

Table of Contents

SECTION 01: INTRODUCTION	2
I. PURPOSE OF THE DEPARTMENT OF CORRECTIONS FILE	2
II. CRITERIA FOR ENTRY IN THE DEPARTMENT OF CORRECTIONS FILE	3
III. RETENTION PERIOD FOR THE DEPARTMENT OF CORRECTIONS FILE	3
IV. QUESTIONS RELATED TO THE DEPARTMENT OF CORRECTIONS FILE	3
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS	4
I. MESSAGE KEY (MKE) CODES FOR DEPARTMENT OF CORRECTIONS FILE	4
II. MESSAGE FIELD CODES AND EDITS	4
SECTION 03: INQUIRY TRANSACTIONS	6
I. MESSAGE FIELD CODES FOR DEPARTMENT OF CORRECTIONS FILE INQUIRY	6
II. QUERY LOCATOR FILE (P) INQUIRIES	7
III. QUERY FELONY OFFENDER REPORTING SYSTEM (FORS) (CA, CB, CC, CD, CE, CF, CG, AND CH) INQUIRIES	7
IV. ADDITIONAL INQUIRIES	11



**CHAPTER 07: DEPARTMENT OF CORRECTIONS
(DOC) FILE**
SECTION 01: INTRODUCTION

Procedure #: 07.01.000

Effective Date: November 1, 2013

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE DEPARTMENT OF CORRECTIONS FILE

- A. The Washington State Department of Corrections (DOC) allows criminal justice agencies the access to investigative/lead information to enhance officer and citizen safety by providing the current status and other relevant information of all offenders under supervision (past or present) by DOC.
- B. There are three sources of information on offenders available to criminal justice agencies by DOC:
 - 1. WACIC/WASIS DOC File
 - a. This file provides DOC custody status record information. This information is a copy of data contained in the DOC database and is stored in the Washington State Identification System (WASIS) database. It contains basic identity information, location and supervision status as well as risk level classification on clients of DOC. It is queried with each WACIC wanted person inquiry submitted.
 - 2. Locator File
 - a. This file contains information on individuals under supervision in the community, inmates in state institutions, persons on work release, and persons at out-of-state facilities.
 - b. Information in the file is updated daily with the previous day's transactions, except weekends. Monday's update includes any changes from Friday, Saturday, and Sunday.
 - 3. Felony Offender Reporting System (FORS) File
 - a. This file provides felony offender information maintained by DOC.
- C. Users are cautioned that an inquiry into these files is not a substitute for a WACIC/NCIC wanted person inquiry. Escapees from institutions, work release facilities, or community custody supervision will be flagged in DOC records; however, there may well be delays in updating the files. An inquiry should always be made to WACIC/NCIC, as well as to DOC.

- D. Under no circumstances should an arrest or confinement be based solely on information contained in a DOC response.

II. CRITERIA FOR ENTRY IN THE DEPARTMENT OF CORRECTIONS FILE

- A. The Washington State Department of Corrections is the only agency permitted to enter into this file.

III. RETENTION PERIOD FOR THE DEPARTMENT OF CORRECTIONS FILE

- A. Retention for records within this file are subject to the Washington State Department of Corrections' policies.

IV. QUESTIONS RELATED TO THE DEPARTMENT OF CORRECTIONS FILE

- A. For questions related to the Washington State Department of Corrections (DOC) File, contact DOC at:
 - 1. (360) 725-8888
 - 2. DOCRecordsHQWarrants@doc.wa.gov



CHAPTER 07: DEPARTMENT OF CORRECTIONS (DOC) FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 07.02.000	Effective Date: November 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR DEPARTMENT OF CORRECTIONS FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Locator File	P	N/A	N/A	N/A	N/A	N/A
FORS File	CA, CB, CC, CD, CE, CF, CG, CH	N/A	N/A	N/A	N/A	N/A

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DOB	Date of Birth	<p>Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DOW. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown.</p> <p>The numbers in the month positions cannot exceed 12. The numbers in the day positions cannot exceed the number of days in the month indicated. The month and date cannot exceed the date entered and cannot be ----0229 when the year is not a leap year. More information in Personal Descriptors, NCIC 2000 Code Manual.</p>
DOC	Department of Corrections Number	Number issued for each offender by the Washington State Department of Corrections. Maximum of six numerics.
FBI	FBI Number/UCN	<p>The field may be one to nine characters. It may be up to seven numbers; or one to six numbers followed by a letter A through H; or one to six numbers followed by a letter J through Z, followed by one or two check digits; or one to six numbers followed by two letters followed by one check digit. If the number contains one letter (J-Z), the check digit(s) will be 1-11.</p> <p>If the number contains two letters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B,</p>

		<p>or C; and the check digit will be 0 to 9. The letters I and O are always invalid.</p> <p>-Or-</p> <p>May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.</p>
MKE	Message Key	Must be a valid message key.
NAM	Name	The name may include alphabets, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
SID	State Identification Number	Contains a maximum of ten alpha-numeric characters. The first two characters must be a valid state code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual.
SOC	Social Security Number	Must not be less than 001010001. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.



