

RECORD SEALING CLINIC STARTER KIT

HOW TO START A JUVENILE RECORD CLINIC IN YOUR COUNTY

This Record Sealing Clinic Starter Kit is based on the King County Record Sealing Clinic, which is a collaboration between TeamChild, SYLAW, Society of Counsel Representing Accused Persons, University of Washington School of Law, and Seattle University School of Law.



(version 10.05.12)

THE NEED



Well into his forties, Mr. L was caught off guard when his juvenile record recently began appearing during background checks for employment and financial applications. Many years had passed since his juvenile convictions, and Mr. L had had no other trouble with the law. He had married and had raised two college bound children. Mr. L was shocked when his juvenile record caused him to lose two jobs. In one job, he was personally escorted off the premises when his employer learned of his juvenile record. In another situation, an offer of employment was rescinded because his record had appeared during a background check. Mr. L also was forced to place an additional \$1,000 deposit down for an apartment when the managers discovered he had a juvenile criminal history.

Mr. O was charged with a misdemeanor when he was 14 years old. Because it was his first offense, he was able to go through the juvenile court's diversion process. By going through diversion successfully, he was told he would not have any criminal conviction on his record. But, he did not understand that under Washington's law he would still need to take steps to make sure that the diversion would be sealed. When he completed job applications, he answered that he had never been convicted of a crime, which is accurate under our state's laws for diversion. However, his completed diversion began appearing on background checks and employers jumped to the conclusion that he was lying on his application forms. Because of this, Mr. O has been unable to secure employment. After learning about his rights to seal the record of the diversion and getting help from the King County Sealing Clinic, Mr. O was able to have the juvenile record of diversion sealed within a month.



Mr. T came into the clinic to seal a shoplifting charge he received when he was 12-years-old. A college-bound senior in high school, he feared that he would not be eligible for scholarships and financial aid because of her juvenile record. With the help of the Sealing Clinic, he was able to file a motion to seal his juvenile record. He can now move forward with his plans for college and a career.

Mr. G came into the clinic because he had trouble finding a job to support his son. He explained, "I can't really work or get my own place. I can't get hired anywhere and it's very disappointing and depressing. I have a son and it's difficult to support him and raise him with my charges. I feel like I'm stuck in jail in my head because of the situation I'm in at this time. Life in general is just hard. The biggest thing is preventing me from raising my son." Mr. G had met all the eligibility requirements for sealing, so with the assistance of the clinic, he was able to complete and file his request for sealing. His request was granted by the court, which now opens the door for him to find employment opportunities.



WHY START A JUVENILE RECORD SEALING CLINIC?

A fight at school, shoplifting, drinking beer after a football game, vandalism, taking a motor vehicle without permission, trespassing....all familiar adolescent behavior that can also result in a criminal conviction in juvenile court and criminal history that follows an individual into adulthood. Juvenile criminal history impacts thousands of people in Washington. Between 1995 and 2012, over a half a million young people were arrested in Washington State. While not all arrests lead to conviction, in Washington, arrests without a conviction still show up in juvenile criminal history.

Many individuals with past juvenile justice involvement are under a common misunderstanding that the information was sealed or destroyed when they turned 18. They may have only committed one offense or simply been arrested with no conviction. But they find out when they apply for a loan, job, or housing that their juvenile criminal history continues to be available to the public and that the dissemination of and access to the information is widespread. Though they have paid their dues to society through the juvenile justice system, they continue to experience the negative impact of that involvement as well as the stigma associated with their juvenile criminal history.

Although the juvenile justice system's mission is to rehabilitate juvenile offenders to become productive members of society, juvenile convictions and criminal history can prohibit them from ever moving past their teenage mistakes. Increased electronic availability of court records dramatically expands public access of these records. Too often, employment, housing and financial background checks turn up juvenile criminal history that becomes a barrier to jobs, loans, and a safe and stable place to live.

Individuals can get their juvenile records sealed. Eligibility for sealing depends on a number of factors, including the seriousness of the juvenile offense, the amount of time that has passed since the most recent conviction, outstanding fines, and the existence of any pending criminal matters. Once a record is sealed, an applicant can answer “no” if asked if he or she has a juvenile criminal history.¹ Private companies are also required to stop releasing the information on credit reports and other background checks. Sealed records are protected from public examination, **but they do not cease to exist**. Records may be re-opened for public examination if the juvenile offender is convicted of another juvenile offense or an adult crime, or if the offender is charged with a felony.

The sealing of juvenile records is not automatic. The process of sealing requires the filing of a motion in the county in which the offenses were heard. In some counties, the court may provide limited assistance for sealing, though individuals may need additional assistance determining whether they are eligible. While there are private attorneys who handle record sealing matters, the majority of individuals who need help with sealing will not have the resources to retain legal counsel. Northwest Justice Project and TeamChild partnered to develop self-help juvenile record sealing resources, but the need for in person advice and guidance is great.

Record sealing clinics can have a big impact for a large number of individuals who are trying to move forward in their lives. This Starter Toolkit walks through 1) the steps for determining the need in your community for a free record sealing resource, 2) the expertise and volunteer resources needed to get started, 3) tips for getting the word out about the clinic resources, 4) a case study for running a successful clinic, and 5) how to tap into more technical assistance for setting up a clinic and training for volunteers.

QUESTIONS TO ASK BEFORE GETTING STARTED

Starting a record sealing clinic is an exciting venture that will present challenges but be very rewarding. If you are thinking of starting a record sealing clinic, there are several questions to consider.

