

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT	Police Records Systems Improvement Study
REPORT NUMBER	75-062-010
FOR	Port of Seattle Police Department
	Population: (Not Applicable)
	Police Strength: (Sworn): 100+
	Total: 100+
	Square Mile Area: Seattle - Tacoma
	Airport and 31 miles of Waterfront
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CONTRACT NUMBER	J-LEAA-002-76
DATE	November 25, 1975

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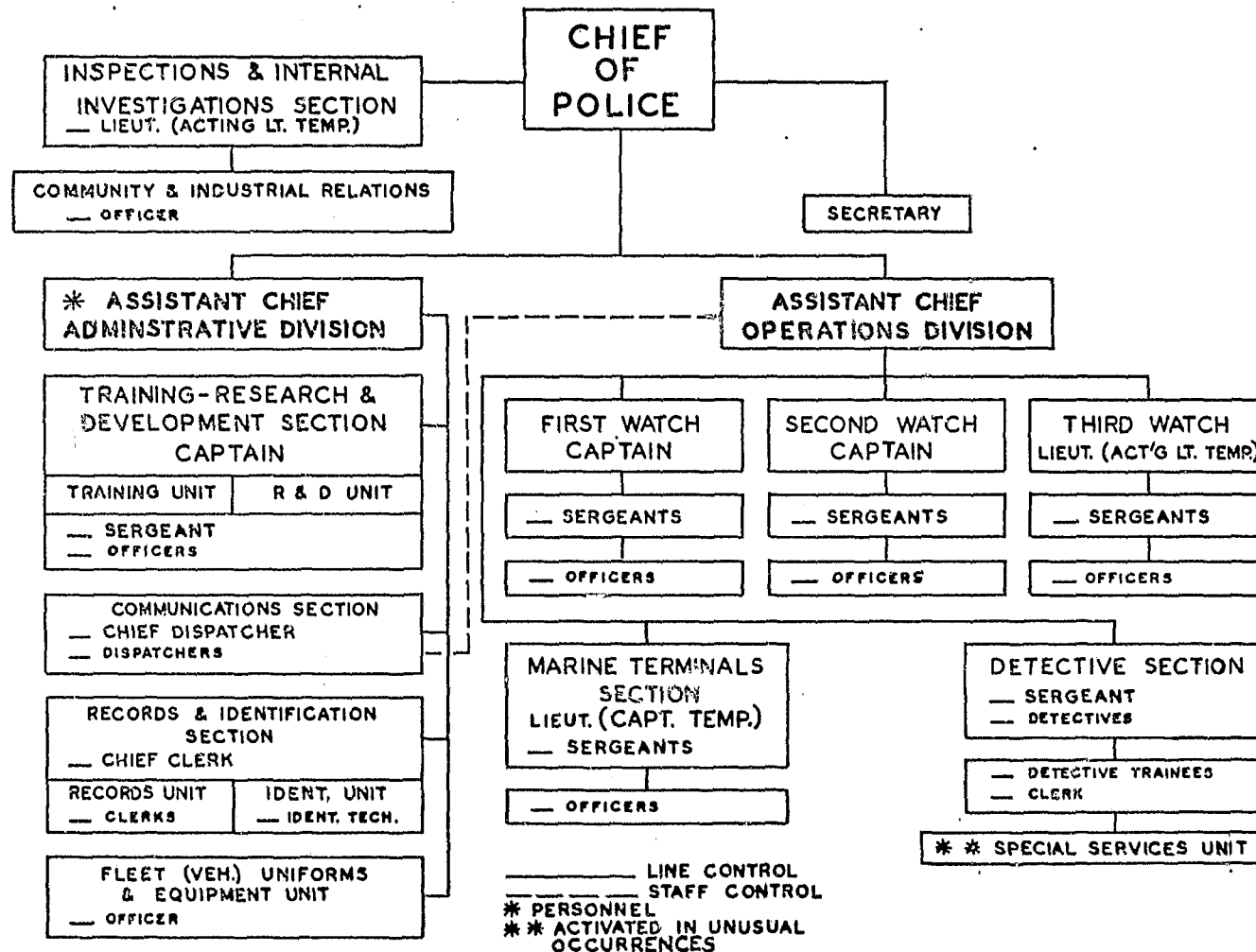
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PORT OF SEATTLE POLICE DEPARTMENT



Introduction

The Port of Seattle Police Department is a relatively new law enforcement agency evolving from a small security force of a dozen employees to its present status of a Municipal Police Department with over one hundred sworn commissioned officers.

The department enjoys full police responsibility over all Port of Seattle Property. The geographical area includes the Seattle-Tacoma International Airport and immediate business and residential property surrounding the airport. It also includes specific harbor areas over a thirty-one mile length of waterfront inside the City of Seattle and King County governmental jurisdictions.

The waterfront area is serviced by the Marine Terminals Section. This section is staffed by a Captain, two Sergeants and six patrolmen; two patrol cars are fielded 24 hours daily, seven days a week. At the airport, six fixed positions referred to as check points, are manned 24 hours daily seven days per week by one man each. The positions are at ground screening points for passengers. One foot patrol officer is assigned to the north airport terminal area and one to the south. One man is assigned to each of the upper and lower drives to assist the public and for traffic control. One patrol car is assigned to patrol a five-story garage with 9600 vehicle storage capacity and one other car to handle the airport and surrounding area.

As a municipal Police Agency, the department uses the normal wide variety of records found in any police department normally needed to support operational and administrative functions. The department also has access

to and uses a variety of automated systems; regional, state, and national.

As a result of recent administrative changes within the department, inordinate records keeping procedures and practices were observed prompting this request for technical assistance. Some particular concerns voiced by the administration were:

- Improper application and use of Field Interview reports
- The validity of reported crime totals
- The low clearance rates for crimes reported
- recent discontinuance of uniform crime reports

The agency in making its request was specific, defining certain tasks and deliverables discussed later in the reports. The request generally covers the full area of police records from initial reporting, through distribution and storage, use of the records, and finally into destruction.

Because of the wide definition by the requesting agency, a large variety of standards and influences must be applied during the survey:

- Legal requirements which are binding on the records system must be applied. These requirements are specifically defined in both State and Federal laws.
- The present "state of art" in records maintenance, use of data processing techniques including computers, microfilming, and other storage medium must be considered.
- Basic requirements of police information systems defined in documented standards must be applied.

The following persons were interviewed and contributed to this report:

Neil W. Maloney	Chief	Port of Seattle P.D.
Hugh Wilson	Sergeant	Detective Section
Elizabeth A. Sanderson	Clerk	Detective Section
J. M. Zachau	Captain	Training, Research & Development
R. M. Steele	Captain	Second Watch Captain
Sally Chaney	Clerk	Records
Karen Soddon	Secretary	To the Chief
R. O. Willis	Captain	Third Watch Captain
R. G. Nelson	Captain	Marine Terminal Section
Brian Spencer	Officer	Marine Terminal Section
Dennis Yamaguchi	Officer	Marine Terminal Section
J. B. Evans	Officer, I.D.Tech.	Second Watch
Ed Gray	Asst. Chief	Operations Division
Bobbie Wehrwein	Clerk	Airport Lost and Found
Phillip Killien	Dep. Pros.	King County Prosecutors Office
Charlie Ferral	Agent	Seattle Office, F.B.I.
R. Handwork	Agent	Uniform Crime Reports, F.B.I.
Wayne Harsh	Sergeant	W.S.P. Washington State Identification Section
Bill Bush	Officer	Second Watch
Carole Nichols	Clerical Supervisor	Seattle Police Department

Understanding of the Problem

The specific request of the agency was:

"The survey should include a complete study of:

1. Existing Port of Seattle Police records keeping procedures
2. Reporting practices
3. Forms
4. Storage and retrieval capabilities
5. Utilization
6. Storage of and a comprehensive plan for destruction of outdated police records to bring this department into conformance with Washington State Archivist regulations.
7. Recommendation for establishing a police records system which will meet the immediate needs of this department and be compatible with Washington State Patrol criminal records division and future records computerization technology."

After initial discussion with the agency, item 7 above was more specifically defined and expanded to the following:

7. Reporting of criminal arrests to the Washington State Patrol Washington State Identification Section in accordance with State Law.
8. Recommendations for establishing a police records system which would:
 - (a) meet the immediate needs of the department, and
 - (b) be compatible to future automation.

The objectives of the assignment and expected deliverable by the requesting agency include a complete survey and analysis of its records system resulting in a written report listing improvements which can be taken immediately.

Several existing problems will have considerable influence and impact on the study and final recommendations.

The Port of Seattle Police Department is not a uniform crime reporting agency. The Port of Seattle Police Department operates in two (2) UCR reporting agency jurisdictions; the City of Seattle (Police Department) and King County (Department of Public Safety). One of the common means of addressing reporting requirements in any police agency is to adopt UCR reporting standards. Because of this conflict, uniform crime reporting program cannot be accomplished in the normal manner.

The recent passage of security and privacy requirements in criminal records (U.S. Title 28) which allows the processing and storage of criminal history record information only in automated systems which are dedicated to criminal justice use has a decisive impact on the Port of Seattle Police Department automation capabilities. The Port of Seattle maintains a sophisticated computer operation which could be of valuable use to the Port of Seattle Police Department; however, because of Title 28 and its restrictions, suggestions for use in this area must be confined to records exempt from this bill.

Analysis of the Problem

Methodology

A simple and logical method of analysis was used to address the tasks and deliverables specified by the agency as follows:

- An inventory of all forms used by the agency was made.
A copy is attached to this report.
- An examination, inventory, and listing of all files and records maintained by the agency was made. A listing is attached to this report.
- An inventory and examination of documented procedures and practices found in the agency was made.
- During the five-day on-site inspection, key personnel were interviewed regarding procedures and practices of the agency.
- An examination and analysis of the preceding findings were made and compared against acceptable and required standards, procedures, and practices.
- Recommendations for changes and improvements were made, based on the preceding findings and conclusions and specified in an action plan.

Standards

Procedures and practices in police records systems across the nation are fairly common and are very similar to those employed in private industry. For the purposes of this examination, practices and procedures widely accepted were used as a base:

Records keeping procedures should be published and in the hands of all affected employees in the agency. The procedures should specify which events and actions require reporting and whether that reporting should be formal or information. Approval, distribution, filing, retention - destruction, release should all be defined. The procedures should define which files are to be maintained in the department, the responsibility for maintenance, and should prohibit all other files.

Centralization of operational records should exist. We are not particularly concerned at this point with personnel, internal investigative, or other administrative records but rather with indexes, case files, criminal history, and similar information. All original documents should be maintained at this location. Originals should be signed out if it is necessary that they be removed from the files. Centralization of records in this manner provides for enforcement of procedures, quality control measures, coordination, privacy, and security maintenance and provides the ability for expunction and purge actions in a complete manner.

A Master indice should be employed at the central location which has a sufficient capability to reference any event or person for whom a report is on file. Duplicate indexes should not be allowed to exist in other parts of the departments.

The recording of initial complaints should be conducted within the communications center of the department to avoid any unnecessary delays in response to the incident. All requests for services should be routed through this central location. Procedures should assure that all complaints

are recorded in a permanent record at the time that they are received. The record should also show the subsequent action that was taken on the complaint. Activities initiated by officers in the field should be called in to this location and entered in the record.

Tactical information should be available to both line officers and investigators in the department. Line officers should have immediate access to information concerning wanted persons, stolen property, and hazardous individuals. Investigative officers should be able to access modus operandi, crime specific, and other leading information. Information such as criminal history and other historical records should not be made available under normal circumstances to field officers. Such information has contaminating effects on their decisions to formally arrest or release persons taken into interrogatory custody. Such decisions should be based on factual information at the scene and tactical information; however, historical information should not be made available under normal circumstances for that process.

Forms Control procedures should be in existence in the department. All forms which are used in the department should have a form number and should carry the last revision date. All forms should be formally approved by the administration of the department; any form not so approved should be disallowed. Requests for new forms are an indication that present documents are not serving the required purpose. Revision or complete discontinuance should be considered with each such request. Forms should be reviewed on an annual basis for a determination of worth. Duplication of similar information should be discouraged and consolidation of forms completed whenever possible.

Forms should be sufficient in construction to assist the writer in gathering information needed and few enough in number so as not to become confusing. Written instructions should be available to all persons which guide the completion of each report --sensitive forms such as property, evidence, citations, and arrest forms should be sequentially numbered for purposes of audit and credibility.

Computer entries must be supported by source documents on file within the agency. No entry should be made in any automated information system unless such a source document exists. If the source document is destroyed, the entry should be removed.

Stolen property, wanted persons, and other immediate need information should be entered into WACIC and NCIC at the earliest possible moment after that information has been received within the department.

Investigative files which aid in the apprehension of criminals, recovery of stolen property, and the clearance of crimes should exist; however, the existence of such files in itself is not enough. Procedures should be established that require specific investigative action be taken against such files. For instance, each latent print lifted at the scene of a crime should be mandatorily checked against known suspect with similar M.O.'s when possible. Each victim who has seen the perpetrator of a crime should be shown pictures of suspects from a crime speciality file.

Uniform classification of reports should exist. In order to establish credibility and continuity for statistical pruposes, the classification of reports should be done by a few persons specially trained to assure

standard conformance. Because statistical reporting often reflects the actions of line units, the classification should be done by another unit, such as records, in order to avoid any influence or reported workload measurements.

Management utilization of information for the purpose of guiding and evaluating department actions should be produced from reports received. Manpower allocation, crime specific actions, vacation scheduling, and other requirements can be addressed from regularly produced reports which show workload measurements throughout the department.

Automated methods should be employed only when cost effective or absolutely necessary. Police information systems have become deluged with paper in the recent decade because of the ease of which information can now be produced. Fewer decisions are being made today, based on more reports produced than ever before. Automation should be considered when:

1. Speed is essential to meet immediate needs in the department and/or
2. Essential tasks can be accomplished at a lessor cost.

Outside information systems and resources should be used to increase effectiveness and reduce records keeping burdens when possible. Since stolen property is indexed in the National Crime Information Center and the Washington Crime Information Center, it is no longer an essential task to maintain such indexes in police agencies. Since the Washington State Department of Motor Vehicles provides citation information on line, it should no longer be necessary for police agencies to index moving violations. All such automated indexes and records systems should be examined and fully utilized with avoidance of duplicative indexes and files internally within agencies.

The preceding represent some of the more important concerns and standards expressed in police information systems but do not by any means represent all. The following reference material was specifically used in conclusions and recommendations of this report:

- National Advisory Commission on Criminal Justice Standards and Goals, reports on (1) Criminal Justice System (2) Police
- Municipal Police Administration - International City Managers Association
- U.S. Department of Justice, F.B.I. Handbooks (1) Uniform Crime reporting (2) Manual of Police Records
- San Diego - Field Interrogation, Final report, Police Foundation
- Washington State Criminal Justice Information Systems Plan
- Revised Code of Washington and Washington Administrative Codes (RCW and WAC) regarding (1) Records Retention, Destruction, Public Disclosure, and (2) Reporting Requirements for Washington State Identification Section, Washington State Patrol
- Operation Manuals for National Crime Information Center Access (Law Enforcement Teletype System and Switch) and Washington Crime Information Center, Department of Motor Vehicles, SEAKING (Regional CJIS - Automated)
- Title 28, Judicial Administration, Department of Justice Order 601-75
- Privacy Act of 1974

GENERAL FINDINGS AND CONCLUSIONS

The information system employed by the police department includes the basic necessities; however, is fragmented and responds poorly to the needs of the department.

Firm administrative guidance and direction in the maintenance and development is missing; was generally found to be caused by a lack of experience and training, both formal and self-taught at the supervisory level.

The particular stance the department now finds itself in is caused by a general non-involvement over the previous years leaving most of the development, tasks accomplished, and work conducted in the hands of one staff person and is compounded by little cross-training in records functions.

Although there are many recommendations made for corrective actions in this report, they should not be considered a major over-haul of the existing system but rather guiding and shaping movements normally required to force direction and development in information systems.

Centralization of records is needed. A non-functional central name index requires one other index to support operations and a third has recently sprung up. A reduction in overall formal reporting is needed. Many actions taken by officers in response to minor incidents can be reduced to unit log entries rather than the present level of formal reporting.

A readily apparent attitude exists in the department indicating one of the main reasons for formal reporting is to establish blame when something goes wrong. This posture has created an over-abundance of reporting from line operations.

One of the more serious problems is failure to report arrests to the Washington State Identification Section as required by state law. A preliminary overview and discussions with department personnel revealed no significant problems at face value; requirements were appearing to be met. It was later determined that arrests have not been reported to WASIS since June 1, 1975, and probably for a longer period than definitely established.

Public disclosure, indexing, and retention requirements were not being met; however, the agency was aware of that fact and this technical assistance was requested to help correct that. Most public agencies in the State have not complied with the law and are just beginning to now.

An overall lack of records utilization was found to exist in manpower allocation, crime analysis, and normal investigative files. Most can be added through procedural and forms changes with some additional small indexes. Some specific periodic reports were suggested along with a forced decision-analysis process.

Specific findings and conclusions were made for the major units in the department; an overall evaluation was made based on standards defined in reports issued by the National Advisory Commission on Criminal Justice Standards and Goals.

Because of the low volume in records and use, automation beyond periodic manpower allocation and workload measurement reports from the journal is not recommended. The present growth of department records does not substantiate any recommendation for increased automation in the near future.

Tactical information (wanted persons, stolen property, motor vehicle) is fully automated, however, not fully utilized by the department.

Operations Division

Airport patrol (Check points)

Six fixed positions, referred to as checkpoints, are manned 24 hours daily at passenger screening areas; officers remain at these posts and do not leave to answer calls or patrol.

Most actions taken by officers at these points are as a result of unlawful or questionable statements in violation, contraband, drugs, or weapons discovered during the screening process. The actions range from momentary detention or seizure to full arrest.

A permanent notebook (steno size) is maintained at each check point. Officers sign in, sign out, and make entries concerning occurrences during their tour of duty. When completed, the notebooks are forwarded to the FAA office in the terminal where they are inspected and then returned to Port of Seattle Police Department Records Section where they are stored. No other records are maintained at the positions; however, the officers complete the full scope of formal reporting when detentions and/or seizures are made.

Several concerns arose during this inspection concerning reporting practices.

1. During the two to two and one-half years, approximately 200 persons have been detained at these check points for

"statement in violation". The statements in violation usually concern bombs, hijacking, etc. In each case, the person making the statement is detained and the Seattle FBI office notified (statement in violation is covered by Federal law). The Seattle FBI may or may not respond and the person detained may or may not be formally arrested. Port of Seattle Police Department officers recalled only two such detentions during the past several years that actually resulted in charges being filed. The Seattle FBI office recalled three or four.

In each case of detention, complete formal reporting activity takes place by the check point officer.

- (a) An FIR (Field Interview report) is completed on each person involved. The FIR is used for indexing purposes in the Records Section and later thrown away. The use of the FIR is discussed later in this report.
- (b) An offense report is completed.
- (c) Rights forms are completed.
- (d) Full handwritten statements are taken from suspects, witnesses, officers, etc.

Because the offense is federal, the choice of formal arrest, filing of information, and prosecution rests with the FBI, not with the Airport police. In view of the fact that prosecutions or even filings rarely occur in these instances, the practice of completing such a lengthy investigation by the Port of Seattle Police Department is largely a fruitless effort.

2. The second area of concern is mainly in the area reporting of seizures of contraband or property which do not result in an arrest. A sampling of reports was read in these cases - and there seems to be a lack of continuity on what to do with

the evidence seized which can probably be cleared up or at least stabilized with a reporting procedure.

- (a) If a legal weapon is seized and the subject not arrested (as often the case with out-of-state persons), a determination should be made as to the disposition of the property seized by the seizing officer and that fact noted on the report. When the item is entered into evidence in the Property Room, that notation should be carried forward on the property control form as a direction to the property custodian. If the subject is not arrested at the time of seizure, a reasonable agreement can be made in most cases at the time between the officer and the passenger, i.e., passenger will claim property in 60 days; if not claimed, destroy.
- (b) If an illegal weapon is seized and the subject not arrested (i.e., brass knuckles) property should be disposed of within 30 days.

The theme and concept of this problem lies mainly in a reporting procedure or practice that will assist in keeping the Property Room cleared out. Each item entered into evidence should be done so with some specific objectives in mind and not just in a state of limbo. Although this particular problem is not severe at this time, such a reporting procedure will help assure that it doesn't get to be.

Identification Unit

This unit is staffed by one patrol officer on a part-time basis. He has had the present job for about nine months and has received some basic training in fingerprinting techniques. He conducts needed crime scene searches in addition to maintaining the department fingerprint files. No firm procedures or responsibilities have been established for his job at this time. He maintains the present files whenever he can on a part-time basis.

The identification fingerprint cards are kept in Room 215 and the needed forms, equipment, and other essentials are kept in a detention room in another location.

Instructions for completing the required amount of fingerprint cards and disposition cards are posted in the detention room. The instructions are both accurate and complete and, if followed, reporting required by state law would be met. The present department procedure (verbal) is that all persons who are formally arrested and jailed are fingerprinted and photographed. State law requires a lesser degree of reporting.

The I.D. tech said that he obtains fingerprint cards completed by arresting officers and forwards them to the State and Federal agencies. He is not sure if all cards required are actually made but believes so. He classifies the local copy in accordance with Henry and maintains that file in Room 215, about 100 cards at the time of inspection.

A latent fingerprint file is also located in 215. Prints lifted at the scene of crimes, according to the I.D. tech are checked against known suspects in his files and also the county's and city's files. The

file is maintained by case number. He is unaware of the location of fingerprint cards made before he assumed these duties but believes that they may be on file in the detective section.

A check with the Washington State Identification Section personnel failed to produce any information concerning the quality of fingerprint cards being received from the Port of Seattle Police Department. Consultant obtained a list of the last 10 felony arrests by the department and went to the State Identification Section in Olympia.

A check of those files indicated none of the arrested persons cards had been received by the section. A special run was made against the State Identification files with the finding that since June 1, 1975, no fingerprint cards had been received from the Port of Seattle Police Department. This information was verified twice.

This problem could not be resolved from information received in the department. Correct procedures are available but not being followed and the consultant was unable to determine specific reasons for the defect in reporting.

Records Section

The records section is staffed by one clerk during an eight-hour day shift tour. Reports are received in the section forwarded from communications. The clerk updates the general name index card attached or makes a new card for the names listed on the report. The master journal is checked to assure all required cases are received. The general name index card is updated from an FIR attached to the report, which has been completed by the field officer. The FIR is thrown away after the updating.

Reports received in the records section have not been classified according to crime type at the time of receipt; this is done by the clerk. Crime types are presently classified in accordance with state law but have been scored in the past according to U.C.R.. Accurate classifications by either crime definition were not present on all reports examined (several months).

Copies, routing, and distribution is accomplished by the records clerk. During this process, a daily tally sheet of crime statistics is completed. Although the tally sheet was originally designed by U.C.R. specifications, it has been changed to conform with state codes. Uniform Crime Reports were submitted in the past but have been discontinued. The present clerk has not received any U.C.R. training.

Book of arrest numbers do not exist in the department and reports examined do not carry the King County Jail booking number for prisoners accepted from this agency; however, for control purposes should.

Dispositions of arrests received are entered onto the general name index in some cases. Citations are issued to all misdemeanants arrested including those booked into jail. One of the citation copies, forwarded to court, is an arrest disposition notification which is returned to the agency by the court. This is an excellent procedure.

There is a problem however in receiving dispositions from cases filed by the King County Prosecutor's office. Officers appearing in either District or Superior Courts are required to fill out a court disposition form which is later turned in with their overtime pay request. The particular problems with reporting dispositions in this matter are:

- Appearances during work hours when no overtime is paid.
- Officers do not appear in all cases (guilty pleas, etc.).
- The disposition is not officially from the court and is not always final (appeal process).

The form in question was adopted from the Seattle Police Department where it is used to follow a case presented to the prosecutor through the entire adjudication process. Final actions taken on the case are recorded on the form by the pros. clerk and returned to the agency and then used for a number of reasons:

- To record disposition in criminal history (local) records.
- For case closure by detectives

All arrest dispositions are not being received by detectives and officers resulting in at least one problem: the release of evidence from the property room. See three gun cases listed in property inspection report.

Three indexes have recently been started in the section. Information concerning offenses is presently being recorded in three 3" X 5" card files, indexed by month of occurrence, type of offense, and cases cleared. Carbon loaded or chemically treated paper is not used; the same information is retyped three times.

The following records were found on file in this section:

- Dispatchers radio logs; original copies filed by date of book.
- Arrest citations, including dispositions and officers' receipt for the book; Carbon copies, filed by citation number.
- Traffic citations; same as above. Control and accountability shown by manner of filing is excellent. Clerk periodically reviews records to assure citations in proper sequence are being received and the index makes possible determination of which cases dispositions have not been received from the courts (district).
- WACIC computer printouts of active stolen vehicles and parts which is an audit record; however, files have not been audited using this document.
- SeaKing terminal statistics report showing transactions, volumes.
- Unit logs; Original copies are filed by date after being approved by a sergeant.
- Projects research file; Originals and copies of radar testing, SWAT, guild, polygraph, SPD academy, and history of present citation development.
- FAA Stats: Monthly recap of confiscations made at check points. Case, date time, passenger-non passenger, location and article.
- Invoices, contracts, bills and other financial information.
- Case reports; Originals and copies filed by case number.

- Journal log sheets; Retyped copy from hand written journal, filed by date after being approved by a sergeant.
- Copies of subpoenas served on officers; filed by date.
- Purchase orders and purchase orders paid.
- News article and clipping file.
- Invoices for uniforms purchased from 1957 through 1972.
- Officers' scores on firearms training.
- Correspondence; filed by month and subject matter.
- Check point notebooks; After being read by FAA, filed by date.
- Correspondence index; Card file by subject for department letters.
- File cards of officers commissions.
- Old airport commissions and ID cards.
- Indexes for offenses by crime type, month and clearance.
- Department statistics (UCR), 1974 and 1975.
- Commissioned and decommissioned officers file.
- Audit and control procedure for traffic citations.
- Training, reference and operational manuals.
- Tally sheets for statistics by day and month.
- Payroll, sick time and timekeeping information.
- Manuals; operating, weapons, equipment, reference, projects, and research.
- Towing contracts.
- Case report files by case number for 1973, '74, and '75. 1968 through 1972 are in hallway closet.
- Property control forms , property seized without journal number.
- Found property log for property under \$10.

Overall, records maintenance in this section is being accomplished with little direct supervision, guidance, or direction. The present clerk has not received formal records administration training or U.C.R. training other than self-taught. Written procedures concerning distribution, filing, and processing are lacking. Functions for the most part are handled on the basis of passed-on verbal instructions. Several changes have taken place in indexing, not procedurally documented.

Detective Section

The detective section is staffed by a sergeant, four detectives, and a civilian clerk. Copies of case reports are received in the section from records and each name on the report is indexed with case number in a 3" X 5" card file. The file was started in about 1972 and has approximately 1200 cards. It is used to reference reports by name and was found to contain names not indexed in the general name index.

Each report is screened by a supervisor who makes followup determination for detective activity. If the report is assigned to a detective, it is recorded in an assignment log and requires a follow up report to be submitted. Cases not assigned are placed on a reading board. According to personnel, copies of all followup reports are now being forwarded to the records section but had not been in the past.

Several clip boards of intelligence and general department matters are maintained. Three letter-size file drawers are maintained containing cases from 1973, 74 and 75. Only those cases for which followup action has been taken are on file and each case is filed by journal number.

The department police identification photograph book of persons arrested is maintained in and by this section. Photographs are filed numerically. Only a frontal view is taken and height indicators are not used in the photograph. Each is identified by a journal number and date. In events when more than one person has been arrested in the same case, the same number may appear on more than one photograph (of different persons).

The detective section had responsibility for all identification functions

about nine months ago but now only maintains the photographs. Extra mugs and all negatives are also maintained in the section.

Files containing copies of computer entries into law enforcement data bases are also maintained. The determination of stolen property entry is made in this section, rather than by the terminal operator or communications and creates a substantial delay in entry of tactical information. A copy of each entry is maintained in a file and also forwarded for the case file.

Normal correspondence files are maintained; however, correspondence relating to an investigation is filed with the case.

A garage recap, file of incidents occurring in the parking garage, is maintained in journal number sequence. M.O. and property information is not included in the recap. Crime and trend analysis information is not maintained. Crime specialty and suspect files do not exist even though most persons were aware of active thieves and locations where property stolen from the garage was most likely being fenced.

According to personnel, investigating patrol officers are responsible to clear evidence from the property room they entered on misdemeanor cases; detectives are responsible only for those cases they investigate.

Procedures for systematic matching of latents with suspect lists are not employed.

Receiving charges in cases presented to the prosecutor's office is a problem. The section personnel must keep calling as the prosecutors

office does not automatically notify when it files informations. Formal documentation is not returned to the department on declination of filings and no specific reasons for failing to file a particular case are given.

Receiving dispositions is also a problem. Standard procedures do not exist to assure automatic notification or receipt of a case disposition.

The supervisor checks the master journal daily to assure he is receiving required cases, an excellent and thorough procedure which should continue.

All vehicles parked in the garage over fifteen days are checked out by the detective section. Auto thefts and recoveries in the garage are fairly common.

Periodic detective workload measurement reports are not generated. Internal background investigations are conducted by detectives. Until November, 1974, stolen vehicles were not entered into WACIC. Recovered gun entries are made into NCIC from the property control form received.

Survey of cases on file:

- 75-0171 Rifle reported stolen on 1-9-75, entered in NCIC on 3-11-75.
- 75-0188 Suspect known in assault. No followup clearing case.
- 75-0264 Original offense report and followup on file in auto theft. Notation "cleared exceptional" on outside of file.
- 75-0304 Memorandum from sergeant to officer reporting followup activity on an investigation.
- 75-0394 Original offense report in file. Completed on "tip" information regarding suspect who may be responsible for thefts (No offense,

intelligence information).

- 75-0399 Aircraft hit by truck.
- 75-3579 Prowling.
- 75-3637 Originals of follow-up, PIR's and rights forms.
- 75-3658 Unknown substance.
- 75-3687 Larceny, original followup report
- 75-3694 Bad check, original followup report, no clearance.
- 75-3717 Larceny by check, original followup, no clearance or reclass
to NSF.
- 75-3719 Drugs, original followup report, property control form
and PIR's.
- 75-5289 Intelligence report on juvenile transfer in flight.
- 75-5303 Larceny and recovery of purse classified "no crime".
- 75-5315 Emergency medical aid report from the fire department with
name, dob, and address but no other information.
- 75-5320 Auto theft. Property control form number recorded but
not attached to report.
- 75-5323 Photo copy of armed forces identification card but nothing
else.
- 75-5272 Intelligence report, stand by while youth center picks
up two juveniles.
- 75-5275 Car prowl. Wing window open with prints. No indication of lift.
- 75-5282 Detoxification center delivery slip for a drunk.
- 75-5284 Disorderly conduct arrest, citations issued. No citation
numbers and no description of suspects on report.

Original cases and index should be transferred to the records section.

The index fosters additional names being developed and not entered into

the department general name index and has a disintegrating effect on that file.

Coordinating efforts are needed with the Chief Criminal Deputy Prosecutor to assure automatic notification of filings and for the receipt of formal, written reasons for declinations. These are common procedures enjoyed by other agencies dealing with that office.

M.O., specialty, FIR, suspect lists, and other normal investigative aids should be employed.

Communications Section

This section is staffed by two clerks on the day shift and one each on swing and graveyard. The emergency incoming telephones are at this location as well as the radio and data base terminals.

The radio frequency is currently shared with four non-criminal justice agencies and the volume creates a frantic atmosphere on many occasions. The shared frequency also poses a problem when information of a protected class is released over the air.

Data base terminals allow the dispatcher quick access to tactical information in a regional, state, and national system for use by line officers. Washington State is not an NCIC-CCH participant. The full normal scope of information is available: wants, stolens, vehicle information, etc.

The department general name index is kept in communications. The index is a filing cabinet of 5" X 8" cards filed by names. Victims, witnesses, suspects, persons arrested, traffic, both parking and moving violations, were found in this alpha file. One card is made for each name handled. The card is updated, by person, for each subsequent contact. The information is released to officers over the shared frequency if requested.

Tactical information is not indexed in the file as all of this information resides in automated systems accessed by the department.

A "Roladex" of 3" X 5" cards is now under construction at the dispatcher's

desk. Criminal history information is being extracted from the general name index and placed on these cards for the purpose of making the information more retrievable to the dispatcher. A third similar index is employed in the detective section.

Impounded vehicles are entered into WACIC as they occur by the dispatcher. Programs in the state system automatically check vehicles against the stolen and want files when entered. A clip board of vehicles impounded is maintained by the dispatcher and records removed from both the board and data base when the car is subsequently released to its owner. This is an excellent control method and allows quick and full information retrieval.

A radio log is maintained by the dispatcher with notes of radio transmissions made during each tour of duty. After the log is completed, it is forwarded to the records section where it is stored. Some clerks use the log for basic notations later transcribed to the journal. Although all personnel were aware that the log must be maintained, none was found who knew its exact use and no apparent use was being made of it. Records section indicated no reviews of the log had been made, at least for the past four months. Seattle FCC states no rules for requiring the log, although there were such rules many years ago.

A master journal log is maintained by the dispatchers in which each complaint or service request is entered. Each entry receives a sequential number, providing good control. If a formal disposition occurs, the type of report completed is noted on the log. The log is originally hand written and then later retyped. Each complaint is signed off by

a sergeant. The typed copy is forwarded to the records section and the hand written copy remains in communications. The journal number is referred to in subsequent reports.

All formal reports written in the department are forwarded to the communications section. FIR's are completed by line officers for each name on the report. The dispatcher checks the FIR's against the general name index and if a card is already on file for that person, attaches the index card to the report for the records section. The records section updates the cards and/or makes new cards from the attached FIR's which are later thrown away. The general name index cards are then returned to file.

When the reports pass communications where the data base terminals are located, stolen property or other entries are not made at that time.

The lack of such entries at the earliest possible moment and the loss of integrity in the general name index, cards being removed, are of some concern. The duplication of the general name index onto the roladex and the release of protected information over a shared frequency also pose problems.

A teletype log is maintained in communications listing the date, time, message number, receiving agency, and summary. Numerous clip boards were in evidence which contained bulletins, pickups, instructions, and other general information.

A garage inventory listing is maintained in communications. Each night, garage employees inventory the entire 9600 vehicle garage by marking license numbers down on a preformatted report which shows stalls. The purpose is to fix financial responsibility for patrons; however, the department also uses it by checking for stolens after the car has been in the garage for fifteen days. A routine check of vehicles parked a shorter period could be made each night by the dispatcher which may reduce the length of time a stolen car remains in the garage.

Property control

The department does not maintain an evidence or property room. That function is provided by airport services; however, a separate room is kept for police evidence.

Property seized or found by officers being turned in is recorded on one of two forms.

- A property control form sequentially numbered is used for all evidence seizures and found property valued over \$10.
- A found property log is maintained for found property turned in which is valued at less than \$10. The found property log is not numbered.

The clerk, an airport employee, said that the only property she has destroyed to date was narcotics and the destruction was under the strict supervision of state authorities. No automatic program for evidence disposition is in effect.

Three of the oldest guns in the property room were examined; cases regarding the guns were subsequently read with the following findings:

- A 1968 case (68-1440) was an arrest for the misdemeanor of carrying a concealed weapon without a permit. No disposition was found on the charge in department files.
- A 1972 case (72-3468) was two runaways picked up, one with a firearm. Case file indicated the guardian would be in to pick up the gun.

- A 1973 case (73-2252) was another CCW arrest. Disposition in department records was a \$25 fine deferred six months.

In each case, ownership was not checked (according to the case report) through the department of motor vehicles. No indication if felon in possession determination was made from criminal history.

The habit employed of requiring a letter from the prosecutor or court for disposition of evidence is unwieldly. In a plea of guilt, the evidence can be released immediately. On a guilty finding after thirty days (with no appeal) the evidence can be released. A reporting procedure and policy should be established concerning the timely removal of evidence and property in order to avoid future problems.

The practice of using two different forms to enter and control property is also substandard. All property should be handled on the prenumbered control form to assure credible audits and actions.

Marine Terminals Section

The Marine Terminals Section is staffed by a Captain, two Sergeants, and six officers to cover each twenty-four hour period. A small office is maintained by the section at terminal 106 on the Seattle waterfront for this purpose. The section patrols a thirty-one mile stretch of waterfront in both King County and City of Seattle jurisdictions. Two patrol cars are regularly fielded with assigned districts split about in the middle.

Maps which define exact jurisdictional boundaries are not available to officers and this is of some concern because of the interlaced jurisdictions. A tourist map defining piers by number is on display. The pier numbers are colored red and green defining leased-out or unleased property owned by the Port of Seattle. Officers do not respond to leased property.

Each patrol car maintains a unit log. During the tour of shift, a notation is generally made on the log each time an area is checked, specifying the exact time the patrol car was there. Substantial activity is conducted by waterfront officers which does not appear on the journal at headquarters. Some of this activity includes service calls, such as opening and closing pier gates for line handlers docking ships. Warehouses on docks are also checked at the same time as the gate actions. These services are often arranged directly through Marine Terminals rather than the communications center which results in a failing to log the information on the master journal. Other calls for service are also received, by-passing the communications center.

Very few records are maintained in the section. Duplicate copies of case files completed by the officers are on file. Reports are brought to the airport each morning by the day shift. Sometimes the records section makes another copy of the report returning it to the section resulting in duplicate reports being on file.

Spot or pin maps were not employed and no crime or trend analysis techniques were evident.

Piers covered by the section are 90, 91, 66, 48, 39, 37, 18, 28, 20, 102, 106, 128, 115, 107, 106 and 102. Leased piers include 89, 86, 46, 42, 36, 25 and 5.

Records maintained at the section include:

- A hand-written log of case reports completed by officers. The log includes the date, time, complainant, victim, suspect, and disposition.
- Each patrol car maintains a unit log. The log is forwarded to headquarters and stored there. A sergeant's approval is made of each log.
- Private guard company logs (Lawrence Security Company) are forwarded by the guards to the section and are on file. The guards are employed on some gates for screening purposes. Guards make notations on their logs when port police vehicles check the piers.

Weekly statistical summary report is made of activity completed by the section. Calls and activities are broken down by type and further defined by pier which provides some analysis by area

capability; however, a great deal of this information is derived from sources other than the master journal.

A considerable amount of false alarm calls are received in the section but no documentation exists which would support enforcement of the City false alarm ordinances. Some coordination between agencies could reduce falsing substantially.

FIR's are being completed on all names appearing on formal reports with the exception of traffic citations for which FIR's were stopped about a week ago.

Particular emphasis in the general findings and conclusions is being placed on the Marine Terminals Section because of some unique problems faced by that unit. Two main concerns are:

- The Marine Terminals Section is physically separated from its parent body at the airport by considerable distance not only geographically but also operationally. Little contact exists by line officers and headquarters.
- The unit operates in intermingled jurisdictional boundaries with the Seattle Police Department and the King County Department of Public safety.

Over the past several years, informal efforts have from time to time occurred attempting some kind of coordinating actions between these

agencies in suppressing waterfront crime; however, no real or defined operating posture has ever been developed between the agencies. Closer coordination and pooling of resources is obviously needed toward reducing and solving crimes common to all three agencies. From an information system standpoint, several efforts can be taken toward that direction:

- Coordinated crime analysis between agencies should be initiated by port detectives on a one-to-one basis with their respective counterparts responsible for the waterfront areas.
- Investigations and case reports of major crimes should be discussed with the respective agency by both the detectives and line officers.

The forwarding of such reports through the mail between departments may be the most expeditious manner of transferring information; however, for practical reasons, personal contact is more likely to develop the proper inter-agency actions.

Supervisors at the section should become familiar with the San Diego Field Interview report program and initiate similar actions in the section, coordinating activities with crime analysis units in Seattle and King County departments.

A reduction of unessential time-clocking entries on the unit log is recommended and the installation of a jurisdictional pin map is suggested. The practice of receiving calls for service at the section should continue only if the actions are subsequently recorded on the master journal at headquarters.