**CHAPTER 07: DEPARTMENT OF CORRECTIONS
(DOC) FILE
SECTION 03: INQUIRY TRANSACTIONS**

Procedure #: 07.03.000	Effective Date: November 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR DEPARTMENT OF CORRECTIONS FILE INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
QUERY LOCATOR FILE (P)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Optional	NAM	3-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
State Identification Number	Optional	SID	10-10	Alphabetic, numeric
QUERY FORS FILE (CA, CB, CC, CD, CE, CF, CG, CH)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Optional	NAM	3-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Department of Corrections Number	Optional	DOC	6-6	Numeric
FBI Number/UCN	Optional	FBI	1-9	Alphabetic, numeric
State Identification Number	Optional	SID	10-10	Alphabetic, numeric
Social Security Number	Optional	SOC	9-9	Numeric

II. QUERY LOCATOR FILE (P) INQUIRIES

A. Guidelines for P Inquiries

1. Inquiries made with the NAM, DOB, and SID must have the MFCs preceding those identifiers.

B. Requirements for P Inquiries

1. Inquiries can be made by:
 - a. NAM and DOB
 - (1) Example:
HDR.P.WAWSP00J7.NAM/TEST, SUBJECT ONE.DOB/19040101
 - b. SID
 - (1) Example:
HDR.P.WAWSP00J7.SID/WA10150089

C. Example of Locator File Inquiry Response

1. DOC No Record Response

DOC TIME: 1526 DATE: 102313 TO: SP8H
P.WAWSP00J7.NAM/TEST, SUBJECT ONE.DOB/010164
NAM/DOB NOT ON DOC FILE

2. DOC Positive Response

DOC TIME: 1531 DATE: 102313 TO: SP8H
P.WAWSP00J7.NAM/ TEST, SUBJECT ONE.DOB/010164
WA DEPT OF CORRECTIONS INFO.LAST RECORD
UPDATE/05-22-09
NAM/ TEST, SUBJECT ONE.DOB/01-01-64.
SID/WA16000172.DOC/894251
SEX/M.RAC/W.HGT/506.WGT/155.EYE/BRO.HAI/BRO
UNDER SUPRV AS /INACTIVE
CRIME/
DOS/05-21-07.PL-CONV/COWLITZ
DOE-TO/
ADDR/NONE
ADDR/ .PHONE/
STATUS/CLOSED
DEST/

**** THIS IS NOT A WARRANT ****
*** DO NOT ARREST ON THIS INFORMATION ***

III. QUERY FELONY OFFENDER REPORTING SYSTEM (FORS) (CA, CB, CC, CD, CE, CF, CG, AND CH) INQUIRIES

A. Guidelines for FORS (CA, CB, CC, CD, CE, CF, CG, and CH) Inquiries

1. The following MKEs may be used to run a FORS (CA, CB, CC, CD, CE, CF, CG, and CH) inquiry:
 - a. CA – General Information
 - b. CB – Offender Movement History

- c. CC – Conviction Information (Non-Law Enforcement)
 - d. CD – Confidential Offender Information
 - e. CE – Information from CA through CC
 - f. CF – Information from CA, CB, CD, CG, and CH
 - g. CG – DOC Sex/Kidnap Offender Registration Information
 - h. CH – Conviction Information (Law Enforcement Only)
2. Using a SID, FBI, or DOC number in an inquiry will produce the fastest response. When using the name and DOB, a search will be done for an exact match on both name and DOB. If an exact match is not found, then the DOB will be searched five years previous and five years after. If multiple candidates are found, then a list will be provided with the DOC number, DOB, SOC, and SID for each candidate.
 3. Inquiries made with the NAM, DOB, DOC, FBI, SID, or SOC must have the MFCs preceding those identifiers.
- B. Requirements of FORS (CA, CB, CC, CD, CE, CF, CG, and CH) Inquiries
1. Inquiries can be made by:
 - a. NAM and DOB
 - (1) Example:
HDR.CF.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101
 - b. DOC
 - (1) Example:
HDR.CF.WAWSP00J7.DOC/894251
 - c. FBI
 - (1) Example:
HDR.CF.WAWSP00J7.FBI/138964TA8
 - d. SID
 - (1) Example:
HDR.CF.WAWSP00J7.SID/ WA16000172
 - e. SOC
 - (1) Example:
HDR.CF.WAWSP00J7.SOC/331223331