1. Is there a need in your community for a juvenile record sealing clinic?

A good starting point for determining whether there is a need in your community for a juvenile record sealing is to contact the Clerk’s Office for the Juvenile Court in your county. The county clerk may have a sense of the number of requests that come through and/or whether the process is one that individuals need assistance to navigate. Other stakeholders in juvenile court

¹ RCW 13.50.050(14).

may also have a sense of the need. Be sure to contact the Juvenile Court probation, the public defenders and the prosecuting attorney's office. Some questions to ask include:

- What is the local practice for juvenile record sealing?
- How many requests are made a year?
- Are there online or other resources?
- Are there costs associated with sealing that individuals will need to be aware of?
- Does the Court/Clerk offer any assistance to pro se individuals?
- Are there private attorneys that handle record sealing?
- Does the public defender offer any advice or support?
- Are there other resources for help with record sealing?

2. Is there community support for a record sealing clinic?

If there is a need for a sealing clinic, the next question is whether there are community members, including lawyers, who are willing to volunteer their time to serve in the clinic. Every clinic requires the assistance of knowledgeable attorneys, trained volunteers, and at least one person who can provide the administrative support to run the clinic and organize and track the flow of volunteers and clinic attendees. Good places to recruit volunteers and develop partnerships include local bar associations, pro bono programs, non-profit legal aid organizations, law schools, and public defender offices. An initial step might be to create a workgroup of interested individuals and hold a meeting to discuss the viability of the clinic.

If there is sufficient interest, then address specific questions such as

- How will the clinic be staffed?
- Who can provide administrative support?
- How often will the clinic be held and where?
- Who will host the clinic?
- Are there attorneys who are willing to provide pro bono representation on more complicated cases?
- Who will carry malpractice insurance, volunteer attorney, pro bono program, other?
- What funds will be necessary to start and sustain the efforts?
- How will outreach and advertisement happen?

3. What expertise and volunteer resources are needed?

The structure of the clinic described here operates with four types of expertise and volunteers: non-legal volunteers, licensed attorneys, an administrator, and someone with expertise to access the court juvenile history information.

Non-lawyer volunteers can include law students, college students, community members, juvenile court stakeholders, and others who are interested in helping individuals who are trying to move on from their adolescent mistakes. Non-lawyer volunteers can be trained to meet with the clinic attendees, interview them for eligibility for sealing, and walk them through the sealing process. For students who are interested in getting into the field of juvenile justice, the clinic can provide opportunities to learn interviewing skills as well as the issues facing individuals who have had juvenile justice involvement and/or need social services and other support in the community.

Licensed attorneys play a vital role in the clinic. The attorneys will be responsible for reviewing criminal background histories, assessing attendees' eligibility for sealing records, and explaining to the volunteers any issues they should address when they meet with clinic attendees. Attorneys may also meet one-on-one with some clinic attendees to provide more detailed explanations and advice about eligibility and the process of sealing. Having attorneys with experience in juvenile law is ideal; however, any licensed attorney can be trained in the nuances of the sealing laws.

One important service that takes place in the sealing clinic is the confirmation and analysis of juvenile criminal history that can be found on the courts' Judicial Information System (JIS) which is an online data base. Having someone at the clinic who knows how to and can access the JIS system is essential. Individuals with this expertise might be found in public defender agencies, the prosecutor office, and juvenile court. Access to JIS (Judicial Information System) can be purchased for a \$100 upfront fee that includes minimal ongoing fees.

Lastly, an administrator is needed to organize all of the volunteers and complete the follow-up paperwork. The administrator should be comfortable communicating with court personnel, attorneys, volunteers, and clinic attendees. Additionally, they can expect to be frequently interfacing with the community if they also coordinate the outreach efforts.

Once necessary clinic volunteers have been recruited, the next step will be to train everyone in their respective roles. All volunteers should have a general idea of how to read criminal background print-outs, how to interact with clinic attendees who are not well versed in the laws, and the general requirements to seal juvenile records.

A training video as well as a power point presentation is included in this kit to provide an example of how to train volunteers. You will likely want to conduct a live, interactive training session that allows individuals to work with the forms, ask questions about the material, and conduct role plays of anticipated situations with clinic attendees.

4. Where should the clinic be held and what supplies are needed to get started?

The following is a checklist that might be a helpful guide in setting up the physical space for the clinic:

- When choosing a location, it is helpful to have a waiting room entrance where individuals can check in and comfortably wait until they are helped, as well as a central room for volunteers to have a pre-clinic meeting and de-briefing session.
- The space should also have several small rooms where volunteers can meet with clinic attendees in a private setting.
- Computers with connections to the Internet and a printer are needed if the volunteers will be helping to generate the sealing motions and other pleadings during the interview.
- Access to a copy machine is also helpful if generating documents for the clinic attendees.
- A resource file with ready-made intake forms, sign-in sheets, advertising flyers, fact sheets and volunteer instructions is helpful to have on hand prior to the clinic.
- Finally, volunteer instructions should include a list of the classification of offenses, county specific nuances, and instructions on how to correctly process a clinic attendee.

Many of these forms and fact sheets are part of this starter kit and can be tailored to your local practice.

5. How do you get people to come to the clinic?

Locating individuals who need the service can be simple or fairly difficult depending on your community. Here are several suggested avenues to explore to reach potential clinic attendees:

- Courts
- Volunteer Attorney Programs
- Legal Services Offices
- Hotlines and Websites
- Lawyer Referral Services
- Bar Associations
- Community Service Providers
- Community Centers
- Worksource or Employment Resource offices
- Community Colleges

Remember that each community is different and will require flexibility and creativity to reach the maximum number of people. It may be as simple as posting flyers in grocery stores, coffee shops, bars, churches, and gyms, or require the formal groups above to be utilized.