Standards defined in the "National Advisory Commission - Criminal Justice Standards and Goals reports, Police and Criminal Justice Systems" were applied against the department's records system as a whole with the following conclusions and recommendations;

Standard 4.1 Police Information Systems. Every police agency should have a well-defined information system. Proper functions of such a system should include:

1. Dispatch information, including the generation of data describing the dispatch operation and data useful in the dispatching process.

Basic dispatch information is being maintained. Expansion is suggested with increased use in the area of manpower allocation. Some basic studies were going on at the time determining calls for service by hour of day and day of week, but use beyond that point was not apparent.

2. Event information, including the generation and analysis of data on incidents and crimes.

At the time of inspection, reports were limited to a total statistical recap of occurrences. Trend and crime analysis did not exist; however, a large map for pinning crimes had just been installed. Recommendations were made establishing trend reports, analysis and IDMO files, and some other basic aides in this area.

3. Case information including data needed during the follow-up until police disposition of the case is completed.

A satisfactory level of reporting is occurring. Some recommendations are made to reduce reporting not essential. Particular problems regarding case dispositions being received from courts and prosecutors with correcting suggestions made.

4. Reporting and access to other systems which provide required data for operational or statistical purposes.

Reporting of arrests to the State Identification Section was determined non-existent at the time of inspection. Problems were mainly in the area of assigning responsibility and follow through. All of the equipment is available and procedures known. Entry of stolen property into supporting data bases was found either non-existent or at a low level. Procedural changes were recommended to correct the problem.

5. Patrol or investigative support data not provided by external systems, such as misdemeanor want/warrant data, traffic and citation reporting, and local property data.

All tactical information is received through National, State, and local automated criminal justice information

systems. The only problem area was the lack of timely and complete entry by the agency. Recommendations were made to correct the problem. Local property data was not a particular problem and was not addressed.

Standard 4.2 Crime Analysis Capability. Every police department should improve its crime analysis capability by utilizing information provided by its information system within the department. Crime analysis may include the utilization of the following:

1. Methods of operation of individual criminals.

IDMO files were recommended for adoption by the detective section.

2. Pattern recognition.

A pin map for the airport area has just been employed. Increased emphasis in pattern recognition was made by a series of monthly reports showing crime by reporting area. Index by location and crime type is also suggested.

3. Field interrogation and arrest data.

A field interrogation program did not exist at the time of inspection. FIR's were being completed on formal reports for clerical purposes but were not being forwarded to the detectives. Full realignment was suggested.

4. Crime report data.

Some basic reports existed; however, an extremely low level of utilization. Quality of reports as compared to other agencies was over-average to excellent.

5. Incident report information.

A journal listing most incidents is being kept. Substantial work being accomplished by one section was not being logged. Some revisions of the journal were suggested along with complete reporting and increased utilization.

6. Dispatch information;

Same as above.

7. Traffic reports, both accidents and citations.

Full reporting exists in this area and was of such character that no further examination or recommendation was made. The quantity and problem (traffic) is not a particular problem.

Standard 4.3 Manpower Resources Allocation and Control.

Every police agency should develop a manpower resource allocation and control system that will support major efforts too:

1. Identify through empirical means, the need for manpower within the department.

Total department workload measurements have been kept to a limited degree but only recently were beginning to be used for purposes of allocation. Increased use was suggested by providing additional, more relevant reporting.

2. Provide planning for maximum utilization of resources:

Same as above. Crime by location, workload by unit assignment, reconstruction of reporting to address distribution in space and time recommended.

3. Provide information for the allocation and instruction of patrol officers and specialist officers:

Same as above. Journal reconstruction recommended allows for analysis of actions of individual officers.

4. Provide for the evaluation of the adopted plan.

No formal planning or direction posture based on the information systems was in existence at the time of inspection. Forced analysis decision making posture based on the reporting system was recommended.

Standard 4.4 Police Information System Response Time. Information should be provided to users in sufficient time to affect the outcome of their decisions. The maximum allowable delay for information delivery measured upon the initiation of the request to the delivery of a response varies according to user type.

1. For users engaged in unpredictable field activity of high potential danger (e.g. vehicle stop) the maximum delay should be 120 seconds.

The present response times for tactical information is less than the minimum 120 seconds. Tactical information, wants, warrants, and similar information are being delivered on-line by a sophisticated computer network. The only problem in this area is failure by the agency to make timely entry of information in order to produce valid responses. Recommendations were made to correct this.

2. For users engaged in field activity without direct exposure to high potential danger, (e.g. checking parked vehicles) the maximum delay should be 5 minutes.

Same comment as above.

3. For users engaged in investigatory activity without personal contact (e.g. developing suspect lists), the maximum delay should be 8 hours.

Manual investigatory files recommended can respond in about 30 minutes.

4. For users engaged in post apprehension identification and criminal history determinations, the maximum delay should be four hours.

Post apprehension identity cannot be accomplished, with any degree of certainty, under either the existing or proposed system. The port has only a limited identification system, 100 cards classified under Henry which are not being recommended for retention. A part-time I.D. officer is available only on one shift. The population is mostly transient, which does not allow a sufficient data base of identification to be built. In emergencies, fingerprints can be compared in two larger local agencies or driven to the State I.D. section in Olympia with information return in less than four hours.

Where suspect's identity is known, State Identification System can be used for criminal history information in a matter of minutes. The state system is automated, accessed off line by computerized teletype. Washington State does not participate in NCIC-CCH and has no plans to do so in the future.

Post apprehension identification and criminal history capabilities are limited within the state and little can be done on an immediate basis to correct the situation.

Standard 4.5 UCR participation. Every police agency should as a minimum participate fully in the Uniform Crime Reporting program.

The standard is not now being followed and is being recommended against adoption because of some unique problems to this agency. The Port Police Department is not a uniform crime reporting agency, but operates within the jurisdictions of two UCR reporting agencies. Dual tally sheets would have to be kept and forwarded to each of the participating agencies for inclusions in their totals. This is unacceptable to at least one of the agencies because of validation and control problems. The second alternative would be copying every offense, arrest, and case clearance report, forwarding them to the respective agencies. That act would create a paper nightmare for all concerned. The particular volume of offenses and arrests at the port would not have a recognizable effect on the data submitted by the two reporting agencies because of the low volume of occurrence.

For these particular reasons, only limited participation for external purposes is recommended - strength of department and the hazardous incidents program.

Part 1 Offenses and clearance procedures are recommended for internal adoption only.

Standard 4.6 Expanded crime data. For the use at local level, or state and regional planning evaluation, data collected concerning an incident regarded as a crime should include as a minimum:

1. Incident definition including criminal statute violated and UCR offense classification.

For purposes of internal statistical reporting, only UCR definitions are recommended. The position of two separate classifications of the same incident is burdensome and provides no distinguishable benefits. For purpose of trend analysis and evaluation of data scored in a continuous manner, UCR is extremely efficient. State laws are sufficiently in conflict with UCR definitions to cause an extremely complicated scoring system, prone to substantial error.

2. TIME, including time of day, day of week, month, and year.

Sufficient information is being collected in journal and periodic reports suggested to cover requirements.

3. Location, including coded geographical location and type of location.

Reporting areas, sufficient for retrieval purposes were suggested; areas are also broken by type. Geographical locations were being used at the time only by the Marine Terminal's Section in overall work load report.

4. Incident characteristics, including type of weapon used, method of entry, (if applicable) and degree of intimidation, or force used;

Sufficient information now being collected.

5. Incident consequences, including type and value of property stolen, destroyed, or recovered and personal injury suffered.

Only stolen property type is being stressed in recommendations made with specific directions toward increase in recovery. The rest of the standards are being compiled with in routine reporting, but recommendations are not being made to set that information up for purposes of statistical recording.

6. Offender characteristics (each offender) including relationship to victim, age, race, sex, residency, prior criminal record, criminal justice status, (on parole, etc.) employment, and educational status, apparent intent, and also narcotics usage history;

Sufficient information, based on an examination of past investigations, is being collected.

7. Type of arrest. (On view, etc.)

Same as above.

8. Witness and evidence

One recommendation is being made emphasizing elimination and comparisons of latent fingerprints. Generally, witness information, in the specific area of statements, is over-reported. A reduction of witness statements in detentions for "statements in violation" and misdemeanor offenses should occur. Brief narratives can be supplied. Witness statement procedure in felony cases is of excellent quality.

The data should be obtained at least for murder, forceable rape, robbery, aggravated assault, and burglary (both commercial and residential).

Standard 4.7 Quality control of crime data. Every police agency should make provision for an independant audit of incident and arrest reporting. The audit should verify that:

1. Crime reports are being generated when appropriate.

Sufficient supervisory controls are now being exercised. The department is in an over-reporting posture. Formal reports are being submitted for minor incidents which could be settled with minor log notations. A reduction in reporting posture with increased emphasis on use of information reported is being suggested.

2. Incidents are being properly classified.

Classification of incidents is now being conducted by the Records Section Personnel which assures a good check and balance on validity of statistics. This method is recommended for continuance.

3. Reports are being properly prepared and submitted.

Three checks are now being employed to assure reports are submitted; First line supervisor, Records, and Detective sections. This method is sufficient to assure the standard. A reports manual is being suggested to help improve report writing; however, no exceptional problem was found in this area.

To establish an "audit trail" and provide the basic documentation needed by management, the following key characteristics or records should be adopted:

1. Police response made to every call for police service should be recorded regardless of whether a unit is dispatched. Dispatch records should be numbered and timed; if the service leads to a complaint, the complaint should be registered on a numbered crime report and that number should also be shown on the dispatch record.

Some activity, at the Marine Terminals Section, was occurring and not recorded on the log. Recommendations are that all activity be screened through the dispatcher and recorded. All dispatch records are numbered and timed in an excellent method. Reconstruction of the journal was suggested to assist in gathering more information and provide automation and tabulation capabilities. All formal complaint reports are numbered with the same number appearing on the dispatch record.

2. All dispatches should be recorded, indicating time of dispatch and arrival on the scene.

This standard is not being recommended for adoption at the present time. The present radio frequency, shared by four others, is almost inoperative at times because of the traffic and, because of limited manpower and present geographical configuration, little can be done to improve response time. Response time did not appear to be a particular problem to the agency at the time of inspection. The reformation of the journal suggested does allow this information to be added at a later date, if and when response time does become an element for concern.

3. Dispatch records should show the field unit disposition of the event and should be numbered in such a way as to link dispatches to arrest reports and other event disposition reports.

Disposition is reported and a linking number exists.

4. All self-initiated calls should be recorded in the same manner as a call for service.

Some on-view actions were not being recorded, especially in the Marine Terminals Section. Recommendation is to report all actions through the Communications Center to be logged in the journal. Actions or normal or routine patrol checks are not recommended but contacts and substantial actions such as detentions, citations, etc., are.

Standard 4.8 When practical, police should establish a geographical coding system that allows addresses to be located on a coordinate system as a basis for collecting crime incident statistics by beat, district, census tract, and other zoning systems such as schools.

Recommendations were made to establish retrieval capability unit assigned to call and reporting area similar to census tracting. Reporting areas are generally defined by local providing a dual retrieval capability. Automated geocoding or further definition in reporting area is not needed.

Standard 24.1 Police Reporting

Every police agency should establish procedures that will

insure simple and efficient reporting of criminal activity, assist in criminal investigations, and provide complete information to other components of the criminal justice system.

1. Every police agency should immediately publish the circumstances which require an officer to complete a report, and should provide printed forms for crime, arrest, and other reports. Such forms should have enough appropriately headed fill-in boxes and companion instructions to assist the officer in obtaining and reporting all necessary information.

a. There should be a forms control procedure which subjects every departmental form to initial approval and periodic review to determine if the form's use is appropriate and the information called for is necessary.

A forms control procedure was recommended. Although it apparently existed in the department at one time, it was no longer being followed.

b. Field reports should be as simple as possible to complete and their design should permit systematic collection of summary and management data.

Present construction of reports is fairly satisfactory.

Recommendations were based on consolidation of existing reports and a reduction of duplicated reporting practices.

2. Every agency should immediately consider adopting policies

that allow reports of misdemeanors and miscellaneous incidents to be accepted by telephone when:

- a. No field investigation appears necessary; and
- b. The efforts of the patrol force would otherwise be diverted from higher priority duties.

3. Where the volume of calls for service dictates, every agency should free its patrol units immediately for priority calls by assigning other personnel to one-man units whose primary function is preliminary investigation and the subsequent completion of reports.

None of the preceding areas is troublesome or causing any impact on the agency at this time. No recommendations made for adoption.

4. Every State should, by 1975, enact legislation requiring that, at the time arrest warrants are issued or recalled, notification be made to the State or other State designated agency by the court that issues such warrants. Every police agency should insure that, when it contacts or arrests an individual named in want or warrant information generated by any criminal justice agency, it notifies that agency of the contact or arrest within 3 hours. To insure that the right person is arrested, police agencies should provide sufficient identifying data to courts issuing warrants. This data should include, at least, the offender's

- a. Name;
- b. Residence address;
- c. Sex;

- d. Color of hair and eyes;
- e. Height and weight; and
- f. Date of birth.

The present Court Administrator and the King County Prosecutors office have an exceptionally strong and working program for the entry of warrants in this county. All warrants generated by all courts serving the agency are immediately entered into one to three automated data bases at regional, state, and national level.

Sufficient procedures are in effect and being practiced to assure entering agency notification. Data required are being provided.

No recommendations are being made in this area as present practices are in compliance with the standard.

5. Every State should, by 1975, require every police agency to report to a State or other designated agency information necessary for:

- a. The identification of persons known to have been armed, considered dangerous, or known to have resisted arrest;
- b. The identification of unrecovered stolen vehicles;
- c. The identification of vehicles wanted in connection with the investigation of felonies or serious misdemeanors;
- d. The identification of unrecovered stolen Vehicle Identification Number (VIN) plates and serially identified engines and transmissions;
- e. The identification of unrecovered stolen or missing

license plates;

f. Identification of serially numbered stolen or lost weapons;

and

g. The identification of serially numbered stolen property items.

a. The state employs hazardous person listing only in cases where warrants have been issued and does not intend to adopt the recommendation. A regional system which the agency participates in, SeaKing, does collect such forewarning information and a recommendation has been made to participate in the system in conjunction with the UCR hazard report program.

b. through g. Facilities exist for centralized reporting at state and national levels. Recommendations were made to decrease the time length between the period of the report and data entry. A low level of reporting noticed with recent participation in a wider variety of files. Recommendation made for full participation in NCIC, WACIC, and SeaKing tactical information files.

Standard 24.2 Basic Police Records

Every police agency should immediately establish a records system that collects crime data and records, operational activities so crime conditions and the effects of agency operations can be systematically evaluated.

1. Every police agency should develop and maintain a "reportable incident file" based on agency needs that contains documentation on all crimes; essential noncriminal incidents such as missing persons, lost and found property, suicides, and accidental deaths; and, where appropriate, traffic incidents.

A reportable incident file exceeding standards is being maintained.

2. Every State should require every police agency within the State to contribute to, and maintain access in, a summary dossier file maintained by a designated agency. Summary dossier files should contain an FBI fingerprint card, State and Federal individual record sheets, an accurate and up-to-date arrest disposition record, photographs, booking forms, arrest reports, and requests from other agencies for notification of arrest.

The Washington State Identification Section maintains state identification records. All agencies are required to report certain arrests by law. Agency was not reporting at time of inspection. Recommendations made to start participation.

Standard 24.3 Data Retrieval

Every police agency should establish a cost-effective, compatible information system to collect, store, and retrieve information moving through the agency. The use of such a system should be directed toward crime reduction without sacrificing local autonomy.

1. Every police agency should, by 1975, have the capability to retrieve statewide criminal information and provide it to field personnel within 3 minutes of the time requested for noncomputerized systems and within 30 seconds for computerized systems. This capability should at least include information on:

- a. Individuals who are the subject of an arrest warrant for a felony or serious misdemeanor;
- b. Individuals known to have been armed, considered dangerous, or known to have resisted arrest;
- c. Unrecovered stolen vehicles;
- d. Vehicles wanted in connection with the investigation of felonies or serious misdemeanors;
- e. Unrecovered stolen Vehicle Information Number plates and serially identified engines and transmissions;
- f. Unrecovered stolen or missing license plates;
- g. Serially identified stolen or lost weapons; and
- h. Serially numbered stolen property items.

All of the preceding information is tactical in nature and presently retrieved from automated systems with a response time less than the standards specified.

2. Every police agency using, or planning to use, a computer-based information system should take immediate steps to insure that the primary objective of such a system is rapid response to the information needs of field units. Agencies developing or operating a computer-based information system should immediately identify critical information groups and assign priorities to

them according to the requirements of the system user. Critical information groups should include at least:

- a. Information on wanted persons;
- b. Abstract data on criminal convictions, parole status, penitentiary releases, and vital criminal record information;
- c. Information that forewarns an officer of persons known to have been armed and other potential dangers; and
- d. Information on stolen property and vehicles.

All information and applications are apparently available through automated systems used by the agency.

3. Every agency developing or operating a computer-based information system should immediately establish advisory user groups consisting of field policemen, police managers, computer technicians, and hardware engineers. User groups should be charged with the responsibility for system implementation and operating strategies.

Advisory groups have been established. At the State level, The Technical Advisory Committee for Information systems, a subcommittee of the State Advisory Council on criminal justice, meets on a regularly scheduled basis and is composed of members from all criminal justice and criminal justice related information systems in the state.

The agency participates in the SeaKing Advisory Council and the SeaKing operations committee which is a regional system represented at the TACIS.

Increased participation in SeaKing at the operations committee level is needed by the agency toward full utilization by the agency of all applications in data bases which it uses.

Standard 24.4 Police Telecommunications

Every agency should coordinate its information system with those of other local, regional, State, and Federal law enforcement agencies to facilitate the exchange of information.

1. Every police agency should develop and maintain, by 1974, immediate access to existing local, State, and Federal law enforcement telecommunications networks.
2. Every agency operating a full-time communications center and employing 15 or more persons should install, by 1975, a basic telecommunications terminal capable of transmitting to and receiving from established national, State, and local criminal justice information systems. The telecommunications network should provide network switching compatible with computer-based information systems.

The agency enjoys full participation in such a system.

Recommendation 1

Initiate department-wide forms control procedure. Review existing forms with the intent of consolidation and elimination. Assign forms control number and last revision date to each form. Prohibit further design, adoption, or use of forms not approved by the department administration.

The following forms are similar in content and construction and could be in part eliminated or combined in a single form:

- Miscellaneous report, Officers' report, and both statements.
- Intelligence, suspect physical description sheet, and both persons investigated reports.
- Vehicle report and vehicle impound.
- Explanation of constitutional rights and arrest and interview log.
- Unit log, check point notebooks.

The construction of forms should generally follow the sequence of data items described in the National Crime Information Centers, Washington Crime Information Centers and SeaKing's operating manuals for present data entry requirements and to facilitate later automation of the department's records.

Recommendation 2

Begin entering tactical information (stolen property, stolen motor vehicles, etc.) into SeaKing, WACIC and NCIC immediately on receipt of the report.

The present procedure of waiting for directions from the Detective Section prior to entry of this information should be discontinued. Either the dispatcher or records clerk should enter this information into the correct data bases immediately on receipt of the report. The item entered should be "red lined" on the original report and a copy of the terminal transaction attached to the report.

The responsibility for correction of entries and removal of entries should be assigned to the Detective Section and such actions taken by a completed follow-up report. Additional losses, serial numbers and other information developed during the investigation should be immediately entered. Source document for subsequent entry should be a follow-up report.

The present file of computer entries maintained in the Detective Section should be discontinued. Those entries should be attached to the respective case reports. Validation reports of computer entries are provided on a regular basis - See NCIC and ACCESS manuals for delivery dates and lists provided.

Recommendation 3

Begin limited Uniform Crime Reporting participation by submitting (a) annual return of "number of full time sworn officers, and (b) monthly return of "officers assaulted".

Adopt reporting procedures and forms described in the "Uniform Crime Reporting Handbook."

Each time an officer is assaulted, require a hazard report to be completed and attached to the case report. When the case report is received in the records section, the hazard report should be detached, set aside, and used for the monthly tally. See recommendation on entering hazard information into SeaKing.

Recommendation 4

Begin entering hazardous person information into SeaKing in accordance with Standard 24.3 (1.b), National Advisory Commission.- Criminal Justice Standards and Goals - "Police report,"

All reports received in the records section should be screened for hazard information defined in the SeaKing Policy manual. Generally, that information concerns persons who may pose a threat to officers or themselves, i.e. Armed and dangerous, Suicidal, etc.

Enter those persons with a hazard code into SeaKing in order to make that tactical information available in the future. A source document supporting such entry should be maintained with the case file as long as the entry resides in SeaKing.

Recommendation 5

Discontinue transferring information from the master name index to the roladex in the communications section. Remove the roladex and destroy the cards contained therein.

Information contained in the master name index is non-essential to field officer functions. Full tactical type information needed by the officers is already available through the department's computer terminal and teletype.

The roladex is a duplicative effort of the master name index and as such is an additional clerical function not required.

Information contained in the roladex and the master name index concerns criminal history, a protected class of information, and should not be released over the present radio frequency which is shared with four non-criminal justice agencies.

Recommendation 6

Discontinue the present requirement that a field interview report be completed by officers on each person named in a submitted report.

The completion of such reports is in contradiction to the intended use of a Field Interview Report. It is a duplication of information already included in the formal report and is a task clerical in nature which has no benefits to the department.

Although the obvious intent of this procedure was at one time to provide all of the master name index cards required, thereby eliminating the need for creating such indexes by clerical means, the presence of the current master name index into which the FIR information is being recorded negated that possibility.

Recommendation 7

Begin a normal field interview report application program within the department by urging the completion of such reports in cases of suspicious persons, activities, or events, which are not otherwise reported in a formal manner.

Field interview reports are an informal notation of suspicious activity or circumstances which should be forwarded to the Detective Section and later used toward crime solutions.

Detectives should maintain field interview reports for a short period of time, attempting to relate those reports with previously reported crimes.

The Operations Division administrators should become familiar with an excellent report recently completed concerning the field interview program adopted in San Diego and adopt a similar program.

The present FIR form is sufficient for the department purposes. Other forms are available for use. The Seattle Police Department and King County Department of Public Safety use a chemically-treated form producing multiple copies which can be filed by location, alphabetically, and by license number for later retrieval. Those forms are not suggested at this time for the agency as some experience is necessary in a normal FIR mode before more sophisticated means are employed.

The agency should become aware of the present form redesign and program for automation of FIR's in Seaking for possible later participation in the program.

FIR information of sufficient character and reliability should become part of the suggested IDMO file to be employed in the detective section.

Ref: San Diego Field Interrogation, Final Report, John E. Boydston, System Development Corporation, POLICE FOUNDATION.

Recommendation 8

When a misdemeanor non-traffic citation is issued, discontinue the practice of requiring an additional offense/arrest report to be completed. Expand the use of the citation to cover both reporting requirements.

Details, witness, evidence, and other pertinent information should be entered on the back of the court (yellow) copy by the arresting officer and a continuation sheet used if necessary.

When the citation is received in the records section, prior to transmittal to court, copy both sides and file as a complete report.

The present practice of copying the same information twice is an unnecessary clerical burden on line officers.

Some coordination with the three district court prosecutors will be necessary prior to implementing this recommendation; however, the same method is now being used successfully in other jurisdictions.

Recommendation 9

Discontinue formal reporting and recording of investigations in cases of detention for statements in violation at passenger screening points.

In those cases where passengers and other persons are detained in the ground screening process for making statements in violation, the following procedure is suggested:

- In those cases where the FBI has responded and taken charge, a notation concerning the parties involved and identifying the FBI agents responding should be made in the check point log book. No other reports submitted.
- In those cases in which the FBI does not respond, an FIR or informal memorandum should be forwarded to the Seattle FBI office supplying names, addresses, and a brief description of the incident.

The above procedure is intended to cover only those statements which are obviously made in jest or of a frivolous nature.

More serious incidents, such as those which are very likely to result in charges, should be reported internally on an offense report with a copy forwarded to the Seattle FBI.

This recommendation is based on the fact that in over two hundred detentions, federal informations have been filed in three or four cases.

Recommendation 10

Require all called for services being performed at the Marine Terminals Section to be called to the airport and logged in the journal.

Substantial work and service is being performed by the Marine Terminals Section which is not reflected in journal entries. Opening and closing of gates for line handlers and other services are being requested directly at terminal 106.

This recommendation is not intended to deter or reduce the service level now in existence, but rather to provide full accountability for work and actions at one central location.

Recommendation 11

Establish a false alarm log in the communications section.

Substantial department effort is being devoted to answering alarms, the majority of which are false. Proper documentation can assist the department in bringing pressure to correct this problem. The City of Seattle has a falsing ordinance which has reduced false alarms considerably. Department personnel should become aware of that ordinance and other legal assistance which would assist in this area of concern.

The alarm log suggested should include the date, time of response, findings of the officers investigating, name and location of the business, type of alarm, and alarm company. A monthly examination and evaluation with subsequent actions should be taken in an effort to reduce false alarms.

Recommendation 12

Begin reporting arrests to the Washington State Patrol - Washington State Identification Section, Olympia, Washington, in accordance with state law, R.C.W. 43.43.. Assign responsibility to watch commanders and the records section to assure reporting requirements are met.

Persons physically arrested and booked into the King County Department of Rehabilitative Services who fit the following criteria should be fingerprinted:

- All felons.
- All persons whose identity is questionable.
- Crime specific categories determined by the police department.

For each person arrested, the following cards should be completed:

- One fingerprint card for the State Identification Section.
- One fingerprint card for the Federal Bureau of Investigation Identification Section.
- One fingerprint card for local files.
- One fingertip disposition card for the FBI.
- One fingertip disposition card for the WASIS.

Respective watch commanders should be charged with the responsibility to assure the required preceding documents are generated and forwarded to the records section.

The records section should be charged with the responsibility to assure that the documents are forwarded as follows:

- The fingerprint cards for the WASIS and FBI are to be forwarded daily in envelopes provided. Charge on each card should be specific, i.e. "investigation of Auto Theft", "Investigation of Burglary". If an actual charge is made, specific code and section should be identified along with the charge.
- The local fingerprint card is to be filed in department criminal history records jacket.
- The State fingertip disposition form is to be attached to the case report forwarded to the prosecutor or court. Those agencies have the responsibility to forward dispositions on the arrest.*
- In the case that no charge is filed, only the fingerprint cards should be forwarded with a disposition of "Released without charge".

No alternatives in the reporting procedure exist for purposes of the State card and disposition.

Specific crime categories of persons arrested who are to be fingerprinted should be determined by the Detective Section and the Identification technician based upon those crimes where latent fingerprints are most likely to be obtained for comparison purposes.

* The FBI disposition form is to be held at the agency until the court trial disposition is received; the appropriate information entered and then forwarded to the FBI by the records section (see recomm 16 & 17).

Recommendation 13

Restructure present police identification photo procedures to include a profile as well as a frontal view, expand numbering system to differentiate between persons with the same photo number and include height indicator in the photograph.

The present photographs taken include a frontal view only. A profile should be taken separately or a mirror installed so that the profile would appear in the frontal photo.

The present practice of using the "event" number on the photograph is excellent and should continue. The problem of several persons being arrested under the same event number should be corrected by the addition of an "alpha" character (A,B.C, etc.) to each event number at the time the photo is taken in order to avoid confusion later when viewing photographs.

No height indicator is present in the photograph and should be by providing a lined backdrop. This will assist in measurement verification.

A practice of actual measurement should be employed in this process rather than relying on identification provided by the suspect or the suspect's verbal description of himself.

Recommendation 14 and 15

Move the present police identification photograph book from the detective section to the records section. Begin constructing Identification Modus Operandi files in the detective section.

Each time a person is fingerprinted, a police identification photograph should also be taken. At the time the fingerprints are received in the records section, a blank page in the photograph identification book should be completed with pertinent details in preparation for receiving the photograph. This procedure will assure all photographs required are received. If for some reason, a photograph was not taken by the department, a King County Department of Rehabilitative Services photograph can be obtained and inserted. The maintenance of straight identification records by the detective section does not fulfill a functional requirement of that unit.

The detective section should begin constructing crime specific IDMO files, with and without photographs. The files should be used for crime specific identification of suspects by witnesses and latent print examinations.

Files do not exist in the department at this time for purposes of identifying specific suspects against whom latent prints lifted at crime scenes should be checked.

Crime specific identification photograph files do not exist in the department which witnesses can be shown crime specific suspects for random identification.

Each time a police identification photograph is received in the records section, the name, identification and crime arrested for with specific M.O. information should be entered on the back and forwarded to the detective section where it should be filed by crime type, either in a book, foldex, or card file.

Each time an arrest report or suspect information is received in the detective section, an entry in a crime specific index should be made. Latent prints lifted at crime scenes, after being eliminated, should be checked against suspects in that file.

Recommendation 16 and 17

Discontinue practice of requiring officers to complete Court Trial Disposition forms when attending court. Begin forwarding these forms attached to case files presented to prosecutors.

At present, all misdemeanants arrested including traffic cases are cited on a uniform citation and complaint. One copy of that complaint is a disposition form which is returned to the agency by the prosecutor or court. No formal disposition reporting procedure exists for cases presented to the King County Prosecutors Office.

A copy of the Court Trial Disposition should be completed and attached to each case presented to the King County Prosecutors Office. At the time of final disposition, the prosecutor's office will complete the form and forward it back to the agency. This procedure is presently employed by several other agencies and is working satisfactorily.

The citation disposition and Court Trial Disposition forms used in this manner will assure all dispositions are returned to the agency.

Recommendation 18

Begin case closing procedure by notification of correct Officers and sections upon receipt of case disposition.

Each time a final disposition of arrest is received in the records section, that information should be forwarded to the correct officer or section. The officer or section upon receipt of that disposition should re-examine the case file and at that time dispose of all evidence by destruction, returning to lawful owner or taking any other actions necessary to put the case to rest.

A copy of the disposition forwarded and written procedures adopted by the department requiring evidence disposition procedures is necessary for implementation of this recommendation.

Prohibit further storage of case files in the Detective Section unless the case is actually under investigation. Transfer all case files now located there to the records section and merge the information with case files in the records section.

The maintenance of duplicative case files in the detective section has allowed original reports to be completed and entered into those files without reaching the records section.

All original case and follow-up report information should be forwarded to the records section for purposes of scoring crime clearances, indexing additional names, and providing a central control over department records.

Only those cases actually being investigated should remain in the detective section. At the completion of the investigation, a follow-up should be forwarded to the records section indicating:

- Case cleared by arrest and providing essential information to support the clearance.
- Case cleared exceptional, same as above.
- Case closed.
- Case inactive.

Recommendation 20

Establish criminal history jackets in the records section which will contain; FBI and State identification rap sheets, local fingerprint cards, extra identification photos, copy of arrest reports, copy of persons investigated reports, filed alphabetically for each person arrested.

The requirement of records retention for "person" and "event" records is not the same length. The present case filing system will not respond to a records purge or destruction properly because both records are contained together in the case files.

The separation of information will allow the orderly purge and destruction in accordance with the records retention plan.

The consolidation of this information will provide a single compact source for follow-up and investigative purposes.

Begin entering records identified into jackets.

Recommendation 21

Discontinue local fingerprint filing. Move present local cards out of room 215 and place in criminal history jackets in the records section.

The maintenance of local fingerprint cards by Henry classification has little benefit for the department compared to the effort which is required in such a filing system.

Maintenance of fingerprint cards has only two reasons for police agencies:

- The identification of a subject who has come into the custody of the department by means of fingerprint comparison.
- The identification of a perpetrator of a crime through comparison of latent fingerprints left at a crime scene with fingerprints of a suspect.

The Washington State Identification Section maintains identification files which can serve the needs of the agency. Utilization of their resources and files for this purpose is recommended in view of the highly transient population being arrested by the department. The FBI Identification Section provides sufficient backup to assure needs being met.

The present identification technician should concentrate more in the area of suspect identification through latent comparisons. Some input on his part is needed in the construction of suggested IDMO files in

the detective section which can be used to identify suspects against whom latents should be compared.

The identification technician should familiarize himself with the present single-fingerprint latent comparison system being developed and used by the Seattle Police Department for general knowledge and possible adaptation.

The fingerprint cards, extra police identification photos, State and FBI rap sheets now on file in room 215 should be moved to the records section and placed in criminal history jackets.

Recommendation 22 and 23

Obtain and post jurisdictional boundary maps for the areas serviced by the Marine Terminals Section. Include reporting areas on the airport area map now in use and the Marine Terminals area map. Require all crime reports submitted to include the reporting area of occurrence.

An excellent map, although excessively large, covering the airport area and defining jurisdictional boundaries is now posted. A similar map for the area covered by the Marine Terminals Section should be obtained and posted at the airport and at terminal 106.

Crime reporting areas should be defined by the department and required to be included on a crime reports submitted. The areas can be assigned in the following manner or a similar way developed by the department:

- Areas 1 through 23 to cover waterfront pier areas covered by the Marine Terminals Section.
- Areas 24 through 28 to cover the five garage decks.
- Areas 29 and 30 to cover the upper and lower drives.
- Areas 31 through 36 to cover the six fixed ground screening points.
- Areas 37 and 38 to cover the north and south terminal.
- Area 39 to cover the surrounding airport area.

Implementation of this procedure will be required in order to index reported crimes by area specified in the records section. It should assist the department in crime and trend analysis by providing area

information in regards to crime specific guidance, evaluation of assignments of programs, and similar matters.

Crimes are now being pinned at headquarters; pinning should also be conducted for Marine Terminals at both headquarters (for administrative control) and at terminal 106 for officers use.

Obtain a commercial light duty paper shredder and install same in the records section. Shred sensitive data to be destroyed.

Sensitive data: criminal history, intelligence information, and similar matter, should be afforded a higher degree of protection than normal records. For that purpose, items of that nature should be shredded prior to being disposed of by normal Port janitorial services.

Recommendation 25

Move the master name index out of the communications section and into the records section.

The maintenance of this index is the direct responsibility of the records section and as such should be in that section and under the direct control of records personnel.

The information contained in the index is not essential to functions of the communications section. Release of information contained in the index over the present radio frequency creates problems in the area of confidentiality.

Because there will be need to access this information during off-shift hours, keys to the records section should be provided to off-shift watch commanders.

CONTINUED

1 OF 4

Recommendation 26

Begin a purge of the master name index removing and destroying all cards other than those which have arrest information recorded.

The maintenance of parking violation information in the master name index is non-essential to the department needs.

Moving traffic violations are already indexed in the Department of Motor Vehicles, Olympia, and that information is available to the department on-line through data base terminals.

Victim, witness, and suspect information from the detective's index has already been merged in the file. See recommendation for construction of new criminal history card.

Recommendation 27

Move the present name index from the detective section to records section and merge it with the master name index. Discontinue indexing names in the detective section.

The present procedure of indexing names in the detective section allows additional names developed during investigations to be recorded in a non-central index.

Additional names and supporting information developed during investigations should be forwarded to the records section on a follow-up report and indexed in the master name file.

The maintenance of this duplicate index fosters the continuance of a substandard and non-responsive master name index in the records section.

Recommendation 28

Begin construction of criminal history index to be contained in the master name index.

There are four (4) separate indexes being recommended for use within the records section:

- A master name index with two elements filed alphabetically,
 - + Criminal History cards, and
 - + Event description cards
- A crime type index, filed by crime classification in date sequence order
- A crime location index, filed by reporting areas in date sequence order.
- An unserialized stolen property file indexed by property type in date sequence order.

This recommendation concerns only the criminal history card. Subsequent recommendations will address the other records.

The recommended criminal history card is 3" X 5", hard stock and colored in order to differentiate it from other cards, to be contained in the master name index. The hard stock and color will facilitate ease of use and assist in both updating and purge activities to be conducted at a later date. This is the only card to be contained in the master name index, which will be updated. Updates will concern only arrests - not any other activity.

The below format, or one similar, should be used: The remaining cards in the master name index should be copied as below then destroyed.

Last name	First name	Middle name
<hr/>		
Sex	Race	P.O.B.
		D.O.B.
Ht	Wt	Eyes
		Hair
FBI#		SID#
FPC		AKA's
Date	Journal#	Charge & Code Section
		Disposition

Date	Journal#	Charge & Code Section	Disposition

Each time a person is arrested, a card should be completed or up-dated. Parking citations and moving traffic citations are not included. Misdemeanor citations are included as well as any offense where the subject is actually jailed.

Each time an alias is determined, another card should be completed with the alias name only referring back to the true name.

Recommendation 29

Begin construction of event description cards to be contained in the master name index; crime type and crime location cards to be contained in the cross reference indexes.

Each time an offense or an offense and arrest report is received, an event card should be completed. The card is soft stock, white in color, 3" X 5", carbon loaded or chemically treated paper. Both are available locally.

Sufficient copies should be made for complete indexing, one under each name, one for the crime type index and one for the crime location index.

The following format is suggested. The crime type and date appear at the upper right side to facilitate purging operations:

Reporting location	Journal or case number	Crime type	Date of report
Full names: Victim			
Witness			
Suspect			
Person arrested			
Location of occurrence			
Short narrative			

One of the event cards should be filed in the master name index under each name listed in the report.

27 75-3274 Auto Theft 6-13-75

Victim: JONES, JOHNNY RAY

Witness: SCHWALTS, EVA JANE

Suspect: W/M 16 5-10 175 Brn Brn Red
 coat and blue jeans

Fourth floor of garage

Victim reports Red 64 Chev Wn OPE123 stolen
between 3 and 4PM. Witness, ticket taken
saw desc suspect drive out with car

27 75-3274 Auto Theft 6-13-75

Victim: JONES, JOHNNY RAY

Witness: SCHWALTS, EVA JANE

Suspect: W/M 16 5-10 175 Brn Brn Red
 coat and blue jeans

Fourth floor of garage

Victim reports Red 64 Chev Wn OPE123 stolen
between 3 and 4PM. Witness, ticket taken
saw desc suspect drive out with car

The event cards should be completed by the records section, each time an offense or an offense and arrest report is received. Event cards are not completed in cases of minor arrests such as drunk, disturbance, vagrancy, etc. In those cases, entry may be made directly on the criminal history card. Event cards should be completed for any offense in which more than one person is involved or in which followup action will occur.

27 75-3274 Auto Theft 6-18-75

Victim: JONES, JOHNNY RAY

Witness: SCHMALTS, EVA JANE

Suspect: W/M 16 5-10 175 Brn Brn Red
coat and blue jeans

Fourth floor of garage

Victim reports Red 64 Chev Wn OPE123 stolen
between 3 and 4PM. Witness, ticket taken
saw desc suspect drive out with car

One of the event cards should be filed under a reporting location
index. The reporting location index is used for crime and trend
analysis and in order to retrieve information when the location is known, but
sufficient particulars to retrieve otherwise are not known.

One card should be filed under the crime type index. The index should
be categorized according to statistical or workload measurement break-
outs. The file is also used for crime and trend analysis and is in
addition used for clearance, audit, and IDMO purposes.

27 75-3274 Auto Theft 6-18-75

Victim: JONES, JOHNNY RAY

Witness: SCHMALTS, EVA JANE

Suspect: W/M 16 5-10 175 Brn Brn Red
coat and blue jeans

Fourth floor of garage

Victim reports Red 64 Chev Wn OPE123 stolen
between 3 and 4PM. Witness, ticket taken
saw desc suspect drive out with car

The present detective index, merged with the suggested master name index should alleviate the necessity for transferring any victim, witness, and suspect information residing in the present index. Since the cards are 3" X 5", nothing more than alpha filing will be necessary and will provide a complete or at least workable index.

Event type and event location indexes should be started new and efforts to reconstruct this file from department records should not be attempted.

Establish an unserialized stolen property file in the records section by property type.

Specific types of property reported stolen to the department for which serial numbers cannot be obtained and cannot be entered into WACIC or NCIC should be indexed by property type.

Property entered into the file should be categorized into those items most likely to be recovered and identified without the use of serial numbers. The index should be constructed of 3" X 5" soft stock slips and should contain a complete description of all specific items in each case with the journal number. No other information is necessary. Carbon loaded or chemically treated paper should be used.

