plain Text
 - c) National Information Exchange Model (NEM)
- If an unknown name is returned on an FBI background check, you should:
 - a) Arrest the person
 - b) Request CHRI for that name
 - c) Ignore it
- An NFF state returns criminal history to the out of state requestor based on:
 - a) Their own dissemination laws
 - b) Requestor's dissemination laws
 - c) FBI's dissemination laws
- Each state's criminal history information can differ greatly. What should you do if you have questions?
 - a) Contact the FBI
 - b) Contact the state
 - c) Contact the WSP

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NOTES PAGE 7



Review - Handout

- What is the Washington State RAPsheet format called when received through ACCESS?
 - a) Standard
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 - c) National Information Exchange Model
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 - b) Requestor's dissemination laws
 - c) FBI's dissemination laws
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 - a) Contact the FBI
 - b) Contact the state
 - c) Contact the WSP



Resource Pages

- Washington State RAPSHEET Resource Pages Pages 54-66
- FBI Triple I RAPSHEET Resource Pages Page 67



Thank you for attending today's training!



After this session, you will receive a Thank You email with a link to complete a short survey.

We greatly value your feedback on this training! This will help us improve future online training.

You will also receive your Training Certificate in 2-5 business days.



Please contact our office if you have any questions!

Records Improvement Unit:
recordsimprovement@wsp.wa.gov

ACCESS Section:
ACCESS@wsp.wa.gov

Firearms Background Division:
firearms@wsp.wa.gov

Disposition Processing Team Unit:
dispositors@wsp.wa.gov

Criminal History Support/SOR Unit:
crimhis@wsp.wa.gov

Corrections:
correctionnotice@wsp.wa.gov

Production Unit:
CRDProductionUnit@wsp.wa.gov

Tenprint (Fingerprints):
tenprint@wsp.wa.gov

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