Also keep in mind there should be a three-way balance among the clients, the volunteers, and the administration. It is stressful to run a clinic that has too many attendees and may overwhelm the volunteers. However, it is a great disservice to recruit volunteers when there are no cases for them to handle. Finally, it does both volunteers and clients a disservice if the administration is not able to handle the workload. With that in mind, as clinic attendance increases, the number of attorneys and volunteers should increase accordingly. It will take on average an hour to process each clinic attendee from intake to leaving the clinic. There should be at least two volunteers per clinic attendee and at least one attorney per six volunteers. Thus, twelve volunteers and two attorneys could effectively process 12 clinic attendees in two hours.

CASE STUDY – KING COUNTY’S JUVENILE RECORD SEALING CLINIC

The following section will run through a play-by-play of how the juvenile record sealing clinic is administered in King County. This is one of the many ways to administer a record sealing clinic, and clinic administrators should be flexible and creative in troubleshooting and designing a model that works best for your county and the space you are using.

The clinic in King County runs once a month from 6-8pm. An hour before the clinic starts, the administrator arrives and sets up the office space. This includes posting front door signs directing clinic attendees where to go, making sure printers/copiers are working correctly, and putting out sign-in sheets for clinic attendees and an informational flyer explaining how the clinic runs. The volunteer room should also be equipped with a volunteer sign-in sheet, name tags, volunteer instructions, and any food/goodies brought for the volunteers.

When clinic attendees arrive, they sign in at a “reception” area and write down their names and birthdates. A volunteer should make a file for each clinic attendees in order to keep track of all attendees. A criminal history report is generated and printed for each clinic attendee. The attorneys do a preliminary determination of the individual’s eligibility. Once eligibility is determined, the attorney talks with the law student/non-legal volunteers and explains the preliminary determination of the attendee’s eligibility and any additional questions that need to be answered.

The clinic attendee then meets with the clinic volunteers to review the information. This interview process involves a review with the clinic attendee that all fines have been paid, no convictions are pending, and the individual is overall eligible to have his or her record sealed. Volunteers should also use this time to explain to the individual the entire sealing process. If the attendee is eligible, the King County Record Sealing Clinic generates all of the paperwork and has the attendee sign the necessary pleadings.

If an individual is not eligible to seal their record when they come to the clinic, fully equip them with information and any necessary resources they need to become eligible. Motions and other court pleadings can be generated through the fillable forms that can be accessed through TeamChild or Northwest Justice's websites.

After all clinic attendees are processed, the King County clinic volunteers debrief as a team. Possible topics can include interesting questions of law that were handled, ideas to make the clinic run more efficiently and/or smoother, interesting issues that volunteers had to troubleshoot, etc. This is a great opportunity for volunteers to share what they worked on and what their thoughts are about the process.

The next step is one that some clinics may not want to take on because it requires additional tracking of and communication with the attendees and monitoring of the status of their motions. That said, it has proven to be a valuable service offered by the King County Sealing Clinic. After the clinic, the administrator takes the motions that were generated in the clinic and files them with the court and gets a hearing date for the attendee. This information is passed along to clinic attendees through mail and telephone as well as any relevant updates on the process, how long they can expect before the process is completed, and what to expect when they arrive at court.

GETTING MORE HELP AND TECHNICAL ASSISTANCE

More information about sealing juvenile records is available on TeamChild's website and in the attached document called Sealing Juvenile Records in Washington State. The King County Record Sealing Clinic partners are available as a resource for training and technical assistance. Contact TeamChild to arrange for a training or consultation.

WASHINGTON STATE RECORD SEALING CLINIC VOLUNTEER INSTRUCTION PACKET

PRO SE CLIENT INTERVIEW INSTRUCTIONS.....	PG. 2-4
SCREENING PROCEDURES.....	PG. 5-6
CLASSIFICATION OF OFFENSES.....	PG. 7-13
COUNTY IDENTIFICATION CODES	PG. 14
INTERPRETING A CRIMINAL BACKGROUND PRINTOUT	PG. 15
INTERPRETING CODES ON DCH.....	PG. 16-17
LAW ENFORCEMENT AGENCIES (LEA).....	PG. 18-21

RECORD SEALING CLINIC

PRO SE CLIENT INTERVIEWS: FOR LAW STUDENTS

(Updated September, 2012)

MEETING PRO SE CLIENT	
1. PREPARATION	<ul style="list-style-type: none"> • Inform the attorneys conducting intake where you are set up and when you are ready for a pro se client. • Try to handle pro se clients in order of their arrival at the clinic, unless there are questions that you need answered before being able to handle the file. • If there are questions at any point, ask an attorney.
2. INTRODUCTION	<ul style="list-style-type: none"> • Introduce yourself to your pro se client. <u>Make sure to inform the pro se client that you are a law student and cannot provide legal advice or represent them in this case.</u>
3. EXPLANATION	<ul style="list-style-type: none"> • Explain the process to the pro se client: <ul style="list-style-type: none"> ○ You have a copy of their criminal history in Washington; ○ You will be asking the pro se client for information to fill out forms; ○ The pro se client will be asked to sign the forms; and ○ We can then submit the completed forms to the prosecutor and to the juvenile court for approval. ○ Ask pro se client if they have concerns about reinstating gun rights ○ Ask pro se clients if they are in the process of any immigration proceedings or plan to be in the near future.
4. CONDUCT SCREENING	<ul style="list-style-type: none"> • See “Screening Procedures” to determine which records are eligible to be sealed.
FORM	
1. GO TO WEBSITE	<ul style="list-style-type: none"> • Using internet explorer, go to http://goo.gl/ioA5B.
2. REGISTER	<ul style="list-style-type: none"> • Click the “Sign Up to Save Your Work” link and have the pro se client create a username and password. Click continue and then “start fresh.”
3. FILL OUT FORM	<ul style="list-style-type: none"> • Using the intake sheet and the pro se client’s criminal history, fill out the webform with the information.
a. MULTIPLE CHARGES	<ul style="list-style-type: none"> • If one individual has multiple charges, complete the first questionnaire, click “get document,” and print and save the document. Then click “go back to questions” and enter the information for the second cause number. Complete this process until all you have produced documents for each cause number.