The detective section should conduct periodic inspections of places they have identified where stolen property in their cases is being disposed of, using information from this file toward recovery, identity of suspects, and case clearances.

The particular method suggested has been used in the Seattle Police Department for the past year with substantial success. A copy of item categories and a brief description of that filing system is used. For purposes of the port program suggested, automating the file is not recommended at this time because of the limited volume of thefts.

Z ANTIQUES: All items identified as antique or heirlooms that do not fit any of the following categories. (If date is given, must be over 50 years old.)

A ART OBJECTS: Includes paintings, tapestries, statues, scrolls, sculptures, ornate or expensive chess sets, etc.

* C CAMERAS AND CAMERA EQUIPMENT

CM Movie cameras
CS Still cameras
CP Projectors
CZ Others and camera equipment

Y COLLECTIONS & COLLECTORS ITEMS

YC Coin
YS Stamp
YZ Other

* E ELECTRONIC EQUIPMENT: All electronic devices used for measuring and repair such as oscilloscopes, engine diagnostic equipment, various meters.

F FIREARMS (No BB or Pellet guns)

FG Revolver, handgun
FA Automatic, handgun
FS Shotgun
FR Rifle
FZ All other guns
FE All gun equipment

P FURS: Includes all wearing apparel made with animal skins.

H HOUSEHOLD: w/value of \$500 or more or unique identitive markings or custom made.

J JEWELRY & PRECIOUS STONES

JR Rings
* JW Watches (see guidelines for details)
JZ Other

* L LIQUOR: Hard liquor only, more than one case in commercial thefts.

I MEDICAL: All items which upon visual examination would indicate they belonged in the medical, dental, veterinary professions.

M MUSICAL INSTRUMENTS

MP Percussion (drums, cymbals, bongos)
MS String (guitars, cellos, violins)
MW Wind (horns, clarinets, flutes)

* O OFFICE EQUIPMENT

OC Calculators, adding machines
OT Typewriters
OZ Other

W SILVERWARE & PEWTER: Includes all items commonly referred to as sterling. Serving sets, utensils. Silverplate, etc.

* R SOUND EQUIPMENT & TELEVISION SETS

RA Amplifiers, pre-amps
RE Speakers
RT Tape decks, tape players, tape recorders
RB TV sets, black and white
RB TV sets, color
RP Phonographs, turntables
RR Radios (AM-FM transmitters, tuners, receivers)
RD Combination (Any two or more of the preceding items)
RM Microphones

S SPORTING GOODS

SB Boats, outboard motors and boating equipment
SC Scuba
SS Ski (water and snow)
SF Fishing
SG Golf

* T TOOLS

TT Cutting torches
TC Chainsaws
TH All other hand tools
TP All other power tools

* V VIEWING EQUIPMENT

VB Binoculars, telescopes
VM Microscopes and all other

* SEE GUIDELINES FOR ENTRY

DESCRIPTION FIELD - SEQUENCE GUIDE

A CAMERAS

- 1 Movie or Still
- 2 MM#
- 3 Identifiable marks
- 4 Any other description

B PROJECTORS

- 1 Slide or Movie
- 2 MM#
- 3 Identifiable marks
- 4 Any other description

C FIREARMS

- 1 Caliber
- 2 Barrel Length (BB #)
- 3 Any other description

D RINGS

- 1 Metal (Use ring description guide)
- 2 Stone
- 3 Setting
- 4 Any other description

E WATCHES

- 1 Man's or Woman's
- 2 Metal
- 3 Face color
- 4 Other description

F GUITARS

- 1 Number of strings
- 2 Color
- 3 Any other description

G CALCULATORS AND ADDING MACHINES

- 1 Size (mini, pocket, desk model, etc.)
- 2 Color
- 3 Any other description

H TELEVISIONS

- 1 Screen dimensions (12 in, 19 in, etc.)
- 2 Color or Black & White
- 3 Portable or Console
- 4 Wood or Metal
- 5 Any other description

I COMBOS

- 1 "TYPE FIELD"= COMBO
- 2 Parts (ie: tv, radio, receiver, etc.)
- 3 Any other description

J SPEAKERS

- 1 Number, if more than one
- 2 Color or type of wood
- 3 Dimensions
- 4 Any other description

K RADIOS

- 1 AM, FM, CB, SW, etc.
- 2 Color
- 3 Dimensions
- 4 Any other description

L TAPE (DECKS, PLAYERS & RECORDERS)

- 1 In "TYPE" Field, Punch as follows:
 - A Tape Deck
 - B Tape Playr
 - C Tape Recdr
- 2 Mode (8 trk, cassette, or reel to reel)
- 3 Color
- 4 Other description

RING DESCRIPTION GUIDE

WHEN ENTERING RINGS, USE THE FOLLOWING DESCRIPTIONS AND ABBREVIATIONS

COL. 1- 2 JR

4-13 RING

15-16 TYPE OF METAL

YG Yellow Gold
WG White Gold
SI Silver, Sterling
SS Stainless Steel
P Platinum
CP Copper
AL Aluminum
UN Unknown
G Gold

RINGS WILL BE FILED IN THREE CATEGORIES:

WHITE METAL (WG, SI, SS, P & AL)

YELLOW METAL (YG & CP)

OTHER METAL (UN & G)

17-52 STONE & ANY OTHER DESCRIPTION

TURQ Turquoise
JADE Jade
DIAM Diamond
PEARL Pearl
RUBY Ruby
ONYX Onyx
AMETH Amethyst
TOPAZ Topaz
EMRLD Emerald
OPAL Opal
AQUAM Aquamarine
GARNT Garnet
LAPIS Lapis
ZIRC Zircon
SAPH Sapphire
SSAPH Star Sapphire

WHEN THE TYPE OF METAL ABBREVIATION HAS ONLY ONE LETTER, PUT THE LETTER IN COLUMN FIFTEEN AND SKIP COLUMN SIXTEEN.

IF THERE IS NO METAL GIVEN, PUT IT UNDER UNKNOWN.

IF POSSIBLE, PUT THE TYPE OF STONE AFTER THE TYPE OF METAL, USING A SLASH MARK TO SEPARATE THEM. IF THE CARAT OF GOLD IS GIVEN, PUT THE TYPE OF METAL IN COLS. 15-16, SKIP A SPACE AND ENTER THE CARAT NUMBER IN COL. 18, followed by a "K", THEN A SLASH, THEN THE STONE.

IF THE CASE READS "WEDDING BAND, OR RING" AND NO OTHER DESCRIPTION, DO NOT ENTER IT.

PROCEDURES FOR UNIDENTIFIABLE STOLEN PROPERTY

SOURCE DOCUMENTS - Major cases will be received from the Offense System daily after they have processed them.

PREPARATION FOR KEY PUNCHING - Follow guidelines for items to be entered. Check each case and group cases according to action to be taken keeping each group in Case # order.

Cases with no action to be recorded - return to Records Bureau and put them in box labeled "CASES TO FILE".

Cases with recovered property that has previously been recorded - Pull cards from file, punch recovery information into cards and re-file the cards in the "recovered" file. Return cases to Records Bureau.

Cases with previously recorded property on which a follow-up has been received listing Serial #'s. Check follow-up for Data Control stamp. If they have stamped it and entered the items, pull the cards from our file and discard them. If Data Control has stamped it and indicated they have not entered it, leave our cards in the file. If case has not been stamped by Data Control, forward to Records Section Office Manager with note of explanation.

Cases with items bearing inscriptions or Serial #'s but not entered by Data Control. If Data Control has seen the case and indicated items have not been entered, then punch cards for these. If Data Control has not seen the case, forward to Records Section, Office Manager, with note of explanation.

Cases with items to be recorded - Do not mark on Original case but make all notations on the copy or on the follow-up. Code the item type in pencil beside each item to be recorded and underline the item using a yellow felt pen. BLUE

If you have questions on any case, see Personnel & Administration Unit supervisor or clerk assigned in charge of this application.

KEY PUNCHING - Use yellow striped data cards and punch card for each item you have underlined. Follow card layout and guidelines for punching description.

After all cases have been punched, send those with hazard reports to Data Control via tube. Return all others to Records Section and put in box marked "CASES TO FILE".

STOP CARDS - If a request is received to locate an unusual item, a "stop card" will be key punched on a solid blue data card (see Stop Card Layout). Stop Cards will be filed in the regular file in front of the appropriate category. Each day's cards will be checked for a possible match for the Stop Cards. If a match is made, call the Officer that made the request and give him the Case #'s of matched items. BE SURE TO ENTER EACH REQUEST IN THE LOG BOOK. When a match

PROCEDURES FOR UNIDENTIFIABLE STOLEN PROPERTY

Page 2

Is made the Stop Card will be removed from the file. If no match is made by one month from date entered, the Stop Card will be removed from the file.

LOG BOOK - Each time a request is received to search for a particular item, enter the request in the Log Book. To determine if an item was recovered or a case cleared by use of the file, follow up each request by personal contact or phone -- NO NOTES !! When a request is received we will search the file for a match. If there are only a few Case #'s that match, the case #'s will be given to the officer making the inquiry. If there are many Case #'s, a tab listing will be run on the Case #'s as soon as possible.

SCHEDULE FOR PROPERTY LISTING

December 9, 1975 \ Review
June 9, 1976 /

December 9, 1976 — Evaluation

GUIDELINES FOR ENTERING UNIDENTIFIABLE STOLEN PROPERTY

ONLY THOSE ITEMS APPEARING ON THE CODE LIST WILL BE ENTERED.

ANY CATEGORY ON THE CODE LIST MARKED WITH AN ASTERISK (*) MUST HAVE AT LEAST A BRAND NAME OR IT WILL NOT BE ENTERED UNLESS THERE IS A GOOD DESCRIPTION, DESIGNS OR ANYTHING UNIQUE OR UNUSUAL.

DO NOT ENTER TAPE DECKS, PLAYERS OR RECORDERS TAKEN FROM AUTOS.

THIS ALSO APPLIES TO RADIOS - EXCEPT - CB RADIOS WILL BE ENTERED IF A BRAND NAME IS GIVEN.

CLOCK RADIOS WILL BE ENTERED AS RADIOS.

JEWELRY CONTAINING COINS WILL BE ENTERED AS JEWELRY.

USE THE "DESCRIPTION FIELD SEQUENCE GUIDE" TO INSURE THAT ALL DESCRIPTIONS ARE ENTERED IN THE SAME FORMAT.

USE THE "RING DESCRIPTION GUIDE" WHEN ENTERING RINGS.

USE THE "JEWELRY DESCRIPTION PAMPHLET" FOR OTHER JEWELRY.

USE THE "GUIDE TO DESCRIBING PERSONAL PROPERTY" FOR ALL OTHER PROPERTY.

ITEMS WE DO NOT WANT

CHECKS

MONEY ORDERS

ELECTRIC SHAVERS

HAIR DRYERS

MONEY (UNLESS COIN COLLECTION)

VEHICLES

BICYCLES

LAWNMOWERS

AUTO PARTS & ACCESSORIES

CLOTHING (EXCEPT FURS)

TAPE DECKS STOLEN FROM CARS

GROCERY ITEMS

- RADIOS STOLEN FROM VEHICLES (EXCEPT CB)

EARPHONES, HEADSETS

STOP CARD LAYOUT

COLS

DESCRIPTION

1 - 2

Type Code

4 - 7

STOP

9 - 45

Description

47 - 65

Detective's Name

67 - 72

Date of request (MMDDYY)

74 - 76

Unit number

CARD LAYOUT FOR UN-IDENTIFIABLE STOLEN PROPERTY

CARD COLS.

1-2 ARTICLE CATEGORY

3 SKIP

4-13 ARTICLE TYPE

14 SKIP

15-52 ARTICLE DESCRIPTION

53 SKIP

54-60 BRAND NAME

61 SKIP

62-69 MODEL # OR NAME

70 SKIP

71-72 YEAR

73 SKIP

74-78 CASE#

79 SKIP

80 RECOVER INFORMATION 1-Recovered thru this file

2-Recovered other means

Recommendation 31

Adopt a disposition code to be used by officers when reporting the results of complaints or other actions.

The adoption of a disposition code is for the primary use in processing and tabulating information from the journal. A simple code such as:

A = Arrest made with case report or citation

B = Case report made, No arrest.

C = Unable to locate incident

D = Problem settled, notation in unit log.

The code will help alert records and detectives that particular actions have been taken which will result in subsequent actions by those units.

Several such codes are now in use by area law enforcement agencies. The adoption of complex codes is not recommended.

Recommendation 32 and 33

Redesign the present journal including more relevant information and increase use in manpower allocation and trend analysis.

The suggested attached format allows some benefits over the present journal; Twelve complaints per page rather than three, column design to allow easier tabulation, design adaptable to key punch or other automated processing, and more information collected.

A disposition code is recommended for adoption rather than the narrative check box. Reporting area has been added to assist in analysis and work load measurements. Shift has been deleted but can be added; however, time should be sufficient. Unit numbers changed to reflect shift would be easier to process.

Sergeant approval has been deleted as he is already responsible to approve reports including unit logs which have identical information.

Mr. Ron Pagini, Port data processing, should be contacted regarding processing and reports generated from this log. The port data processing facility is now budgeting for 1976. Support service is absorbed in their budget and not charged back to user agencies.

Time Received. Time Cleared	Nature of complaint	Complainants Name	Unit	Officers	Disposi-	Report-	Misc	Journal
	Location of complaint	Address and phone	Assigned Primary Secondary	Serial Numbers	tion code	ing area		Number

Date _____ Time _____ through Date _____ Time _____

Increased use of information provided in the journal is recommended, especially in the following areas:

- Examine levels of workload throughout the year to determine the best periods for training, vacations, etc.
- Determine best level of assignment strength per shift based on called for services by time of day.
- Reconfigure areas of assignment on shifts based on when and where problems are occurring.

Because of limited manpower and lack of flexibility, response time information has not been configured into the suggested journal at this time.

Recommendation 34

Reconstruct and expand present monthly and annual reports produced from department records. Use Uniform Crime Reporting classifications and standards for clearances; but do not participate by forwarding UCR reports.

The Port of Seattle Police Department is not a Uniform Crime Reporting Agency. To properly participate in the program would require one of two actions:

- (a) Copies of all offense and all arrest reports must be forwarded to the Seattle Police Department and King County Department of Public safety in order to be scored in the respective jurisdiction of occurrence. Copies of follow-up reports must also be forwarded for purposes of crime clearance, or
- (b) Separate tally sheets must be maintained internally for offenses, arrests, and clearance by respective jurisdiction of occurrence and then forwarded to that agency for inclusion in their U.C.R. reports.

The University of Washington Police Department, operating entirely within the City of Seattle, faces the same problem as the Port of Seattle Police Department; however, they are entirely within one reporting jurisdiction and make all reports to that agency for purposes of crime scoring.

The Port of Seattle Police Department operating in two reporting jurisdictions has the same problem - magnified.

Reporting correctly, as required by U.C.R., would unreasonably increase the complexity and reporting burden. The actual amount of reported offenses in this jurisdiction would not have a substantial affect, whether included or left out of the other agencies totals; therefore, the recommendation is to adopt some of the UCR reporting methods and standards for internal department use but not to participate in the program at this time.

There are only two U.C.R. reporting methods and standards being recommended for use internally. The standards are crime classifications and requirements for clearances. Other U.C.R. reports; Property stolen by classification, age, sex, and race of persons arrested, etc., are not being recommended for use by this agency.

Three monthly recapitulation reports are being recommended for adoption. An illustration of each recommended report is included in the following recommendation.

The reports themselves are of little value to the agency without strong coinciding actions; therefore, a further recommendation is that the department adopt a forced analysis and decision-making posture requiring actions to be taken in conjunction with the monthly reports.

Each report should be analyzed by the department administration, particularly by the Operations Division and Section Commanders. Action plans should be submitted and implemented toward crime specific problems based on information contained in the monthly reports. Increased patrols, stake-outs, realignment of district boundaries, reassignment of personnel strengths are examples of some of the decisions which may be made based on the infor-

mation contained in the monthly reports. Subsequent monthly reports should be examined in order to determine the impact of previous decisions toward crimes and problems. The forced decision process should continue with each delivery of reports.

Without the preceding described actions, compiled reports will be useless to the department. The suggested formats are not intended to be adopted in total, rather, to form the basis for which the department may design and implement a monthly reporting system.

As completed reports pass through the records section, tally sheets should be used, much in the same manner as present, to gather information for the monthly reports.

MONTHLY CRIME CAPSULE

CRIMES REPORTED	This Month	This Yr. to date	Last Yr. to date	CRIMES SOLVED THIS MONTH	Arrest (by officer)	Arrest (by detective)	Exceptional	% OF CRIMES SOLVED THIS YEAR TO DATE	% OF CRIMES SOLVED LAST YEAR TO DATE	CASES INVESTIGATED BY DETECTIVES THIS MONTH
Murder										
Manslaughter										
Rape										
Armed Robbery										
Aggravated Assault										
Non-Aggravated Assault										
Residential Burglary										
Non-Residential Burglary										
Larceny: Pickpocket										
From Person										
Purse Snatch										
Shoplifting										
Car Prowl										
Auto Accessories										
Coin Machine										
Bicycles										
From Build's.										
Misc.										
Bombings, Actual										
Threats										

Hijackings, Actual

Threats

Statements in violation

Tresspassing

Narcotics, Sale

Possession

Sex crimes (other than
rape and assault)

Property damage

Arson

Bad Checks

Theft by fraud

Weapons crimes

Prostitution crimes

Miscellaneous offenses

Other offenses defined
as needed by agency.

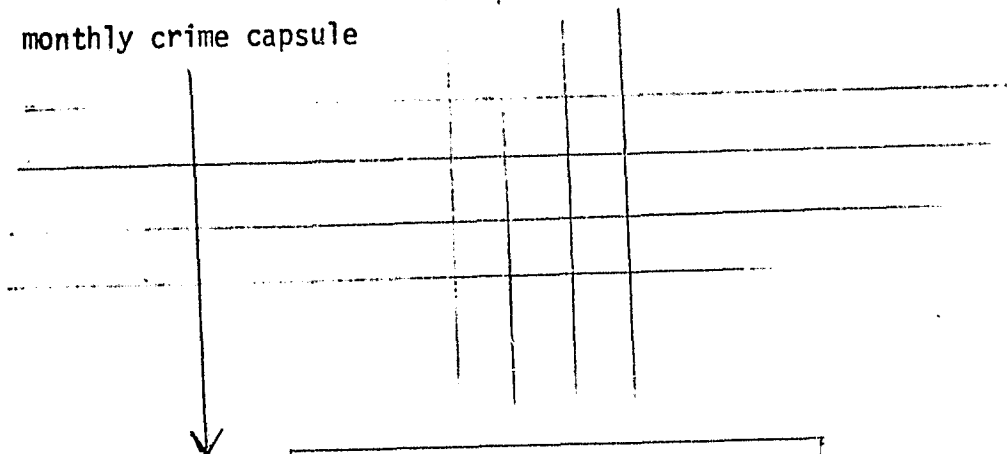
DEPARTMENT WORKLOAD MEASUREMENT

Recap of activities from journal

	Marine Terminal car 1	Marine Terminal car 2	Airport Car 1	Airport Car 2	North terminal roving post	South terminal roving post	Check point 1	2	3	4	5	6	Driveway post 1	Driveway post 2	Detective Section
Total complaints logged in journal															
Physical arrests and bookings															
Misdemeanor Citation with release															
Traffic Citations															
Parking Citations															
Vehicles Impounded															
Traffic Accidents															
DWI's															
Seizures, Weapons															
Drugs															
Detentions for statements in viol.															
Stakeouts															
<u>Other activity expanded and defined by agency</u>															

Crime types, exactly
the same categories
as reported in the
monthly crime capsule

Reporting area of occurrence,
1 through 39 as defined in
recommendations



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Recommendation 35

Move department correspondence out of the records section and place under the control of the department secretary. Discontinue indexing each letter by completion of the 5" X 8" card.

The records clerk should handle correspondence relating to cases only. The present department secretary responsible for typing and handling the general department correspondence should be assigned the responsibility of maintaining general department correspondence. The completion of 5" X 8" cards for each letter sent out of the department should be discontinued. Correspondence should be filed industry standard by dates complimented by additional files of subject matter for correspondence of a non-routine nature.

Recommendation 36

Move the present personnel type records now being maintained in the records section and merge them with the personnel files.
Strengthen present review practices of personnel records.

Records concerning officers firearms scores, commissions, de-commissions, and other personnel records now being stored in the records section should be merged with department personnel information.

The practice of allowing individuals to review their personnel file without supervision should be discontinued in order to provide assurance of records integrity. When reviewing files, personnel should at least be in sight of a responsible person.

Each personnel file should contain a sign-in report. Each time the file is examined by personnel not directly responsible for the maintenance and administration of such files, a signature and date should be recorded in the file.

Provisions of "The privacy Act of 1974" should be reviewed to assure compliance.

Recommendation 37

Require event numbers to be written on all reports and pieces of paper, photographs, latent fingerprints, and other items which are entered into the department filing system.

Documents and other items are contained in case files, especially in the detective section which do not bear an event number. In order to provide proper document control, the assigned event number should be included on all documentation, photographs, lifted latents, etc.

Recommendation 38

Require investigating officer to make determination of evidence disposition where seizure is made at check point not resulting in subsequent arrest.

Seizures of small amounts of marijuana, other drugs, small inexpensive knives, and other contraband are often made at check points. Persons in custody are released without charge and the evidence forwarded to the property room.

In such cases, a notation in the check point journal concerning the incident is sufficient for reporting purposes; however, a property control form should be completed for each incident and specific directions made on the PCF to the property clerk regarding the disposition of the seized items. i.e., Subject (named) will report to claim property in 30 days - if not claimed destroy; subject will not respond to claim, destroy immediately; unlawful substance or item, destroy immediately, etc..

In cases where arrests are made subsequent to the seizure, normal formal reporting should continue.

Require that a records request form be completed each time criminal history information is requested.

Title 28 requires the tracking of released and disseminated criminal history information. For purposes of control and authorization, a written record should be kept of such release and assurance made that the release is for legitimate purposes.

Present department procedures, restricting the release of information to criminal justice agencies, is sufficient to fulfill present requirements concerning who the information is made available to.

A record, similar to the one illustrated with this recommendation, should be completed and filed each time a request is made for this protected class of information. The card should be filed alphabetically in a separate file. Information should not be released internally or to another agency unless a case number or other tracking notation is supplied which is sufficient to identify the exact purpose and future use of such information.

Hard copy information released by the department should be stamped, noting that misuse of such information is a crime under state and federal laws. The person or agency to whom the information is delivered should be noted on the copy.

RECORDS REQUEST

Date_____

NAME:_____

(last -- first -- middle)

BIRTHDATE (or age)_____

Other I.D._____

REMARKS:_____

USE OF RECORD:_____

REQUESTED BY:_____

(Name)

(Serial No.)

(Unit)

AGENCY_____ RECORDS CLERK_____

Recommendation 40

Red line each item on a case or other report which has been indexed or entered into a computer system.

Indexed information and information entered into computer systems should be distinctly marked on the original report by red-lining or other distinguishing methods. This procedure will assure immediate visual recognition of other records emanating from the report and assist in records purges and expunctions.

This procedure is particularly important for computerized information because the source document must be maintained for each entry while that entry is on file.

The method will also provide a viable method of quality control check on work in the records section.

Recommendation 41

Discontinue the present radio log.

The log is not essential to department operations.

Recommendation 42

Refine the present agency reports manual. Include a copy of each form and report used in the agency with instructions for completing. Extract information from the Operating manual defining which reports are required for specific events and encourage informal reporting, entries in unit log sheets, for minor incidents.

A basic reporting manual exists addressing citation preparation in an excessively lengthy manner although of excellent quality. That manual should be used as a basis for a department reports manual.

The manual should be issued to all supervisory personnel and should be used for training and indoctrination purposes.

Recommendation 43

Develop and implement a systematic procedure for the elimination and matching of all latent fingerprints lifted at crime scenes against suspect lists.

Adopt procedures for processing lifts against the IDMO file and similar crime specific identity lists. Each latent should be victim eliminated then checked against suspects. Stops should be entered identifying subsequently arrested suspects against whom the lifts should be compared.

Latents should be retained and processed in this manner for a limited time, except in capital offense cases or substantially major crimes.

Detectives and the I.D. technician should become aware of the possibilities for single print comparison at the state identification section which can be employed if a sufficient description of the suspect is available.

Recommendation 44

Begin periodic administrative quality control checks to assure proper crime classification of reports and assure cases are being cleared when possible.

Written procedures should be adopted requiring cases to be cleared in accordance with U.C.R. specifications. Department administrators should review clearance procedures in the U.C.R. handbook to become familiar with requirements.

Each case cleared by the detective section should be reported on a followup report specifying exact information required for the clearance. Records section personnel should not clear the case unless requirements have been met.

All offenses for which an arrest has been reported should be cleared automatically by the records section without need for detective intervention. The clearance must however, be based on factual information called for in the standards.

Department administrators should periodically review classifications assigned to offense reports for quality control purposes. Crime should be labeled as such in order to provide accurate accountability. Correct crime categories should be used.

Plan for retention, storage and destruction of records

Police records decrease in value with age; however, each record and type has distinctly different value lengths. Records concerning events are contemporaneous and have a shorter useful life than records concerning persons.

Many departments have turned to microfilm for records support. The use of microfilm or other compacting methods of records storage is useful only when excessively long storage periods are required in conjunction with a substantial amount of records to be stored.

The Port of Seattle Police Department is not faced with either problem. The volume of existing records and those in the foreseen future is small enough to stay with conventional methods.

State laws in Washington control retention, release, and destruction of all records maintained by public agencies. Two documents must be completed in order to comply with the law. The first document is an index of records, specifying which are official public records and which are office files and memorandum. This document must also specify which are open for public inspection and which are exempt from this requirement. The second document supplies a basic description of the records and sets up minimum retention lengths. Records cannot be destroyed before the time specified. Both documents must be formally approved at the State level, prior to adoption.

These documents form the basis for a retention and destruction plan.

Additional operational enhancements must be added to the plan in order for it to become a working document. An established calendar timetable must be developed within the department addressing each record and what specific actions must be taken during the named periods.

An inventory of records, present and suggested, was completed at the Port of Seattle Police Department but by no means is totally complete. The department must complete the inventory, taking into consideration what files this report has recommended for elimination and addition.

Department administrators should at this time begin formalized contact with the state records committee to complete the requirements of state law. Once the required records schedules have been approved, the preceding described timetable with specific instructions should be established and then followed.

Some general concerns follow about actions taken when actual destruction of records begins.

- Prior to destroying case files, check for outstanding warrants, evidence not disposed of, latent prints on file, index cards, computer entries, and other emanating records.
- Misdemeanor and felony history information is usually destroyed based on length of time since last contact.

Department records are not sufficient for this purpose.

The state identification section should also be checked.

- Indexes such as crime type, crime location, unserialized stolen property, and IDMO have a relatively short life period and are small, allowing an annual purge.
- Case files and criminal history records are more voluminous and must be purged on an on-going basis, i.e. 1/12th of the file each month in the year.
- Sensitive information should be afforded extra protection during the destruction process, such as shredding or burning.

A-P-P-E-N-D-I-X A

COMPLETED INDEX, RETENTION AND DESTRUCTION SCHEDULES

FOR THE SEATTLE POLICE DEPARTMENT



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE
PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION
REFERENCE: RCW 40.14.070

1. COUNTY, CITY OR OTHER LOCAL AGENCY		2. OFFICE OF RECORD		3. NAME & TITLE OF RESPONSIBLE OFFICER			4. PHONE	5. DATE OF SUBMITTAL	
6. NO.	7. RECORDS SERIES TITLE	8. FUNCTION/PURPOSE	9. OPR OR OFM	10. INCLUSIVE DATES		11. LOCATION OF OTHER COPIES	12. VOLUME OF RECORDS	13. RETENTION PERIOD	14. REMARKS
				FROM	TO				

INTERNAL RECORDS COMMITTEE	DIVISION RECORDS COORDINATOR	DIVISION COMMANDER	BUREAU COMMANDER
15. ACTION BY LOCAL RECORDS COMMITTEE			
<div><input type="checkbox"/> APPROVED</div> <div><input type="checkbox"/> APPROVED AS AMENDED</div> <div><input type="checkbox"/> UNAPPROVED</div>			
DISPOSITION AUTHORITY NUMBER	FOR THE ATTORNEY GENERAL	FOR THE STATE AUDITOR	FOR THE STATE ARCHIVIST

SEATTLE POLICE DEPARTMENT
PUBLIC RECORDS INDEX

Re: RCW 42.17

DATE _____

PAGE _____

DIVISION _____ UNIT _____ UNIT NO. _____

NO	RECORD SERIES TITLE	LOCATION	INDEX YES/NO	EXEMPT YES/NO	JUSTIFICATION FOR EXEMPTION .42.17.310-1	REMARKS

CONTACT PERSON(S)		LOCATION of COPYING EQUIPMENT		HOURS of OPERATION	
INTERNAL RECORDS COMM.		DIVISION RECORDS COORDINATOR		DIVISION COMMANDER	
				BUREAU COMMANDER	

TITLE 40

PUBLIC DOCUMENTS, RECORDS AND PUBLICATIONS

Chapters

- 40.04 Public documents.
- 40.06 State publications distribution center.
- 40.10 Microfilming of records to provide continuity of civil government.
- 40.14 Preservation and destruction of public records.
- 40.16 Penal provisions.
- 40.20 Reproduced records for governments and business.

Historical materials, preservation: Chapter 27.48 RCW.

Minutes of governmental agencies open to public inspection: RCW 42.32.030.

Newspapers: Chapter 19.56 RCW.

Public documents as evidence: Chapter 5.44 RCW.

Publication of legal notices: Chapter 65.16 RCW.

Recording, registration and legal publication: Title 65 RCW.

Records and exhibits of superior court, destruction, reproduction: RCW 36.23.065, 36.23.067, 36.23.070.

State records, secretary of state as custodian: RCW 43.07.040.

Uniform business records as evidence act: Chapter 5.45 RCW.

Uniform photographic copies of business and public records as evidence act: Chapter 5.46 RCW.

Chapter 40.04 PUBLIC DOCUMENTS

Sections

- 40.04.010 Definition.
- 40.04.020 Executive and administrative reports—Distribution, exchange—Duties of state librarian and public printer.
- 40.04.030 Session laws, legislative journals, supreme court and court of appeals reports—Duties of law librarian, public printer, publisher.
- 40.04.040 Session laws—Distribution, sale, exchange—Duties of law librarian and county auditor—Surplus copies, sale, price.
- 40.04.090 Legislative journals—Distribution, sale, exchange—Duties of law librarian—Surplus sets, sale, price.
- 40.04.100 Supreme court and court of appeals reports—Distribution, exchange—Duties of law librarian.
- 40.04.110 Supreme court and court of appeals reports—Purchase from publisher—Duties of supreme court, law librarian.

Attorney general to give written opinions: RCW 43.10.030.

Revised Code of Washington, publication: Chapter 1.08 RCW.

Session laws, publication, etc.: Chapter 44.20 RCW.

Supreme court reports, publication: Chapter 2.32, RCW 43.78.070.

40.04.010 Definition. The term "public documents" as used in this chapter shall include the publications and reports of all state officers, or of any commission or commissions, board or boards, council, committee, or institution, or of any person or persons authorized or

required by law to publish or render reports. [1941 c 150 § 1; Rem. Supp. 1941 § 8217-1.]

40.04.020 Executive and administrative reports—Distribution, exchange—Duties of state librarian and public printer. It shall be the duty of the public printer to deliver to the state librarian one hundred twenty-five copies of each publication or report of every such state officer, commission or commissions, board or boards, council, committee, or institution, or of any person or persons authorized by law to print such publication. The public printer shall also retain two hundred additional copies of all such publications which he shall arrange and bind in sets, each volume of which shall be adequately labeled and contain the title, "Washington Public Documents." The state librarian is authorized and directed to make such distribution of each publication and of the sets of public documents as will in his judgment be most informative and beneficial to the state officers and public generally. The state librarian is also authorized to make such exchanges thereof, within and without the state, as to him seems fit and proper.

Every state publication, not printed by the public printer, whether in printed or mimeographed form, shall be deposited in triplicate with the state library. [1941 c 150 § 2; Rem. Supp. 1941 § 8217-2.]

40.04.030 Session laws, legislative journals, supreme court and court of appeals reports—Duties of law librarian, public printer, publisher. The state law librarian shall receive from the public printer, whose duty it shall be to deliver to him, all bound volumes of the session laws, and the house and senate journals as the same are published. He shall also receive from the publisher of the supreme court reports and the court of appeals reports of the state of Washington such copies as are purchased by the supreme court for the use of the state. [1971 c 42 § 2; 1941 c 150 § 3; Rem. Supp. 1941 § 8217-3.]

40.04.040 Session laws—Distribution, sale, exchange—Duties of law librarian and county auditor—Surplus copies, sale, price. Session laws shall be distributed, sold and/or exchanged by the state law librarian as follows:

(1) Copies shall be given as follows: One to each United States senator and representative in congress from this state; six to the Library of Congress; one to each United States executive department as defined by section 1, title 5, of the United States Code; three to the United States supreme court library; three to the library

of the circuit court of appeals of the ninth circuit; one to each United States district court room within this state; one to each office and branch office of the United States district attorneys in this state; one to each state official whose office is created by the Constitution; one to the judge advocate's office at Fort Lewis; one to each member of the legislature, session law indexer, secretary and assistant secretary of the senate, chief clerk and the assistant chief clerk of the house of representatives, the minute clerk and sergeant-at-arms of the two branches of the legislature of the sessions of which they occupied the offices and positions mentioned; one copy each to the Olympia representatives of the Associated Press and the United Press; two copies to the law library of the University of Puget Sound law school; two copies to the law library of Gonzaga University law school; and two copies to the law libraries of any accredited law schools as are hereafter established in this state.

(2) Copies, for official use only, shall be distributed as follows: One to each state department and to each division thereof; one to each state official whose office is created by the Constitution, except the governor who shall receive three copies; one each to the adjutant general, the state historical society, the state bar association, and to each state institution; one copy for each assistant attorney general who maintains his office in the attorney general's suite, and one additional copy for his stenographer's room; one copy to each prosecuting attorney and one for each of his deputies.

Sufficient copies shall be furnished for the use of the supreme court and the state law library as from time to time are needed. Eight copies shall be distributed to the University of Washington law library; one copy each to the offices of the president and the board of regents of the University of Washington, the dean of the University of Washington school of law, and to the University of Washington library; one copy to the library of each of the colleges of education (formerly called the normal schools); one copy each to the president of the Washington State University and to the Washington State University library. Six copies shall be sent to the King county law library, and one copy to each of the county law libraries organized pursuant to law in the counties of the first, second and third class; one copy to each public library in cities of the first class, and one copy to the municipal reference branch of the Seattle public library.

At the convening of each session of the legislature the state law librarian shall deliver to the chief clerk of the house of representatives twenty copies, and to the secretary of the senate, ten copies, of the laws of the preceding general session and of any intervening session for the use of the legislators during the ensuing session but which shall be returned to the state law library at the expiration of the legislative session.

It shall be the duty of each county auditor biennially to submit to the state law librarian a list of county officers, including the prosecuting attorney and his regular full time deputies and the justices of the peace and superior court rooms regularly used by a justice of the peace or superior court judge, and the correct number of bound copies of the session laws necessary for the

official use only of such officers and court rooms will be sent, transportation collect, to said county auditor who shall be responsible for the distribution thereof to the county officials entitled to receive them.

(3) Surplus copies of the session laws shall be sold and delivered by the state law librarian, in which case the price of the bound volumes shall be four dollars each. All moneys received from the sale of such bound volumes of session laws shall be paid into the state treasury for the general fund.

(4) The state law librarian is authorized to exchange bound copies of the session laws for similar laws or legal materials of other states, territories and governments, and to make such other and further distribution of the bound volumes as in his judgment seems proper. [1973 c 33 § 1; 1969 c 6 § 8; 1941 c 150 § 4; Rem. Supp. 1941 § 8217-4. Formerly RCW 40.04.040 through 40.04.080.]

Distribution of temporary edition of session laws: RCW 44.20.040.

Publication of session laws: RCW 44.20.050.

40.04.090 Legislative journals—Distribution, sale, exchange—Duties of law librarian—Surplus sets, sale, price. The house and senate journals shall be distributed and/or sold by the state law librarian as follows:

(1) Sets shall be distributed as follows: One set to each member of the legislature, secretary and assistant secretary of the senate, chief clerk and assistant to the chief clerk of the house of representatives, and to each minute clerk and sergeant-at-arms of the two branches of the legislature of which they occupy the offices and positions mentioned. One to each official whose office is created by the Constitution, and one to each state department director; three copies to the University of Washington law library; two copies to the University of Washington library; one to the King county law library; one to the Washington State University library; one to the library of each of the colleges of education (formerly called the normal schools); one to the law library of Gonzaga University law school; one to the law library of the University of Puget Sound law school; one to the law libraries of any accredited law school as hereafter established in this state; and one to each free public library in the state which requests it.

(2) A set of the house and senate journals of the preceding general session, and of any intervening special session, shall be placed on the desk of each legislator for his use during the ensuing session, which shall be returned to the state law library at the expiration of the legislative session; and sufficient sets shall be retained for the use of the state law library.

(3) Surplus sets of the house and senate journals shall be sold and delivered by the state law librarian, in which case the price shall be fifteen dollars for those of the general sessions, and ten dollars for those of the special sessions, when separately bound, and the proceeds therefrom shall be paid to the state treasurer for the general fund.

(4) The state law librarian is authorized to exchange copies of the house and senate journals for similar journals of other states, territories, and/or governments, or

for other legal materials, and to make such other and further distribution of them as in his judgment seems proper. [1973 c 33 § 2; 1941 c 150 § 5; Rem. Supp. 1941 § 8217-5.]

40.04.100 Supreme court and court of appeals reports—Distribution, exchange—Duties of law librarian. The supreme court reports and the court of appeals reports shall be distributed by the state law librarian as follows:

(1) Each supreme court justice and court of appeals judge is entitled to receive one copy of each volume containing an opinion signed by him.

(2) The state law librarian shall retain such copies as are necessary of each for the benefit of the state law library, the supreme court and its subsidiary offices; and the court of appeals and its subsidiary offices; he shall provide one copy each for the official use of the attorney general and for each assistant attorney general maintaining his office in the attorney general's suite; three copies for the office of prosecuting attorney, in class A counties; two copies for such office in first class counties, and one copy for each other prosecuting attorney; one for each United States district court room and every superior court room in this state if regularly used by a judge of such courts; one copy for the use of each state department maintaining a separate office at the state capitol; one copy to the office of program planning and fiscal management, and one copy to the division of inheritance tax and escheats; one copy each to the United States supreme court, to the United States district attorney's offices at Seattle and Spokane, to the office of the United States attorney general, the library of the circuit court of appeals of the ninth circuit, the Seattle public library, the Tacoma public library, the Spokane public library, the University of Washington library, and the Washington State University library; three copies to the Library of Congress; and, for educational purposes, twelve copies to the University of Washington law library, two copies to the University of Puget Sound law library, and two copies to the Gonzaga University law school library and to such other accredited law school libraries as are hereafter established in this state; six copies to the King county law library; and one copy to each county law library organized pursuant to law in class AA counties, class A counties and in counties of the first, second and third class.

(3) The state law librarian is likewise authorized to exchange copies of the supreme court reports and the court of appeals reports for similar reports of other states, territories, and/or governments, or for other legal materials, and to make such other and further distribution as in his judgment seems proper. [1973 c 33 § 3; 1971 c 42 § 3; 1941 c 150 § 6; Rem. Supp. 1941 § 8217-6.]

Commission to supervise publication of supreme court reports: RCW 2.32.160.

Publication of supreme court reports by public printer: RCW 43.78.070.