C. Example of FORS Inquiry Response

1. DOC No Record Response

DOC TIME: 1555 DATE: 102313 TO: SP8H
 CF.WAWSP00J7.NAM/TEST, SUBJECT ONE.DOB/010104
 *** FORS - FELONY OFFENDER REPORTING SYSTEM ***
 PUBLIC DISCLOSURE INFORMATION FROM STATE OF
 WASHINGTON DEPARTMENT OF CORRECTIONS

THE INFORMATION PROVIDED IS FROM THE STATE OF
 WASHINGTON DEPARTMENT OF CORRECTIONS (DOC)

FILES IN ACCORDANCE WITH PUBLIC DISCLOSURE
LAW AND RCW 10.97.040 (4).

THE DOC IS UNABLE TO VERIFY CURRENT WARRANT
INFORMATION FOR OFFENDERS NOT WITHIN ITS
JURISDICTION. THE WASHINGTON STATE PATROL
HAS THE MOST CURRENT AND COMPLETE
CONVICTION INFORMATION AVAILABLE.

--- FORS INQUIRY COMPLETE ---

2. DOC Positive Response

DOC TIME: 1603 DATE: 102313 TO: SP8H
CF.WAWSP00J7.DOC/894251

**** FORS - FELONY OFFENDER REPORTING SYSTEM ****

PUBLIC DISCLOSURE INFORMATION FROM STATE OF WASHINGTON DEPARTMENT OF
CORRECTIONS

THE INFORMATION PROVIDED IS FROM THE STATE OF WASHINGTON DEPARTMENT OF
CORRECTIONS (DOC) FILES IN ACCORDANCE WITH PUBLIC DISCLOSURE LAW AND
RCW 10.97.040 (4).

THE DOC IS UNABLE TO VERIFY CURRENT WARRANT INFORMATION FOR OFFENDERS NOT
WITHIN ITS JURISDICTION. THE WASHINGTON STATE PATROL HAS THE MOST CURRENT
AND COMPLETE CONVICTION INFORMATION AVAILABLE.

* GENERAL INFORMATION *

NAME/TEST, SUBJECT ONE DOC/894251 SID/WA16400182
AGE/38 GENDER/MALE HEIGHT/5'06 WEIGHT/155
RACE/WHITE SKIN COMPLEXION/MEDIUM
EYE COLOR/BROWN HAIR COLOR/BROWN DNA TEST REQ/N BLOOD DRAWN FOR DNA/N
HISPANIC ORIGIN/N SPANISH SPEAKING/N COMPREHENDS ENGLISH/Y
SEX OFFENDER/NO

SERIOUS VIOLENT OFFENDER/NO MARKS-TATTOOS/
CURRENT LOCATION/COMMUNITY CURRENT STATUS/NO WA DOC JURIS

* COMMUNITY CORRECTIONS INFORMATION *

CCO/ CCO TELEPHONE/
CCO OFFICE/ LATEST PROJECTED RELEASE DATE/
LAST RELEASED FROM/CLARK COUNTY VIOLATOR FACILITY
LEGAL FINANCIAL OBLIGATION (LFO) OWED/NO LFO AS OF/10-22-2013

* LAW ENFORCEMENT PERSONNEL ONLY *

NAME/TEST, SUBJECT ONE DOC/894251 SID/WA16400182

FBI/138964TA8
OFFENDER RESIDENCE ADDRESS/1234 NE 149TH ST

ADDRESS LINE2/
ADDRESS LINE3/ SEATTLE WA 98684

DATE SCREEN LAST UPDATED/ 1-16-09 DNA TEST REQ/N BLOOD DRAWN FOR DNA/N
CURRENT LOCATION/COMMUNITY CURRENT STATUS/NO WA DOC JURIS
CCO/ EMAIL/
WARRANTS/NO DETAINERS/NO