<p>b. ONE CAUSE NUMBER, MULTIPLE CHARGES</p>	<ul style="list-style-type: none"> • If there are multiple charges identified under the same cause number, we want to seal everything identified by that cause number. <ul style="list-style-type: none"> ○ A guilty charge, to which the pro se client probably pled down, is usually the correct charge to list on the pleadings. ○ However, if there are multiple charges and all were dismissed or otherwise disposed of identically, then all should be listed (e.g. “My charges of taking a motor vehicle, theft, and DUI were dismissed”). ○ For diversions use the specific cause number for your county.
<p>4. CHECK INFO</p>	<ul style="list-style-type: none"> • Double check the form with the pro se client to make sure that everything is spelled and entered correctly. <ul style="list-style-type: none"> ○ Include dashes in cause number (e.g. “08-8-00234-1”). ○ Ensure their name is spelled correctly.
<p>5. PRINT FORM</p>	<ul style="list-style-type: none"> • Print the forms and ensure all fields printed correctly.
<p>6. PRO SE CLIENT SIGNATURE</p>	<ul style="list-style-type: none"> • Have the pro se client sign the completed, printed form where necessary. There is a place to sign on every page but the first page of the order.
<p>a. HANDWRITTEN EDITS</p>	<ul style="list-style-type: none"> • Sometimes, handwritten edits to the form are necessary (e.g. The webform may not have enough spaces to list all the agencies that must receive notice of the motion). Have the pro se client initial and date any handwritten edits.
<p>7. COPY FOR PRO SE CLIENT</p>	<ul style="list-style-type: none"> • Make a copy of the completed, signed form to give to the pro se client. • Do not provide the printed criminal history records to the pro se client. However, the pro se client may personally write down case numbers and information from the history, they just cannot have a copy of the actual print out.
<p>8. ORIGINALS FOR CLINIC</p>	<ul style="list-style-type: none"> • Put the signed originals, intake sheet, and criminal history in the pro se client’s manila folder. • Include any notes about the pro se client that you believe are important.
<p>INTERVIEW CONCLUSION</p>	
<p>1. SCREENING LIMITATIONS</p>	<ul style="list-style-type: none"> • Confirm that the pro se client understands that the prosecutor can access additional criminal history data that may make the motion to seal fail. The Record Sealing Clinic personnel, and even public defenders, currently cannot access the information regarding release dates, arrests, etc. that prosecutors can review. So we review as much as we can access, but we cannot guarantee that the motion to seal will be successful.
<p>2. COURT HEARING REGARDING MOTION TO SEAL</p>	<ul style="list-style-type: none"> • Next contact from the Clinic: We will attempt to contact the pro se client within 3 weeks to provide an update regarding a court date or whether the prosecutor has already determined that the record cannot be sealed. • Court date: If a hearing is scheduled, the court date will probably be 3-6 weeks after the clinic. The prosecutor can reject the motion to seal before the hearing, but the hearing is when the court provides the sealing order, so the motion may not be decided until the hearing. • Attendance at hearing: The pro se client DOES HAVE to attend the hearing. They can leave the hearing with a certified copy of the sealing order if the motion to seal is successful.

<p>3. SEALING FAIL</p>	<ul style="list-style-type: none"> • If the prosecutor does not agree to seal the pro se client's record, we will contact the pro se client as soon as possible with the reason that their record cannot be sealed at this time, but we will not be able to help them argue their case in court.
<p>4. BENEFITS OF SEALING</p>	<p>Once records are sealed:</p> <ul style="list-style-type: none"> • The sealed offense and the proceedings in the case are treated as if they never occurred. • The person may say "No" to having committed the sealed offense on any job, housing, or other application. • Any agency receiving a request for the sealed record must reply that the record is confidential, and the agency may not give out any information about the record's existence or nonexistence.
<p>5. LIMITATIONS OF SEALING</p>	<ul style="list-style-type: none"> • Private background investigation agencies might not update records quickly, so there is a possibility that an investigation would still bring up information until the records are updated to reflect the seal. • Fingerprints and any other identifying information kept by the Washington State Patrol are not sealed. • The record will be unsealed if the person is subsequently convicted of a juvenile offense or adult crime, or charged with an adult felony.
<p>CLINIC CLOSING</p>	
<p>1. PRO SE CLIENT FILES</p>	<ul style="list-style-type: none"> • Make sure all pro se client files are given to the appropriate clinic staff.

**RECORD SEALING CLINIC
SCREENING PROCEDURES**

(September 2012)

BASIC: RECORD	
1. CAUSE NUMBER	<ul style="list-style-type: none"> • Identify juvenile cause numbers to be sealed. Look for "8" as the third number (e.g. "xx-8").
2. COUNTY CODE	<ul style="list-style-type: none"> • We serve S___ for ___ County.
3. CLASSIFY OFFENSE	<ul style="list-style-type: none"> • Identify the charge and determine the classification of offense using the "Classification of Offenses" cheat sheet or by looking up the charge in the RCWs. <ul style="list-style-type: none"> ○ RCW 9A the Washington criminal code lists most crimes.
4. TIME	<ul style="list-style-type: none"> • Determine whether sufficient time has elapsed to seal the juvenile record. Time runs from the latest of: <ul style="list-style-type: none"> ○ The disposition of the juvenile offense; ○ The date of last conviction for any crime; or ○ The date of last release from confinement.
a. JUDGMENT STATUS	<ul style="list-style-type: none"> • Make note of the judgment status: <ul style="list-style-type: none"> ○ Guilty (G) or Not Guilty (NG); ○ Dismissed (D) may indicate deferred disposition; and ○ Vacated (V) may indicate diversion or deferred disposition. ○ Remember that for a non-charge, not guilty, vacated, or dismissed conviction, you will need to enter "guilty" to complete the interview. Once you have generated the forms, go to paragraph 2.1 on the Motion and Declaration and change the "guilty" to the appropriate disposition.