40.04.110 Supreme court and court of appeals reports—Purchase from publisher—Duties of supreme court, law librarian. On the publication of each volume of reports the supreme court must purchase for the use of the state, from the publisher to whom the contract is awarded, three hundred copies of each volume of supreme court and court of appeals reports, and such additional copies as the court may deem to be necessary, at the price named in the contract, and deliver the same to the law librarian of the state law library, who shall distribute same as required by the provisions of RCW 40.04.100. [1971 c 42 § 4; 1941 c 150 § 7; Rem. Supp. 1941 § 8217-7.]

Chapter 40.06

STATE PUBLICATIONS DISTRIBUTION CENTER

Sections

40.06.010	Definitions.
40.06.020	Center created as division of state library—Depository library system—Rules and regulations.
40.06.030	Deposits by state agencies.
40.06.040	Inter-library depository contracts.
40.06.050	Center to publish list and other printed matter.
40.06.060	Agencies to furnish lists to center.
40.06.070	Exemptions.
40.06.900	Effective date—1973 c 233.

40.06.010 Definitions. As used in this chapter:

(1) "Print" includes all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda.

(2) "Public document" means the annual and biennial reports required by law or by the governor which are bound in sets and titled Washington public documents.

(3) "State agency" includes every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each.

(4) "State publication" includes any document, compilation, journal, law, resolution, bluebook, statute, code, register, pamphlet, list, book, proceedings, minutes, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued in print by the state, the legislature, constitutional officers, or any state department, committee or other state agency supported wholly or in part by state funds. [1963 c 233 § 1.]

40.06.020 Center created as division of state library—Depository library system—Rules and regulations. There is hereby created as a division of the state library, and under the direction of the state librarian, a state publications distribution center. The center shall promote the establishment of an orderly depository library system. To this end the state library commission shall make such rules and regulations as may be deemed necessary to carry out the provisions of this chapter. [1963 c 233 § 2.]

40.06.030 Deposits by state agencies. Every state agency may upon release deposit at least three copies of each of its state publications with the state library for

record and depository purposes. Additional copies, in quantities as certified to the agencies by the state library and as required to meet the needs of the depository library system, shall also be deposited. Upon consent of the issuing state agency such state publications as are printed by the public printer shall be delivered directly to the center. [1963 c 233 § 3.]

40.06.040 Inter-library depository contracts. The center shall enter into depository contracts with any municipal or county free library, state college or state university library, the library of any privately incorporated college or university in this state, the library of congress and the midwest inter-library center, and other state libraries. The requirements for eligibility to contract as a depository library shall be established by the state library commission upon recommendations of the state librarian. The standards shall include and take into consideration the type of library, available housing and space for the publications, the number and qualifications of personnel, and availability for public use. [1963 c 233 § 4.]

40.06.050 Center to publish list and other printed matter. The center shall publish and distribute regularly a list of available state publications, and may publish and distribute such other descriptive printed matter as will facilitate the distribution of state publications. [1963 c 233 § 5.]

40.06.060 Agencies to furnish lists to center. Upon request by the center, issuing state agencies shall furnish the center with a complete list of its current state publications and a copy of its mailing and/or exchange lists. [1963 c 233 § 6.]

40.06.070 Exemptions. This chapter shall not apply to nor affect the duties concerning publications distributed by, or officers of:

- (1) The state law library;
- (2) The statute law committee and the code reviser; and
- (3) The secretary of state in connection with his duties under RCW 44.20.030 and 44.20.040. [1963 c 233 § 7.]

40.06.900 Effective date—1963 c 233. The effective date of this chapter shall be July 1, 1963. [1963 c 233 § 8.]

Chapter 40.10

MICROFILMING OF RECORDS TO PROVIDE CONTINUITY OF CIVIL GOVERNMENT

Sections

- 40.10.010 Essential records—Designation—List—Security and protection—Reproduction.
40.10.020 Reproduction of records—Storage, safeguarding of reproductions—Fees—Destruction of originals not authorized.

[Title 40—p 4]

40.10.010 Essential records—Designation—List—Security and protection—Reproduction. In order to provide for the continuity and preservation of civil government, each elected and appointed officer of the state shall designate those public documents which are essential records of his office and needed in an emergency and for the reestablishment of normal operations after any such emergency. A list of such records shall be forwarded to the state archivist and director of the department of emergency services on forms prescribed by the state archivist. This list shall be reviewed at least annually by the elected or appointed officer to insure its completeness. Any changes or revisions following this review shall be forwarded to the state archivist and the director of the department of emergency services. Each such elected and appointed officer of state government shall insure that the security of essential records of his office is by the most economical means commensurate with adequate protection. Protection of essential records may be by vaulting, planned or natural dispersal of copies, or any other method approved by the state archivist and the director of the department of emergency services. Reproductions of essential records may be by photo copy, magnetic tape, microfilm or other method approved by the state archivist. Local government offices may coordinate the protection of their essential records with the state archivist and director of the department of emergency services as necessary to provide continuity of local government under emergency conditions. [1973 c 54 § 1; 1963 c 241 § 1.]

Severability—1973 c 54: "If any provision of this 1973 amendatory act, or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected." [1973 c 54 § 6.] This applies to the 1973 amendments to RCW 40.10.010, 40.10.020, 40.14.040, 40.14.060 and 40.14.070.

40.10.020 Reproduction of records—Storage, safeguarding of reproductions—Fees—Destruction of originals not authorized. The state archivist is authorized to reproduce those documents designated as essential records by the several elected and appointed officials of the state and local government by microfilm or other miniature photographic process and to assist and cooperate in the storage and safeguarding of such reproductions in such place as is recommended by the director of the department of emergency services. The state archivist is authorized to charge the several departments of the state and local government the actual cost incurred in reproducing, storing and safeguarding such documents: *Provided*, That nothing herein shall authorize the destruction of the originals of such documents after reproduction thereof. [1973 c 54 § 2; 1963 c 241 § 2.]

Chapter 40.14

PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

Sections

- 40.14.010 Definition and classification of public records.

- 40.14.020 Division of archives and records management—State archivist—Powers and duties—Duties of public officials.
- 40.14.030 Transfer to state archives—Certified copies, cost.
- 40.14.040 Records officers—Designation—Powers and duties.
- 40.14.050 Records committee—Composition, compensation, meetings, powers and duties—Retention schedules.
- 40.14.060 Destruction, disposition of public records, office files and memoranda.
- 40.14.070 Destruction of local government records—Preservation for historical interest—Local records committee, duties.
- 40.14.080 Chapter not to affect other laws.
- 40.14.100 Legislative records—Defined.
- 40.14.110 Legislative records—Contribution of papers by legislators and employees.
- 40.14.120 Legislative records—"Clerk", "secretary" defined.
- 40.14.130 Legislative records—Duties of legislative officials, employees and state archivist—Delivery of records—Custody—Availability.
- 40.14.140 Legislative records—Party caucuses to be advised—Information and instructions.
- 40.14.150 Legislative records—Use for research.
- 40.14.160 Legislative records—Rules for access to records.
- 40.14.170 Legislative records—Sound recordings.
- 40.14.180 Legislative records—Construction—Confidentiality of bill drafting records.

40.14.010 Definition and classification of public records. As used in this chapter, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100.

For the purposes of this chapter, public records shall be classified as follows:

(1) Official public records shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; all legislative records as defined in RCW 40.14.100; and all other documents or records determined by the records committee, hereinafter created, to be official public records.

(2) Office files and memoranda shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the state of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee, hereinafter created, to be office files and memoranda. [1971 ex.s. c 102 § 1; 1957 c 246 § 1.]

40.14.020 Division of archives and records management—State archivist—Powers and duties—Duties of public officials. All public records shall be and remain the property of the state of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter. In order to insure the proper management and safeguarding of public records, the division of archives of the department of general administration is designated as the division of archives and records management, and, under the administration of the state archivist, who shall have reasonable access to all public records, wherever kept, for purposes of information, surveying, or cataloguing, shall undertake the following functions, duties, and responsibilities:

(1) To manage the archives of the state of Washington;

(2) To centralize the archives of the state of Washington, to make them available for reference and scholarship, and to insure their proper preservation;

(3) To inspect, inventory, catalog, and arrange retention and transfer schedules on all record files of all state departments and other agencies of state government;

(4) To insure the maintenance and security of all state public records and to establish safeguards against unauthorized removal or destruction;

(5) To establish and operate such state record centers as may from time to time be authorized by appropriation, for the purpose of preserving, servicing, screening and protecting all state public records which must be preserved temporarily or permanently, but which need not be retained in office space and equipment;

(6) To gather and disseminate to interested agencies information on all phases of records management and current practices, methods, procedures and devices for efficient and economical management of records;

(7) To operate a central microfilming bureau which will microfilm, at cost, records approved for filming by the head of the office of origin and the archivist; to approve microfilming projects undertaken by state departments and all other agencies of state government; and to maintain proper standards for this work;

(8) To maintain necessary facilities for the review of records approved for destruction and for their economical disposition by sale or burning; directly to supervise such destruction of public records as shall be authorized by the terms of this chapter. [1957 c 246 § 2.]

40.14.030 Transfer to state archives—Certified copies, cost. All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the state archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation: *Provided*, That this section shall have no application to public records approved for destruction under the subsequent provisions of this chapter.

When so transferred, copies of the public records concerned shall be made and certified by the archivist, which certification shall have the same force and effect as though made by the officer originally in charge of them. Fees may be charged to cover the cost of reproduction. In turning over the archives of his office, the officer in charge thereof, or his successor, thereby loses none of his rights of access to them, without charge, whenever necessary. [1957 c 246 § 3.]

Columbia River boundary compact, transfer of records to division of archives: RCW 43.58.070.

40.14.040 Records officers—Designation—Powers and duties. Each department or other agency of the state government shall designate a records officer to supervise its records program and to represent the office in all contacts with the records committee, hereinafter created, and the division of archives and records management. The records officer shall:

(1) Coordinate all aspects of the records management program.

(2) Inventory, or manage the inventory, of all public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the state archivist and state records committee: *Provided*, That essential records shall be inventoried and processed in accordance with chapter 40.10 RCW at least annually.

(3) Consult with any other personnel responsible for maintenance of specific records within his state organization, regarding records retention and transfer recommendations.

(4) Analyze records inventory data, examine and compare divisional or unit inventories for duplication of records, and recommend to the state archivist and state records committee minimal retentions for all copies commensurate with legal, financial and administrative needs.

(5) Approve all records inventory and destruction requests which are submitted to the state records committee.

(6) Review established records retention schedules at least annually to insure that they are complete and current.

(7) Exercise internal control over the acquisition of filming and file equipment.

(8) Report annually all savings resulting from records disposition actions to his management, the state archivist and the office of program planning and fiscal management.

If a particular agency or department does not wish to transfer records at a time previously scheduled therefor, the records officer shall, within thirty days, notify the archivist and request a change in such previously set schedule, including his reasons therefor. [1973 c 54 § 3; 1957 c 246 § 4.]

40.14.050 Records committee—Composition, compensation, meetings, powers and duties—Retention schedules. There is created a committee, to be known as the records committee, composed of the archivist, an appointee of the state auditor, and an appointee of the

attorney general. Committee members shall serve without additional salary, but shall be entitled to traveling expenses incurred incident to committee records. Such expenses shall be paid from the appropriations made for operation of their respective departments or offices.

The records committee shall meet at least once every quarter or oftener as business dictates. Action by the committee shall be by majority vote and records shall be kept of all committee business.

It shall be the duty of the records committee to approve, modify or disapprove the recommendations on retention schedules of all files of public records and to act upon requests to destroy any public records: *Provided*, That any modification of a request or recommendation must be approved by the head of the agency originating the request or recommendation.

The division of archives and records management shall provide forms, approved by the records committee, upon which it shall prepare recommendations to the committee in cooperation with the records officer of the department or other agency whose records are involved. [1957 c 246 § 5.]

40.14.060 Destruction, disposition of public records, office files and memoranda. Official public records shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are seven years old, except on a showing of the department of origin, as approved by the records committee, that the retention of such records for a minimum of seven years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs are involved: *Provided*, That any lesser term of retention than seven years must have the additional approval of the director of the budget, the state auditor and the attorney general, except where records have federal retention guidelines the state records committee may adjust the retention period accordingly: *Provided, further*, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for official public records shall not be made as to records on existing record retention schedules but the same shall be reviewed individually by the state records committee for approval or disapproval of the change to a retention period of seven years.

Recommendations for the destruction or disposition of office files and memoranda shall be submitted to the records committee upon approved forms prepared by the records officer of the agency concerned and the archivist. The committee shall determine the period of time that any office file or memorandum shall be preserved and may authorize the division of archives and records management to arrange for its destruction or disposition. [1973 c 54 § 4; 1957 c 246 § 6.]

40.14.070 Destruction of local government records—Preservation for historical interest—Local records committee, duties. County, municipal, and other

local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the division of archives and records management, lists of such records, in triplicate, on forms prepared by the division. The archivist and the chief examiner of the division of municipal corporations of the office of the state auditor and a representative appointed by the attorney general shall constitute a committee to be known as the local records committee which shall review such lists, and may veto the destruction of any or all items contained therein.

A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring disposition schedules recommended by the agency to the local records committee. The schedules are to be submitted on forms provided by the division of archives and records management to the local records committee, which may either veto, approve, or amend the schedule. Approval of such schedule or amended schedule shall be by unanimous vote of the local records committee. Upon such approval, the schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the schedule is either amended or revised by the committee.

No public record other than office files and memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is seven years old, and except as otherwise provided by law no public record shall be destroyed until approved for destruction by the local records committee: *Provided*, That where records have federal retention guidelines the local records committee may adjust the retention period accordingly: *Provided further*, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for official public records shall not be made as to records on existing record retention schedules but the same shall be reviewed individually by the local records committee for approval or disapproval of the change to a retention period of seven years.

The state archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The local records committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government agencies, designated by the archivist as of primarily historical interest, may be transferred to a recognized depository agency selected by the archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and to make them available for reference or study. [1973 c 54 § 5; 1971 ex.s. c 10 § 1; 1957 c 246 § 7.]

Destruction and reproduction of court records: RCW 36.23.065 through 36.23.070.

40.14.080 Chapter not to affect other laws. The provisions of this chapter shall not be construed as repealing or modifying any other acts or parts of acts authorizing the destruction of public records save for those specifically named in section 9 of this act; nor shall this chapter affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the state library. [1957 c 246 § 8.]

Reviser's note: "section 9 of this act" refers to 1957 c 246 § 9 which repealed RCW 40.08.010 through 40.08.050 and 40.12.010 through 40.12.110.

40.14.100 Legislative records—Defined. As used in RCW 40.14.010 and 40.14.100 through 40.14.180, unless the context requires otherwise, "legislative records" shall be defined as correspondence, amendments, reports, and minutes of meetings made by or submitted to legislative committees or subcommittees and transcripts or other records of hearings or supplementary written testimony or data thereof filed with committees or subcommittees in connection with the exercise of legislative or investigatory functions, but does not include the records of an official act of the legislature kept by the secretary of state, bills and their copies, published materials, digests, or multi-copied matter which are routinely retained and otherwise available at the state library or in a public repository, or reports or correspondence made or received by or in any way under the personal control of the individual members of the legislature. [1971 ex.s. c 102 § 2.]

40.14.110 Legislative records—Contribution of papers by legislators and employees. Nothing in RCW 40.14.010 and 40.14.100 through 40.14.180 shall prohibit a legislator or legislative employee from contributing his personal papers to any private library, public library, or the state archives. The state archivist is authorized to receive papers of legislators and legislative employees and is directed to encourage the donation of such personal records to the state. The state archivist is authorized to establish such guidelines and procedures for the collection of personal papers and correspondence relating to the legislature as he sees fit. Legislators and legislative employees are encouraged to contribute their personal papers to the state for preservation. [1971 ex.s. c 102 § 3.]

40.14.120 Legislative records—"Clerk", "secretary" defined. As used in RCW 40.14.010 and 40.14.100 through 40.14.180 "clerk" means clerk of the Washington state house of representatives and "secretary" means the secretary of the Washington state senate. [1971 ex.s. c 102 § 4.]

40.14.130 Legislative records—Duties of legislative officials, employees and state archivist—Delivery of records—Custody—Availability. The legislative committee chairman, subcommittee chairman, committee member, or employed personnel of the state legislature having possession of legislative records that are not

required for the regular performance of official duties shall, within ten days after the adjournment sine die of a regular or special session, deliver all such legislative records to the clerk of the house or the secretary of the senate.

The clerk of the house and the secretary of the senate are charged to include requirements and responsibilities for keeping committee minutes and records as part of their instructions to committee chairmen and employees.

The clerk or the secretary, with the assistance of the state archivist, shall classify and arrange the legislative records delivered to the clerk or secretary in a manner that he considers best suited to carry out the efficient and economical utilization, maintenance, preservation, and disposition of the records. The clerk or the secretary may deliver to the state archivist all legislative records in his possession when such records have been classified and arranged and are no longer needed by either house. The state archivist shall thereafter be custodian of the records so delivered, but shall deliver such records back to either the clerk or secretary upon his request.

The chairman, member, or employee of a legislative interim committee responsible for maintaining the legislative records of that committee shall, on a scheduled basis agreed upon by the chairman, member, or employee of the legislative interim committee, deliver to the clerk or secretary all legislative records in his possession, as long as such records are not required for the regular performance of official duties. He shall also deliver to the clerk or secretary all records of an interim committee within ten days after the committee ceases to function. [1971 ex.s. c 102 § 5.]

40.14.140 Legislative records—Party caucuses to be advised—Information and instructions. It shall be the duty of the clerk and the secretary to advise the party caucuses in each house concerning the necessity to keep public records. The state archivist or his representative shall work with the clerk and secretary to provide information and instructions on the best method for keeping legislative records. [1971 ex.s. c 102 § 6.]

40.14.150 Legislative records—Use for research. Committee records may be used by legislative employees for research at the discretion of the clerk or the secretary. [1971 ex.s. c 102 § 7.]

40.14.160 Legislative records—Rules for access to records. The clerk or the secretary shall, with advice of the state archivist, prescribe rules for access to records more than three years old when such records have been delivered to the state archives for preservation and maintenance. [1971 ex.s. c 102 § 8.]

40.14.170 Legislative records—Sound recordings. Any sound recording of debate in the house or senate made by legislative employees shall be preserved by the chief clerk of the house and by the secretary of the senate, respectively, for two years from the end of the session at which made, and thereafter shall be transmitted

to the state archivist. The chief clerk and the secretary shall catalogue or index the recordings in their custody according to a uniform system, in order to allow easy access to the debate on specific questions before either house, and shall make available to any court of record, at the cost of reproduction, such portions of the recordings as the court may request. [1971 ex.s. c 102 § 9.]

40.14.180 Legislative records—Construction—Confidentiality of bill drafting records. The provisions of RCW 40.14.010 and 40.14.100 through 40.14.180 shall not be construed as repealing or modifying any other acts or parts of acts authorizing the retention or destruction of public records nor shall RCW 40.14.010 and 40.14.100 through 40.14.180 affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the state library nor shall it affect the confidentiality of the bill drafting records of the code reviser's office. [1971 ex.s. c 102 § 10.]

Chapter 40.16 PENAL PROVISIONS

Sections

- 40.16.010 Injury to public record.
- 40.16.020 Injury to and misappropriation of record.
- 40.16.030 Offering false instrument for filing or record.

Falsifying accounts, penalty: RCW 9.38.050.

Forgery: Chapter 9.44 RCW.

Misconduct of public officers: Chapter 42.20 RCW.

Public works accounts and records, penalty for falsifying: RCW 39.04.110.

40.16.010 Injury to public record. Every person who shall wilfully and unlawfully remove, alter, mutilate, destroy, conceal or obliterate a record, map, book, paper, document or other thing filed or deposited in a public office, or with any public officer, by authority of law, shall be punished by imprisonment in the state penitentiary for not more than five years, or by a fine of not more than one thousand dollars, or by both. [1909 c 249 § 95; RRS § 2347.]

Injury to records, accounts, etc.: RCW 9.61.050.

40.16.020 Injury to and misappropriation of record. Every officer who shall mutilate, destroy, conceal, erase, obliterate or falsify any record or paper appertaining to his office, or who shall fraudulently appropriate to his own use or to the use of another person, or secrete with intent to appropriate to such use, any money, evidence of debt or other property intrusted to him by virtue of his office, shall be punished by imprisonment in the state penitentiary for not more than ten years, or by a fine of not more than five thousand dollars, or by both. [1909 c 249 § 96; RRS § 2348.]

40.16.030 Offering false instrument for filing or record. Every person who shall knowingly procure or offer any false or forged instrument to be filed, registered or recorded in any public office, which instrument, if genuine, might be filed, registered or recorded in such office under any law of this state or of the United States, shall be punished by imprisonment in the

state penitentiary for not more than five years, or by a fine of not more than five thousand dollars, or by both. [1909 c 249 § 97; RRS § 2349.]

Filing false instrument, penalty: RCW 9.37.010.

Chapter 40.20 REPRODUCED RECORDS FOR GOVERNMENTS AND BUSINESS

Sections

- 40.20.010 "Business" defined.
- 40.20.020 Reproduction by film or photograph.
- 40.20.030 Use as original.

Court records, destruction and reproduction: RCW 36.23.065 through 36.23.070.

Photographic recordation of plats and documents: RCW 65.04.040.

Uniform business records as evidence act: Chapter 5.45 RCW.

Uniform photographic copies of business and public records as evidence act: Chapter 5.46 RCW.

40.20.010 "Business" defined. For the purpose of this chapter, the term "business" shall mean and include business, industry, profession, occupation and calling of every kind. [1949 c 223 § 3; Rem. Supp. 1949 § 1257-6.]

40.20.020 Reproduction by film or photograph. The head of any business or the head of any state, county or municipal department, commission, bureau or board may cause any or all records required or authorized by law to be made or kept by such official, department, commission, bureau, board or business to be photographed, microphotographed, photostated or reproduced on film for all purposes of recording documents, plats, files or papers, or copying or reproducing such records. Such film or reproducing material shall be of permanent material and the device used to reproduce such records on such film or material shall be such as to accurately reproduce and perpetuate the original records in all details, and shall be approved for the intended purpose: *Provided*, That the forms committee shall approve such material for state records use: *Provided, further*, That the state auditor shall approve such material for use by local governmental subdivisions. [1973 c 95 § 1; 1949 c 223 § 1; Rem. Supp. 1949 § 1257-4.]

40.20.030 Use as original. Such photostatic copy, photograph, microphotograph or photographic film record, or copy of the original records shall be deemed to be an original record for all purposes, and shall be admissible in evidence in all courts or administrative agencies. A facsimile, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification or certified copy of the original. [1949 c 223 § 2; Rem. Supp. 1949 § 1257-5.]

PUBLIC RECORDS

42.17.250 Duty to publish procedures. (1) Each state agency shall separately state and currently publish in the Washington Administrative Code and each local agency shall prominently display and make available for inspection and copying at the central office of such local agency, for guidance of the public:

(a) Descriptions of its central and field organization and the established places at which, the employees from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain copies of agency decisions;

(b) Statements of the general course and method by which its operations are channeled and determined, including the nature and requirements of all formal and informal procedures available;

(c) Rules of procedure;

(d) Substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the agency; and

(e) Each amendment or revision to, or repeal of any of the foregoing.

(2) Except to the extent that he has actual and timely notice of the terms thereof, a person may not in any manner be required to resort to, or be adversely affected by, a matter required to be published or displayed and not so published or displayed. [1973 c 1 § 25 (Initiative Measure No. 276 § 25).]

42.17.260 Documents and indexes to be made public.

(1) Each agency, in accordance with published rules, shall make available for public inspection and copying all public records. To the extent required to prevent an unreasonable invasion of personal privacy, an agency shall delete identifying details when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

(2) Each agency shall maintain and make available for public inspection and copying a current index providing identifying information as to the following records issued, adopted, or promulgated after June 30, 1972:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(3) An agency need not maintain such an index, if to do so would be unduly burdensome, but it shall in that event:

(a) Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

(b) Make available for public inspection and copying all indexes maintained for agency use.

(4) A public record may be relied on, used, or cited as precedent by an agency against a party other than an agency and it may be invoked by the agency for any other purpose only if—

(a) It has been indexed in an index available to the public; or

(b) Parties affected have timely notice (actual or constructive) of the terms thereof.

(5) This chapter shall not be construed as giving authority to any agency to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies shall not do so unless specifically authorized or directed by law. [1973 c 1 § 26 (Initiative Measure No. 276 § 26).]

42.17.270 Facilities for copying. Public records shall be available to any person for inspection and copying, and agencies shall, upon request for identifiable records, make them promptly available to any person. Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. [1973 c 1 § 27 (Initiative Measure No. 276 § 27).]

42.17.280 Times for inspection and copying. Public records shall be available for inspection and copying during the customary office hours of the agency: *Provided*, That if the agency does not have customary office hours of at least thirty hours per week, the public records shall be available from nine o'clock a.m. to noon and from one o'clock p.m. to four o'clock p.m. Monday through Friday, excluding legal holidays, unless the person making the request and the agency or its representative agree on a different time. [1973 c 1 § 28 (Initiative Measure No. 276 § 28).]

42.17.290 Protection of public records. Agencies shall adopt and enforce reasonable rules and regulations, consonant with the intent of this chapter to provide full public access to official records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency. Such rules and regulations shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information. [1973 c 1 § 29 (Initiative Measure No. 276 § 29).]

42.17.300 Charges for copying. No fee shall be charged for the inspection of public records. Agencies may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records, which charges shall not exceed the amount necessary to reimburse the agency for its actual costs incident to such copying. [1973 c 1 § 30 (Initiative Measure No. 276 § 30).]

42.17.310 Certain personal and other records exempt.

(1) The following shall be exempt from public inspection and copying:

(a) Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(b) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.

(c) Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(d) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.

(e) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(f) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(g) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(h) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(i) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(j) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of

which would violate personal privacy or vital governmental interests, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.

(3) Inspection or copying of any specific records, exempt under the provisions of this section, may be permitted if the superior court in the county in which the record is maintained finds, after a hearing with notice thereof to every person in interest and the agency, that the exemption of such records, is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.

(4) Agency responses refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld. [1973 c 1 § 31 (Initiative Measure No. 276 § 31).]

42.17.320 Prompt responses required. Responses to requests for records shall be made promptly by agencies. Denials of requests must be accompanied by a written statement of the specific reasons therefor. Agencies shall establish mechanisms for the most prompt possible review of decisions denying inspection, and such review shall be deemed completed at the end of the second business day following the denial of inspection and shall constitute final agency action for the purposes of judicial review. [1973 c 1 § 32 (Initiative Measure No. 276 § 32).]

42.17.330 Court protection of records. The examination of any specific record may be enjoined if, upon motion and affidavit, the superior court for the county in which the movant resides or in which the record is maintained, finds that such examination would clearly not be in the public interest and would substantially and irreparably damage any person, or would substantially and irreparably damage vital governmental functions. [1973 c 1 § 33 (Initiative Measure No. 276 § 33).]

42.17.340 Judicial review of agency actions. (1) Upon the motion of any person having been denied an opportunity to inspect or copy a public record by an agency, the superior court in the county in which a record is maintained may require the responsible agency to show cause why it has refused to allow inspection or copying of a specific record or class of records. The burden of proof shall be on the agency to establish that refusal to permit public inspection and copying is required.

(2) Judicial review of all agency actions taken or challenged under RCW 42.17.250 through 42.17.320 shall be de novo. Courts shall take into account the policy of this chapter that free and open examination of public records is in the public interest, even though such examination may cause inconvenience or embarrassment to public officials or others. Courts may examine any record in camera in any proceeding brought under this section.

(2) Any person who prevails against an agency in any action in the courts seeking the right to inspect or copy any public record shall be awarded all costs, including reasonable attorney fees, incurred in connection with such legal action. In addition, it shall be within the discretion of the court to award such person an amount not to exceed twenty-five dollars for each day that he was denied the right to inspect or copy said public record. [1973 c 1 § 34 (Initiative Measure No. 276 § 4).]

ADMINISTRATION AND ENFORCEMENT

42.17.350 Public disclosure commission—Established—Membership. There is hereby established a "Public Disclosure Commission" which shall be composed of five members who shall be appointed by the governor, with the consent of the senate. All appointees shall be persons of the highest integrity and qualifications. No more than three members shall have an identification with the same political party. The original members shall be appointed within sixty days after the effective date of this act. The term of each member shall be five years except that the original five members shall serve initial terms of one, two, three, four and five years, respectively, as designated by the governor. No member of the commission, during his tenure, shall (1) hold or campaign for elective office; (2) be an officer of any political party or political committee; (3) permit his name to be used, or make contributions, in support of or in opposition to any candidate or proposition; (4) participate in any way in any election campaign; or (5) lobby or employ or assist a lobbyist. No member shall be eligible for appointment to more than one full term. A vacancy on the commission shall be filled within thirty days of the vacancy by the governor, with the consent of the senate, and the appointee shall serve for the remaining term of his predecessor. A vacancy shall not impair the powers of the remaining members to exercise all of the powers of the commission. Three members of the commission shall constitute a quorum. The commission shall elect its own chairman and adopt its own rules of procedure in the manner provided in chapter 34.04 RCW. Any member of the commission may be removed by the governor, but only upon grounds of neglect of duty or misconduct in office.

Members shall serve without compensation, but shall be reimbursed for necessary traveling and lodging expenses actually incurred while engaged in the business of the commission as provided in chapter 43.03 RCW. [1973 c 1 § 35 (Initiative Measure No. 276 § 35).]

Effective date—1973 c 1: See RCW 42.17.900.

42.17.360 Commission—Duties. The commission shall:

- (1) Develop and provide forms for the reports and statements required to be made under this chapter;
- (2) Prepare and publish a manual setting forth recommended uniform methods of bookkeeping and reporting for use by persons required to make reports and statements under this chapter;

(3) Compile and maintain a current list of all filed reports and statements;

(4) Investigate whether properly completed statements and reports have been filed within the times required by this chapter;

(5) Upon complaint or upon its own motion, investigate and report apparent violations of this chapter to the appropriate law enforcement authorities;

(6) Prepare and publish an annual report to the governor as to the effectiveness of this chapter and its enforcement by appropriate law enforcement authorities; and

(7) Enforce this chapter according to the powers granted it by law. [1973 c 1 § 36 (Initiative Measure No. 276 § 36).]

42.17.370 Commission—Additional powers. The commission is empowered to:

(1) Adopt, promulgate, amend and rescind suitable administrative rules and regulations to carry out the policies and purposes of this chapter;

(2) Prepare and publish such reports and technical studies as in its judgment will tend to promote the purposes of this chapter, including reports and statistics concerning campaign financing, lobbying, financial interests of elected officials, and enforcement of this chapter;

(3) Make from time to time, on its own motion, audits and field investigations;

(4) Make public the fact that an alleged or apparent violation has occurred and the nature thereof;

(5) Administer oaths and affirmations, subpoena witnesses, compel their attendance, take evidence and require the production of any books, papers, correspondence, memorandums or other records which the commission deems relevant or material for the purpose of any investigation authorized under this chapter, or any other proceeding under this chapter;

(6) Adopt and promulgate a code of fair campaign practices;

(7) Relieve, by published regulation of general applicability, candidates or political committees of obligations to comply with the provisions of this chapter relating to election campaigns, if they have not received contributions nor made expenditures in connection with any election campaign of more than one thousand dollars; and

(8) Enact regulations prescribing reasonable requirements for keeping accounts of and reporting on a quarterly basis costs incurred by state agencies, counties, cities and other municipalities and political subdivisions in preparing, publishing and distributing legislative information. The term "legislative information", for the purposes of this subsection, means books, pamphlets, reports and other materials prepared, published or distributed at substantial cost, a substantial purpose of which is to influence the passage or defeat of any legislation. The state auditor in his regular examination of each agency under chapter 43.09 RCW shall review such regulations, accounts and reports and make appropriate findings, comments and recommendations in his examination reports concerning those agencies.

(9) The commission, after hearing, by order may suspend or modify any of the reporting requirements hereunder in a particular case if it finds that literal application of this chapter works a manifestly unreasonable hardship and if it also finds that such suspension or modification will not frustrate the purposes of the chapter. Any such suspension or modification shall be only to the extent necessary to substantially relieve the hardship. The commission shall act to suspend or modify any reporting requirements only if it determines that facts exist that are clear and convincing proof of the findings required hereunder. Any citizen shall have standing to bring an action in Thurston county superior court to contest the propriety of any order entered hereunder within one year from the date of the entry of such order. [1973 c 1 § 37 (Initiative Measure No. 276 § 37).]

42.17.380 Secretary of state, attorney general—Duties. (1) The secretary of state, through his office, shall perform such ministerial functions as may be necessary to enable the commission to carry out its responsibilities under this chapter. The office of the secretary of state shall be designated as the place where the public may file papers or correspond with the commission and receive any form or instruction from the commission.

(2) The attorney general, through his office, shall supply such assistance as the commission may require in order to carry out its responsibilities under this chapter. The commission may employ attorneys who are neither the attorney general nor an assistant attorney general to carry out any function of the attorney general prescribed in this section. [1973 c 1 § 38 (Initiative Measure No. 276 § 38).]

42.17.390 Civil remedies and sanctions. (1) One or more of the following civil remedies and sanctions may be imposed by court order in addition to any other remedies provided by law:

(a) If the court finds that the violation of any provision of this chapter by any candidate or political committee probably affected the outcome of any election, the result of said election may be held void and a special election held within sixty days of such finding. Any action to void an election shall be commenced within one year of the date of the election in question. It is intended that this remedy be imposed freely in all appropriate cases to protect the right of the electorate to an informed and knowledgeable vote.

(b) If any lobbyist or sponsor of any grass roots lobbying campaign violates any of the provisions of this chapter, his registration may be revoked or suspended and he may be enjoined from receiving compensation or making expenditures for lobbying: *Provided, however,* That imposition of such sanction shall not excuse said lobbyist from filing statements and reports required by this chapter.

(c) Any person who violates any of the provisions of this chapter may be subject to a civil penalty of not more than ten thousand dollars for each such violation.

(d) Any person who fails to file a properly completed statement or report within the time required by this chapter may be subject to a civil penalty of ten dollars per day for each day each such delinquency continues.

(e) Any person who fails to report a contribution or expenditure may be subject to a civil penalty equivalent to the amount he failed to report.

(f) The court may enjoin any person to prevent the doing of any act herein prohibited, or to compel the performance of any act required herein. [1973 c 1 § 39 (Initiative Measure No. 276 § 39).]

42.17.400 Enforcement. (1) The attorney general and the prosecuting authorities of political subdivisions of this state may bring civil actions in the name of the state for any appropriate civil remedy, including but not limited to the special remedies provided in RCW 42.17.390.

(2) The attorney general and the prosecuting authorities of political subdivisions of this state may investigate or cause to be investigated the activities of any person who there is reason to believe is or has been acting in violation of this chapter, and may require any such person or any other person reasonably believed to have information concerning the activities of such person to appear at a time and place designated in the county in which such person resides or is found, to give such information under oath and to produce all accounts, bills, receipts, books, papers, and documents which may be relevant or material to any investigation authorized under this chapter.

(3) When the attorney general or the prosecuting authority of any political subdivision of this state requires the attendance of any person to obtain such information or the production of the accounts, bills, receipts, books, papers, and documents which may be relevant or material to any investigation authorized under this chapter, he shall issue an order setting forth the time when and the place where attendance is required and shall cause the same to be delivered to or sent by registered mail to the person at least fourteen days before the date fixed for attendance. Such order shall have the same force and effect as a subpoena, shall be effective state-wide, and, upon application of the attorney general or said prosecuting authority, obedience to the order may be enforced by any superior court judge in the county where the person receiving it resides or is found, in the same manner as though the order were a subpoena. The court, after hearing, for good cause, and upon application of any person aggrieved by the order, shall have the right to alter, amend, revise, suspend, or postpone all or any part of its provisions. In any case where the order is not enforced by the court according to its terms, the reasons for the court's actions shall be clearly stated in writing, and such action shall be subject to review by the appellate courts by certiorari or other appropriate proceeding.

(4) Any person who has notified the attorney general in writing that there is reason to believe that some provision of this chapter is being or has been violated may himself bring in the name of the state any of the actions (hereinafter referred to as a citizen's action) authorized

Under this chapter if the attorney general has failed to commence an action hereunder within forty days after such notice and if the attorney general has failed to commence an action within ten days after a notice in writing delivered to the attorney general advising him that a citizen's action will be brought if the attorney general does not bring an action. If the person who brings the citizen's action prevails, he shall be entitled to one-half of any judgment awarded, and to the extent the costs and attorney's fees he has incurred exceed his share of the judgment, he shall be entitled to be reimbursed for such costs and fees by the state of Washington: *Provided*, That in the case of a citizen's action which is dismissed and which the court also finds was brought without reasonable cause, the court may order the person commencing the action to pay all costs of trial and reasonable attorney's fees incurred by the defendant.

(5) In any action brought under this section, the court may award to the state all costs of investigation and trial, including a reasonable attorney's fee to be fixed by the court. If the violation is found to have been intentional, the amount of the judgment, which shall for this purpose include the costs, may be trebled as punitive damages. If damages or treble damages are awarded in such an action brought against a lobbyist, the judgment may be awarded against the lobbyist, and the lobbyist's employer or employers joined as defendants, jointly, severally, or both. If the defendant prevails, he shall be awarded all costs of trial, and may be awarded a reasonable attorney's fee to be fixed by the court to be paid by the state of Washington. [1973 c 1 § 40 (Initiative Measure No. 276 § 40).]

42.17.410 Limitation on actions. Any action brought under the provisions of this chapter must be commenced within six years after the date when the violation occurred. [1973 c 1 § 41 (Initiative Measure No. 276 § 41).]

42.17.420 Date of mailing deemed date of receipt. When any application, report, statement, notice, or payment required to be made under the provisions of this chapter has been deposited postpaid in the United States mail properly addressed, it shall be deemed to have been received on the date of mailing. It shall be presumed that the date shown by the post office cancellation mark on the envelope is the date of mailing. [1973 c 1 § 42 (Initiative Measure No. 276 § 42).]

42.17.430 Certification of reports. Every report and statement required to be filed under this chapter shall identify the person preparing it, and shall be certified as complete and correct, both by the person preparing it and by the person on whose behalf it is filed. [1973 c 1 § 43 (Initiative Measure No. 276 § 43).]

42.17.440 Statements and reports public records. All statements and reports filed under this chapter shall be public records of the agency where they are filed, and shall be available for public inspection and copying

during normal business hours at the expense of the person requesting copies, provided that the charge for such copies shall not exceed actual cost to the agency. [1973 c 1 § 44 (Initiative Measure No. 276 § 44).]

42.17.450 Duty to preserve statements and reports. Persons with whom statements or reports or copies of statements or reports are required to be filed under this chapter shall preserve them for not less than six years. The commission, however, shall preserve such statements or reports for not less than ten years. [1973 c 1 § 45 (Initiative Measure No. 276 § 45).]

42.17.900 Effective date—1973 c 1. The effective date of this act shall be January 1, 1973. [1973 c 1 § 49 (Initiative Measure No. 276 § 49).]

42.17.910 Severability—1973 c 1. If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected. [1973 c 1 § 46 (Initiative Measure No. 276 § 46).]

42.17.920 Construction—1973 c 1. The provisions of this act are to be liberally construed to effectuate the policies and purposes of this act. In the event of conflict between the provisions of this act and any other act, the provisions of this act shall govern. [1973 c 1 § 47 (Initiative Measure No. 276 § 47).]

42.17.930 Chapter, section headings not part of law. Chapter and section captions or headings as used in this act do not constitute any part of the law. [1973 c 1 § 48 (Initiative Measure No. 276 § 48).]

42.17.940 Repealer. Chapter 9, Laws of 1965, as amended by section 9, chapter 150, Laws of 1965 ex. sess., and RCW 29.18.140; and chapter 131, Laws of 1967 ex. sess. and RCW 44.64; and chapter 82, Laws of 1972 (42nd Leg. 2nd Ex. Sess.) and Referendum Bill No. 24; and chapter 98, Laws of 1972 (42nd Leg. 2nd Ex. Sess.) and Referendum Bill No. 25 are each hereby repealed. [1973 c 1 § 50 (Initiative Measure No. 276 § 50).]

