

# Disposition Reporting



*Washington State Patrol  
Identification and Criminal History Section  
March 2012*

# Revised Code of Washington (RCW)

---

- ❑ RCW 10.98.090 requires the county clerk, prosecuting attorney, the district or municipal court administrator, or law enforcement agency (LEA) promptly submit the disposition information to WSP.
- ❑ RCW 10.98.040 states, it is the duty of the judge or juvenile court to ensure felony defendants have been fingerprinted and the arrest cards submitted to the WSP.

# Revised Code of Washington (RCW) RCW 43.43.740 and .745

---

- ❑ When a person is arrested for a felony or gross misdemeanor, the LEA must submit the fingerprints and arrest information to WSP within 72 hours.
- ❑ The fingerprints are retained in the Automated Fingerprint Identification System (AFIS).
- ❑ The demographic information is entered into the Washington State Identification System (WASIS).
- ❑ A process control number (PCN) is assigned to each criminal arrest at the time of the fingerprinting event.

# Process Control Number (PCN)

---

- ❑ The PCN is a unique tracking number linking the arrest to its disposition. It facilitates the electronic submission of disposition information to WSP.
- ❑ The arrest information including the PCN is forwarded to WSP and entered into WASIS.
- ❑ A disposition with the PCN is forwarded to the appropriate court for entry into the Administrative office of the Courts system.
  - > Superior Court Information Management System (SCOMIS).
  - > Judicial Information System (JIS).

# Process Control Number (PCN)

---

- ❑ After the court enters the PCN to the corresponding court case and there is a resolution to the case, an electronic disposition transfer report (EDTR) is sent to WSP.
- ❑ An EDTR with a matching court case number(s), PCN, and RCW(s) is allowed to update WASIS without human intervention, referred to as lights out. Currently, about 6% of dispositions received are entered lights out. The rest are entered by WSP staff.



TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME FIRST NAME MIDDLE NAME

**Example, Margaret Queen**

Page \_\_\_\_\_

007840519 of \_\_\_\_\_

WASHINGTON STATE  
**DISPOSITION REPORT**

State Identification and Criminal History Section  
P.O. Box 42633  
Olympia, WA 98504-2633

**Sample-Queen, M  
Looney, Queen**

**WA0340000  
Thurston County S.O.**

DATE OF BIRTH DOB  
Month Day Year  
**05/05/1960**

THIS DATA MAY BE COMPUTERIZED IN LOCAL, STATE AND NATIONAL FILES

DATE ARRESTED OR RECEIVED  
DOA **01/12/2007**

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB  
**F W 505 125 Blu BRO WA**

ARREST NO. OCA  
**587962**

FORM SUBMITTED BY:

FBI NO. FBI  
**9007700**

SIGNATURE:

SID NO. SID  
**WA10000825**

TITLE:

SOCIAL SECURITY NO. SOC  
**510-00-0000**

DATE

COURT CAUSE NUMBER \_\_\_\_\_

INTERIM REPORT

COURT ORDERED EXPUNGEMENT ATTACHED

SUPPLEMENTAL REPORT

DISPOSITION AND SENTENCING INFORMATION:

COUNT(S) UNIQUE NO. (OIN) DISPOSITION DATE  
 NO CHARGE FILED  DISMISSED  NOT GUILTY  
 GUILTY—NO PENALTY  GUILTY (FELONY REFER J&S REPORT)

CHARGED OFFENSE CODE NO.

INCLUDED / CONCURRENT / CONSECUTIVE WITH COUNT(S) FINE FINE SUSPENDED COSTS

DOC COMMITMENT TERM  
 SUSPENDED  DEFERRED

JAIL TERM JAIL SUSPENDED DEFERRED CREDIT TIME SERVED TERM COM. SUPER. / PROB. HRS. COM. SERVICE  CONDITIONS

APPEAL DATE DISPOSITION

OTHER (FTA—WARRANT ISSUED, COMMUNITY SUPERVISION / PROBATION EXTENSION, COURT MANDATE, ETC.)

COURT CAUSE NUMBER \_\_\_\_\_

COUNT(S) UNIQUE NO. (OIN) DISPOSITION DATE  
 NO CHARGE FILED  DISMISSED  NOT GUILTY  
 GUILTY—NO PENALTY  GUILTY (FELONY REFER J&S REPORT)

CHARGED OFFENSE CODE NO.

INCLUDED / CONCURRENT / CONSECUTIVE WITH COUNT(S) FINE FINE SUSPENDED COSTS

DOC COMMITMENT TERM  
 SUSPENDED  DEFERRED

JAIL TERM JAIL SUSPENDED DEFERRED CREDIT TIME SERVED TERM COM. SUPER. / PROB. HRS. COM. SERVICE  CONDITIONS

APPEAL DATE DISPOSITION

OTHER (FTA—WARRANT ISSUED, COMMUNITY SUPERVISION / PROBATION EXTENSION, COURT MANDATE, ETC.)

PLEASE SHOW EXACT AMOUNTS OF FINE, JAIL,  
COMMUNITY SUPERVISION, PROBATION, AND SUSPENSIONS  
TO CONTINUE, ATTACH ADDITIONAL DISPOSITION REPORT(S).

RIGHT FOUR FINGERS SIMULTANEOUSLY



SIGNATURE OF PERSON FINGERPRINTED

# Disposition Form

- The disposition report is completed with the information from the arrest event, the PCN and the subject's right four fingerprints.
- The disposition is forwarded to appropriate court.

# PCN Guidelines

- ❑ For more information on how the PCN is forwarded to the court in your county, check the PCN Guidelines for your county at:

[http://www.wsp.wa.gov/\\_secured/ident/resource](http://www.wsp.wa.gov/_secured/ident/resource)

- ❑ Under PCN Guidelines
  - > From the drop down box select your county.

□ Still have questions?

Contact the Disposition Processing  
Team at (360) 534-2000.