<p>b. REQUIREMENTS</p>	<ul style="list-style-type: none"> • Elapsed Time Requirements: <ul style="list-style-type: none"> ○ Class A Felony = 5 years ○ Class B Felony: Any disposition except deferred or diversion = 2 years, even if dismissed at trial. ○ Class C Felony, Gross Misdemeanor, and Misdemeanor: Any disposition except deferred or diversion = 2 years. ○ Deferred Dispositions = Automatic sealing within 30 days of person turning 18 if 18th birthday is after 7/1/09, but must request sealing if turned 18 before 7/1/09. ○ Diversions = 2 years for sealing; if entire record is only one diversion, it is eligible for destruction when person is 18; if entire record is more than one but only diversions, it is eligible for destruction when person is 23. ○ Sex Offense Class A = 5 years + release from registration but not allowed for Rape 1, Rape 2 or Indecent Liberties with forcible Compulsion (B+) ○ Sex Offense Class B = 2 years + release from registration or 15 consecutive years in the community (since date of release from confinement or adjudication/sentencing) AND no new disqualifying offenses. ○ Sex Offense Class C and Gross Misdemeanor = 2 years + release from registration or 10 consecutive years in the community (since date of release from confinement or adjudication/sentencing) AND no new disqualifying offenses.
<p>c. TRAFFIC COURT</p>	<ul style="list-style-type: none"> • Criminal cases or confinement may affect the pro se client's eligibility, but routine traffic infractions do not affect the necessary time period. If uncertain whether a cause number refers to a criminal case or a traffic court case, investigate.
<p>5. FURTHER INVESTIGATION</p>	<ul style="list-style-type: none"> • If the dates on record are within a year of eligibility to seal, ask the investigator to check expanded records to determine date of disposition or release from confinement. • To determine whether a (V) judgment status indicates a diversion or deferred disposition, ask the investigator to check expanded records. • Check whether a cause number refers to a criminal case or a traffic court case if there is any uncertainty.
<p>6. BALANCE OWED</p>	<ul style="list-style-type: none"> • Check whether there is an outstanding balance on any cause numbers that we want to seal. Even if there is an outstanding balance on certain cause numbers, we can seal cause numbers without balances due.
<p>Qs TO ASK PRO SE CLIENT</p>	
<p>1. BALANCES</p>	<ul style="list-style-type: none"> • Outstanding fines, fees, or restitution: If there are outstanding balances on some juvenile cause numbers but not others, ask whether the pro se client wants to pay the money owed first or proceed with sealing other juvenile cases in the meantime.

2. ARRESTS

- **Arrests may affect eligibility.** Arrests will not show up on the records we review, so ask pro se clients whether they have been arrested in the last six years to determine if they may have spent short amounts of time in confinement. We will still file their motion if they have been arrested, but it may affect eligibility.

Classification of Offenses

Juvenile Offenses are ranked under RCW 13.40.0357 from A+ through E. The rankings correspond to adult crime categories. Felonies are generally more serious than misdemeanors.

- Class A = Class A Felony
- Class B = Class B Felony
- Class C = Class C Felony
- Class D = Gross Misdemeanor
- Class E = Misdemeanor

Cheat Sheet for How Long to Wait until Conviction is Eligible to Seal

Charge	Waiting Period
Class A Felony	5 years
Class B Felony	2 years
Class C Felony/Misdemeanors	2 years
Class A Sex offenses for Rape 1or2 repeat offenders	Ineligible
Class A Sex offenses	5 years + removal of registration
Class B Sex Offense except Indecent Liberties with Forcible compulsion	2 years + removal of registration or 15 years
Class C Sex Offense/Misdemeanor	2 years + removal of registration or 10 years

What does “+” mean?

A “+” is irrelevant for sealing eligibility. Thus, class A+ should be treated as an A, class B+ should be treated as a B, etc. The “+” indicates additional sentencing time that could be added to the conviction. See the sentencing chart at page 6 at the end of the classification chart to better understand how the “+” affects sentencing.

Class	Offense
	Arson and Malicious Mischief
A	Arson 1 (9A.48.020)
B	Arson 2 (9A.48.030)
C	Reckless Burning 1 (9A.48.040)
D	Reckless Burning 2 (9A.48.050)
B	Malicious Mischief 1 (9A.48.070)
C	Malicious Mischief 2 (9A.48.080)

D	Malicious Mischief 3 (*9A.48.090(2) (a) and (c))
E	Malicious Mischief 3 (*9A.48.090(2)(b))
E	Tampering with Fire Alarm Apparatus (9.40.100)
E	Tampering with Fire Alarm Apparatus with Intent to Commit Arson (9.40.105)
A	Possession of Incendiary Device (9.40.120)
	Assault and Other Crimes Involving Physical Harm
A	Assault 1 (9A.36.011)
B+	Assault 2 (9A.36.021)
C+	Assault 3 (9A.36.031)
D+	Assault 4 (9A.36.041)
B+	Drive-By Shooting (9A.36.045)
D+	Reckless Endangerment (9A.36.050)
C+	Promoting Suicide Attempt (9A.36.060)
D+	Coercion (9A.36.070)
C+	Custodial Assault (9A.36.100)
	Burglary and Trespass
B+	Burglary 1 (9A.52.020)
B	Residential Burglary (9A.52.025)
B	Burglary 2 (9A.52.030)
D	Burglary Tools (Possession of) (9A.52.060)
D	Criminal Trespass 1 (9A.52.070)
E	Criminal Trespass 2 (9A.52.080)
C	Mineral Trespass (78.44.330)
C	Vehicle Prowling 1 (9A.52.095)
D	Vehicle Prowling 2 (9A.52.100)
	Drugs
E	Possession/Consumption of Alcohol (66.44.270)
C	Illegally Obtaining Legend Drug (69.41.020)
C+	Sale, Delivery, Possession of Legend Drug with Intent to Sell (69.41.030(2)(a))
E	Possession of Legend Drug (69.41.030(2)(b))
B+	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Sale (69.50.401(2) (a) or (b))
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Sale (69.50.401(2)(c))
E	Possession of Marihuana <40 grams (69.50.4014)
C	Fraudulently Obtaining Controlled Substance (69.50.403)
C+	Sale of Controlled Substance for Profit (69.50.410)
E	Unlawful Inhalation (9.47A.020)
B	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Counterfeit Substances (69.50.4011(2) (a) or (b))
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Counterfeit Substances (69.50.4011(2) (c), (d), or (e))