Chapter 42.18

EXECUTIVE CONFLICT OF INTEREST ACT

Sections

42.18.010	Policy and purpose.
42.18.020	Application of definitions.
42.18.030	Agency.
42.18.040	Agency head.
42.18.050	Assist.
42.18.060	Compensation.
42.18.070	Intermittent state employee.
42.18.080	Participate.
42.18.090	Person.
42.18.100	Regular state employee.
42.18.110	Responsibility.
42.18.120	State action.
42.18.130	State employee.
42.18.140	Thing of economic value.
42.18.150	Transaction involving the state.

State of Washington
LOCAL RECORDS COMMITTEE

ADMINISTRATIVE ORDER NO. 103

The Local Records Committee of the State of Washington, by virtue of the authority vested under Chapters 34.04 RCW and 40.14 RCW, after due notice and meeting open to the public, held at Olympia, Washington, on September 28, 1973, as required by Chapter 34 RCW, does promulgate and adopt the annexed rules concerning local government records and their custody and disposition under RCW 40.14.070 as amended by Chapter 10, Laws of 1971, First Extraordinary Session, and Chapter 54, Laws of 1973.

This order after being first recorded in the order register of this committee shall be forwarded to the Code Reviser for filing pursuant to Chapter 34.04 RCW and Chapter 1-12 WAC.

ADOPTED AND APPROVED September 28, 1973.

LOCAL RECORDS COMMITTEE

By *William F. McAlister*
for the State Archivist

By *Daniel K. Rasmussen*
for the State Auditor

By *James M. Vache*
for the Attorney General

Chapter 414-04
PROMULGATION

WAC 414-04-010 GENERAL PURPOSE. These regulations are adopted under the provisions of RCW 40.14.070 as amended by Section 1, Chapter 10, Laws of 1971, First Extraordinary Session, and Chapter 54, Laws of 1973, in order to furnish procedures for handling and disposition of obsolete records of local governmental bodies.

DEFINITIONS

WAC 414-08-010 "AGENCY" DEFINED. "Agency" means any county, city, district or other political subdivision or municipal corporation or any department, office, commission, court or board or other local governmental agency, however designated.

WAC 414-08-020 "PUBLIC RECORDS" DEFINED. "Public records" means any paper, correspondence, form, book, photograph, film, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by any agency or received by it in connection with the transaction of public business. Reference: RCW 40.14.010.

WAC 414-08-030 "RECORDS CLASSIFICATION" DEFINED. "Records classification" means the designation of a record as either an Official Public Record or as an Office File and Memoranda, as those terms are defined by RCW 40.14.010 and by these regulations.

WAC 414-08-040 "OFFICIAL PUBLIC RECORDS" DEFINED. "Official Public Records" means all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined in Section 2, Chapter 102, Laws of 1971, First Extraordinary Session; and all other documents or records determined by the Records Committee to be Official Public Records. Reference: RCW 40.14.010.

WAC 414-08-050 "OFFICE FILES AND MEMORANDA" DEFINED. "Office Files and Memoranda" means all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency; all documents and reports made for the internal administration of the office to which they pertain, but not required by law to be filed or kept with such agency; and all other documents or records determined by the Records Committee to be Office Files and Memoranda. Reference: RCW 40.14.010.

WAC 414-08-060 "RECORDS SERIES" DEFINED. "Records Series" means any group of related records which are filed and used as a unit and which permit evaluation as a unit for disposition purposes.

WAC 414-08-070 "RETENTION PERIOD" DEFINED. "Retention period" means the period of time that must elapse before a specific record is destroyed or is eligible for disposal in accord with approved schedules.

WAC 414-08-080 "PERMANENT RECORDS" DEFINED. "Permanent records" means records which have a permanent or enduring administrative, legal or fiscal value and, in consequence thereof, should be retained and preserved indefinitely.

WAC 414-08-090 "ARCHIVAL RECORDS" DEFINED. "Archival records" means permanent records or records which have only temporary legal, financial or administrative value but which are of historical or other research value and which are noncurrent and not required to be retained in the office of origin.

WAC 414-24-070 METHODS OF RECORDS DESTRUCTION -
GENERALLY. When the Local Records Committee has authorized the disposal of public records by or for destruction, it shall be the responsibility of the agency having requested such authorization to ensure such records to be destroyed promptly and effectively. The primary purpose of such destruction shall be that of reducing the records to an illegible condition. Burning, pulping or shredding are considered to be the most effective methods of accomplishing that purpose.

WAC 414-24-080 DESTRUCTION - SALE FOR RECYCLING.
Pursuant to appropriate authorization from the Local Records Committee, an agency may destroy records by reselling them for recycling purposes, under the following conditions:

- (1) The prompt destruction of the records shall be insured, and the responsibility for such destruction shall continue to be that of the agency until effectuated.
- (2) The individual or entity purchasing such records shall have in effect or provide a performance bond, in a penal sum of not less than \$100,000 or the face value of the records being sold, whichever is least.
- (3) Records shall not be kept in unattended and unprotected storage awaiting their destruction.
- (4) The agency shall obtain and preserve evidence of the destruction of such records in the form of a destruction certificate from the person or entity to whom they are sold.

WAC 414-24-090 SEVEN YEAR RETENTION PROCEDURE.
There shall be no automatic reduction of retention periods from ten to seven years for Official Public Records on existing Records Retention Schedules. Each Schedule shall be reviewed by the Local Records Committee for approval or disapproval of the change to a retention period of seven years. Reference Section 5, Chapter 54, Laws of 1973.

APPENDIX A

GENERAL PROCEDURES FOR REQUESTING AUTHORITY, LISTED OR SCHEDULED, TO DESTROY PUBLIC RECORDS

1. THE LOCAL AGENCY SHALL:

- a. Inventory records.
- b. Prepare Public Records Retention Schedule and Destruction Authorization, Form GAA-24 (Rev. 2-74) either as a recurring Retention Schedule or as a one-time request for records destruction.
- c. Submit request in triplicate to the Washington State Local Records Committee, in care of the Division of Archives, 218 General Administration Building, Olympia, Washington 98504.

2. THE STATE ARCHIVIST SHALL:

- a. Receive requests and assign disposition authority numbers.
- b. Submit requests to the Local Records Committee.

3. THE LOCAL RECORDS COMMITTEE SHALL:

- a. Review requests and amend retention periods or dates of destruction to comply with legal and fiscal requirements, if necessary, and Committee requirements.
- b. Designate historical records for transfer to State Archives or other means of preservation.

4. THE STATE ARCHIVIST SHALL:

- a. Log return of all approved requests to the agency.
- b. Arrange for transfer and accessioning of records deemed to be of archival value to the Archives or to another recognized depository.

5. THE LOCAL AGENCY SHALL:

- a. Receive approved copies of requests from the Local Records Committee.
- b. Dispose of records authorized for destruction by schedule or list and in accord with instructions of the Committee.
- c. Retain records deemed of historical value for receipt by State Archives or another designated depository.
- d. File and maintain signed copies of schedules or lists as proof of authority and evidence of what records have been disposed of.
- e. Implement scheduled authority as required to dispose of obsolete records.

1. COUNTY, CITY OR OTHER LOCAL ENTITY Thurston County		2. OFFICE OF RECORD County Treasurer		3. NAME & TITLE OF RESPONSIBLE OFFICER John Doe, Treasurer		4. NUMBER 943-1134	5. DATE OF SUBMITTAL Jan. 1, 1974
6. RECORDS SERIES TITLE	7. FUNCTION/PURPOSE	8. INCLUSIVE DATES FROM TO	9. PRESENT TO	10. LOCATING OF OTHER COPIES	11. VOLUME OF RECORDS	12. RETENTION PERIOD	13. RELEASE
1. Real Property Assessment & Tax Rolls	Listing of real property assessed for taxes. Name of owner, legal description, value, assessed value, amount due and paid	OPR 1935	Present	None	38 Vols	7 years	
2. Tax Statements & Receipts	Statements & receipts issued for money in payment of taxes	OPR 1960	Present	Taxpayer	4 Cu Ft	7 years	

14. ACTION BY LOCAL RECORDS COMMITTEE
ON THE ATTORNEY GENERAL
DISPOSITION AUTHORITY NUMBER

15. APPROVED AS AMENDED
FOR THE STATE ARCHIVIST

GAA-24 (Rev. 2-74) SUPERSEDES GAA-20 & GAA-21

APPENDIX B

INSTRUCTIONS FOR PREPARATION OF RETENTION SCHEDULES/DESTRUCTION AUTHORIZATIONS

The GAA-24 (Rev. 2-74), Public Records Retention Schedule & Destruction Authorization, may be used for either recurring records scheduling or non-recurring (one-time) records destruction authorization. For recurring records scheduling as provided by WAC 414-24-040, all items will be completed on the GAA-24 as described below. For non-recurring (one-time) records destruction authorization only, as provided by WAC 414-24-030, complete all items as above with the exception that the "TO" portion of Block 10, "INCLUSIVE DATES," will indicate the ending inclusive date of the Records Series to be destroyed and Block 13, "RETENTION PERIOD," will be left blank. The GAA-24 will be completed, in triplicate, and all three copies will be forwarded to the State Archivist, Secretary, Local Records Committee, 218 General Administration Building, Olympia, Washington 98504. The GAA-24 will be completed as follows:

Item 1 COUNTY, CITY OR OTHER LOCAL AGENCY:

Enter the name of the local governmental entity, e.g., Thurston County, City of Tacoma, Port of Grays Harbor, etc.

Item 2 OFFICE OF RECORD:

Enter the name of the local office, section or department in which the records are located, e.g., Auditor's Office.

Item 3 NAME & TITLE OF RESPONSIBLE OFFICER:

Enter the name and title of the official or person in charge of or having custody of the records involved.

Item 4 PHONE:

Telephone number of the person described above.

Item 5 DATE OF SUBMITTAL:

Enter the date the GAA-24, Public Records Retention Schedule & Destruction Authorization, submitted to the Local Records Committee.

Item 6 NUMBER:

Line item sequence numbers of Records Series reported. Double space between Records Series line items.

Item 7 RECORDS SERIES TITLE:

Enter the title of each Records Series being reported. This title should be a brief concise description of the Records Series. Extreme care should be taken to be certain the Records Series title clearly demonstrates it is identifying a group of records. A Records Series may be defined as a group of records performing a particular function for the office, which are filed as a unit, used as a unit, and which may be transferred and disposed of as a unit. A functional unit may be referred to as a General Correspondence File, a Reading File, or it may consist of copies of a single form such as Personnel Actions or Purchase Requisitions. In each case, regardless of whether it consists of copies of a single form or many in a

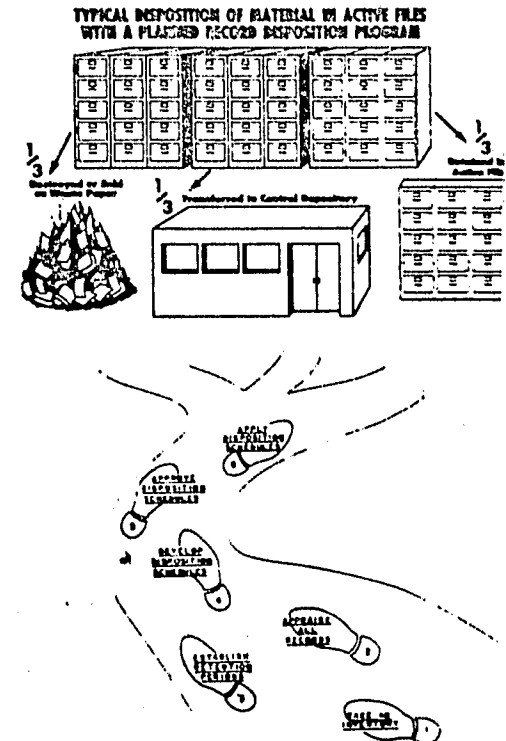
APPENDIX C

CONDUCTING A RECORDS INVENTORY AND EVALUATING RECORDS FOR DISPOSITION

WHY A RECORDS INVENTORY?

There are at least three approaches to reducing the accumulation of records in an office. 1. Periodic house cleaning, (use of lists) 2. Microfilming, 3. Development and implementation of recurring records retention schedules. The first approach is inefficient and lacks continuity. The second can result in an unnecessary expenditure of time and money if used indiscriminately. The third approach, while requiring time and effort, will result in a system which will meet the need, provide continuity, can be of aid in evaluating other systems and, once in effect, operates almost automatically.

This appendix is devoted to describing how such a records retention scheduling system can be developed through the use of a formal records inventory and evaluation effort, but the results are frequently far from comprehensive and failure to document evaluation decisions often results in later problems. Hence, a detailed documented inventory is necessary to evaluation and to schedule development.



FOREWORD

At every level of government, public records are rapidly becoming more numerous and voluminous. With an ever increasing volume of records, many cities, counties and other local governmental agencies have been faced with the problem of finding adequate and satisfactory storage or determining alternate means of handling records.

Some records of historical and other permanent values, frequently housed inadequately, are deteriorating before our eyes. Most records, however, are of only transient administrative, legal and financial value. Such records, when no longer required for such purposes, should be disposed of in order to make room for those of a current and continuing value.

The manual on the following pages has been prepared in order to provide guidance, to responsible officers of local governmental agencies, in matters relative to the preservation and disposition of public records. The manual consists of the regulations adopted by the Local Records Committee, procedures for requesting authority to destroy public records and guidelines for analyzing records retention. It also contains excerpts from pertinent statutes related to records disposition and microfilming. Subsequent regulations of the Local Records Committee and/or other instructional information or guidelines will be distributed, as prepared. This handbook is not intended to provide guidance to the retention or disposition of specific records. Separate handbooks for that purpose will be made available as they are developed by the Committee.

The Committee hopes that this handbook will provide the framework upon which more complete records management programs can be built.

September 1973

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WAC 414-08-100 "RETENTION SCHEDULE" DEFINED. "Retention Schedule" means a compilation of records of an office by name and description which indicates the length of time each record must be retained and authorizing its disposition.

Chapter 414-12

CUSTODY OF PUBLIC RECORDS

WAC 414-12-010 PUBLIC RECORDS AS PUBLIC PROPERTY.

All public records shall be and remain the property of the agency. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed, and otherwise managed, only in accordance with the provisions of Chapter 40.14 RCW or as otherwise provided for by law.

WAC 414-12-020 CUSTODY. Unless otherwise provided by law, public records must remain in the custody of the office in which they were originally filed, which shall be considered the Office of Record, or should be destroyed or transferred pursuant to instructions from the Local Records Committee as required by Chapter 40.14 RCW. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals, except for disposition pursuant to law or unless otherwise expressly provided by law or by these regulations.

WAC 414-12-030 AUTHORITY TO TRANSFER RECORDS. In lieu of retention in the Office of Record, records of archival or historical value may be officially transferred to the Washington State Archives or other depository officially designated by the State Archivist.

Records designated by the Archivist as of primarily historical interest may be transferred to a recognized depository agency, selected by the Archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and make them available for reference or study. Public officials are authorized to transfer to the Washington State Archives records in their custody which are no longer in current use. The State Archives is not under obligation to acquire such records and will accept only those records deemed valuable as a historical source. Any transfer of records must be by concurrent agreement, excepting wherein records are selected for preservation as historical sources from lists or schedules submitted to the Committee for destruction authorization. Records retention guidelines prepared by the Archivist, with archival notations, are suggestive only and not obligating upon either party.

Chapter 414-20
LOCAL RECORDS COMMITTEE

WAC 414-20-010 MEMBERSHIP. The Chief Examiner of the Division of Municipal Corporations of the State Auditor's Office, the State Archivist, and a representative appointed by the Attorney General shall constitute a committee to be known as the Local Records Committee. Reference: RCW 40.14.070

WAC 414-20-020 COMMITTEE OFFICERS - DUTIES. The Chief Examiner of the Division of Municipal Corporations shall be ex-officio president of the Local Records Committee. The representative appointed by the Attorney General shall be vice-president. The State Archivist shall act as secretary and shall be responsible for the proper recording of its proceedings.

WAC 414-20-040 GENERAL DUTIES OF THE COMMITTEE. The Committee shall review lists of records submitted to it for destruction authorization and may veto the destruction of any or all items contained therein.

The Committee shall also review recurring records disposition schedules recommended to it by agencies of local government and may veto, approve or amend the schedule. Approval of a schedule or amended schedule shall be by unanimous vote of the Local Records Committee members.

WAC 414-20-050 DUTIES OF THE STATE ARCHIVIST. To facilitate the work of the Committee, the State Archivist shall have reasonable access to all public records, wherever kept, for purposes of information, surveying or cataloging them and shall perform the following duties:

(1) He shall approve or disapprove microfilm projects undertaken by local governmental agencies, according to appropriate standards promulgated by his office.

(2) He shall designate those records of county, municipal or other governmental agencies which are of primarily historical interest and arrange for their transfer to a depository designated by the Archivist, in order to relieve local offices of the burden of housing such records and to insure their preservation.

(3) He shall provide guidelines to local governmental agencies for their assistance in preparing lists and schedules for records destruction authorization.

WAC 414-20-060 COMMITTEE MEETINGS. The Committee shall meet in open public session on the last Thursday of each month at 8:30 a.m. to consider all business relevant to the duties of the Committee, at the office of the State Archivist, Olympia, Washington.

Chapter 414-24
RECORDS DISPOSITION AUTHORIZATION

WAC 414-24-010 STATUTORY REQUIREMENTS. No public record other than Office Files and Memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is seven years old or until the seven year retention period is reduced by the Local Records Committee for records that are shown by the requesting agency to have lesser federal retention guidelines. Except as otherwise provided by law, no public record including Office Files and Memoranda shall be destroyed until approved for destruction by the Local Records Committee. Reference: RCW 40.14.070.

WAC 414-24-020 TYPES OF DESTRUCTION AUTHORIZATIONS. Requests to destroy public records in the possession of local governmental agencies shall be approved only by the Local Records Committee and shall be of two types as further set forth in these regulations; namely (1) listed nonrecurring authorization; and (2) recurring disposition schedules.

WAC 414-24-030 LISTED NONRECURRING AUTHORIZATION. County, municipal and other local governmental agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the Local Records Committee lists of such records on forms provided by the Division of Archives. Such lists, when approved by the Committee, constitute authority to destroy the specifically dated records indicated. Listed authorizations are valid only for the dates specified and are not recurring for subsequently dated records without submittal of a new list.

WAC 414-24-040 RECURRING DISPOSITION SCHEDULES. A local governmental agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring disposition schedules recommended by the agency to the Local Records Committee. The schedules are to be submitted on forms provided by the Division of Archives and Records Management, to the Committee, which may either veto, approve, or amend the schedule. Approval of such schedules or amended schedules shall be by unanimous vote of the Local Records Committee.

WAC 414-24-050 GENERAL SCHEDULES MAY BE ADOPTED. The Local Records Committee may approve and issue Records Retention Disposition Schedules, which shall constitute authority to dispose of specific records, held commonly by many agencies, after a required retention period on a recurring basis until the schedule is either amended or revised by the Committee.

WAC 414-24-060 RECORDS RETENTION AND DISPOSITION GUIDELINES. The State Archivist may furnish suggestions and guidelines to local governmental agencies for their assistance in the preparation of lists and schedules and may furnish information relating to any other matter relating to the retention, preservation or destruction of public records. Such guidelines may be published and include suggestions relative to the minimal retentions of records and recommendations for microfilming. The guidelines are suggestive only and are not records destruction authorizations. Reference: RCW 40.14.070.

case or project file, each identifiable unit is a separate Records Series. A Records Series continues to be a single Records Series even if part of it is in storage, on microfilm, missing by inadvertent destruction or other cause or if new folders or forms make up the Series each new year or biennium, but title and function remain the same.

Item 8 FUNCTION PURPOSE:

Indicate briefly the function, purpose and contents of the Records Series. For example: Vouchers, authority for payment to claimant for services or goods. Record contains claimant's name, date, purpose, amount and authorizing signature. The comments made in this section are particularly important where the functions are not self-evident by their Records Series title.

Item 9 OPR or OFM:

(1) Official Public Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; legislative records; and all other documents or records determined by the Records Committee to be Official Public Records. (2) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee to be Office Files and Memoranda. (Reference: RCW 40.14.010)

Item 10 INCLUSIVE DATES:

Enter the date (month, abbreviated, and year) the Records Series began in the block "FROM." In the block "TO," enter the word "PRESENT" for Records Series of a continuing nature. If the Records Series has been discontinued, enter the date of discontinuance.

Item 11 LOCATION OF OTHER COPIES:

Enter the name(s) of other known office(s) having active documentation found in this Records Series.

Item 12 VOLUME OF RECORDS:

Enter the total volume of all of the Records Series presently accumulated, regardless of where they are located (active files, storage, etc.). Estimate about 2 cubic feet of letter size material per letter size drawer, and 3 cubic feet of legal size material per legal size drawer.

Item 13 RETENTION PERIOD:

Official Public Records (OPR) have a minimum retention of seven years. The retention period for Office Files and Memoranda (OFM) is based on operational requirements of each individual office. Records of historical value may be sent to the State Archives or a local depository designated by the State Archivist.

Item 14 REMARKS:

If it is determined the Records Series is to be microfilmed for security or storage purposes and coordination with the State Archivist in accord with RCW 40.14.020 and RCW 65.04.040 has been or will be accomplished, enter "MICROFILM." In all other cases, leave blank. This space will normally be used by the Local Records Committee.

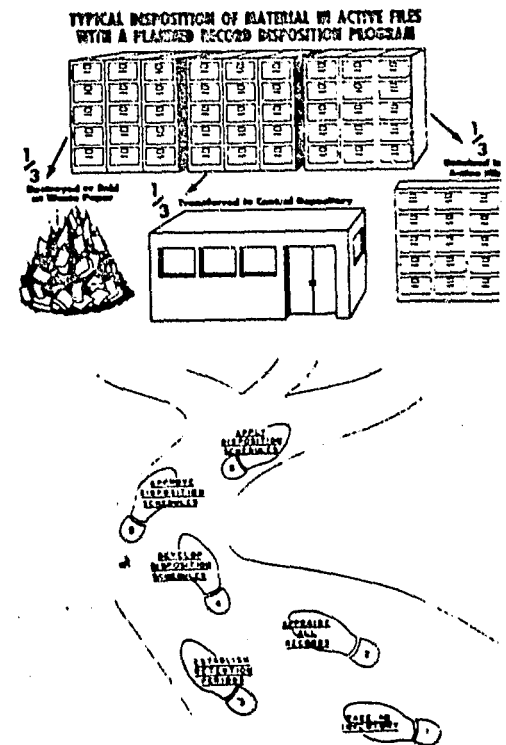
APPENDIX C

CONDUCTING A RECORDS INVENTORY AND EVALUATING RECORDS FOR DISPOSITION

WHY A RECORDS INVENTORY?

There are at least three approaches to reducing the accumulation of records in an office. 1. Periodic house cleaning, (use of lists) 2. Microfilming, 3. Development and implementation of recurring records retention schedules. The first approach is inefficient and lacks continuity. The second can result in an unnecessary expenditure of time and money if used indiscriminately. The third approach, while requiring time and effort, will result in a system which will meet the need, provide continuity, can be of aid in evaluating other systems and, once in effect, operates almost automatically.

This appendix is devoted to describing how such a records retention scheduling system can be developed through the use of a formal records inventory and evaluation effort, but the results are frequently far from comprehensive and failure to document evaluation decisions often results in later problems. Hence, a detailed documented inventory is necessary to evaluation and to schedule development.



DETERMINING RETENTION PERIODS

Keeping records, either in offices or storage areas, costs large sums of money. The actual or potential value of the records should be weighed against the cost. There is a calculated risk in this business, and a good records disposition program requires that we take it. There have been instances when an organization became so enthusiastic about the possibility of freeing office space by clearing out its old records that it went too far and discarded material too soon. But usually this is not the problem. Most of us tend to be overly cautious and to exaggerate the frequency of our reference to material being considered for disposition.

The questions we must ask ourselves are: How serious would it be if we were unable to put our hands on a particular record five or ten years from now? What are the chances of its being needed? Are the consequences serious enough to justify our keeping hundreds of cubic feet of records for a long period of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if this became necessary? By asking ourselves these kinds of questions, we can begin to take a more realistic approach to the problem of determining how long records should be kept.

The following notes may help in evaluating total or office retention of a Records Series.

1. The cost of maintenance of a file drawer of records in an office area file is 12 times the cost of maintaining an equal volume of records in the Records Center.
2. Permanent means forever. Few records are worth preserving forever, and the vast majority should be systematically limited in retention.
3. Few records have legal and financial values beyond 7 years and most records have served administrative needs after 1 to 3 years.
4. Eighty per cent of references to most records occur within one year from date of origin, the subsequent twenty per cent on a declining basis after the first year. Therefore, as a general rule, records older than one to three years become inactive and should be retired to a storage facility for permanent or temporary retention or destruction on the basis of a disposition schedule.

RECORDS RETENTION EVALUATION

Based on the inventory data gathered, each identifiable Records Series can be independently evaluated for retention purposes.

WHAT VALUES SHOULD BE CONSIDERED

ADMINISTRATIVE VALUE. Records are created to help accomplish the functions for which an agency is responsible. They have administrative value as long as they assist the agency in performing either current or future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed. From that point on they lose their value rapidly. However, some administrative records contain basic facts concerning an agency's origin, policies, functions, organization, and significant administrative decisions. These records should be preserved to provide adequate documentation of an agency's operations.

LEGAL VALUE. Records have legal value if they contain evidence of legally enforceable rights or obligations of the State. Examples of these are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles, and contracts; and records of action in particular cases, such as claim papers and legal dockets.

FISCAL VALUE. Records of fiscal value are those which pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls, and vouchers. After those records have served their basic function, they may still have sufficient fiscal value to justify their retention in storage for a time to protect the agency against court action or to account for the expenditure of funds.

RESEARCH, HISTORICAL or ARCHIVAL VALUE. Some records have enduring value because they reflect significant historical events or document the history and development of an agency. The importance of preserving such records is obvious. Not so apparent, however, is the need to examine critically those records selected for research purposes and to re-evaluate them periodically to insure that the material being accumulated is actually filling a valid research need.

APPENDIX D

TITLE 40.14 RCW

PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

STATE ARCHIVES

40.14.010 Definition and classification of public records. As used in this chapter, the term "public records" shall include any paper, correspondence, form, book, photograph, film, sound recording, map, drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by or received by any agency of the State of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100. For the purposes of this chapter, public records shall be classified as follows:

(1) Official Public Records (OPR) shall include all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Washington or any agency thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the State of Washington; all legislative records as defined in RCW 40.14.100; and all other documents or records determined by the Records Committee, hereinafter created, to be Official Public Records.

(2) Office Files and Memoranda (OFM) shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as Official Public Records; all duplicate copies of Official Public Records filed with any agency of the State of Washington; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the Records Committee, hereinafter created, to be Office Files and Memoranda. (1971 First Extraordinary Session, Chapter 102, Section 1; 1957 Chapter 246, Section 1)

40.14.020 Division of Archives and Records Management - State Archivist - Powers and Duties - Duties of Public Officials. All public records shall be and remain the property of the State of Washington. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter. In order to insure the proper management and safeguarding of public records, the Division of Archives of the Department of General Administration is designated as the Division of Archives and Records Management, and, under the administration of the State Archivist, who shall have reasonable access to all public records, wherever kept, for purposes of information, surveying, or cataloguing, shall undertake the following functions, duties and responsibilities:

(1) To manage the Archives of the State of Washington;

(2) To centralize the Archives of the State of Washington, to make them available for reference and scholarship, and to insure their proper preservation;

(3) To inspect, inventory, catalog, and arrange retention and transfer schedules of all record files of all state departments and other agencies of state government.

(4) To insure the maintenance and security of all state public records and establish safeguards against unauthorized removal or destruction.

(5) To establish and operate such State Records Centers as may from time to time be authorized by appropriation, for the purpose of preserving, servicing, screening and protecting all state public records which must be preserved temporarily or permanently, but which need not be retained in office space and equipment.

WHAT TYPES OF RECORDS ARE THERE?

1. ACTIVE RECORDS Retained in office areas - referenced daily or frequently.
2. SEMIACTIVE RECORDS Records referenced less frequently and may be retired to the Records Center or other intermediate storage.
3. INACTIVE RECORDS Records referenced infrequently should be retired to low cost storage.
4. PERMANENT RECORDS Records of permanent value administratively, legally, financially and historically and may be active or inactive but not disposable.
5. DISPOSABLE RECORDS Records which reach a point of inactivity and are of no further administrative, legal, financial or historical value.

QUESTIONS TO BE ANSWERED IN ESTABLISHING A RECORDS RETENTION SCHEDULE

The following should be answered for each identifiable Records Series.

1. What is the Records Series title?
2. What is its content: forms, correspondence, cards, case files? What forms are included?
3. What is its function? What purpose does it serve? e.g., does it document and authorize payment, record decisions and discussions of a board or committee, certify rights to land ownership, constitute a claim for supplies or services, etc.?
4. How is it arranged: alphabetic, numeric, subjective, etc.?
5. Is it an original or a copy?
6. If other copies or the original exist elsewhere, in what quantity and who services them?
7. What is the volume of the Records Series?
8. What are the inclusive dates of the record?
9. What is its annual accumulation?
10. How frequently is it referenced?
11. Is the record essential to normal operations, to emergency operations, to rights of the agency or those it serves?
12. Is it subject to audit?
13. Is it of permanent legal or research value?
14. Is it confidential?
15. What is the statutory base of the record?
16. Is it summarized in other records?
17. What is the justification for disposing of it? Too voluminous, of no further legal, audit or administrative value?

Other questions could be asked, but the foregoing are probably the most important to evaluating the record for retention.

- (6) To gather and disseminate to interested agencies information on all phases of records management and current practices, methods, procedures and devices for efficient and economical management of records.
- (7) To operate a Central Microfilm Bureau which will microfilm, at cost, records approved for filming by the head of the office of origin and the Archivist; to approve microfilming projects undertaken by state departments and all other agencies of state government; and to maintain proper standards for this work.
- (8) To maintain necessary facilities for the review of records approved for destruction and for their economical disposition by sale or burning; directly to supervise such destruction of public records as shall be authorized by the terms of this chapter. (1957 Chapter 246, Section 2)

40.14.030 Transfer to State Archives - Certified Copies, Cost. All public records, not required in the current operation of the office where they are made or kept, and all records of every agency, commission, committee, or any other activity of state government which may be abolished or discontinued, shall be transferred to the State Archives so that the valuable historical records of the state may be centralized, made more widely available, and insured permanent preservation; PROVIDED, That this section shall have no application to public records approved for destruction under the subsequent provisions of this chapter.

When so transferred, copies of the public records concerned shall be made and certified by the Archivist, which certification shall have the same force and effect as though made by the officer originally in charge of them. Fees may be charged to cover the cost of reproduction. In turning over the archives of his office, the officer in charge thereof, or his successor, thereby loses none of his rights of access to them, without charge, whenever necessary. (1957 Chapter 246, Section 3)

40.14.040 Records Officers - Transfer Schedules. Each department or other agency of the state government shall designate a Records Officer to supervise its records program and to represent the office in all contacts with the Records Committee, hereinafter created, and the Division of Archives and Records management. The Records Officer shall:

- (1) Coordinate all aspects of the Records Management Program.
- (2) Inventory, or manage the inventory of all public records at least once during a biennium for disposition scheduling and transfer action, in accordance with procedures prescribed by the State Archivist and Records Committee; PROVIDED, That Essential Records shall be inventoried and processed in accordance with Chapter 40.10 at least annually.
- (3) Consult with any other personnel responsible for maintenance of specific records within his state organization regarding records retention and transfer recommendations.
- (4) Analyze records inventory data, examine and compare divisional or unit inventories for duplication of records, and recommend to the State Archivist and Records Committee minimal retentions for all copies commensurate with legal, financial and administrative needs.
- (5) Approve all records inventory and destruction requests which are submitted to the Records Committee.
- (6) Review established records retention schedules at least annually to insure that they are complete and current.
- (7) Exercise internal control over the acquisition of filming and file equipment.
- (8) Report annually all savings resulting from records dispositions actions to his management, the State Archivist and the Office of Program Planning and Fiscal Management.

If a particular agency or department does not wish to transfer records at a time previously scheduled therefor, the Records Officer shall, within thirty days, notify the Archivist and request a change in such previously set schedule, including his reasons therefor. (1973 Chapter 54, Section 3; 1957 Chapter 246, Section 4)

40.14.050 Records Committee - Composition, Meetings, Powers and Duties - Retention Schedules. There is created a committee, to be known as the Records Committee, composed of the Archivist, an appointee of the State Auditor, and an appointee of the Attorney General. Committee members shall serve without additional salary, but shall be entitled to traveling expenses incurred incident to committee records. Such expenses shall be paid from the appropriations made for operation of their respective offices.

The Records Committee shall meet at least once every quarter or oftener as business dictates. Action by the Committee shall be by majority vote and records shall be kept of all Committee business.

It shall be the duty of the Records Committee to approve, modify or disapprove the recommendations on retention schedules of all files of public records and to act upon requests to destroy any public records; PROVIDED, That any modification of a request or recommendation must be approved by the head of the agency originating the request or recommendation.

The Division of Archives and Records Management shall provide forms, approved by the Records Committee, upon which it shall prepare recommendations to the Committee in cooperation with the Records Officer of the department or other agency whose records are involved. (1957 Chapter 246, Section 5)

40.14.060 Destruction, Disposition of Official Public Records, Office Files and Memoranda. Official Public Records (OPR) shall not be destroyed until they are either photographed, microphotographed, photostated, or reproduced on film, or until they are seven years old, except on a showing of the department of origin, as approved by the Records Committee, that the retention of such records for a minimum of seven years is both unnecessary and uneconomical, particularly where lesser federal retention periods for records generated by the state under federal programs are involved; PROVIDED, That any lesser term of retention than seven years must have the additional approval of the Director of the Budget, the State Auditor and the Attorney General, except where records have federal retention guidelines, the State Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records on existing records retention retention schedules but the same shall be reviewed individually by the State Records Committee for approval or disapproval of the change to a retention period of seven years.

Recommendations for the destruction or disposition of Office Files and Memoranda (OFM) shall be submitted to the Records Committee upon forms prepared by the Records Officer of the agency concerned and the Archivist. The Committee shall determine the period of time that any Office File and Memoranda (OFM) shall be preserved and may authorize the Division of Archives and Records Management to arrange for its destruction or disposition. (1973 Chapter 54, Section 4; 1957 Chapter 246, Section 6)

40.14.070 Destruction of Local Government Records - Preservation for Historical Interest - Local Records Committee, Duties. County, municipal, and other local government agencies may request authority to destroy noncurrent public records having no further administrative or legal value by submitting to the Division of Archives and Records Management, lists of such records, in triplicate on forms prepared by the Division. The Archivist and the Chief Examiner of Municipal Corporations of the Office of the State Auditor and a representative appointed by the Attorney General shall constitute a committee to be known as the Local Records Committee which shall review such lists, and may veto the destruction of any or all items contained therein.

A local government agency, as an alternative to submitting lists, may elect to establish a records control program based on recurring disposition schedules recommended by the agency to the Local Records Committee. The schedules are to be submitted on forms provided by the Division of Archives and Records Management to the Local Records Committee, which may either veto, approve, or amend the schedule. Approval of such schedule or amended schedule shall be by unanimous vote of the Local Records Committee. Upon such approval, the schedule shall constitute authority for the local government agency to destroy the records listed thereon, after the required retention period, on a recurring basis until the schedule is either amended or revised by the Committee.

No public record other than Office Files and Memoranda of any local government agency shall be destroyed until it is either photographed, microphotographed, photostated, or reproduced on film, or until it is seven years old, and except as otherwise provided by law no public record shall be destroyed until approved for destruction by the Local Records Committee; PROVIDED, That where records have federal retention guidelines the Local Records Committee may adjust the retention period accordingly; PROVIDED, FURTHER, That an automatic reduction of retention periods from ten to seven years as provided for in this 1973 amendatory section for Official Public Records shall not be made as to records on existing records retention schedules but the same shall be reviewed individually by the Local Records Committee for approval or disapproval of the change to a retention period of seven years.

The State Archivist may furnish appropriate information, suggestions, and guidelines to local government agencies for their assistance in the preparation of lists and schedules or any other matter relating to the retention, preservation, or destruction of records under this chapter. The Local Records Committee may adopt appropriate regulations establishing procedures to be followed in such matters.

Records of county, municipal, or other local government agencies, designated by the Archivist as of primarily historical interest, may be transferred to a recognized depository agency selected by the Archivist, in order to relieve local offices of the burden of housing them, to insure their preservation, and to make them available for reference or study. (1973 Chapter 54, Section 5; 1971 First Extraordinary Session, Chapter 10, Section 1; 1957 Chapter 246, Section 7)

40.14.080 Chapter Not to Affect Other Laws. The provisions of this chapter shall not be construed as repealing or modifying any other acts or parts of acts authorizing the destruction of public records save for those specifically named in Section 9 of this act; nor shall this chapter affect the provisions of RCW 40.14.020 requiring the deposit of all state publications in the State Library. (1957 Chapter 246, Section 8)

New Section. If any provision of this 1973 amendatory act, or its application to any person or circumstances is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected. (1973 Chapter 54, Section 6)

40.14.100 Legislative Records - Defined. As used in RCW 40.14.010 and 40.14.100 through 40.14.180, unless the context requires otherwise, "Legislative Records" shall be defined as correspondence, amendments, reports, and minutes of meetings made by or submitted to legislative committees or subcommittees and transcripts or other records of hearings or supplementary written testimony or data thereof filed with committees or subcommittees in connection with the exercise of legislative or investigatory functions, but does not include the records of an official act of the legislature kept by the Secretary of State, bills and their copies, published materials, digests, or multi-copies matter which are routinely retained and otherwise available at the State Library or in a public repository, or reports or correspondence made or received by or in any way under the personal control of the individual members of the legislature. (1971 First Extraordinary Session, Chapter 102, Section 2)

40.14.110 Contribution of Papers by Legislators and Employees. Nothing in RCW 40.14.010 and 40.14.100 through 40.14.180 shall prohibit a legislator or legislative employee from contributing his personal papers to any private library, public library, or the State Archives. The State Archivist is authorized to receive papers of legislators and legislative employees and is directed to encourage the donation of such personal records to the state. The State Archivist is authorized to establish such guidelines and procedures for the collection of personal papers and correspondence relating to the legislature as he sees fit. Legislators and legislative employees are encouraged to contribute their personal papers to the state for preservation. (1971 First Extraordinary Session, Chapter 102, Section 3)

40.14.120 "Clerk", "Secretary" Defined. As used in RCW 40.14.010 and 40.14.100 through 40.14.180, "Clerk" means Clerk of the Washington State House of Representatives and "Secretary" means the Secretary of the Washington State Senate. (1971 First Extraordinary Session, Chapter 102, Section 4)

40.14.130 Duties of Legislative Officials, Employees and State Archivist - Delivery of Records - Custody - Availability. The Legislative Committee Chairman, Subcommittee Chairman, Committee Member, or Employed Personnel of the State Legislature having possession of legislative records that are not required for the regular performance of official duties shall, within ten days after the adjournment sine die of a regular or special session, deliver all such legislative records to the Clerk of the House or the Secretary of the Senate.

The Clerk of the House and the Secretary of the Senate are charged to include requirements and responsibilities for keeping committee minutes and records as part of their instructions to committee chairmen and employees.

The Clerk or the Secretary, with the assistance of the State Archivist, shall classify and arrange the legislative records delivered to the Clerk or Secretary in a manner that he considers best suited to carry out the efficient and economical utilization, maintenance, preservation, and disposition of the records. The Clerk or the Secretary may deliver to the State Archivist all legislative records in his possession when such records have been classified and arranged and are no longer needed by either house. The State Archivist shall thereafter be custodian of the records so delivered, but shall deliver such records back to either the Clerk or the Secretary upon his request.

