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**CHAPTER 23:
SECTION 01:**

**PARK FILE
INTRODUCTION**

Procedure #: 23.01.000

Effective Date: May 1, 2012

Supersedes: ACCESS Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE PARK FILE

- A. The Washington State Parks and Recreation Commission (PARKS) program in Olympia maintains the Boater Education Card on-line in a computerized file. The file contains information on boaters that hold an education card. The card indicates if the person took a certified boating safety education course. For more information, submit an administrative message, via ACCESS to the PARKS Boating Program.
- B. Additional backup files and supplement files are available for manual inquiry. Requests will be processed by the Program on a priority basis. All requests for manual look ups should indicate the urgency of the request. Routine inquiries for card holder information to process vessel inspections should be held until the PARKS computer services are restored.

II. AGENCY RESPONSIBLE FOR THE PARK FILE

- A. The PARKS is responsible for all records contained in the Park File.
- B. Mission Statement:
 - 1. The PARKS acquires, operates, enhances, and protects a diverse system of recreational, cultural, historical, and natural sites. The PARKS fosters outdoor recreation and education statewide to provide enjoyment and enrichment for all and a valued legacy to future generations.
- C. Contact Information
 - 1. Washington State Parks and Recreation Commission, Boating Programs
1111 Israel Road SW
Olympia, WA 98504-2650
Telephone: (360) 902-8555
Fax: (360) 586-6603
 - 2. The PARKS hours of operation are Monday through Friday, 8:00am - 5:00pm, and closed on holidays. Calls made after 5:00pm will be transferred to a voice messaging system. Messages left will be responded to within 48 hours.

III. CONFIDENTIALITY REQUIREMENTS

- A. PARKS data provided through ACCESS is intended to be used only by official governmental agencies for enforcement and arrest, prosecutor, sentencing, and probation monitoring data in the field of criminal justice.
- B. PARKS records are NOT to be provided to other agencies, public works, etc. and are not to be shared in community policing activities (i.e., neighborhood watches).
- C. The agency has no confidentiality statements in RCW or WAC.
- D. In general, PARKS does not provide individual requests for public disclosure on a Boater Education card or card record. Government agencies and law enforcement may obtain record information.



CHAPTER 23: PARK FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 23.02.000	Effective Date: April 1, 2012
Supersedes: ACCESS Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR THE PARK FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Boater Card	BC	N/A	N/A	N/A	N/A	N/A
Boater Name and DOB	BI	N/A	N/A	N/A	N/A	N/A

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADDR1	Street Address of the Boater	Contains the street address.
ADDR2	Additional Address Information of the Boater	Can contain additional street address information or PO Box information.
ADDR3	Boater's City, State, and Zip Code	Contains the city, state and zip code of the boater.
BOATER	Name of Boater	The boaters name will be listed as Last name, First name Middle Initial.
CARD NUMBER	Boaters Education Card Number	The card number is an eight character numeric field assigned by PARKS.
DOB	Date of Birth	Contains the date of birth of the boater.
EYE	Eye Color	Contains the eye color of the boater.
GENDER	Gender	Contains the gender of the boater.
HAIR	Hair Color	Contains the hair color of the boater.
PROCESSED	Processed	This field advises you if the record was received and processed. The field also contains the date PARKS responded to your inquiry.



**CHAPTER 23:
SECTION 03:**

**PARK FILE
INQUIRY TRANSACTIONS**

Procedure #: 23.03.000

Effective Date: April 1, 2012

Supersedes: ACCESS Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. GUIDELINES FOR PARK INQUIRY

A. There are two types of inquiries that can be made into the Park File.

1. Boater Card Number Inquiry

- a. Use the Boater Education Card Number with the "BC" message key. Card numbers are to be entered without leading zeros. The card number maintained on file is an eight character numeric field, ranging in value from 00000001 to 99999999.

(1) The number appearing on the card is 00002558.
Example
B;BC..2558

2. Boater Name and Date of Birth Inquiry

- a. Name and Date of Birth will be used with the "BI" message key. The format will be LAST NAME "comma" FIRST NAME "space" MIDDLE INITIAL "period" DATE OF BIRTH (YYYYMMDD).

(1) Example
B;BI..DOE,JOHN J.19690505

II. EXAMPLE OF PARK INQUIRY RESPONSE

A. Positive response to a Boater Education Card number

PARKS TSTER. BC.WAWSP0033.1
PROCESSED: 08/20/2021 12:09:26 PM
BOATER: PIKE, MARLIN S.
CARD NUMBER: 00000001
ADDR1: 1234 STARBOARD STREET
GENDER: M DOB: 7/4/1976
ADDR2: CABIN 567 EYE: BLU HAIR: BRN
ADDR3: ANCHOR, WA 89101

B. Positive response to a Boater Name and Date of Birth

PARKS TSTER. BI.WAWSP0033.PIKE, MARLIN S.19530730
PROCESSED: 08/20/2021 12:09:27 PM
BOATER: PIKE, MARLIN S.
CARD NUMBER: 00000001
ADDR1: 1234 STARBOARD STREET
GENDER: M DOB: 7/4/1976
ADDR2: CABIN 567 EYE: BLU HAIR: BRN
ADDR3: ANCHOR, WA 89101

C. Negative response to a Boater Education Card number

PARKS TSTER. BC.WAWSP0033.1
PROCESSED: 03/15/2012 12:09:26 PM
NO RECORD FOUND

D. Negative response to a Boater Name and Date of Birth

PARKS TSTER. BI.WAWSP0033.DOE, JOHN L.19550101
PROCESSED: 08/20/2021 12:09:26 PM
NO RECORD FOUND