C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance (69.50.4013)
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance (69.50.4012)
	Firearms and Weapons
B	Theft of Firearm (9A.56.300)
B	Possession of Stolen Firearm (9A.56.310)
E	Carrying Loaded Pistol Without Permit (9.41.050)
C	Possession of Firearms by Minor (<18) (9.41.040(2)(a)(iii))
D+	Possession of Dangerous Weapon (9.41.250)
D	Intimidating Another Person by use of Weapon (9.41.270)
	Homicide
A+	Murder 1 (9A.32.030)
A+	Murder 2 (9A.32.050)
B+	Manslaughter 1 (9A.32.060)
C+	Manslaughter 2 (9A.32.070)
B+	Vehicular Homicide (46.61.520)
	Kidnapping
A	Kidnap 1 (9A.40.020)
B+	Kidnap 2 (9A.40.030)
C+	Unlawful Imprisonment (9A.40.040)
	Obstructing Governmental Operation
D	Obstructing a Law Enforcement Officer (9A.76.020)
E	Resisting Arrest (9A.76.040)
B	Introducing Contraband 1 (9A.76.140)
C	Introducing Contraband 2 (9A.76.150)
E	Introducing Contraband 3 (9A.76.160)
B+	Intimidating a Public Servant (9A.76.180)
B+	Intimidating a Witness (9A.72.110)
	Public Disturbance
C+	Riot with Weapon (9A.84.010(2)(b))
D+	Riot Without Weapon (9A.84.010(2)(a))
E	Failure to Disperse (9A.84.020)
E	Disorderly Conduct (9A.84.030)
	Sex Crimes
A	Rape 1 (9A.44.040)
A-	Rape 2 (9A.44.050)
C+	Rape 3 (9A.44.060)
A-	Rape of a Child 1 (9A.44.073)
B+	Rape of a Child 2 (9A.44.076)

B	Incest 1 (9A.64.020(1))
C	Incest 2 (9A.64.020(2))
D+	Indecent Exposure (Victim <14) (9A.88.010)
E	Indecent Exposure (Victim 14 or over) (9A.88.010)
B+	Promoting Prostitution 1 (9A.88.070)
C+	Promoting Prostitution 2 (9A.88.080)
E	O & A (Prostitution) (9A.88.030)
B+	Indecent Liberties (9A.44.100)
A-	Child Molestation 1 (9A.44.083)
B	Child Molestation 2 (9A.44.086)
C	Failure to Register as a Sex Offender (*9A.44.130)
	Theft, Robbery, Extortion, and Forgery
B	Theft 1 (9A.56.030)
C	Theft 2 (9A.56.040)
D	Theft 3 (9A.56.050)
B	Theft of Livestock 1 and 2 (9A.56.080 and 9A.56.083)
C	Forgery (9A.60.020)
A	Robbery 1 (9A.56.200)
B+	Robbery 2 (9A.56.210)
B+	Extortion 1 (9A.56.120)
C+	Extortion 2 (9A.56.130)
C	Identity Theft 1 (9.35.020(2))
D	Identity Theft 2 (9.35.020(3))
D	Improperly Obtaining Financial Information (9.35.010)
B	Possession of a Stolen Vehicle (9A.56.068)
B	Possession of Stolen Property 1 (9A.56.150)
C	Possession of Stolen Property 2 (9A.56.160)
D	Possession of Stolen Property 3 (9A.56.170)
B	Taking Motor Vehicle Without Permission 1 (9A.56.070)
C	Taking Motor Vehicle Without Permission 2 (9A.56.075)
B	Theft of a Motor Vehicle (9A.56.065)
	Motor Vehicle Related Crimes
E	Driving Without a License (46.20.005)
B+	Hit and Run - Death (46.52.020(4)(a))
C	Hit and Run - Injury (46.52.020(4)(b))
D	Hit and Run-Attended (46.52.020(5))
E	Hit and Run-Unattended (46.52.010)
C	Vehicular Assault (46.61.522)
C	Attempting to Elude Pursuing Police Vehicle (46.61.024)

E	Reckless Driving (46.61.500)
D	Driving While Under the Influence (46.61.502 and 46.61.504)
B+	Felony Driving While Under the Influence (46.61.502(6))
B+	Felony Physical Control of a Vehicle While Under the Influence (46.61.504(6))
	Other
B+	Indecent Liberties with Forcible Compulsion
C+	Indecent Liberties without Forcible Compulsion
B	Animal Cruelty 1 (16.52.205)
B	Bomb Threat (9.61.160)
C	Escape 11 (9A.76.110)
C	Escape 21 (9A.76.120)
D	Escape 3 (9A.76.130)
E	Obscene, Harassing, Etc., Phone Calls (9.61.230)
A	Other Offense Equivalent to an Adult Class A Felony
B	Other Offense Equivalent to an Adult Class B Felony
C	Other Offense Equivalent to an Adult Class C Felony
D	Other Offense Equivalent to an Adult Gross Misdemeanor
E	Other Offense Equivalent to an Adult Misdemeanor
V	Violation of Order of Restitution, Community Supervision, or Confinement (13.40.200)2