The chairman, member or employee of a legislative interim committee responsible for maintaining the legislative records of that committee shall, on a scheduled basis agreed upon by the chairman, member, or employee of the legislative interim committee, deliver to the Clerk or Secretary all legislative records in his possession, as long as such records are not required for the regular performance of official duties. He shall also deliver to the Clerk or Secretary all records of an interim committee within ten days after the committee ceases to function. (1971 First Extraordinary Session, Chapter 102, Section 5)

40.14.140 Party Caucuses to be Advised - Information and Instructions. It shall be the duty of the Clerk and the Secretary to advise the party caucuses in each house concerning the necessity to keep public records. The State Archivist or his representative shall work with the Clerk and Secretary to provide information and instructions on the best method for keeping legislative records. (1971 First Extraordinary Session, Chapter 102, Section 6)

40.14.150 Use for Research. Committee records may be used by legislative employees for research at the discretion of the Clerk or the Secretary. (1971 First Extraordinary Session, Chapter 102, Section 7)

CONTINUED

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40.14.160 Rules for Access to Records. The Clerk or the Secretary shall, with advice of the State Archivist, prescribe rules for access to records more than three years old when such records have been delivered to the State Archives for preservation and maintenance. (1971 First Extraordinary Session, Chapter 102, Section 8)

40.14.170 Sound Recordings. Any sound recording of debate in the House or Senate made by legislative employees shall be preserved by the Chief Clerk of the House and by the Secretary of the Senate, respectively, for two years from the end of the session at which made, and thereafter shall be transmitted to the State Archivist. The Chief Clerk and the Secretary shall catalogue or index the recordings in their custody according to a uniform system, in order to allow easy access to the debate or specific questions before either house, and shall make available to any court of record, at the cost of reproduction, such portions of the recordings as the court may request. (1971 First Extraordinary Session, Chapter 102, Section 9)

40.14.180 Construction - Confidentiality of Bill Drafting Records. The provisions of RCW 40.14.010 and 40.14.100 through 40.14.180 shall not be construed as repealing or modifying any other acts or parts of acts authorizing the retention or destruction of public records nor shall RCW 40.14.010 and 40.14.100 through 40.14.180 affect the provisions of RCW 40.04.020 requiring the deposit of all state publications in the State Library nor shall it affect the confidentiality of the bill drafting records of the Code Reviser's office. (1971 First Extraordinary Session, Chapter 102, Section 10)

APPENDIX E

ILLEGAL DESTRUCTION OF PUBLIC RECORDS

RCW 40.16.020

Every officer who shall mutilate, destroy, conceal, erase, obliterate or falsify any record or paper appertaining to his office, or who shall fraudulently appropriate to his own use or the use of another person, or secrete, with intent to appropriate to such use, any money, evidence of debt or other property intrusted to him by virtue of his office, shall be punished by imprisonment in the state penitentiary for not more than ten years, or by a fine of not more than five thousand dollars, or by both. Reference: RCW 40.16.020.

APPENDIX F

USE OF MICROFILM - LEGAL STATUS

The United States Congress has provided for the acceptability, in Federal Court, of microfilmed copies of records as primary evidence in legal proceedings. This was done in Section 1732 of Public Law 129, 82nd Congress. This provision has been accepted by the Legislature of the State of Washington, under Chapter 5.46.010, Revised Code of Washington, as quoted below.

1. Uniform Photographic Copies of Business and Public Records as Evidence

5.46.010 Photographic copies of business and public records as evidence. If any business, institution, member of a profession or calling or any department of agency of government, in the regular course of business or activity has kept or recorded any memorandum, writing, entry, print, representation or combination thereof, of any act, transaction, occurrence or event, and in the regular course of business has caused any or all of the same to be recorded, copied or reproduced by any photographic, photostatic, microfilm, microcard, miniature photographic, or other process which accurately reproduces or forms a durable medium for so reproducing the original, the original may be destroyed in the regular course of business unless the same is an asset or is representative of title to an asset held in a custodial or fiduciary capacity or unless its preservation is required by law. Such reproduction, when satisfactorily identified, is as admissible in evidence as the original itself in any judicial or administrative proceeding whether the original is in existence or not and an enlargement or facsimile of such reproduction is likewise admissible in evidence if the original reproduction is in existence and available for inspection under direction of court. The introduction of a reproduced record, enlargement or facsimile, does not preclude admission of the original.

2. 36.23.065 Destruction and Reproduction of Court Records

Notwithstanding any other law relating to the destruction of court records, the county clerk may cause to be destroyed all documents, records, instruments, books, papers, depositions, and transcripts in any action or proceeding in the superior court, or otherwise filed in his office pursuant to law, if all of the following conditions exist:

- (1) Six years have elapsed since the filing of any paper in the action or proceeding and the records of the county clerk do not show that the action or proceeding is pending on appeal in any court.
- (2) The county clerk maintains for the use of the public a photographic film, microphotographic, photostatic or similar reproduction of each document, record, instrument, book, paper, deposition, or transcript so destroyed.
- (3) At the time of the taking of said photographic film, microphotographic, photostatic or similar reproduction, the county clerk or other person under whose direction and control the same was taken, attached thereto, or to the sealed container in which the same was placed and has been kept, or incorporated in said photographic film, microphotographic, photostatic or similar reproduction, a certification that the copy is a correct copy of the original, or of a specified part thereof, as the case

may be, the date on which taken, and the fact it was taken under his direction and control. The certificate must be under the official seal of the certifying officer, if there be any, or if he be the clerk of a court having a seal, under the seal of such court.

- (4) The county clerk promptly seals and stores at least one original negative of each such photographic film, microphotographic, photostatic or similar reproduction in such manner and place as reasonable to assure its preservation indefinitely against loss, theft, embezzlement, or destruction. (Laws of 1973, Chapter 14, Section 1; 1971 c 29 Section 1; 1963 c 4 Section 36.23.065. Prior: 1957 c 201 Section 1)

36.23.067 Reproduced court records have same force and effect as original. Any print, whether enlarged or not, from any photographic plate, microphotographic film, or photostatic negative or similar reproduction, of any original record, document, instrument, book, paper, deposition or transcript which has been processed in accordance with the provisions of RCW 36.23.065, and has been certified by the county clerk under his official seal as true copy, may be used in all instances, including introduction in evidence in any judicial or administrative proceeding that the original record, document, instrument, book, paper, deposition or transcript might have been used, and shall have the full force and effect of said original for all purposes. (RCW 36.23.070, as amended by Laws of 1973, Chapter 14, Section 2) Reference is also made to AGO 59-60 Number 125.

3. Reproduced Records for Recording - RCW 65.04.040

Any state, county, or municipal officer charged with the duty of recording instruments in public records, may, in lieu of transcription, record them by a photographic or photomechanical process, which produces a clear, legible, and durable record and which has been tested and approved for the intended purpose by the State Archivist.

In addition, the county auditor, in the exercise of his duty of recording instruments in public records, may, in lieu of transcription, record all instruments which he is charged by law to record, except plats, by any photographic, microfilm, microcard, miniature photographic or other process which actually reproduces or forms a durable medium for so reproducing the original and which has been tested and approved for the intended purpose by the State Archivist.

If the county auditor, in lieu of transcription, records any instrument by a process herein enumerated which produces a miniature copy of the original, it shall not be necessary thereafter to make any notations or marginal notes, which are otherwise required by law, thereon: PROVIDED, that in lieu of making said notations thereon, the auditor shall immediately make a note of such in both the direct and inverted indexes and other appropriate indexes, in the column headed "REMARKS," opposite the appropriate entry.

3a. Microfilming and Destruction of Recordings of Instruments Previously Recorded by Another Media

(Excerpt from AGO 65-66 Number 110)

The 1959 amendment of RCW 65.04.040 authorized new procedures which could be utilized by county auditors in recording instruments. Since instruments are recorded by a county auditor when received, it is apparent that this statute was intended to operate prospectively. That is, a county auditor was authorized to adopt

the new recording methods as to recordings made after the effective date of the 1959 amendment. See AGO 59-60 Number 67. Therefore, it appears that although the legislature by its 1959 amendment authorized these new methods of recording to reduce the ever increasing volume of public records, it did not by that statute authorize a means for reducing in volume those records which had already been recorded.

As previously indicated in this opinion, RCW 40.14.070, supra, provides an existing means by which the volume of public records may be reduced in size. However, the difficulty in utilizing that statute with regard to the type of records here under consideration arises because of so much of the statute as provides:

"County, municipal and other local governmental agencies may request authority to destroy non-current public records having no further administrative or legal value." (Emphasis supplied)

The records to which you refer simply do not meet this requirement; i.e., they are records relating to property transfers and titles, and do have current administrative and legal value.

Because of the doubts we have expressed herein as to the existence of legal authority to destroy these recordings, and in view of the gravity of the question; i.e., the destruction of current records affecting title to property, we must answer your question in the negative.

4. Records Destruction Authorization

Microfilming or the reproduction in any form of a public record does not abrogate the responsibility of a state or local governmental agency to request permission of the Records Committee to destroy the original record, under the provisions of RCW 40.14.070.

5. Microfilm Program Approval

In accord with RCW 40.14.020 and RCW 65.04.040, agencies of both state and local government are required to obtain approval for microfilm projects from the office of the State Archivist. GAA-31, Public Records Microfilming Project Authorization Request, must be prepared and submitted to the Division of Archives prior to the initiation of the project. Project approval forms are available from the office of the State Archivist.

Program approval by the State Archivist is a legal authorization only and does not constitute a guarantee of the quality of any resultant film. Approval does imply, however, that the requesting agency is bound to establish and maintain its film program within the standards established by the State Archivist for such work. Failure to do so or failure to obtain program authorization constitutes a violation of the laws of the State of Washington.

Note: We are not aware of any instance where the courts have refused to accept microfilm in lieu of the original record. However, microfilm must be satisfactorily identified by certificates of authenticity filmed at the start of each roll and must comply with the standards of production set forth by the State Archivist as prescribed in Records Management Handbook Number 3, An Introduction to Microfilm.

RETENTION AND DISPOSITION SCHEDULES

UNIT RECORD COORDINATOR

Completes record inventory, tabulating information on form GAA-24. Forwards for approval to...

DIVISIONAL RECORD COORDINATOR

Receives completed forms, reviews, approves and forwards to...

DIVISION COMMANDER

Reviews, approves and forwards to...

BUREAU CHIEF

Reviews all schedules submitted by Division Commanders and forwards as a package to the...

INTERNAL RECORDS COMMITTEE

Receives completed schedules from Bureau Chiefs reviewing and approving each schedule, preparing final draft and distributing to...

...back through chain of command for approval of final draft.

...approved final draft to Local Records Comm. in Olympia.

INITIATIVE 276 COMPLIANCE LOG

INTERNAL RECORDS COMMITTEE

Distributes 276 logs with lists of record series previously tabulated on retention schedules to...

UNIT RECORD COORDINATORS

Completes 276 logs listing exemptions and justifications and forwards for approval to...

DIVISIONAL RECORDS COORDINATOR

Receives 276 logs, reviews, approves and forwards to...

DIVISION COMMANDERS

Reviews, approves and forwards to...

BUREAU COMMANDERS

Reviews and approves all 276 logs and forwards to Internal Records Committee for indexing.

EXEMPTION JUSTIFICATION GUIDELINES

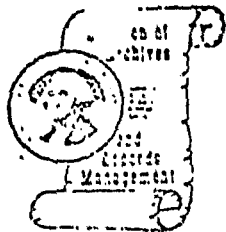
The following is an excerpt from RCW 42.17. The letters indicating each of the sub-sections shall be used to denote the particular exemption that you are applying to a record series in your unit. Some of the exemptions listed do not apply to law enforcement agencies but this section of 42.17 was transcribed in its entirety to preclude any omissions of possible exemption justifications.

42.17.310 CERTAIN PERSONAL AND OTHER RECORDS EXEMPT.

(1) The following shall be exempt from public inspection and copying:

- (a) Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.
- (b) Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy.
- (c) Information required of any taxpayer in connection with assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.
- (d) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.
- (e) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.
- (f) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.
- (g) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.
- (h) Valuable formulae, designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

- (i) Preliminary notes, drafts, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.
 - (j) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
- (2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital government interests, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical material not descriptive of any readily identifiable person or persons.
 - (3) Inspection or copying of any specific records, except under the provisions of this section, may be permitted if the superior court in the county in which the record is maintained finds, after a hearing with notice thereof to every person in interest and the agency, that the exemption of such records, is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.
 - (4) Agency responses refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld. (1973 c 1 § 31, Initiative Measure 276 § 31).



WASHINGTON STATE

Records Inventory, Disposition Authorization & Transfer Schedule

THIS FOLDER CONTAINS THE RECORDS INVENTORY, DISPOSITION AUTHORIZATION & TRANSFER SCHEDULE FOR: SEATTLE POLICE DEPARTMENT

The Schedule should be maintained, updated and implemented in accord with Seattle Police Department Records Management Administrative Practice and with Section IV of Washington State Records Management Handbook No. 2.

GENERAL EXPLANATIONS

Minimum or legal retention periods are being established for records of all state agencies and institutions as part of the statewide Records Management Program under the provisions of RCW 40.14. This Schedule should identify each record received or created by the office by title, purpose and/or function, its classification as an Official Public Record or Office File and Memoranda, the location of official and other copies, retention in office, the State Records Center or inactive storage location and in total, destruct authority and microfilm eligibility. The number of Records Series listed on the Schedule will usually not be extensive but the Schedule should reflect the total record holdings of your office. If the Schedule does not list all records, additions and changes should be incorporated in accord with the procedures outlined in the Division of Archives Records Management Handbook No. 2, Records Inventory, Evaluation & Disposition. Unlisted records may not be destroyed or transferred to the Records Center. Program subject to audit, State Auditor's Bulletin No. 69-14.

Administrators are encouraged to dispose of or transfer records in accord with the Schedule guideline, however, disposal is not mandatory and records may be retained in an office longer than specified, providing there is a justifiable need and adequate low cost on-site storage is available. Retention periods are minimum as established by the Washington State Records Committee - See procedures in Section IV of Records Management Handbook No. 2, or contact your Agency or Institution Records Officer for proper instructions for revising Schedules.

"Purging," "weeding," or "screening" of documents in a Records Series should be held to a minimum as it is a costly procedure. Wherein purging is necessary it should be done with great care, lest valuable papers that cannot be replaced are destroyed.

This copy of the Schedule is a working copy for your unit. If any changes, additions or deletions are deemed necessary, submit your proposal to the department records office for review and approval by the department Internal Records Committee and the Local Records Committee in Olympia.

For further explanation or assistance, call the Department Records Officer at 4399.

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
1	Gen, Name index	Comm.	Alpha listing of names appearing on police reports	N	Y	d,e	OFM	1-1-72 - present	0	None	6 ltr drwrs 11,400 5 X 8's	-	- Transfer criminal history - destroy the rest
2	Check Point log book	Records	Officers notes tour of duty	N	Y	a,d,e	OFM	- present	0	None	-	-	- Replace with unit log sheets
3	Field Interview Rpts	Records	Investigative, Intelligence	N	Y	d,e,	OFM	- present	0	None	-	-	- Abandon present
4	Fingerprint cards	Rm 215	Identification of arrested pers	N	Y	d	OFM	1-1-75 - present	0	None	1" (100)	-	7 yrs Transfer to criminal history jkts
5	Latent Fingerprints	Rm 215	Evidence	N	Y	d	OFM	1-1-75 - present	0	None	25 records	-	3 years, file in dets with IDMO file
6	Master journal	Records	Complaints and service	N	Y	d,e	OFM	- present	0	Records	-	-	5 years. Reformat, copy to dets
7	Tally sheets	Records	Statistical recap of crimes and calls for ser.	N	N	-	OFM	- present	0	None	-	-	5 yrs.
8	Misdemeanor citations	Records	Arrest record	Y	Y	d,e	OFM	- present	C	Court	-	-	3 yrs.
9	Traffic citations	Records	Arrest record	N	Y	d,e	OFM	- present	C	Court	-	-	3 yrs.
10	Court Disposition rpt	Records	Officers note of arrest disposition	N	N	-	OFM	- present	0	None	-	-	Stop present procedure Begin filing w/ case

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
11	Receipt for citation book	Records	Officer signed	N	N	-	OFM	- - present	O	None	-	3 yrs.	
12	Offense by month index	Records	Case index by month of occur	Y	Y	d	OFM	1-1-72 - present	O	None	1" 3 X 5		Destroy, Replace with copy of new event card
13	Radio Logs	Records	Notes or radio broadcasts	N	Y	d,e	OFM	- - present	C	Commun.	-		Discontinue & store replace with reformat
14	Computer audit lists	Records	Validation of entries in L.E. data bases	N	Y	d,e	OFM	- - present	C	Computer centers	-		Destroy on receipt of next listing
15	Computer transactions	Records	Listing of transactions	N	Y	d,e	OFM	- - present	C	"	-		Destroy on receipt of next listing
16	Unit logs sheets	Records	Notes of officer during shift	N	Y	d,e	OFM	- - present	O	None	-	1 yr.	
17	Research files	Records	Radar testing, SWAT, Union, Poly graph, etc.	N	Y	h,i	OFM	1-1-68 - present	Orig	None	-	1 yr.	
18	Case files	Records	Investigations	Y	Y	a,b,d,e	OFM	1-1-68 - present	Orig	Detectives (73-73-75)	8 file drwrs	7 yrs. Move all origs to records(2 yrs only) store the rest	
19	Subpoenas	Records	Copy served on officer	N	N	-	OFM	- - present	Copy	None	-	1 yr.	

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
20	Purchase orders, bills paid, invoices, vouchers, contracts	Records	Financial	N	N	-	OPR	1-1-67 - present	C	Unk	-		Transfer to sec.
21	Officers firearms scores	Records	Results - scores	N	Y	b	OFM	- - present	O	None	-		3 yrs. Maintain with training records while officer is employed
22	Dept. correspondence	Records	Letters to and from re dept. matters	Y	Y	a,b,d,e,f,	OFM	- - present	C				2 yrs. Trans to sec.
23	Correspondence index	Records	Index of ltrs	N	Y	" "	OFM	- - present	O	None	-		" " " stop maintaining File by date & subj
24	Files on officers commissions	Records	Listing of commissioned and decommissioned officers	N	N	-	OPR	- - present	O	None	-		7 yrs. Trans to pers onnel records. Maintain while employed.
25	Crime by type index	Records	Case listing by category	Y	Y	d,e	OFM	10-1-75-present	O	None	1" 3X5		Destroy, replace with new event card
26	Crime cleared index	Records	Index of solved crimes	Y	Y	d,e	OFM	10-1-75-present	O	None	-		" " "
27	Crime statistics	Records	U.C.R. & other statistical rpts	N	N	-	OFM	1-1-72 - present	C	U.C.R.	-		5 years
28	Training and reference manuals	Records	Operations	N	N	-	OFM	1-1-70 - present	C	-	-		1 yr & review

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
29	Payroll, sick time and timekeeping	Records	Financial & Administrative	N	Y	b	OPR	- - present	0				7 yrs. Transfer to secretary.
30	Towing contracts	Records	Financial	N	N	-	OPR	- - present	0				7 yrs.
31	Property control form, No journal #	Records	Listing of Prop seized	N	Y	d,e	OPR	- - present	C	Property rm.			7 yrs. require journal number and file as case report
32	Found property log	Records	Listing of:	N	N	-	OPR	- - present	C	Property room			Discontinue - Use PCF
33	Name index of cases	Det's	Listing of names appearing in reports on file	N	Y	d,e	OFM	1-1-72 - present	0	None	12" 3X5		3 yrs. Move to record and merge with name index.
34	Case files	Det's	Crime and other investigations	Y	Y	b,d,e	OFM	1-1-73 - present	C	Orig in records			1 yr. Move to records prohibit further storage
35	Identification photos and negatives	Det's	Arrested persons	Y	Y	a,d	OFM	- - present	0	None			Move to records, replace with IDMO files
36	Data base entries	Det's	Computer entries of persons, prop	N	Y	d,e	OFM	11-1-74 - present	0	Case files			7 yrs. file with case. No other copy
37	Garage recap (crimes)	Det's	Summary of crime in garage	N	Y	d	OFM	- - present	0	None			3 yrs. Expand to incl property, M.O., deck

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
38	Internal Investigations Det's		Employee invest.	N	Y	b,d,e	OFM	- - present	0	None			7 yrs. and while pers is still employed
39	Background investi- gations	Chief	" "	N	Y	b	OFM	- - present	0	None	1 file drawer		" " "
40	Personnel records	Chief		Y	Y	b	OPR	- - present	0	None	2 file drawers		" " "
41	Roladex name file	Comm	Criminal Hist	N	Y	d	OFM	1-1-72 - present	0	none	3" 3X5 cards		Destroy, do not rep.
42	Impound Vehicle file	Comm	Listing of autos in impound	N	N	-	OFM	current	0	none	clip board		1 day & periodic rev.
43	Master Journal	Comm	Complaints ser- viced by dept.	N	Y	d,e	OFM	- - present	0	Records	-		Reformat; copies to records & Det's.
44	Teletype log	Comm	Listing of mes- sages over L.E. teletype net.	N	Y	d,e	OFM	- - present	0	Olympia	-		30 days, per rev.
45	Garage inventory	Comm	Listing of cars parked overnight	N	Y	d,	OFM	- - present	C	Garage			1 day, per rev
46	Correspondence	MarTerm	Normal duty re- lated letters, memos & rec.	N	Y	a,b,d, e,h	OFM	- - present	C				2 Yrs.
47	Case reports	MarTerm	Investigations	Y	Y	d,e	OFM	- - present	C	Records			1 yr. per. rev.
48	Log of case reports	MarTerm	Listing of re- ports completed	Y	Y	d,e	OFM	- - present	0	None			2 yrs. per rev.
49	Statistical reports	MarTerm	Statistical re- cap of work	N	N	-	OFM	- - present	C	Records			2 yrs.

No.	Record Series & title	Location	Function-Purpose	Index Y - N	Exempt. Y - N	Justif	OPR OFM	Dates inclusive	Orig Copy	Location other copy	Volume	Retention	Remarks
<u>N-E-W - F-I-L-E-S</u>													
50	Hazard reports	Records	Officers assault- ed	N	Y	d,e	OFM		0	None			1 yr. Retain while entry remains in SeaKing
51	FIR file	Det's	Inv. Intellige	N	Y	d,e,	OFM		0	None			6 Mos & periodic review. File with IDMO
52	False alarm log	Comm	Record of all false alarms	N	Y	d,e	OFM		0	None			Reduce alarm problem
53	Criminal history jacket	Records	Arrests	Y	Y	d,e	OFM		0	None			
54	Master name index												
	(a) Crim History	Records	Card w/ arrests	Y	Y	d,e	OFM		0	None			7 yrs.
	(b) Event card	Records	Event index by name	Y	Y	d,e	OFM		0	None			7 yrs
	(c) Location card	Records	Event index by location	Y	Y	d,e	OFM		0	None			2 yrs.
	(d) Crime type card	Records	Event indexed by crime type	Y	Y	d,e	OFM		0	None			2 yrs.
55	Stolen property type	Records	Stolen property index by property type (unserialed)	N	Y	d,e	OFM		0	None			3 yrs.
56	Criminal history re- cords request	Records	Listing (alpha) of requests for criminal history	N	Y	d,e	OFM		0	None			1 yr.

A-P-P-E-N-D-I-X B

FORMS USED BY THE DEPARTMENT

1. Officer's report
2. Intelligence report
3. Bomb Threat
4. Fraudulent check statement
5. Miscellaneous report
6. Impounded vehicle inventory
7. Vehicle report
8. Offense and/or arrest report
9. Suspect physical description sheet
10. Uniform Police Traffic Collision Report
11. Property control form
12. Found property log
13. Followup report
14. Missing person report
15. Personal property form
16. Alcoholic influence report
17. Report of refusal to submit to breath test, Initiative 242
18. Explanation and waiver of constitutional rights
19. Arrest and interview log
20. Person investigated report
21. Lined statement
22. Unlined statement
23. Continuation sheet
24. Laboratory analysis request
25. Agreement to produce child

26. Property damage report
27. Criminal arrest log
28. SeaKing warrant service tabulation
29. Stolen vehicle entry format
30. Unit log
31. Impending impound notice
32. Master journal
33. Tally sheet for crime reports
34. Field Interrogation Report
35. General name index card
36. Face sheet for case presentation
37. Court trial disposition - -
38. Person entry format
39. Radio log
40. Correspondence index form
41. Washington State Identification Section, Disposition of arrest

PORT OF SEATTLE

OFFICER'S REPORT

Case no:

Date :

Time:

POLICE DEPARTMENT

FROM:

TO:

SUBJECT:

[illegible]

PORT OF SEATTLE POLICE DEPARTMENT INTELLIGENCE REPORT

COMPLAINANT:		LOCATION:		NO:	
COMPLAINANT:		ADDRESS:		PHONE:	
DATE:	TIME:	OFFICER(S) ASSIGNED:			SHIFT:
		SUSPECT NO. 1		SUSPECT NO. 2	
NAME					
ALIAS					
ADDRESS					
RACE/SEX/DOB					
HEIGHT/WEIGHT					
EYES					
HAIR					
COMPLEXION					
BEARD/MARKS					
NATIVITY					
OCCUPATION					
DRESS					
SUSPECT OR WANTED					
		SUSPECT VEHICLE NO. 1		SUSPECT VEHICLE NO. 2	
MAKE/YEAR					
TYPE					
COLOR					
LIC/STATE					
DETAILS:					
OFFICER(S):			APPROVED:		TIME SPENT:

BOMB THREAT

Case No.: _____
Call Rec'd by _____
Phone: _____Date: _____
Time: _____
Complainant: _____
Address: _____
Record the exact language of the THREAT _____

Keep caller on Phone - ASK

What time it is set for _____ Where is it located _____
What kind of bomb _____ Why are you doing this _____
Who are you _____Voice on the Phone: Man _____ Woman _____ Child _____ Age _____ Intoxicated _____ Accent _____
Speech Impediment _____ Other _____Background Noise: Airplane _____ Traffic _____ Machines _____ Typing _____ Music _____
Children _____ Talk _____Airline _____ Inbound: _____ No. Passengers: _____ A-1: _____
Flight # _____ Outbound: _____ No. Crew: _____ A-3: _____
Location Gate # _____ A/C Type: _____ Fuel: _____ A/C No. _____Officer's immediately Notified and Dispatched: _____

Time	Call	Name
POS Operations.....	5229	Chief Police
POS Fire Dept.....	5380	Asst. Chief ..
Tracon.....	5206	Mr. Robertson Ch 2-6727
FAA Comm. Ctr..	767-2600	Mr. Stokes Mu 2-1399
FBI.....	Ma2-0460	
POS Pr.....	5386	

Aircraft moved to: _____ Passengers unloaded at: _____
Onboard bags checked at: _____ Prechecked bags checked at: _____
Disposition of mail: _____ Cargo Checked at: _____
Aircraft cleared at: _____ FBI Arrived at: _____

SPD Bomb Squad

SPD Bomb Squad, General Assignment Day - 583-2312 Night - 583-2250
Name: _____ or 583-2318
Area Location of Bomb: _____
Area cleared: _____
Bomb squad arrived: _____
Bomb unarmed at: _____ Explosion: _____
Ambulance Ea. 2-0330 No: _____ Arrived: _____S Name: _____ DOB: _____
U _____
S Address: _____
P Information: _____
E _____
C Released at: _____ Warrant No.: _____
T _____COMMENTS

_____Time Spent: _____ Investigating officer _____ Approving Officer _____
03/24/75 RMS

SEA-TAC INTERNATIONAL AIRPORT

AIRPORT POLICE DEPARTMENT

Case No. _____

Fraudulent Check Statement

Date _____

Victim _____ Business Address _____ Bus. Phone _____

Reported By _____ Home Address _____ Home Phone _____

Name of Person Accepting Check _____ Position or Title _____

Home Address _____ Home Phone _____

Date & Time Check Rec'd. _____ Reason Bank Returned Check _____

Describe Check: Personal _____ Company _____ Counter _____ Payroll _____ Bank Draft _____ Other _____

Bank _____ Branch _____ Date _____ No. _____

Pay To: _____ Endorsed By: _____

Signed By _____ Address _____ Phone _____

Company _____ Address _____ Phone _____

(To be filled in only if company check)

Amount \$ _____ Merchandise Obtained \$ _____ Cash \$ _____ Others _____
(Rent or Services)

Description of Passer: Name _____ Address _____ Phone _____

Race _____ Sex _____ Age _____ Height _____ Weight _____ Hair _____ Eyes _____

Marks, Scars, Defects, Glasses _____

Make of Car _____ Lic. No. _____ Color _____ Driver's Lic. # _____
(Signify State)

What Identification Shown _____

Other Identification or Information _____

(Can/Cannot) identify the passer _____

Known to me personally - as customer/other

(Did/Did Not) witness the signature of this check.

I certify that at the time I accepted this check that I did not enter into a written or verbal agreement to hold this check until a given time when there would be sufficient funds in the bank, nor did I accept this check as being post dated. The merchandise or cash which the passer received was given by me in exchange for this check, and in reliance on its validity. I agree to assist in the prosecution of the case if, and when I am called upon to do so. This information is true and correct to the best of my knowledge.

Signature of Person Accepting Check _____ Title _____

Signature of Person Submitting Check to Bank _____ Title _____

Signature of Manager or Owner _____ Title _____

SEA-TAC INTERNATIONAL AIRPORT
AIRPORT POLICE DEPARTMENT
MISCELLANEOUS REPORT

COMPLAINT:		LOCATION:	NO:
COMPLAINANT:		ADDRESS:	PHONE:
DATE:	TIME:	OFFICER(S) ASSIGNED:	SHIFT:
DETAILS:			
OFFICER(S):		APPROVED:	TIME SPENT:

DATE	TIME	(HOURS)
IMPOUND NO.		
CASE NO.		

LICENSE NO. & STATE

[illegible]

TOW DRIVER'S SIGNATURE

SERIAL NO.

**SEA-TAC INTERNATIONAL AIRPORT
AIRPORT POLICE DEPARTMENT**

VEHICLE REPORT

CASE NO.

THEFT <input type="checkbox"/>		LOCATE <input type="checkbox"/>		RECOVERY <input type="checkbox"/>		IMPOUND <input type="checkbox"/>		CASE NO.	
OFFENSE (AUTO THEFT - BURGLARY - FRAUD - ETC.)				DATE-TIME REPORTED				IMPOUND NO.	
DATE-TIME OF THEFT-RECOVERY-IMPOUND				DAY OF WEEK		CENSUS		AUTO THEFT NO.	
ADDRESS OF OCCURRENCE				LOCATION (STREET - GARAGE - ETC.)					
PERSON REPORTING				ADDRESS				RES. PHONE	
REGISTERED OWNER				ADDRESS				RES. PHONE	
BUSINESS ADDRESS		BUSINESS PHONE		OWNER NOTIFIED BY			DATE-TIME		
LEGAL OWNER OR LIEN HOLDER				ADDRESS				PHONE	
INSURED WITH				ADDRESS				PHONE	
VEHICLE MAKE		MODEL		YEAR		LICENSE YEAR		LICENSE STATE	
COLOR		IDENTIFICATION NUMBER		MOTOR NUMBER					
IDENTIFYING CHARACTERISTICS (DAMAGE - SPECIAL EQUIPMENT - ETC.)								RADIO <input type="checkbox"/> HEATER <input type="checkbox"/>	
PERSONS ARRESTED - NAME - CHARGE - S/A NUMBER AND/OR SUSPECTS (NAMES - ADDRESSES - DESCRIPTIONS - SCHOOLS ATTEND)									
EVIDENCE PLACED IN PROPERTY ROOM (INCLUDE OTHER LICENSE PLATE NUMBERS)								EVIDENCE NO.	
IS A DIVORCE AND/OR SEPARATION IN PROGRESS		ARE YOU DELINQUENT IN PAYMENTS		WAS CAR LOCKED		WAS KEY IN SWITCH		IS KEY NEEDED	
STATEMENT OF PERSON REPORTING: I, THE UNDERSIGNED, HEREBY DECLARE THIS TO BE A TRUE AND CORRECT REPORT; I DID NOT GIVE ANYONE PERMISSION TO TAKE OR USE THE DESCRIBED VEHICLE; I AM THE OWNER OR PERSON WHO WAS LEGALLY IN POSSESSION OF THE DESCRIBED VEHICLE; AND I WILL TESTIFY IN COURT, UNDER OATH, TO THE FACTS HEREIN. I UNDERSTAND THAT I MAY BE CHARGED WITH VIOLATION OF RCW 7A.04.040, "OBSTRUCTING JUSTICE" BY FILING A FALSE REPORT.									
DATE-TIME				SIGNATURE OF PERSON RPTG.					
CONDITION ON RECOVERY				STRIPPED OF					
HOW STARTED	IGNITION UNLOCKED	KEY IN SWITCH	CROSSED WIRES	FOIL	COIL JUMPER	COASTED NO START	KEY ON VEHICLE	OTHER	
VEHICLE TOWED FROM				VEHICLE TOWED TO				TOWING COMPANY	
JIC OF DOLLY		RECOVERY OVER BANK		RECOVERY SUBMERGED		SPECIAL LARGE WRECKER REQUIRED			
MRS.		MRS.		MRS.		MRS.			
MISC. REMARKS - MERCHANDISE AND/OR PERSONAL PROPERTY IN VEHICLE - ETC.)								OUT OF TOWN OWNER MAIL NOTICE	
								INITIALS	
								CALL COLLECT	
HOLD FOR INVESTIGATION AND RELEASE BY				REASON FOR INVESTIGATION				SAFE KEEPING ONLY <input type="checkbox"/>	
UNIT		UNIT		UNIT		UNIT		UNIT	
INVESTIGATING OFFICER		INVESTIGATING OFFICER		INVESTIGATING OFFICER		INVESTIGATING OFFICER		INVESTIGATING OFFICER	
SERIAL		SERIAL		SERIAL		SERIAL		SERIAL	
UNIT		UNIT		UNIT		UNIT		UNIT	
APPROVING OFFICER		APPROVING OFFICER		APPROVING OFFICER		APPROVING OFFICER		APPROVING OFFICER	

OR RECORDS BUREAU ONLY

PORT OF SEATTLE POLICE DEPARTMENT

STATS ☐ F31 ☐
 ETS. ☐ COURT ☐
 TP ☐ FILE ☐
 S ☐ OTHER ☐
 FAA ☐

CASE NUMBER

DATE-TIME REPORTED

19,

M.

OFFENSE REPORT

OFFENSE AND ARREST

ARREST REPORT

TYPE OF OFFENSE

TYPE OF OFFENSE WITH ARREST

CRIME ARRESTED FOR

DATE - TIME OF OFFENSE AND/OR ARREST

UNIT FILE NUMBER

LOCATION OF OFFENSE AND/OR ARREST

CENSUS TRACT

EVIDENCE NUMBER

VICTIM NO. 1 (Last-First-Middle) FIRM NAME IF BUSINESS

OCCUPATION

RACE-SEX-AGE

ADDRESS OF VICTIM

RES. PHONE

BUS. PHONE

PERSON REPORTING (Last-First-Middle)

ADDRESS

RES. PHONE

WITNESS NO. 1 (Last-First-Middle)

ADDRESS

RES. PHONE

SUSPECT NO. 1 (Last-First-Middle)

ADDRESS

SCHOOL ATTENDS

B/A OR ORDINANCE CITATION NO.

FOR DIRECT BOOKINGS AND
ORD. CITATIONS-INDICATE-

ORDINANCE NO.

CHARGE

BAIL

RACE-SEX-AGE

D-O-B

HEIGHT

WEIGHT

BUILD

COMPL.

HAIR

EYES

OCCUPATION

CLOTHING

TATTOOS, SCARS, MARKS, PECULIARITIES

I
T
E
M

- (1) ADDITIONAL VICTIMS.
- (2) ADDITIONAL WITNESSES.
- (3) ADDITIONAL SUSPECTS.
- (4) PROPERTY TAKEN, SHOWING SERIAL NUMBERS, IDENTIFYING MARKS, AND VALUE OF EACH.
- (5) VEHICLE USED BY SUSPECT AND DISPOSITION.
- (6) PHYSICAL EVIDENCE, WHERE FOUND, BY WHOM AND DISPOSITION.
- (7) VICTIM'S INJURIES, AND WHERE MEDICAL EXAM OCCURRED.

- (8) PROPERTY DAMAGED - DESCRIBE DAMAGE AND INDICATE AMOUNT OF LOSS.
- (9) PREMISE - OR VEHICLE OF VICTIM AND WHERE PARKED.
- (10) DESCRIBE ENTRY-WHERE AND HOW, AND TOOL USED (For burglary and larceny car prowls reports).
- (11) RECONSTRUCT INCIDENT.
- (12) TIME AND LOCATION WHERE VICTIMS AND WITNESSES MAY BE CONTACTED LATER, BY FOLLOW-UP INVESTIGATORS.
- (13) PARENT'S OR GUARDIAN'S NAME, ADDRESS, AND PHONE NUMBER (If Juvenile(s) placed in detention).

(14) Was there ANY act of physical opposition or aggression attempted or achieved against officers? ☐ NO ☐ YES

B/R

DETS

PREC. ()

CT. UNIT

ID

JAIL

WOMEN

JUV.

OTHER

INVESTIGATING OFFICER

SERIAL

UNIT

INVESTIGATING OFFICER

SERIAL

UNIT

APPROVING OFFICER

SEA-TAC INTERNATIONAL AIRPORT

AIRPORT POLICE

Suspect Physical Description Sheet

Type of Crime _____ Case No. _____

Location: _____

Name of business or victim _____ Date _____

Fill in all items listed - if not known so state

Race: _____ Sex _____ Age: _____ yrs. Height: _____ Weight: _____ Build: _____

Hair Color -- Head: _____ Hands: _____ Arms: _____

Hair Style -- Straight _____ Wavy _____ Curly _____ Long _____ Crewcut _____ Bald _____ Receding _____

Eyes ----- Color _____ Describe _____ Unknown _____

Eyebrows --- Color _____ Describe _____ Unknown _____

Nose -----Describe _____ Unknown _____

Glasses-----Describe _____ Unknown _____

Mouth -----Narrow _____ Broad _____ Thin-lipped _____ Other _____

Teeth -----Describe _____ Other _____

Chin -----Narrow _____ Broad _____ Protruding _____ Cleft _____ Square _____ Other _____

Ears -----Large _____ Small _____ Close to head _____ Pointed _____ Round _____ Other _____

Complexion -Clear _____ Pimpled _____ Pock-marked _____ Freckled _____ Suntanned _____ Ruddy _____ Other _____

Head -----Round _____ Long _____ Thin _____ Other _____

Headgear ---Describe _____ Color _____

Coat -----Describe _____ Color _____

Shirt -----Describe _____ Color _____

Tie -----Describe _____ Color _____

Pants -----Describe _____ Color _____

Shoes -----Describe _____ Color _____

General appearance -- Well groomed _____ Sloppy _____ Unkempt _____ Clean Shaven _____ Other _____

Voice -----Lisp _____ Noticeable accent _____ Guttural _____ High pitched _____ Normal _____ Other _____

Travel direction from scene _____ On foot _____ Vehicle _____ Direction _____

Vehicle -- Make _____ Style _____ Color _____ License # _____

License - State _____ Other marks of I. D. on vehicle _____

Weapon held in which hand? -- Right _____ Left _____ Revolver _____ Automatic _____ Not seen _____

Short Barrel _____ Long Barrel _____ Color _____ Other _____

Further description of weapon _____

Other descriptive remarks of suspect: Physical defects, Watch, Ring, Limp, Eyes glazed,
odor, composure, etc. _____

I have read the above description given by me and find it to be true and correct.