***** DO NOT ARREST ON THIS INFORMATION *****

BEHAVIOR PATTERN/0 (TOTAL NUMBER OF INFRACTIONS FOR LAST 5 YEARS)
HOM-ASSAULT/0 FIGHTING/ 0 DRUGS/ 0 ESCAPES/ 0
THREATENING/0 SEXUAL/ 0 WEAPONS/ 0 THEFT/ 0
FIRE/ 0 OTHER/ 0
SEX OFFENDER/NO

* ALIASES, DOB, MOVEMENT HISTORY, CONVICTION INFORMATION, *
* SOCIAL SECURITY NUMBERS AND BOARD/COURT/DOC IMPOSED CONDITIONS *

***** ALIASES ***** ** DATES OF BIRTH **
ALIAS/NOT ON FILE DOB/ 8-23-1975

***** MOVEMENT HISTORY *****
KEY: D=DECEASED E=ESCAPED F=FURLOUGH J=JAIL N=NOT UNDER WA DOC JURISDICTION
P=IMPRISONED S=SUPERVISION U=UNAVAILABLE FOR IN-PERSON REPORTING
W=WORK RELEASE H=HOME DETENTION T=DEPORTED I=INS CUSTODY
N: 05-20-09 TO PRESENT S: 01-17-08 TO 03-03-08 P: 01-06-06 TO 05-21-07
S: 01-27-09 TO 05-20-09 P: 12-19-07 TO 01-17-08 J: 09-13-05 TO 01-06-06
U: 12-19-08 TO 01-27-09 S: 10-17-07 TO 12-19-07 S: 05-09-05 TO 09-13-05
S: 12-04-08 TO 12-19-08 P: 09-07-07 TO 10-17-07 J: 02-28-05 TO 05-09-05
U: 11-20-08 TO 12-04-08 S: 07-11-07 TO 09-07-07 S: 09-13-04 TO 02-28-05
S: 07-21-08 TO 11-20-08 P: 06-25-07 TO 07-11-07 P: 08-21-04 TO 09-13-04
P: 03-03-08 TO 07-21-08 S: 05-21-07 TO 06-25-07 S: 03-24-04 TO 08-21-04

***** SOCIAL SECURITY NUMBERS *****
SOC/331-22-3331

***** NEWEST TO OLDEST SENTENCE INFORMATION *****

COUNTY	CAUSE	DT OF SNT	ST MX	DT CRIME	DESCR-MOST	SER	SERV	CONDITIONS
PACIFIC*	06-1110905	5-21-07	5-20-09	MISDEMEANOR	- MISCEL	BOTH		
PACIFIC*	06-1011905	1-05-06	10-10-10	DRUG VIOLATIONS		BOTH		
PACIFIC*	04-1007894	1-05-06	1-05-08	MISDEMEANOR	- MISCEL	BOTH		
CLARK*	02-1000235	11-23-04	5-26-10	OTHER PROPERTY		COMM		
CLARK*	02-1000122	4-07-03	2-01-13	ASSAULT, OTHER		BOTH		

*** THIS OFFENDER HAS NO BOARD/COURT/DOC IMPOSED CONDITIONS. ***

COUNTY/PACIFIC * CAUSE/06-1110905
COUNTY/PACIFIC * CAUSE/06-1011905
COUNTY/PACIFIC * CAUSE/04-1007894
COUNTY/CLARK * CAUSE/02-1000235
COUNTY/CLARK * CAUSE/02-1000122

--- FORS INQUIRY COMPLETE ---

IV. ADDITIONAL INQUIRIES

A. WACIC DOC File responses will respond during a persons inquiry, such as a QW, DW, W, or QWH. For more information on these transactions, please refer to the Wanted Persons, Department of Licensing, or Criminal History chapters of this manual.

1. Example of WACIC DOC File Positive Response

WWCIC TIME: 1637 DATE: 102313 TO: SP8H
QW.WAWSP00J7.NAM/TEST, SUBJECT
ONE.DOB/19640101

----- RECORD NUMBER 7 OF 7 -----
NEAR HIT

(BASED ON NAM,DOB)

*** DOC CUSTODY STATUS RECORD ***

***** THIS IS NOT A WARRANT *****

***** DO NOT ARREST ON THIS INFORMATION

DOC NUMBER/894251 SID/WA16000172

NAM/ TEST, SUBJECT ONE DOB/01/01/1964

AKA/TEST, SUBJECT TWO

ORI/WA034105G

LOCATION/NORTHGATE OFFICE CUSTODY

STATUS/ACTIVE

SUPERVISION/DOC OFFENDER UPDATED/11/04/2013

RISK LEVEL CLASSIFICATION/HIGH VIOLENT