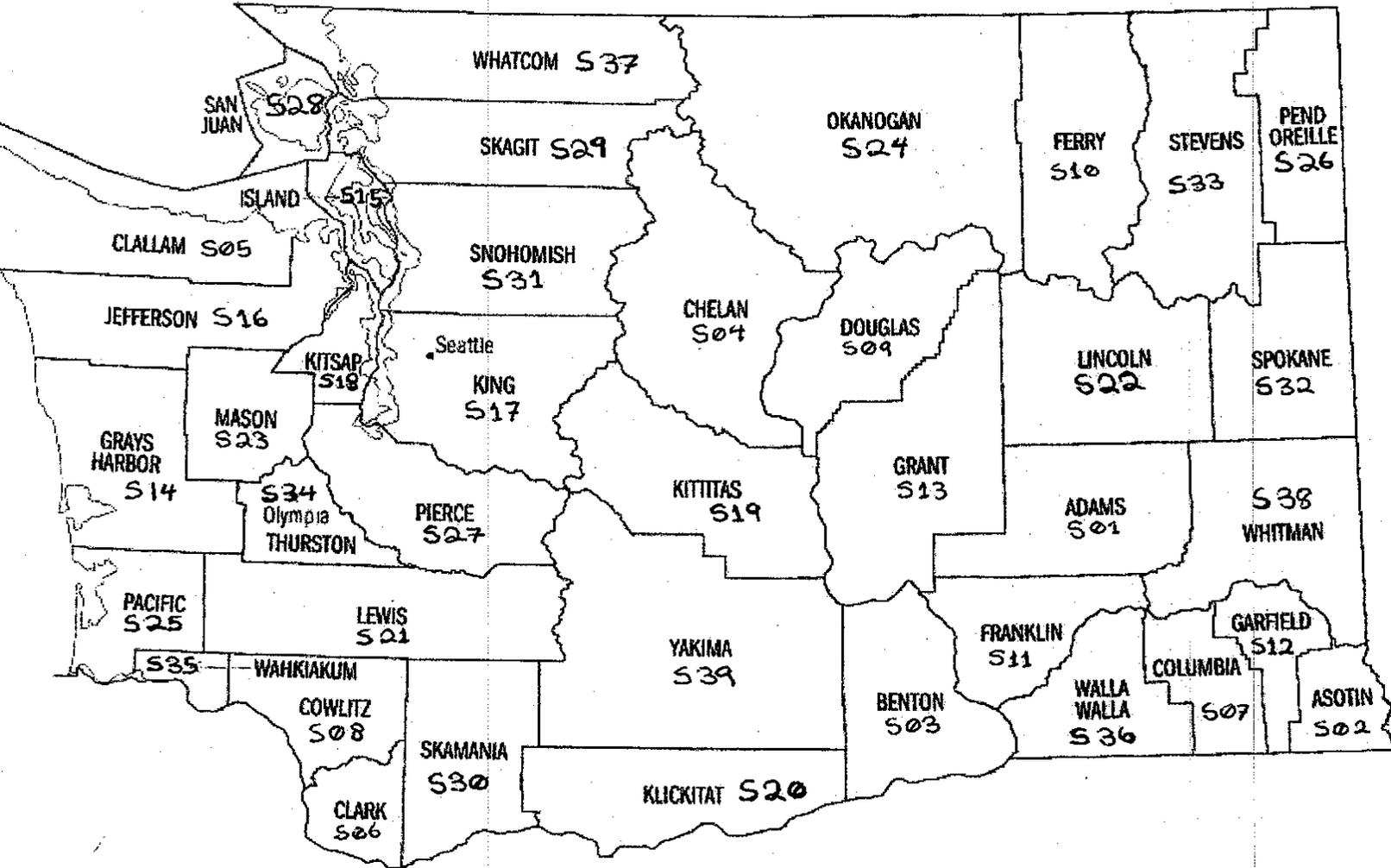
Juvenile Offender Sentencing Standards

Class	Standard Range of Punishment				
A+	180 weeks to Age 21 for all Category A+ Offenses				
A	103-129 weeks for all Category A Offenses				
A-	15-36 weeks ¹	52-65 weeks	80-100 weeks	103-129 weeks	103-129 weeks
B+	15-36 weeks	15-36 weeks	52-65 weeks	80-100 weeks	103-129 weeks
B	LS ²	LS	15-36 weeks	15-36 weeks	52-65 weeks
C+	LS	LS	LS	15-36 weeks	15-36 weeks
C	LS	LS	LS	LS	15-36 weeks
D+	LS	LS	LS	LS	LS
D	LS	LS	LS	LS	LS
E	LS	LS	LS	LS	LS
Prior Adjudications	0	1	2	3	4 or more

¹ Except 30-40 weeks for 15-17 year olds

² LS means local sanctions, as defined in RCW 13.40.020, means one or more of the following:
 (a) 0-30 days of confinement; (b) 0-12 months of community supervision; (c) 0-150 hours of community restitution; or (d) \$0-\$500 fine

Superior Court Identification Codes for JIS



Interpreting the Criminal Background Printout

D0091I Top of list DN2000SX

DN2002MI Defendant Case History (DCH) STATEWIDE COURT DB2P PUB 1 of 2 02/01/12 18:02:15

Case: SNCI Csh: Pty: StId: [REDACTED]
 Name: LE [REDACTED] NmCd: IN J04 J4334

<More
 True Name: LAST NAME, FIRST NAME
 AKA's: NICKNAME
 IN J04 J4334 9 Cases
 1 Alias