Witness Signature: _____

Home Address: _____ City: _____

Home Phone Number: _____ Business Phone Number: _____

Business Address: _____ City: _____

OFFICER: _____ Shift: _____



STATE OF WASHINGTON

PAGE _____ OF _____

UNIFORM POLICE TRAFFIC COLLISION REPORT

NO. _____

POLICE COMPLAINT NUMBER _____

DATE
CAT
N

DATE OF COLLISION: MO. DAY YR. 7 SUN 1 MON 2 TUE 3 WED 4 THU 5 FRI 6 SAT (USE 2400 HOUR)

COUNTY: _____ STATE ROUTE _____ COUNTY ROAD _____ CITY STREET _____
☐ OTHER (SPECIFY) _____

CITY OR TOWN: _____
 MILES: _____ N _____ S _____ E _____ W _____ IN _____ OF _____

NAME & NO. OF STREET OR HIGHWAY: _____ INTERSECTING WITH: STREET OR ROAD: _____

ON

NON INTERSECTION

BETWEEN: _____ STREET AND _____ STREET
 DISTANCE AND DIRECTION FROM REFERENCE OR CROSS STREET
☐ MILES ☐ FEET N _____ S _____ E _____ W _____ OF _____

OFFICE USE ONLY

COUNTY NO. _____ CITY NO. _____
 ADM-CLS. _____ PREFIX _____ ROUTE OR STREET CODE _____
 SECTION _____

PREFIX _____ CO. _____ MILE POST _____

RAMP _____ DIAGRAM DATA _____

ACCIDENT MILEAGE CODE: _____ INTER. _____ NON INTER. _____ X-ROD CLS. _____
 INTERSECTING STREET OR ROAD OR REFERENCE CROSS STREET OR ROAD: _____

SPECIAL CODING USE: _____

COLLISION INVOLVED:

☐ VEHICLE-VEHICLE☐ VEHICLE-BICYCLE☐ OTHER (WRITE) _____☐ HIT & RUN

SEVERITY

☐ NO. KILLED☐ NO. INJURED☐ PROPERTY DAMAGE ONLY

TOTAL NO. _____
 VEHICLES _____

☐ VEHICLE-OBJECT☐ VEHICLE-RR TRAIN☐ STOLEN VEHICLE☐ VEHICLE-PEDESTRIAN☐ NON-COLLISION☐ HAZARDOUS MATERIAL

OBJECT STRUCK (NAME OF OBJECT STRUCK AND OWNERS NAME) _____

LOCATION OF OBJECT STRUCK

☐ IN ROADWAY FEET _____ M _____ S _____ E _____ W _____ OF RD. EDGE \$ _____

EST. DAMAGE

DRIVERS NAME—LAST FIRST MIDDLE

STREET ADDRESS

CITY STATE ZIP CODE PHONE NO.

DRIVERS LICENSE NO. STATE SEX DATE OF BIRTH MO. DAY YR.

DRIVERS OCCUPATION FIRM NAME PHONE NO.

CODES > (3) INJURY CLASS (4) SEAT BELT (5) EJECTION

NATURE OF INJURIES

REMOVED FROM SCENE BY: _____ TO _____
 VEH. YEAR MAKE (DODGE-CHEV.) MODEL (CART-NOVA) STYLE (2 DR.-CONV.)

VEH. COLOR LIC. PLATE NO. STATE TRAILER PLATE NO. STATE

VEHICLE IDENTIFICATION NUMBER ODOMETER

REGISTERED OWNER—LAST FIRST MIDDLE

ADDRESS OF OWNER

NAME AND ADDRESS OF INSURANCE CO. OR AGENT

DRIVER NO. 2

DRIVERS NAME—LAST FIRST MIDDLE (IF PEDESTRIAN CHECK) ☐

STREET ADDRESS

CITY STATE ZIP CODE PHONE NO.

DRIVERS LICENSE NO. STATE SEX DATE OF BIRTH MO. DAY YR.

DRIVERS OCCUPATION FIRM NAME PHONE NO.

CODES > (3) INJURY CLASS (4) SEAT BELT (5) EJECTION

NATURE OF INJURIES

REMOVED FROM SCENE BY: _____ TO _____
 VEH. YEAR MAKE (DODGE-CHEV.) MODEL (CART-NOVA) STYLE (2 DR.-CONV.)

VEH. COLOR LIC. PLATE NO. STATE TRAILER PLATE NO. STATE

VEHICLE IDENTIFICATION NUMBER ODOMETER

REGISTERED OWNER—LAST FIRST MIDDLE

ADDRESS OF OWNER

NAME AND ADDRESS OF INSURANCE CO. OR AGENT

VEHICLE NO. 2

CHARGE CITATION NO. ENFORCEMENT ACTION CHARGE CITATION NO.

NAME, ADDRESS & INJURIES OF PERSONS INVOLVED

CODES 1 2 3 4 5
 SEX AGE STATUS IN VEH. NO. SEAT POST. INJ. CLASS BELT EJECT

NAME:

ADDRESS:

NATURE OF INJURIES

REMOVED FROM SCENE BY:

TO

NAME:

ADDRESS:

NATURE OF INJURIES

REMOVED FROM SCENE BY:

TO

NAME:

ADDRESS:

NATURE OF INJURIES

REMOVED FROM SCENE BY:

TO

OCCUPANTS WITHIN

INSTRUCTIONS:

3. DRAW ARROW(S) TO SHOW PRINCIPAL DIRECTION OF FORCE.

SIDE 1
11 10 9 8

DAMAGED VEHICLE NO. 1

(USE THIS SPACE FOR SKETCHING DAMAGE TO TRAILERS, MOTORCYCLES, ETC.)

DAMAGED VEHICLE NO. 2

FRONT	2	3	4	5	6	REAR
13	14	15	16	17	18	19
10	11	12	13	14	15	16

13. Hood
14. Roof
15. Trunk
16. Undercarriage
17. Overturn

FRONT	2	3	4	5	6	REAR
13	14	15	16	17	18	19
10	11	12	13	14	15	16

13. Hood
14. Roof
15. Trunk
16. Undercarriage
17. Overturn

SEVERITY OF DAMAGE: VEHICLE NO. 1
1 ☐ DISABLING DAMAGE 3 ☐ OTHER M.V. DAMAGE
2 ☐ FUNCTIONAL DAMAGE 4 ☐ NO DAMAGE

SEVERITY OF DAMAGE: (OTHER VEHICLE)
1 ☐ DISABLING DAMAGE 3 ☐ OTHER M.V. DAMAGE
2 ☐ FUNCTIONAL DAMAGE 4 ☐ NO DAMAGE

SEVERITY OF DAMAGE: VEHICLE NO. 2
1 ☐ DISABLING DAMAGE 3 ☐ OTHER M.V. DAMAGE
2 ☐ FUNCTIONAL DAMAGE 4 ☐ NO DAMAGE

TOWED BY _____ EST. DAMAGE \$ _____
TO _____

TOWED BY _____ EST. DAMAGE \$ _____
TO _____

TOWED BY _____ EST. DAMAGE \$ _____
TO _____

DIAGRAM OF COLLISION

IDENTIFY: ROADWAY & RDWY. FEATURES
VEHICLES
PEDESTRIANS
OBJECTS ON/OFF ROADWAY
TRAFFIC CONTROLS
SKIDMARKS
UNUSUAL/TEMP. CONDITIONS
(ICE PATCH, CONSTRUCTION AREAS, ETC.)

2. LOCATE PROBABLE POINT OF IMPACT.

SHOW VEHICLE, PEDESTRIAN OR OBJECT POSITIONS AT IMPACT.

4. SHOW PROBABLE VEHICLE OR PEDESTRIAN PATHS BEFORE AND AFTER COLLISION.

DRAW ARROW SHOWING NORTH IN CIRCLE



DESCRIPTION OF COLLISION

(INDICATE WHAT PROBABLY HAPPENED BEFORE DURING AND AFTER THE CRASH, INCLUDE INFORMATION NOT ON DIAGRAM, E.G. DRIVER DISABILITY, REDUCED VISIBILITY, PEDESTRIAN CLOTHING COLOR, CONSTRUCTION OR REPAIR WORK, ETC.)

POSITION BEFORE COLLISION

VEH. NO.	HEADED	MILE POST DIR.	ON STREET OR HIGHWAY NAME OR NO.	NO. OF LANES	SPEEDS	VEHICLE LEGALLY	IF PARKED
1	N S E W	INCREASING DECREASING		DIRECTION	POSTED SAFE	PARKED	WAS VEH. OCCUPIED
2					MPH	YES NO	YES NO
PED.					MPH		

STREET OR HIGHWAY (N.E. CORNER TO S.E. CORNER) or (E. TO W.)

ROAD SURFACE		WEATHER		CONTRIBUTING CIRCUMSTANCES				DRIVER/VEHICLE ACTIONS	
(CHECK ONE)		(CHECK ONE)		(CHECK ONE OR MORE)				(CHECK ONE OR MORE)	
DRIVER 1 NO. 1	1 <input type="checkbox"/> DRY	1 <input type="checkbox"/> CLEAR, CLOUDY & OVERCAST	1 <input type="checkbox"/> UNDER INFLUENCE OF ALCOHOL	7 <input type="checkbox"/> FOLLOWING TOO CLOSELY	13 <input type="checkbox"/> DISREGARDED WARN. SIGNALS	1 <input type="checkbox"/> GOING STRAIGHT AHEAD	1 <input type="checkbox"/> GOING STRAIGHT AHEAD		
2 <input type="checkbox"/> WET	2 <input type="checkbox"/> RAINING	2 <input type="checkbox"/> UNDER INFLUENCE OF DRUGS	8 <input type="checkbox"/> OVER CENTER LINE	14 <input type="checkbox"/> APPARENTLY ASLEEP	2 <input type="checkbox"/> OVERTAKING AND PASSING	2 <input type="checkbox"/> OVERTAKING AND PASSING	2 <input type="checkbox"/> OVERTAKING AND PASSING		
3 <input type="checkbox"/> SNOW	3 <input type="checkbox"/> SNOWING	3 <input type="checkbox"/> EXCEEDING STATED SPEED LIMIT	9 <input type="checkbox"/> FAILING TO SIGNAL	15 <input type="checkbox"/> IMPROPER PARKING LOCATION	3 <input type="checkbox"/> MAKING RIGHT TURN	3 <input type="checkbox"/> MAKING RIGHT TURN	3 <input type="checkbox"/> MAKING RIGHT TURN		
4 <input type="checkbox"/> ICE	4 <input type="checkbox"/> FOG	4 <input type="checkbox"/> EXCEEDING REAS. SAFE SPEED	10 <input type="checkbox"/> IMPROPER TURN	16 <input type="checkbox"/> OPERATING DEFECTIVE EQUIP.	4 <input type="checkbox"/> MAKING LEFT TURN	4 <input type="checkbox"/> MAKING LEFT TURN	4 <input type="checkbox"/> MAKING LEFT TURN		
5 <input type="checkbox"/> OTHER (SPECIFY)	5 <input type="checkbox"/> OTHER (SPECIFY)	5 <input type="checkbox"/> DID NOT GRANT R/W TO VEHICLE	11 <input type="checkbox"/> DISREGARD STOP & GO LIGHT	17 <input type="checkbox"/> OTHER (SPECIFY) NO VIOLATION	5 <input type="checkbox"/> MAKING U-TURN	5 <input type="checkbox"/> MAKING U-TURN	5 <input type="checkbox"/> MAKING U-TURN		
		6 <input type="checkbox"/> IMPROPER PASSING	12 <input type="checkbox"/> DISREGARD STOP SIGN/SIGNAL		6 <input type="checkbox"/> SLOWING	6 <input type="checkbox"/> SLOWING	6 <input type="checkbox"/> SLOWING		
LIGHT CONDITIONS		TRAFFIC CONTROL		VEHICLE TYPE OF ROAD		VEHICLE CONDITION		SOBRIETY	
(CHECK ONE)		(CHECK ONE OR MORE)		(CHECK ONE OR MORE)		(CHECK ONE OR MORE)		(CHECK ONE)	
1 <input type="checkbox"/> DAYLIGHT	1 <input type="checkbox"/> SIGNALS	1 <input type="checkbox"/> ONE WAY	1 <input type="checkbox"/> DEFECTIVE BRAKES	1 <input type="checkbox"/> HBD ABILITY IMPAIRED	1 <input type="checkbox"/> STARTING IN TRAFFIC LANE	1 <input type="checkbox"/> STARTING IN TRAFFIC LANE	1 <input type="checkbox"/> STARTING IN TRAFFIC LANE		
2 <input type="checkbox"/> DAWN	2 <input type="checkbox"/> STOP SIGN	2 <input type="checkbox"/> TWO WAY	2 <input type="checkbox"/> DEFECTIVE HEAD LIGHTS	2 <input type="checkbox"/> HBD ABILITY NOT IMPAIRED	2 <input type="checkbox"/> STOPPED AT SIGNAL OR STOP SIGN	2 <input type="checkbox"/> STOPPED AT SIGNAL OR STOP SIGN	2 <input type="checkbox"/> STOPPED AT SIGNAL OR STOP SIGN		
3 <input type="checkbox"/> DUSK	3 <input type="checkbox"/> YIELD SIGN	3 <input type="checkbox"/> REVERSIBLE ROAD	3 <input type="checkbox"/> DEFECTIVE REAR LIGHTS	3 <input type="checkbox"/> HBD SOBRIETY UNK.	3 <input type="checkbox"/> STOPPED IN ROADWAY	3 <input type="checkbox"/> STOPPED IN ROADWAY	3 <input type="checkbox"/> STOPPED IN ROADWAY		
4 <input type="checkbox"/> DARK-STREET LIGHTS ON	4 <input type="checkbox"/> FLASHING RED	4 <input type="checkbox"/> INTERCHANGE LOOP RAMP	4 <input type="checkbox"/> TIRES WORN OR SMOOTH	4 <input type="checkbox"/> HAD NOT BEEN DRINKING	4 <input type="checkbox"/> STARTING FROM PARKED POSITION	4 <input type="checkbox"/> STARTING FROM PARKED POSITION	4 <input type="checkbox"/> STARTING FROM PARKED POSITION		
5 <input type="checkbox"/> DARK-STREET LIGHTS OFF	5 <input type="checkbox"/> FLASHING AMBER	5 <input type="checkbox"/> ALLEY	5 <input type="checkbox"/> TIRES PUNCTURED OR BLOWN		5 <input type="checkbox"/> MERGING (ENTERING TRAFFIC)	5 <input type="checkbox"/> MERGING (ENTERING TRAFFIC)	5 <input type="checkbox"/> MERGING (ENTERING TRAFFIC)		
6 <input type="checkbox"/> DARK-NO STREET LIGHTS	6 <input type="checkbox"/> RR SIGNAL	6 <input type="checkbox"/> TWO-WAY-LEFT TURN Lanes			6 <input type="checkbox"/> BACKING	6 <input type="checkbox"/> BACKING	6 <input type="checkbox"/> BACKING		
7 <input type="checkbox"/> OTHER (SPECIFY)	7 <input type="checkbox"/> OFFICER/FLAGMAN	7 <input type="checkbox"/> (CHECK ONE) SEPARATED			7 <input type="checkbox"/> GOING WRONG WAY	7 <input type="checkbox"/> GOING WRONG WAY	7 <input type="checkbox"/> GOING WRONG WAY		
	8 <input type="checkbox"/> OTHER	8 <input type="checkbox"/> DIVIDED			8 <input type="checkbox"/> OTHER (SPECIFY)	8 <input type="checkbox"/> OTHER (SPECIFY)	8 <input type="checkbox"/> OTHER (SPECIFY)		
	9 <input type="checkbox"/> NO TRAFFIC CONTROL	9 <input type="checkbox"/> UNDIVIDED							

INVESTIGATING OFFICER'S NAME & RANK	BADGE NO.	POLICE DISPATCHED	POLICE ARRIVED	AMBULANCE ARRIVED	TRAFFIC FLOW IMPEDED
		DATE	2400 HRS.	2400 HRS.	2400 HRS.
		AGENCY	UNIT OR DIST. & DET.	DATE OF REPORT	APPROVED BY

01040

PLEASE PRINT EXCEPT WHERE SIGNATURE IS REQUIRED

(MASTER COPY)

DATE _____ TIME _____ LOCATION _____ PREPARED BY _____

EVIDENCE, CONTRABAND, CONFISCATIONS		FOUND PROPERTY	
CASE NO.		TURNED IN BY	
TAKEN FROM		SIGNATURE	
NAME OF OWNER		ADDRESS	
TYPE OF OFFENSE			
OFFICER		RECEIVED BY	
WATCH COMMANDER		ON-DUTY OFFICER	

[illegible]

DESCRIPTION OF PROPERTY

ITEMS

THE ABOVE DESCRIBED PROPERTY HAS BEEN TRANSFERRED TO THE PROPERTY ROOM BY			LOCATION STORED
SIGNATURE OF CUSTODIAN	DATE	TIME	

RECEIVED THE ABOVE DESCRIBED PROPERTY FROM THE PORT OF SEATTLE

DATE OF RELEASE	TIME	NAME & SIGNATURE		
		PRINT	SIGN	
RELEASE OK'D BY: ONE OF THE BELOW		ADDRESS		PHONE NUMBER
WATCH COMMANDER:				
SIGNATURE				
PROPERTY ROOM CUSTODIAN:				
SIGNATURE		CITY	STATE	ZIP

(Under \$10.00 in Value)

POS 170-7

FOR RECORDS BUREAU ONLY

FOLLOW-UP REPORT

PORT OF SEATTLE POLICE DEPARTMENT

STATS	<input type="checkbox"/>	FBI	<input type="checkbox"/>
DETS.	<input type="checkbox"/>	COURT	<input type="checkbox"/>
MTP	<input type="checkbox"/>	FILE	<input type="checkbox"/>
G/S	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
FAA	<input type="checkbox"/>		

PRESENT DATE

CASE NUMBER

TYPE OF CASE

DATE OF OCCURRENCE

EVIDENCE NUMBER

UNIT FILE NUMBER

ORIGINALLY REPORTED AS

LOCATION OF OCCURRENCE

CORRES. NUMBER

VICTIM

ADDRESS

PHONE

CASE
DISPOSITION:

CLEARED (ARREST—UNFOUNDED—REFERRAL JUVENILE CT.—EXCEPTIONAL CLEARANCE); AT LARGE WARRANT: ETC.

PROPERTY:

RECOVERED ☐ADDITIONAL STOLEN ☐FURTHER DESCRIPTION ☐[INDICATE ID MARKS—COLORS—SIZES—
SERIAL NUMBERS—DISPOSITION—VALUE,
ETC. AS FIRST ENTRY BELOW.]E
N
T
R
Y

COMMENCE EACH ENTRY WITH A NUMBER AND THE DATE AND TIME

SUSPECTS:GENERAL:CASE M.O.:INCLUDE NAMES, B/A NUMBERS, DESCRIPTIONS, DISPOSITION, CAN VICTIM IDENTIFY, ETC.
SUMMARIZE STEPS OF INVESTIGATION: INCLUDE PERSONS INTERVIEWED, ADD'L WITNESSES, RESULTS OF INTERROGATIONS,
EVIDENCE, BUSINESS ADDRESSES AND PHONES, ETC.
INDICATE ADD'L M.O. FACTORS NOT INCLUDED ON OFFENSE REPORT.

INVESTIGATING OFFICER

SERIAL

UNIT

INVESTIGATING OFFICER

SERIAL

UNIT

APPROVING OFFICER

MISSING PERSON

DATE AND
TIME REPORTED:

Airport Police Department

1. ☐ ADULT ☐ JUVENILE ☐ RUNAWAY ☐ LOST ☐ MISSING

2. CASE NO.

3. NAME

4. ADDRESS

5. PHONE

6. COMPLETE
DESCRIPTION OF
MISSING PERSON:

SEX - RACE - AGE

D.O.B.

HEIGHT

WEIGHT

BUILD

COMPLEXION

HAIR

EYES

DENTAL WORK

CLOTHING:

TATTOOS, SCARS, MARKS, PECULIARITIES

7. MENTAL CONDITION:

SUICIDE THREATS ☐

SENILE ☐

DESPONDENT ☐

DRINKING ☐

OTHER ☐ DESCRIBE:

8. PHYSICAL CONDITION

9. JEWELRY WORN AND IDENTIFICATION CARRIED

10. MARITAL STATUS

11. OCCUPATION

12. HOURS OF EMPLOY.

13. BUS. ADDRESS OR SCHOOL

14. BUS. PHONE

15. PERSON REPORTING

16. ADDRESS

17. PHONE

18. RELATIONSHIP - SEX - RACE - AGE

19. BUS. PHONE

20. DATE TIME AND DAY MISS PER. LAST SEEN

21. LAST SEEN BY:

22. ADDRESS

23. PHONE

24. MISSING FROM

25. DESTINATION

26. REASON FOR LEAVING (FAMILY FIGHT, ETC.)

27. VEHICLE USED: STATE LICENSE NO. YEAR MAKE BODY MODEL COLOR(S) IDENTIFYING CHARACTERISTICS

28. MISSING BEFORE (GIVE DATES AND WHERE LOCATED)

CODE

C—COMPANIONS (IF ALSO RUNAWAY, MAKE A SEPARATE REPORT)

29. ☐ RADIO NOTIFIED

DATE/TIME

SERIAL NO.

F—FRIENDS

P—PARENT OR GUARDIAN

W—WITNESS

30. NAME

CODE

ADDRESS

PHONE

BUS. PHONE

31.

32.

ITEM
NO.

33. INSTRUCTIONS: (1) SUMMARIZE THE CIRCUMSTANCES PERTAINING TO THE DISAPPEARANCE OF MISSING PERSON, INCLUDING ANY PREVIOUS THREATS TO LEAVE HOME OR COMMIT SUICIDE. (2) INDICATE THE NAMES OF ANY OTHER PERSONS WHOM REPORTING OFFICER CONTACTED REGARDING MISSING PERSON'S DISAPPEARANCE (FRIENDS, KNOWN ASSOCIATES, OR OTHER PERSONS POSSIBLY ON FILE IN JUVENILE DIVISION).

34. INVESTIGATING OFFICER

SERIAL

UNIT

INVESTIGATING OFFICER

SERIAL

UNIT

35. APPROVING OFFICER

PERSONEL PROPERTY FORM

CASE NO. _____

DATE _____

TIME.

PROPERTY OF _____

PROPERTY IN DETAIL:

Owner's Signature of above-listed property _____

Above-listed property received and transported by:

Above-sealed property received by KCDPS/SPD Jail by: _____

Date: _____ Time: _____

Final Disposition: ACTION DESTROY RELEASED TO OWNER DATE: _____

Disposition authorized by: _____

IVER ☐ ACCIDENT
PESTRIAN ☐ VIOLATION
PASSENGER ☐ OTHER

ALCOHOLIC INFLUENCE REPORT

ACCIDENT NO. _____

DATE _____ TIME _____ (HOURS) _____

ARREST NO. _____

NAME _____ ADDRESS _____

SEX _____ RACE _____ WEIGHT _____ OPERATOR'S LICENSE NO. _____ STATE _____

WITHOUT LOOKING, WHAT TIME IS IT NOW? _____ A.M. _____ P.M. _____ (ACTUAL TIME) _____

WERE YOU OPERATING THIS MOTOR VEHICLE? _____ WHERE WERE YOU GOING? _____

WHERE DID YOU START FROM? _____ WHEN DID YOU START? _____ A.M. _____ P.M. _____

HAVE YOU BEEN DRINKING? _____ WHAT? _____ HOW MUCH? _____

STARTED? _____ A.M. _____ P.M. STOPPED? _____ A.M. _____ P.M. WHERE? _____

HAVE YOU BEEN DRINKING SINCE THE ACCIDENT/INCIDENT OCCURRED? _____ WHAT? _____ HOW MUCH? _____

ARE YOU UNDER THE INFLUENCE OF AN ALCOHOLIC BEVERAGE NOW? _____

HAVE YOU BEEN TO A DOCTOR OR DENTIST RECENTLY? _____ IF SO, WHEN? _____

WHO? (NAME OF DOCTOR OR DENTIST) _____ FOR WHAT? _____

ARE YOU TAKING MEDICINE? _____ IF SO, WHAT? _____ LAST DOSE? _____ A.M. _____ P.M. _____

DO YOU HAVE DIABETES? _____ DO YOU TAKE INSULIN? _____ HAVE YOU USED A MOUTH WASH RECENTLY? _____

WERE YOU INVOLVED IN AN ACCIDENT IN THE LAST 24 HOURS? _____ ARE YOU INJURED? _____

DID YOU GET A BUMP ON THE HEAD? _____ DO YOU LIMP? _____ ARE YOU BLIND IN ONE EYE? _____

ARE YOU ILL? _____ IF SO, WHAT'S WRONG? _____

HOW MUCH SLEEP HAVE YOU HAD IN THE LAST 24 HOURS? _____ IS THERE ANYTHING IN YOUR MOUTH? _____ WHAT? _____

CLOTHES ☐ ORDERLY ☐ MUSED ☐ SOILED ☐ DISORDERLY ☐ DISARRANGED (DESCRIBE) _____
WORK CLOTHES? ☐ YES ☐ NO

BREATH (ODOR OF ALCOHOLIC BEVERAGE) ☐ STRONG ☐ MODERATE ☐ FAINT ☐ NONE

ATTITUDE ☐ EXCITED ☐ HILARIOUS ☐ TALKATIVE ☐ CAREFREE ☐ SLEEPY ☐ OTHER _____
☐ COMBATIVE ☐ INDIFFERENT ☐ INSULTING ☐ COCKY ☐ COOPERATIVE ☐ POLITE

UNUSUAL ACTIONS ☐ NICCUPPING ☐ BELCHING ☐ VOMITING ☐ FIGHTING ☐ PROFANITY ☐ OTHER _____

SPEECH ☐ INCOHERENT ☐ MUMBLED ☐ SLURRED ☐ CONFUSED ☐ FAIR
☐ THICK TONGUED ☐ STUTTERED ☐ ACCENTED ☐ GOOD ☐ OTHER _____

COLOR OF FACE ☐ NORMAL ☐ FLUSHED ☐ PALE ☐ OTHER _____

EYES ☐ NORMAL ☐ WATERY ☐ BLOODSHOT

PUPILS ☐ NORMAL ☐ DILATED ☐ CONTRACTED ☐ SLOW REACTION TO LIGHT
(PUPILS OF EYES—FLASH A BRIGHT LIGHT IN THE EYES OF THE SUSPECT AND COMPARE THE REACTION OF HIS PUPILS WITH REACTION OBTAINED WHEN A LIGHT IS FLASHED IN THE EYES OF A SOBER PERSON.)

OFFICER WAS FIRST LED TO SUSPECT ALCOHOLIC INFLUENCE BY UNUSUAL: ☐ DRIVING ☐ SPEECH ☐ ACTIONS ☐ APPEARANCE

DESCRIBE: _____

DID CITIZENS WITNESS PUPIL REACTION TO LIGHT, ETC. ABOVE? ☐ YES ☐ NO
(ON TRAFFIC INCIDENT REPORTS, ETC., IDENTIFY WITNESSES AND WHAT THEY OBSERVED)

PERFORMANCE AND CHEMICAL TESTS

NOTE: IDENTIFY ON TRAFFIC INCIDENT REPORTS, ETC., ANY CITIZENS WHO WITNESS THE PERFORMANCE TESTS.

BALANCE ☐ FALLING ☐ NEEDED SUPPORT ☐ WOBBLING ☐ SWAYING ☐ UNSURE ☐ SURE

(BALANCE—STAND ERECT WITH HEELS TOGETHER, EYES CLOSED, AND HEAD BACK, TO OBSERVE BALANCE.)

FINGER-TO-NOSE

RIGHT ☐ COMPLETELY MISSED ☐ HESITANT ☐ SURE ☐ OTHER _____

LEFT ☐ COMPLETELY MISSED ☐ HESITANT ☐ SURE ☐ OTHER _____

(FINGER-TO-NOSE TEST—STAND ERECT, EYES CLOSED, HEAD BACK, EXTEND ARMS HORIZONTALLY TO SIDE, THEN, ONE ARM AT A TIME, TOUCH THE TIP OF NOSE WITH THE TIP OF THE INDEX FINGER.)

WALKING ☐ FALLING ☐ STAGGERING ☐ STUMBLING ☐ SWAYING ☐ HESITANT ☐ SURE

TURNING ☐ FALLING ☐ STAGGERING ☐ SWAYING ☐ HESITANT ☐ FAIR ☐ SURE

(WALKING AND TURNING—WALK A STRAIGHT LINE, TOE OF ONE FOOT AGAINST THE HEEL OF THE OTHER, THEN TURN AND WALK BACK AGAIN. WATCH CLOSELY FOR EVIDENCES OF INCOORDINATION, ESPECIALLY WHEN TURNING AROUND.)

COIN-PICK-UP ☐ UNABLE ☐ FUMBLING ☐ SLOW ☐ SURE ☐ OTHER _____

BALANCE DURING COIN TEST WAS _____

(COIN-PICK-UP TEST—HAVE SUBJECT PICK UP COINS FROM FLOOR PLACING COINS ON TABLE AND ARRANGE THEM IN ORDER WITH THE LARGEST SIZED COINS ON THE RIGHT, IDENTIFYING HEADS OR TAILS. OBSERVE ABILITY.)

UNUSUAL ACTIONS OR STATEMENTS. _____

OFFICER'S OPINION:

EFFECTS OF ALCOHOL ☐ EXTREME ☐ OBVIOUS ☐ SLIGHT ☐ NONE

ABILITY TO DRIVE ☐ GREATLY IMPAIRED ☐ ABILITY IMPAIRED ☐ APPARENTLY FIT

PERFORMANCE TEST

BY _____ WITNESS _____ DATE/TIME COMPLETED _____ (HOURS)

VIDEOTAPE MADE? ☐ YES ☐ NO

(VIDEOTAPE IDENTIFICATION)

SIGNS-OF-ILLNESS, INJURY OR PHYSICAL ABNORMALITIES. _____

NOTE: CHECK OFF EACH STEP OF THE CHEMICAL TEST AS IT IS PERFORMED.

- | | |
|--|--|
| <input type="checkbox"/> 1. WARM UP MACHINE UNTIL THERMOMETER INDICATES 45°-50° C. | <input type="checkbox"/> 8. ALIGN SCALE POINTER WITH START LINE. |
| <input type="checkbox"/> 2. CENTER NULL METER BY ADJUSTING BLACK KNOBS ON TOP OF METER. | <input type="checkbox"/> 9. TURN SELECTOR TO "TAKE." TAKE SAMPLE. TURN SELECTOR TO "ANALYZE." |
| <input type="checkbox"/> 3. SEE THAT COMPARISON AMPOULE IS IN PLACE IN LEFT-HAND HOLDER. | <input type="checkbox"/> 10. WHEN "EMPTY" LIGHT COMES ON, WAIT 1½ MINUTES, CENTER METER USING WHITE KNOB, WITH LIGHT ON, AND SELECTOR IN "ANALYZE" POSITION. |
| <input type="checkbox"/> 4. GAUGE TEST AMPOULE. | <input type="checkbox"/> 11. READ ANSWER ON SCALE AND RECORD. |
| <input type="checkbox"/> 5. INSERT AND CONNECT TEST AMPOULE. | <input type="checkbox"/> 12. DISPOSE TEST AMPOULE AND BUBBLER. |
| <input type="checkbox"/> 6. TURN SELECTOR TO "TAKE." FLUSH OUT. TURN SELECTOR TO "ANALYZE." | <input type="checkbox"/> 13. TURN SELECTOR TO "OFF" POSITION. |
| <input type="checkbox"/> 7. WHEN "EMPTY" LIGHT COMES ON, CENTER METER USING WHITE KNOB, WITH LIGHT ON, AND SELECTOR IN "ANALYZE" POSITION. | |

CHEMICAL TEST:

BY _____ WITNESS _____ DATE/TIME COMPLETED _____ (HOURS)

AMPOULE NUMBER _____ CHEMICAL TEST READING _____ CHARGE _____

REPORT OF REFUSAL TO SUBMIT TO BREATH TEST -- INITIATIVE 242

STATE OF WASHINGTON)

COUNTY OF _____)

ss.

On _____ at _____ (p.m.) (a.m.)
(date)

at _____, a public highway
(location)

I arrested _____
(NAME) Last First Middle

Address _____
(Street) (city) (state)

Birthdate _____ Driver License _____

Vehicle description _____ -License Number _____
(year, make, model)

At that time I had reasonable grounds to believe that the aforementioned person had been driving or was in actual physical control of a motor vehicle while under the influence of intoxicating liquor. I requested the aforementioned individual to submit to a chemical breath test and informed him of the consequences of his refusal and his rights under Initiative 242. The aforementioned person then refused to submit to a chemical test of his breath.

Arresting Officer's Signature

(Print Last Name)

Dept.

Badge #

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 19____.

Notary Public, PORT of Seattle,
King County, Washington

When completed, mail one copy to:

DEPARTMENT OF MOTOR VEHICLES
Division of Financial Responsibility
Olympia, Washington 98501

CASE NUMBER

STATEMENT OF:

Before questioning and the making of any statement, I, _____, have been advised
_____ of the following rights:

- I further understand that I have the right to exercise any of the above rights at any time before or during any questioning and the making of any statement.

SIGNATURE

I have read the above explanation of my constitutional rights and I understand them. I have decided not to exercise these rights at this time. The following statement is made by me freely and voluntarily and without threats or promises of any kind.

SIGNATURE

Witnesses:

SEA - TAC INTERNATIONAL AIRPORT

AIRPORT POLICE DEPARTMENT

Arrest and Interview Log

Person arrested _____

Place and Date of arrest _____ Time _____

Arrested by _____

Interviewed by _____

Place of interview and Date of interview _____

Time person arrested was advised of his right to remain silent, that anything he might say could and would be used against him in a court of law, that he had a right to an attorney and to talk to the attorney before answering questions and could have his attorney present when he was interviewed, that if he could not afford an attorney one would be provided for him before any questioning if he so desired, that if he desired to answer any questions without any attorney present he still had the right to stop answering at any time and that he had the right to stop answering at any time until he had talked to an attorney. _____

and by whom advised of the above rights _____

Time interview commenced _____

Time oral interview concluded _____

Time preparation of statement commenced in longhand or time dictation began to stenographer _____

By whom written in longhand or dictated _____

Time statement completed in longhand or time dictation concluded _____

Time turned over to person interviewed for reading and signature _____

Person completed reading statement at _____ (Time)

Person signed statement at _____ (Time)

Officer Preparing Log _____
(signature)

Accompanying Officer _____
(signature)

AIRPORT POLICE DEPARTMENT

DATE OF REPORT		PERSON INVESTIGATED REPORT						CASE NUMBER							
NAME (LAST--FIRST--MIDDLE)						ALSO KNOWN AS				UNIT FILE NUMBER					
ADDRESS AND RES. PHONE			LIVING WITH			CENSUS			LOCAL NUMBER						
RACE-SEX-AGE	D.O.B	HEIGHT	WEIGHT	BUILD	COMPL.	HAIR	EYES	B/A NUMBER							
SCARS--MARKS--TATTOOS--IDENTIFYING CHARACTERISTICS															
VEHICLE MAKE		YEAR	BODY STYLE	COLOR	LICENSE NO. AND STATE			I. D. CHARACTERISTICS							
BUSINESS ADDRESS OR SCHOOL (COMPANY NAME--ADDRESS--DEPARTMENT OR SHOP NO. AND PHONE)								HOW LONG?	OCCUPATION						
UNION AND LOCAL NUMBER			OTHER OCCUPATIONS			BRANCH OF SERVICE		TYPE OF DISCHARGE							
SINGLE <input type="checkbox"/>		MARRIED <input type="checkbox"/>		SEPARATED <input type="checkbox"/>		DIVORCED <input type="checkbox"/>		LAST SCHOOL ATTENDED							
DRIVER'S LIC. NUMBER		LIC. STATE		SOCIAL SECURITY NUMBER		SERVICE SERIAL NUMBER		SELECTIVE SERVICE NUMBER							
CRIMINAL RECORD															
SUSPECT IN CASE NO.		OFFENSE		DATE		LOCATION		CENSUS							
ADDITIONAL CASE(S) SUSPECTED OF OR CLEARED															
M.O. OF SUSPECT (HOW CRIME PLANNED--HOW CARRIED OUT--DISPOSITION OF LOOT--ACCOMPLICES--ETC.)															
CODE	S--SPOUSE P--PARENT C--CHILD B--BROTHER T--SISTER R--OTHER RELATIVE F--FRIEND G--COMMON LAW SPOUSE														
CODE	NAME OF RELATIVE OR FRIEND			ADDRESS (INCLUDE CITY--STATE)				RES. PHONE							
GENERAL INFO: INCLUDE HANGOUTS--ILLNESSES--HOBBIES--RECREATION PREFERENCES--DRINKING HABITS--ETC.															
<input type="checkbox"/> PICK-UP ISSUED <input type="checkbox"/> PLACE NAME IN FILE FOR INFO. ONLY		ARRESTED & CHARGED AT-LARGE WARRANT IF OTHERWISE ARRESTED NOTIFY		CHARGE(S)		COURT AND NUMBER		BAIL							
B/R		I.D.		UNIT FILE		PROSEC.		OTHER							
DISTRIB:															
INVESTIGATING OFFICER			SERIAL		UNIT		INVESTIGATING OFFICER			SERIAL		UNIT		APPROVING OFFICER	

PORT OF SEATTLE POLICE DEPARTMENT

CASE NUMBER

DATE

TIME

PLACE

STATEMENT OF:

STATEMENT TAKEN BY:

SIGNED:

WITNESS:

WITNESS:

PORT OF SEATTLE POLICE DEPARTMENT

CASE NUMBER

DATE

TIME

PLACE

STATEMENT OF:

STATEMENT TAKEN BY:

SIGNED:

WITNESS:

WITNESS:

PAGE

OF

PORT OF SEATTLE POLICE DEPARTMENT

			CASE NUMBER		
ITEM OR ENTRY	CONTINUATION (1) OFFENSE (2) FOLLOW - UP	SHEET (3) TRAFFIC INCIDENT CASE SUMMARY	ACCIDENT NUMBER	UNIT FILE NO.	
			CORRES. NUMBER	B/A NUMBER	

investigating officer	serial	unit	investigating officer	serial	unit	approving officer
-----------------------	--------	------	-----------------------	--------	------	-------------------

AIRPORT POLICE DEPARTMENT LABORATORY ANALYSIS REQUEST

CASE NUMBER _____

EVIDENCE NUMBER _____

UNIT FILE NUMBER _____

CITATION NUMBER _____

VICTIM _____

SUSPECT(S) _____

B/A NUMBER(S) _____

INDICATE FINAL DISPOSITION OF EVIDENCE - IF NEGATIVE RESULTS

DESTROY ☐RETURN TO OWNER ☐EVIDENCE NEED FOR PROSECUTION REGARDLESS OF RESULTS ☐

TYPE OF OFFENSE

TYPE OF PREMISE

TIME AND DATE OF OFFENSE

19

TYPE OF EXAMINATION DESIRED

- ☐ ALCOHOLIC CONTENT
☐ BLOOD ANALYSIS
☐ FRACTURE COMPARISON
☐ BALLISTIC EXAMINATION
☐ NUMBER RESTORATION
☐ NARCOTICS OR DRUGS
☐ NITRATES EXAMINATION
☐ LATENT FINGERPRINTS
☐ HAIR OR FIBER EXAMINATION
☐ SPERM ANALYSIS
☐ PAINT EXAMINATION
☐ TOOL MARKS
☐ OTHER

REQUESTED BY: (NAME/SERIAL NO./UNIT NO./DATE)

APPROVED BY: (NAME (SIGNATURE)/SERIAL NO./DATE)

LIST OF ITEMS TO BE EXAMINED: (IN ORDER OF PRIORITY)

LABORATORY REPORT:

BROUGHT TO LABORATORY BY: (NAME/SERIAL NO.)

DATE

TIME

19

EVIDENCE RECEIVED BY: (NAME/SERIAL NO.)

DATE

TIME

19

DISPOSITION OF EVIDENCE:

DATE

TIME

19

EXAMINER: (NAME/TITLE)

EXAMINATION TIME

COURT TIME

LABORATORY NUMBER

In the Superior Court of the State of Washington
For the County of King

JUVENILE DEPARTMENT

1211 East Alder Street, Seattle, Washington 98122 323-9500

RE:

AGREEMENT
TO
PRODUCE CHILD

B.D. _____

Your child is being released to you, in-lieu-of detention pursuant to:

R. C. W. 13.04.120 - Arrest of Juvenile - Hearing

"When in any county where a juvenile court is held, a child under the age of eighteen years is taken into custody by a parole, peace, police or probation officer, such child shall be taken directly before such court, or placed in the detention home, or into custody of the court probation officer: Provided that is parent, guardian, custodian or a responsible relative of child furnishes the officer a signed statement agreeing to produce the child at the next juvenile court session, the child may be released to the signer of the statement. Any such signer who fails, without just cause shown to the court, to produce such child as agreed, shall be guilty of contempt of court and may be punished accordingly."

I hereby agree that the above captioned child be released to me, and I accept the obligations as outlined under R.C.W. 13.04.120 (above) to produce the child at such time(s) as requested.

NAME _____

RELATIONSHIP TO CHILD _____

ADDRESS _____

TELEPHONE NUMBER _____

OFFICER'S NAME (Person making release) _____

NUMBER OR DIVISION _____

CC: Original to Legal File
Person Released to.

DATE: _____

PORT OF SEATTLE PROPERTY DAMAGE REPORT

.....
(Sign Full Name)

POS 110 - 4 REV. JUNE 86

CRIMINAL RECORDS

• MONTHS:

[illegible]

MONTH [REDACTED][illegible]

Date

1. Transaction Code
2. Routing Code
3. Vehicle License Number
4. Vehicle License State
5. Vehicle License Expiration Year
6. Vehicle License Type
7. Vehicle Identification Number
8. Vehicle Year
9. Vehicle Make
10. Vehicle Model
11. Vehicle Style
12. Vehicle Color
13. Date of Theft
14. Status Flag
15. Caution Flag
16. Original Agency Case Number
17. Misc.

Prepared by

Checked by

Entered by

File Cleared Cleared by

TIME _____
DATE _____
OFFICER _____

NG
0

HEADLIGHTS LOW BEAM ☐ HIGH BEAM ☐

TAILLIGHTS/STOPLIGHTS

TURN SIGNAL INDICATORS YES NO

EMERGENCY EQUIPMENT

FOUR WAY FLASHER ☐ ☐

BLUE LIGHTS

TIRES ☐ ☐

YELLOW LIGHTS

ENGINE CHECK LIST ☐ ☐

SIREN

WATER ☐ ☐

RADIO TRANSMIT & RECEIVE,
PA SYSTEM

OIL ☐ ☐

SHOTGUN & RACK SER. # _____

TRUNK CHECK LIST ☐ ☐

PRISONER CAGE

BUMPER JACK AND ACCESSORIES ☐ ☐

CLEAR REAR SEAT

SPARE TIRE ☐ ☐

CLEAN ASHTRAY

FIRE EXTINGUISHER ☐ ☐

SAFETY BELTS

FIRST AID KIT ☐ ☐

CONSOLE CLEAN

ROAD FLARES ☐ ☐

CONSOLE LIGHT

REFLECTIVE ROAD CONES (5) ☐ ☐

LITTER BAG CLEAN

CAMERA W/CASE, FILM, FLASH BULBS

TRUNK CLEAN

TRANSMISSION FLUID

SERVICE DUE _____

E DAMAGE, REPAIRS, SERVICE, COMMENTS, ETC.: _____

Port of Seattle

IMPEPENDING IMPOUND NOTICE

SEA-TAC INTERNATIONAL AIRPORT
PORT OF SEATTLE POLICE DEPARTMENT

THIS IS NOT A CITATION, BUT A NOTICE OF IMPEPENDING IMPOUND.
PLEASE COOPERATE IN EXPEDITING TRAFFIC AND SAFE OPERATION.

REGISTERED TO

ADDRESS

CITY

DAMAGE

FRONT

REAR

RIGHT

LEFT

VALUABLES IN VEHICLE

STATE

PARKED

CHECK-IN DRIVE

PICK-UP DRIVE

SERVICE DRIVE

NORTH ACCESS ROAD

SOUTH ACCESS ROAD

AIR FREIGHT TERMINAL

ENTRY DRIVE

OTHER

FILE COPY

NORTH ACCESS ROAD

VIIOLATOR

SERVICE DRIVE

NORTH ACCESS ROAD

TOW COMPANY

SERVICE DRIVE

NORTH ACCESS ROAD

OTHER

OTHER

OTHER

ADM. WORK COPY

VIOLATION

OBSTRUCTING TRAFFIC

POSTED "NO PARKING" AREA

OVERTIME

OTHER

GRID NO

LOADING ZONE

SAFETY ZONE

OFFICER

PRINT & PRESS HARD. THIS IS A 4 PART SET
Pioneer Business Forms 7 8080

PORT OF SEATTLE POLICE DEPARTMENT

MASTER JOURNAL

COMPLAINT:	NO:
LOCATION:	DATE:
COMPLAINANT:	TIME:
ADDRESS:	SHIFT:
DETAILS:	
ARREST REPORT <input type="checkbox"/> INTELLIGENCE REPORT <input type="checkbox"/> MISCELLANEOUS REPORT <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> OFFENSE REPORT <input type="checkbox"/> POS REPORT <input type="checkbox"/> TRAFFIC CITATION <input type="checkbox"/> VEHICLE REPORT <input type="checkbox"/> WA. ST. COLLISION REPORT <input type="checkbox"/> OTHER <input type="checkbox"/>	
TIME SPENT:	OFFICER(S):
APPROVED:	

COMPLAINT:	NO:
LOCATION:	DATE:
COMPLAINANT:	TIME:
ADDRESS:	SHIFT:
DETAILS:	
ARREST REPORT <input type="checkbox"/> INTELLIGENCE REPORT <input type="checkbox"/> MISCELLANEOUS REPORT <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> OFFENSE REPORT <input type="checkbox"/> POS REPORT <input type="checkbox"/> TRAFFIC CITATION <input type="checkbox"/> VEHICLE REPORT <input type="checkbox"/> WA. ST. COLLISION REPORT <input type="checkbox"/> OTHER <input type="checkbox"/>	
TIME SPENT:	OFFICER(S):
APPROVED:	

COMPLAINT:	NO:
LOCATION:	DATE:
COMPLAINANT:	TIME:
ADDRESS:	SHIFT:
DETAILS:	
ARREST REPORT <input type="checkbox"/> INTELLIGENCE REPORT <input type="checkbox"/> MISCELLANEOUS REPORT <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> OFFENSE REPORT <input type="checkbox"/> POS REPORT <input type="checkbox"/> TRAFFIC CITATION <input type="checkbox"/> VEHICLE REPORT <input type="checkbox"/> WA. ST. COLLISION REPORT <input type="checkbox"/> OTHER <input type="checkbox"/>	
TIME SPENT:	OFFICER(S):
APPROVED:	

Alarms

Assault 1°

2°

3°

Auto Theft - Stolen

Bail

Recovered

Bombs — Threat
Actual

Burglary

Criminal Trespass

Hi-Jacking - Threat
Actual

Homicide

Interstate Theft

Larceny - APA +

APA -

TFA +

TFA -

TFB +

TFB -

NSC +

NSC -

CODM +

CODM -

SL +

SL -

PS +

PS -

PP +

PP -

Bike

Check

C. Card

Fraud

Possession

Malicious Trespass

Mental Problem

Narcotics - Sale

Possession

Recovered

Public Intox.

Robbery - Armed

Strong Arm

Sex Crimes

Vagrancy

Vandalism

Weapons - CCW

Recovered

Statements

Other Crimes

Prisoner Assists

~~PQS Veh. Acc.~~

FIELD INTERROGATION REPORT									
Name								Case No.	
Address						City		Phone	
Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Arrest <input type="checkbox"/> Other <input type="checkbox"/>						DOB		Race	
Weight		Height		Build		Complex.		Hair	
								Eyes	
								Vehicle Descr.	
Driver License No.			State		Social Security No.			License No.	
Date			Case No.		Description				

REASON FOR INTERROGATION:

DISPOSITION:

OFFICER'S NAMES:

NAME										CASE NO.			
ADDRESS								CITY		PHONE			
VICTIM <input type="checkbox"/> SUSPECT <input type="checkbox"/> ARREST <input type="checkbox"/> OTHER <input type="checkbox"/>								DOB		RACE	DATE		
WEIGHT		HEIGHT		BUILD		COMPLEXION		HAIR		EYES		VEHICLE DESCRIPTION	
DRIVER LICENSE NO.						STATE		SOCIAL SECURITY NO.			LIC. NO.		STATE
DATE		CASE NO.		DESCRIPTION									

PHOTO

CITATION/WARRANT NO.

CHARGE:

BOOKING NO.

DISPOSITION:

ALIAS:

MISC. INFORMATION:

CASE REPORT _____ DATE _____ CASE NO. _____

NAME OF BUSINESS AND VICTIM

DATE OF
CRIME

NAME OF DEFENDANT

CHARGE

NAMES OF WITNESSES AND ADDRESSES

EVIDENCE CONSISTS OF

Evidence No.

SUMMARY OF FACTS:

To Dep. Pros. _____ Date _____

Copies To:

REPORT PREPARED BY _____

APPROVED BY _____

COURT TRIAL DISPOSITION

CASE NO. FILED ON

FILE NO.

LOCAL NO.

D/A NO.

EVIDENCE NO.

DEFENDANT'S NAME

FOLLOW-UP UNIT

DATE OF ARREST

INVESTIGATING OFFICER

CHARGED

COUNTS

ORIGINAL CHARGE CHANGED TO

1. DISMISSED:

INSUFFICIENT EVIDENCE ☐

RELEASED TO OTHER JURISDICTION ☐

2. INDICATE OTHER REASONS FOR DISMISSAL:

3. ACQUITTED OF:

4. PLEADED GUILTY TO:

5. FOUND GUILTY AS CHARGED ☐

GUILTY OF LESSER CHARGE:

6. APPEALED ☐

ENDING DATE OF APPEAL:

MO. _____ DATE _____ YEAR _____

SENTENCE

A. DEFERRED SENTENCE OR PROBATION

MO'S. _____ YEARS _____

B. DISCHARGED UPON PAYMENT OF COSTS

☐

C. FINED (AMOUNT)

\$ _____

D. DATE SENTENCED

MO. _____ DATE _____ YEAR _____

TRIAL JUDGE

E. JAILED

DAYS _____ MO'S. _____

PROSECUTOR (DEP.)

1. DISMISSED:

REASON:

2. ACQUITTED OF:

3. PLEADED GUILTY TO:

4. FOUND GUILTY AS CHARGED:

☐

GUILTY OF LESSER CHARGE:

5. APPEALED:

☐

ENDING DATE OF APPEAL:

MO. _____ DATE _____ YEAR _____

SENTENCE

A. DEFERRED SENTENCE

MO'S. _____ YEARS _____

CONDITIONS:

B. DATE SENTENCED:

MO. _____ DATE _____ YEAR _____

C. SENTENCED TO COUNTY JAIL FOR:

MO'S. _____ YEARS _____

D. SENTENCED TO DEPT. OF INSTITUTIONS:

MO'S. _____ YEARS _____

TRIAL JUDGE

E. TIME SUSPENDED

MO'S. _____ YEARS _____

PROSECUTOR (DEP.)

-- COMMON PORTION

TRANSACTION CODE										ROUTING CODE										CCN										NAME									
																														J/S									
SEX					RAC					DOB															POB														
HGT					WGT					HAI					EYE					SEX					VSM														
															NCAT					HNM					SDCI					SNM									
															SSC					SDC2					APT					CTY									
										STC					ZIP										GEO														
					OLN																				OLS					OLY									
					SOC										MNU															FBI									
										SID															FPC														
										AKA																													
										AJ/S					LIC										LIS					LIY									
					LIT					VIN															VYE					VMA									
					VMO					VST					VCO																								

SKEW WANT/WARRANT INFORMATION

OCA										DOW										TOW										OFF										AOB									
										WAR										ISA																				ORC									
										PHP										PBP																				MISC 121 SPACES									

JAC							HOM			MAN			RAPE			ROBB			ASLT			BURG	
		GL			AT			ARSN			OSEX			NARC			FRD			OFEL			CCW
		SHLF			DRK				OMIS				DWI			HR			OTFC				

[illegible]

96 SPACES

SHIFT

SHIFT

TIME	COMPLAINANT	UNIT	TYPE OF COMPLAINT
0713		A-P	in service -118
0722		8	covering with 7
0736			P-12 call "C", CAL FRONT Dr. -
0741			Pier 28 - Harlin
			Gone Stevedorn - MAB-AB
			Mr. Tracy
0742			Capt. Nagy
0807		P-10	10-70
0810		P-12	10-70
0814		P-7	need clearance 10-70
		63	PBE719 WA
0820			call north - Parker
0824		7	VIN/0Y8TN124090
0831		7	10-70
0835		8	
0851		P-8	clear 10-70
		P-7	
0854		P-12	in service.
			Meter - CLI
			BUL711 - Tucker
			SNW 3233 333333
			Parking 3333333333
			South V. call 307-3
0922		A-1	enroute mall mall
			toll plaza court
0939		P-20	advised to CACC South

SUBJECT _____

DATE _____

FROM _____

TO _____

DETAILS:

NO. : _____

WASHINGTON STATE IDENTIFICATION SECTION DISPOSITION REPORT

NOTE: This vital report must be prepared on each individual whose arrest fingerprints have been forwarded to the Washington State Identification Section without final disposition noted thereon. If no final disposition is available to arresting agency, also obtain subject's right four finger impressions on this form, complete left side and forward the form when case referred to prosecutor and/or courts. Agency on notice as to final disposition should complete this form and submit to: Director, Washington State Identification Section, P.O. Box 2527, Olympia 98504.

☐ **SUPPLEMENTAL**
(Check box if applicable)

(See instructions on reverse side)

FBI No. (FBI)		Disposition & Date (If convicted or subject pleaded guilty to lesser charge, include this modification with disposition.)
Name on Fingerprint Card Submitted to Identification Section. Last First Middle		
If FBI No. Unknown, Furnish: Date of Birth..... Sex..... Fingerprint Classification		
State ID No. (SID)		<input type="checkbox"/> Appealed To _____ Court Date _____ This Form Submitted By: (Name, Title, Agency, City & State) _____ Signature Date _____ Title
Contributor of Fingerprints (ORI)		
ATT - IDENT. SECTION		
Arrest No. (OCA)	Date Arrested or Received (DOA)	<input type="checkbox"/> COURT ORDERED EXPUNGEMENT: Certified or Authenticated Copy of Court Order Attached.
Offenses Charged at Arrest (AOL)		
		Right Four Fingers Taken Simultaneously Signature of _____ Individual Printed _____

IS NO. 6 3-15-75

INSTRUCTIONS

DISPOSITION REPORTS—WHEN REQUIRED. WAC 446-16-060 In every case where a fingerprint record or other report of the arrest of an individual on criminal charges has been submitted to the Section, the agency which makes the final determination of such criminal charges or in whose jurisdiction the final determination is made shall report the disposition of such charges to the Section.

REPORTS CONTENTS—GENERAL. WAC 446-16-070 The report of disposition shall be made on forms provided by the Section. The name of the subject about which the report is made, the designated fingerprints of the subject, the name of the original contributor of the fingerprint or arrest record, and the original arrest number shall be entered on the disposition report exactly the same as they appear on the fingerprint card or arrest record previously forwarded to the Section. The Section number should be indicated on the disposition report if known.

REPORT TIME LIMITATIONS. WAC 446-16-080 All of the information requested on the disposition report shall be completed and the report mailed to the Washington State Identification Section, P. O. Box 2527, Olympia, Washington, 98504, within 10 days of the date that a disposition becomes effective.

LAW ENFORCEMENT AGENCIES—REPORTING RESPONSIBILITIES. WAC 446-16-090 (1) If the disposition of criminal charges is made by the arresting agency, as where the individual is released without charge, the arresting agency shall fill in and complete the disposition report and mail same to the Section. If the disposition is known at the time the arrest record or fingerprint card is submitted to the Section, this information should be noted thereon. In this case, it shall be unnecessary to forward a disposition report.

(2) In all cases where the arresting agency does not make the final disposition, it shall initiate the preparation of a disposition report by recording the name of the individual arrested, the designated fingerprints of the individual, the charges on which he was arrested, the name of the contributor of the arrest or fingerprint record, the arrest number and any other information that may identify the individual. At this stage the disposition of charges shall be left blank, but the agency shall note the action that it has taken, e.g., referred to the prosecutor, etc. The partially completed disposition report shall then be included as part of the individual's case file and shall be forwarded with other information concerning the charges against the individual to the prosecutor or other agency to which the arresting agency forwards the case.

PROSECUTORIAL AGENCIES—REPORTING RESPONSIBILITIES. WAC 446-16-100 (1) The prosecutor or city attorney shall complete the disposition report if he determines not to press charges or the case is not otherwise acted upon by a judicial body. In such cases, the prosecutor or city attorney shall mail the completed disposition report to the Section within 10 days from the date that it is determined no further judicial action will be taken on the charges.

COURTS—REPORTING RESPONSIBILITIES. WAC 446-16-110 Where the disposition of criminal charges occurs as a result of action taken by or within the jurisdiction of any court in the State of Washington, the disposition of such charges shall be reported to the Section pursuant to Rules of the Supreme Court of the State of Washington on forms approved by the Supreme Court and supplied by the Section.

Courts are required to forward criminal charge dispositions to the State Patrol's Identification Section pursuant to rules of the Supreme Court of Washington adopted by that court in response to RCW 43.43.745(3). Court clerks shall, by completing the appropriate section on the reverse side of this form, report the required dispositions to the Section within the time specified by court rule. If the disposition is the result of a finding of guilty, after trial, the disposition report shall be forwarded to the Section only after the time for appeal as set forth by Supreme Court rules has expired. If an appeal is taken to a court of higher jurisdiction, the court clerk shall report the appeal by completing the appropriate section on the reverse side of this form, making a copy of the form and submitting the copy to the Section. The original of the disposition report shall be forwarded to the court to which the appeal is taken for a report of that court's disposition.

When an arrested person is convicted or enters a guilty plea to a lesser or different offense than that originally charged, such information shall be clearly indicated on the reverse side of this form.

If subsequent action is taken to seal or expunge the record, the clerk shall forward a certified copy of the court's order sealing or expunging the record to the Section. For identification purposes such court order shall include the person's State Identification Number.

A-P-P-E-N-D-I-X C

FORMAL REPORTS ISSUED BY THE DEPARTMENT

PART I - OFFENSES	Sept. 1975	Jan. to Sept.			\$ AMOUNT OF PROPERTY STOLEN	\$ AMOUNT OF PROPERTY RECOVERED	# OF CASES CLEARED	% OF
		1974	1975	% CHANGE				
MURDER								
NEGLIGENT MANSLAUGHTER								
FORCIBLE RAPE								
ROBBERY - TOTAL	0	1	2	+100			1	
ARMED								
STRONG-ARMED	0	1	2	+100			1	
ASSAULTS - TOTAL	6	7	15	+114			5	83.
AGGRAVATED	3	7	12	+ 71			3	100
NON-AGGRAVATED	3		3				2	67
BURGLARY - TOTAL	2	10	12	+ 20	1,621.00		0	
RESIDENCE	1		6		-0-		0	
NON-RESIDENCE	1		6		1,621.00	15.00		
LARCENY - TOTAL	39	159	243	+ 56	7,859.00	457.00	6	15.
\$200 AND OVER	7		50		5,725.00			
\$ 50 TO \$200	14		92		1,594.00			
Under \$50	18		104		326.00			
AUTO THEFT*	3	12	20	+ 67			0	
TOTAL PART I OFFENSES	50	189	297	+ 57	9,480.00	472.00	11	22

LARCENY BREAKDOWN

AUTO PARTS & ACCESSORIES	5	45	61	+ 36	79.00			
COIN-OPERATED MACHINE	0	11	10	- 9	-0-			
OTHER	7	20	36	+ 80	788.00	413.00	4.	57.
PECKPOCKET	0	5	5					
PURSE SNATCH	0	2	1	- 50				
SHOPLIFT	2	3	8	+166	29.00	9.00	1	50
THEFT FROM AUTO	6	16	32	+100	890.00			
THEFT FROM BUILDING	19	57	88	+ 54	5,859.00	35.00	1	5.
Like	0	0	2		-0-			
TOTAL LARCENIES	39	159	243	+ 53	7,859.00	457.00	6	15.

* Does not reflect 3 stolen vehicles recovered for other agencies.

CRIME CAPSULE SUPPLEMENT

MONTH September

	SEPT. 1974	NO. OF ARRESTS	SEPT. 1975	NO. OF ARRESTS	YEAR TO DATE	
					1974 JAN. TO Sept	1975 JAN. TO Sept.
Bomb - Threat (incl. statements)	2	0	10	0	41	44
Actual	0	0	0	0	0	0
Criminal Trespass	2	2	0	0	14	12
Hi-jack - Threat	0	0	0	0	8	8
Actual	0	0	0	0	0	0
Interstate Theft	0	0	0	0	0	6
Malicious Trespass	0	0	0	0	0	9
Mental Problem	1	1	8	0	31	40
Narcotics - Sale	0	0	0	0	0	1
Possession	8	4	1	1	65	32
Recovered	6	---	5	---	132	48
Sex Crimes	4	4	0	0	49	2
Vagrancy	0	0	0	0	5	23
Vandalism	4	0	7	0	25	69
Weapons - CCW	0	0	8	7	32	38
Recovered	4	---	14	---	137	107
Statements	1	0	7	0	46	77
Other Crimes	1	0	7	6	58	75
Juvenile - Assist	30	---	28	---	192	188
Crime	3	3	1	1	65	45
Traffic - DWI & Phys. Cont.	0	0	3	3	28	23
Citations	78	---	157	---	905	638
Accidents	6	---	12	---	71	65

Warrants Served/Bail Collected
(Current Month)

Total of 33 warrants served
Total bail collected

\$2,074

October 8, 1975

N. W. Moloney, Chief, Port of Seattle Police Department

R. G. Nelson, Captain, Marine Terminal Division

NARRATIVE & STATISTICAL RECAP OF
ACTIVITIES FOR SEPTEMBER 1975

A chain saw was taken from a Port of Seattle truck parked inside the fenced area at the Horton Street Maintenance Shop.

A United States Navy enlisted man had a 30-30 rifle taken from his unlocked vehicle parked on Pier 91.

Several arrests were made at the grain terminal (Cargill, Inc.), Pier 86, of persons taking grain from the "empty" railroad cars. Although, not Port of Seattle Police responsibility, this division was requested to respond. Recommend this area be properly posted with appropriate signs to prevent this type of infraction.

A bomb threat incident was reported on Fisherman's Terminal. After a thorough search of the piers, no device was found and 32 man hours spent, including 18 man hours for Seattle Police Department.

An assault/auto theft incident on Pier 90/1 resulted from a quarrel between a female and boyfriend. This incident, one of the most serious for the month, is presently being investigated.

Larcenies are up some 50%. The construction companies located on Pier 90/1, are presently repairing the Magnolia Street bridge. Their equipment is left under the bridge on Pier 90/1 complex over night. Several break-ins of the tool shed have occurred. Preventive measures have been recommended.

A 22 cal. Ruger revolver was taken from a fishing vessel at Fishermen's Terminal. The time and date of this theft was established, but we have not, at this time, produced a suspect. The incident was reported to us some 32 days after the victim learned of his loss. Investigation pending.

Respectfully submitted,


RGN/sm

cc: M. O. Benett



Page one of two.

[illegible]

Port Of Seattle
Police Department
Marine Terminal Division

Page two of two.

Activity Summary For The Period Of; Sep 1, Through Sep 30, 75

	Term. 18	Term. 20	Term. 38	Pier 48	Pier 66	Pier 90-91	Term. 102	Term. 106	Term. 106 E	Term. 115	Fish. Term.	Other P.O.S.	Non P.O.S.	Totals	Year to date
al complaint															0
ischief and nuisance						1								1	5
otics (all Incl. susp.)						1								1	4
open door (premises or gate)	1	7				2			2	1				13	99
ational difficulty rptd.															6
ersons (lost, found, missing)															1
erty damage (vandalism)						3								3	8
roperty (lost, found, rec.)															1
er (all)								1						1	8
request to watch or patrol															4
covery (all)															0
ervice calls (assist other P.D.)						1					1	1	2	5	26
ervice calls (all other)												2		2	16
offense (all types)															1
akeouts															1
icide (Incl. attempts)															1
suspicious (person, car, incid.)	3	1		2		6				1		4		17	80
ffic acc. (Incl. inj. or death)	1					3							1	5	36
traffic control						1								1	19
ffic parking															82
traffic violations											1-			1	9
spass (Incl. crim.)															5
ice (gambling, prost. etc.)															1
Totals	7	12	4	2	0	30	6	3	3	5	5	18	9	104	-
Year to date	29	75	29	37	21	107	39	26	16	25	123	141	65	-	731

A-P-P-E-N-D-I-X D

OVERVIEW OF SEAKING

SEA-KING

A

REGIONAL LAW ENFORCEMENT SYSTEMS APPLICATION

OVERVIEW

Sea-King is a computerized Regional Law Enforcement Information System. The primary purpose of Sea-King is to provide rapid on-line access to wanted persons, runaway juveniles, missing persons, wanted vehicles, furloughed felons, requests for field interview information, FBI numbers, fingerprint classifications, etc.

The files primarily break into two major areas: (1) names and (2) vehicles, which provide automated, investigative capabilities for the field officer and follow-up units.

By participating in Sea-King, on-line users also interface with W.S.P. ACCESS, W.S.P. WACIC, DMV and NCIC. Sea-King users have an additional NCIC availability via a direct line interface from Sea-King to NCIC, bypassing the State system.

HISTORY

In 1969 several law enforcement agencies in King County formed a group to look for ways to computerize and share mutually essential law enforcement information. The search extended throughout the United States, looking for existing applications in law enforcement that were similar to our regional needs. Such a system was found in Kansas City, Missouri and judged to be the best available for modeling to our specific regional needs. The Kansas City system was brought to Seattle where two Seattle Police Department patrolmen/programmers and four programmers from King County Systems Services immediately began the modification to suit local needs. Sea-King was born!

Six regional law enforcement agencies originally joined together to form Sea-King. That number has grown to 24 member police and criminal justice agencies serving approximately 3,000 police officers, courts, corrections, state and federal groups. The organization has decisively demonstrated progress from little or no sharing of law enforcement information in 1969 to comprehensive sharing by each member agency in 1975, via intelligent application of automated systems and advanced technological development.

ORGANIZATION

The System is governed by the Executive Council, which is comprised of one voting member (the Chief of Police or his designate) from each law enforcement agency. This group is responsible for the entire system administration which includes policy, security,

direction and long range planning.

The Executive Council is supported by the Sea-King Operations Advisory Committee composed of members from each agency involved in daily and on-going operations of the system. This group not only is an agency advisor to each Chief of Police, but collectively is also the staff support for the Council, providing recommendations for improvements, identification of problems, design and development, initial planning steps, etc., which are submitted to the Executive Council for review. Once approved, all such matters then are passed to King County Systems Services for implementation.

(For total information on the above items, refer to the "Sea-King Policy and Procedure Manual").

The physical programming and operations of the computer installation is done by the staff of King County Systems Services. The system currently runs on an IBM 370/155 backed up by another 370/155 in case of a system failure.

King County Systems Services enters into a separate contractual agreement with each participating agency each year, with revenue supporting terminals, lines, system operation, programming for maintenance and new applications. Essentially costs are \$172.50 per terminal, plus line costs, plus 2.3¢ per capita on the agency's population base.

SEA-KING VERSIONS I AND II

From the time the initial Kansas City system was brought to Seattle to the time our first version was on-line was approximately eight months and involved over three man years of programming. This version was operational to users in November of 1970.

The thrust from the initial planning in 1969 was to get a viable system on-line. Though a superior system, it was felt more tailoring was needed to suit our particular regional requirements, resulting in design and development of Version II starting almost immediately after implementation of Version I. The Version II effort involved approximately 10 man years and became operational on February 26, 1973.

To date Sea-King participants have invested over 13 man years and a half million dollars in our operational versions! The system is so successful that our documentation and programs have been requested and provided to Fairfax County, Virginia; Cleveland, Ohio; New York City, New York; Sacramento County, California; Fresno, California; Puerto Rico; Chicago, Illinois; Philadelphia, Pennsylvania; and has been implemented by the State of Mississippi and the U.S. Postal Service.

SYSTEM DETAILS

The system, in addition to on-line service, automatically provides agency reports, audit documents, etc. Various system details have been provided by attachment. It is suggested that the attachments be carefully reviewed to insure full understanding of capabilities and interrelationships of the various other State and National systems.

Specifically, we must be aware that Sea-King is totally a name base that is not disappearing. WACIC and NCIC are active warrant based files that do disappear upon clearance. More information is available via this regional sharing concept than ever imagined and it provides a most essential officer safety factor through its use.

The total flexibility, continuity, retention and dependability of Sea-King is unsurpassed, providing each participant understands and utilizes the system to its total capability.

ATTACHMENTS

- Attachment 1 - Chronological History of Participating Agencies
- Attachment 2 - Applications available in each system
- Attachment 3 - Systems Diagram
- Attachment 4 - File Listing; Sea-King and Department of Motor Vehicles
- Attachment 5 - File Listing and comparison; NCIC and WACIC

CONTINUED

3 OF 4

CHRONOLOGICAL HISTORY OF PARTICIPATING AGENCIES

AGENCY	DATE ENTERING SYSTEM	POPULATION
Bellevue Police Dept.	March, 1970	62,343
Bothell Police Dept.	March, 1970	5,423
Kent Police Dept.	March, 1970	16,940
King County Police Dept.	March, 1970	409,297
Renton Police Dept.	March, 1970	25,200
Seattle Police Dept.	March, 1970	515,000
Mercer Island Police Dept.	April, 1970	20,300
Issaquah Police Dept. *	July, 1970	4,395
Seattle Tacoma Airport Police	July, 1970	n/a
University of Washington Police	August, 1970	n/a
Kirkland Police Dept.	February, 1972	15,000
Tukwila Police Dept.	April, 1972	3,317
Redmond Police Dept.	September, 1972	12,150
SNOCOM **	November, 1972	62,222
Auburn Police Dept.	February, 1973	23,000
Seattle Municipal Courts	July, 1973	n/a
Enumclaw Police Dept.	August, 1973	4,963
Drug Enforcement Administration	January, 1974	n/a
Seattle Municipal Probation	April, 1974	n/a
Aukeen District Justice Court	May, 1974	n/a
Lake Forrest Park Police Dept.	January, 1975	2,550
TOTAL POPULATION SERVED		1,177,705

* Withdrew 1/1/73 - not included in population total

** Includes the following Police Departments:

Brier	3,093	Mountlake Terrace	16,625
Edmonds	24,125	Woodway (May, 1974)	879
Lynnwood	17,500		

PERSON FILE

Sea-King WACIC NCIC DMV WASIS CCH

Parole	*				*
Probation	*				*
Furlough	*				
Intelligence	*				
Wanted Felon	*	*	*		
Wanted Misdemeanor	*	*	*		(serious misd.)
Pickup Felon	*	*	*		(48 hours)
Pickup Misdemeanor	*				
Free Format	*	*	*		
Runaways	*	*	*		
Missing Persons	*	*	*		
Felon Criminal History	*				*
Misdemeanor Criminal History	*				*
Address file (with search capability)	*				
Lost Child	*				
IDAS (Stolen Identification)	*				
Citation Index	*			*	
Weapons registration				*	
CCW Permits				*	
FIR File (1976)	*				
Caution Indicator (Name)	*				
Caution Indicator (Warrant)	*	*	*		

VEHICLE FILE

Stolen	*	*	*
Impounded	*	*	
Request to Locate	*		
Stolen plate- (one of a set)	*		
Stolen plates (full set)	*	*	*
Stolen tabs	*		
Lost tabs	*		
Lost plates	*		
Repossessed	*		
Armed	*	*	*
Prints	*	*	*
Suspect Vehicle	*		

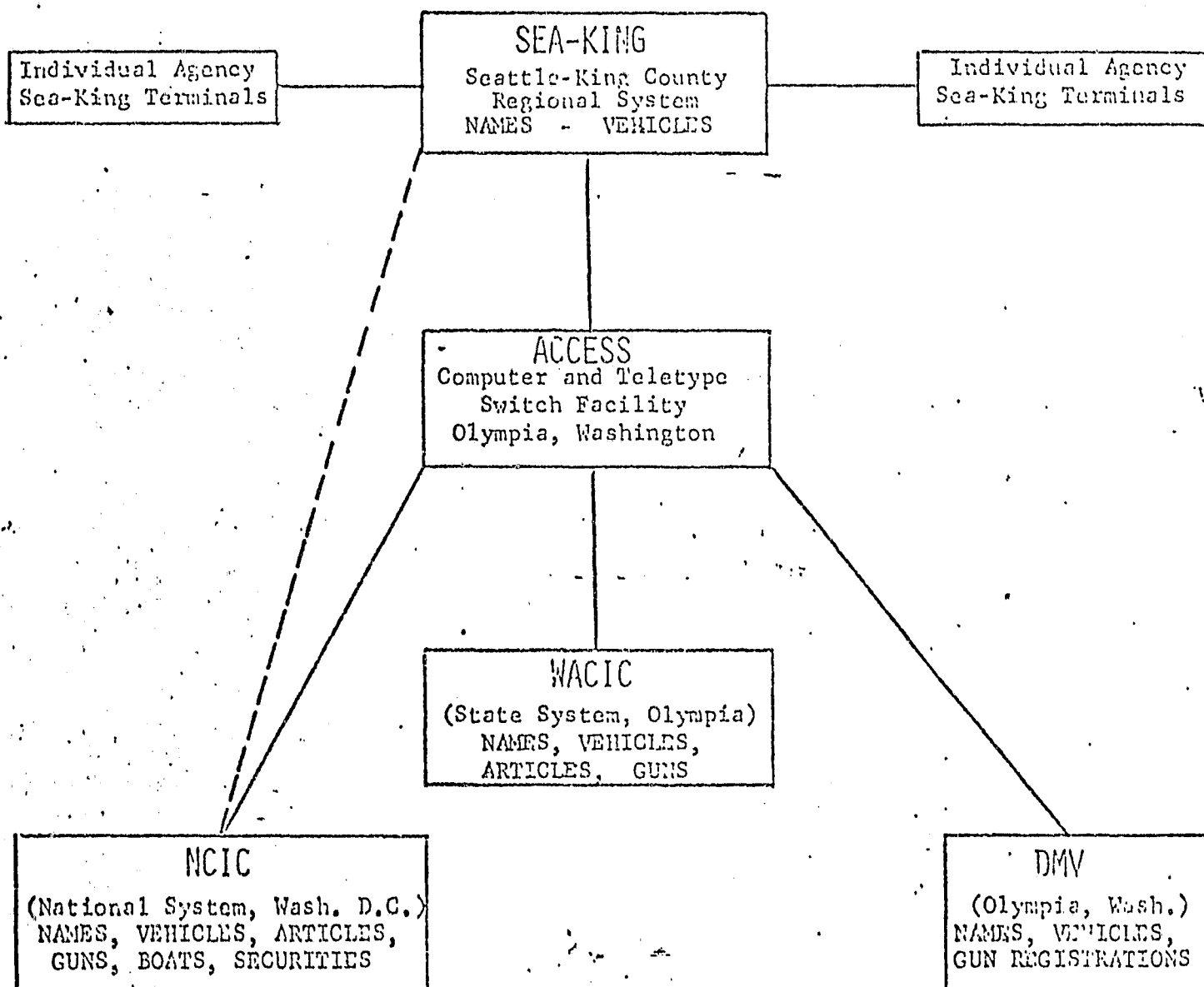
PROPERTY FILE

Stolen	*	*
Recovered	*	*
Pawned	*	*

(guns only)

SYSTEMS DIAGRAM

COMPUTER SERVICES AVAILABLE
WITH LAW ENFORCEMENT APPLICATIONS



One inquiry can automatically generate inquiries to Sea-King, WACIC, DMV and NCIC simultaneously.

Proposed in the future is computerized access to Oregon LEDS (including DMV) and CII Sacramento (including DMV).

VEHICLE FILE

(Includes Aircraft & Snowmobiles)
Stolen
Felony & Misdemeanor Wants
Hazard Factor & Fingerprint Hold
Locate Information
Abandoned, Impounded, or both
Repossessed
Request to Locate
Vehicles attached to name records
Lost & Stolen License Plates
(ALL issued)
Lost & Stolen Tabs

WANTED PERSONS FILE

Name Record only (1F Past Record)
Physical Description
Visual Marks & Missing Body Parts
Numeric Identifiers (i.e., Soc #)
Criminal Identifiers (i.e., FBI #)
Last Known Address
FIR Information
Missing Persons
Juvenile Runaways & Lost Children
Active Arrest Records
Probation and Parole
Furloughs
IDAS (Identification Alert System)
Vehicle Information
Felony & Local Misdemeanor Wants
Hazard Factors
Locate Information
Alias & Monickers

REGISTRATION INFORMATION

License or VIN Provides:

- 1-License Number
- 2-VIN Number
- 3-Year of Vehicle
- 4-Make of Vehicle
- 5-Model of Vehicle
- 6-Body Style & Series
- 7-Year of Registration
- 8-Gross Weight & Tonage
- 9-Registered Owner, Address
- 10-Legal Owner, Address
- 11-Date of Title
- 12-Inactive Registration Status

DRIVER LICENSE INFORMATION

Name & DOB or Driver License
Provides:

- 1-Driver License Number
- 2-Year of Expiration
- 3-Name & Address
- 4-Physical Description
- 5-Status (i.e., not a license)
- 6-Driving Record (i.e., number of DWI convictions previous five years or number of Reckless Driving convictions previous two years)
- 7-Current Restrictions (i.e., medical certificate required, deceased)
- 8-Endorsements (i.e., motorcycle)

GUN REGISTRATION INFORMATION

Driver License Number Provides:

- 1-Permit to carry a concealed weapon
- 2-DOB and Physical Description
- 3-Name as shows on Weapon Application
- 4-Address as shows on same
- 5-City, State, and County Code
- 6-Serial number, Make, and Caliber

Name and Dob Provides:

- 1 through 6 PLUS
- 7-Driver License Number of Purchaser

Serial Number and Make Provides:

- 1 through 7 PLUS
- 8-Microfilm number of original document
- 9-Purchase date

National Crime Information Center
Washington, D.C.

VEHICLE FILE

(Includes Aircraft & Snowmobiles)

Stolen

Felony

Hazard Factor & Fingerprint Hold

Locate Information

LICENSE PLATE FILE

(ALL Issued)

Stolen

Locate Information

VEHICLE PARTS FILE

(Engines, Transmissions, & VIN Plates)

Stolen

Locate Information

GUN FILE

Stolen

Found

Locate Information

ARTICLE FILE

(Includes Auto Accessories NOT
entered in the Vehicle Parts File)

Stolen

Found

Locate Information

WANTED PERSON FILE

Wanted & Temporary Felony Wants

Hazard Factor

Extradition Information

Locate Information

SECURITIES FILE

Stolen

Locate Information

BOAT FILE

(Registered or documented &
Serialized over \$500 in value)

Stolen

Hazard Factor & Fingerprint Hold

Locate Information

Washington Crime Information Center
Olympia, Washington

VEHICLE FILE

(Includes Aircraft & Snowmobiles)

Stolen

Felony

Hazard Factor & Fingerprint Hold

Locate Information

Abandoned, Impounded, or both

Repossessed

LICENSE PLATE FILE

(ALL Issued)

Stolen

Locate Information

VEHICLE PARTS FILE

(Engines, Transmissions, & VIN Plates)

Stolen

Locate Information

GUN FILE

Stolen

Found

Locate Information

ARTICLE FILE

(Includes Auto Accessories NOT
entered in the Vehicle Parts File)

Stolen

Found

Locate Information

WANTED PERSON FILE

Wanted & Temporary Felony Wants

Misdemeanor Wants

Hazard Factor

Missing Persons

Juvenile Runaways & Lost Children

Extradition Information

Locate Information

SECURITIES FILE

NOT Active

BOAT FILE

NOT Active

END