S N Case	LEA	Ty	Crt	Loc	Short Title	Next Hearing	C	Balance
1Z0517183	RPD	CT	REM		DWLS 3RD DEGREE		1	552.00
IN0130800	RPD	IT	REM		NO VALID OPER LICENSE WITH OP MOT VEH W/OUT INS		A	562.00
CR0052964	RPD	CN	REM		MARIHUANA POSS LESS/EQUAL 4 ATTEMPT MARIHUANA POSS 40GR			268.00
08-8-02787-4	S8	S17	SEA		ASSAULT-2 DEADLY WEAPON			213.64
08-8-00090-9	S8	S17	SEA		ASSAULT-2 DEADLY WEAPON CRIMINAL TRESPASS 2ND DEGRE			173.22

PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
 HELP PER AKA CDK PLS CDT BWD FWD DOL COS CFHS EXIT

LEA = Police (Law Enforcement) TY=Case Type Offense Restitution Owing

Cause Number Date of Violation (not conviction) JG=Judgment Type CD= Case Disposition

D0091I Top of list DN2000SX

DN2001MI Defendant Case History (DCH) STATEWIDE COURT DB2P PUB 1 of 2 02/01/12 18:02:11

Case: SNCI Csh: Pty: StId: [REDACTED]
 Name: [REDACTED] NmCd: IN J04 J4334

True Name: [REDACTED] CONFIDENTIAL--NOT FOR RELEASE More>
 AKA's: [REDACTED] IN J04 J4334 9 Cases
 1 Alias

S N Case	LEA	Ty	Crt	Date	Violation Short Title	DV	Jg	CD	W	F	O
1Z0517183	RPD	CT	REM	10/11/11	DWLS 3RD DEGREE	N	AM				I
IN0130800	RPD	IT	REM	07/14/10	NO VALID OPER LICENSE WITH VA	N	C				I
CR0052964	RPD	CN	REM	12/08/09	MARIHUANA POSS LESS/EQUAL 40	N	AM				N
08-8-02787-4	S8	S17	SEA	07/08/08	ASSAULT-2 DEADLY WEAPON	N	G				CM
08-8-00090-9	S8	S17	SEA	07/08/08	ASSAULT-2 DEADLY WEAPON	N	D				CM
				10/19/07	CRIMINAL TRESPASS 2ND DEGREE	N	G				CM

PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
 HELP PER AKA CDK PLS CDT BWD FWD DOL COS CFHS EXIT

N - Indicates AKA Name			
A	Case is filed using an AKA name.		
PTY - PARTICIPANT TYPE			
View Participant Inquiry (PAR) screen for a list of all JIS participants. For a superior court case, view the SCOMIS Names screen for a list of additional SCOMIS participants.			
DEF	Defendant		
TY - CASE TYPE			
Superior Court Case Types			
S1	Criminal		
S8	Juvenile Offender		
District/Municipal Court Case Types			
CF	Felony		
CT	Criminal Traffic		
CN	Criminal Non-Traffic		
IT	Infraction Traffic		
IN	Infraction Non-Traffic		
PC	Probable Cause		
Date			
The violation date for a criminal, juvenile offender, or infraction case.			
Short Title			
The description of the RCW for the charge in a criminal, juvenile offender, or infraction case. For Superior Court case, the most recent set of charges display. For District/Municipal Court case, all charges display.			
DV			
DOMESTIC VIOLENCE RELATED			
Y	Yes	N	No

JG -JUDGMENT TYPE		
SCOMIS charge Result Code is translated as follows:		
CV	Change of Venue	CV
D	Dismissed	D
G	Guilty	G
N	Non-Charge	N
NG	Not Guilty, Acquitted	NG
P	Pending for deferred	OD

JG -JUDGMENT TYPE		
SCOMIS charge Result Code is translated as follows:		
	prosecution or diversion	
TR	Transfer for sentencing or ordered supervision (<i>juvenile offender</i>)	TR
V	Vacated Conviction	V
JG -JUDGMENT TYPE		
District/Municipal Finding/Judgments		
View the Plea/Sentence (PLS) screen for details and conditions.		
AM	Amended	
AS	Awaiting Sentencing	
BF	Bail Forfeiture	
BO	Bound Over	
C	Committed	
CD	Committed After Deferral	
CV	Change Of Venue	
D	Dismissed	
DD	Dismissed After Deferral	
DF	Deferred Finding	
DO	Dismissed Without Prejudice	
DP	Deferred Prosecution	
DW	Dismissed With Prejudice	
G	Guilty	
GD	Guilty, Deferred Prosecution Revoked or Reduced	
GO	Guilty, Other Deferral Revoked	
NC	Not Committed	
NG	Not Guilty	
OD	Other Deferral/Diversion	
P	Paid	
V	Vacated	

CD - CASE DISPOSITION STATUS	
Superior Courts	
CM	Case completed in SCOMIS (<i>any Completion Code entered in SCOMIS is translated to CM</i>)
District/Municipal Courts	
CL	Closed
TR	Transferred
W and F	
WARRANT and FTA STATUS	
<i>blank</i>	No Activity
A	Adjudicated
I	Issued
M	(<i>superior courts only</i>) Indicates the system is unable to determine which participant has a warrant.
N	Past Activity
O	Ordered
*	Case is archived
#	Case imported from Seattle Municipal Court (SMC)
O	
ORDER STATUS	
View Order Inquiry (ORDI) screen for order details or Individual Order History (IOH) for summary information	
A	Active
D	Denied
E	Expired
T	Terminated

These fields are on the <MORE> side of the DCH screen.

C	
COLLECTION STATUS	
View the Case Obligation Status (COS) screen for details.	
<i>blank</i>	No current collections status
S	Selected for collection notice
1	First notice prepared
2	Second notice prepared
3	Third notice prepared
A	Assigned to collection agent
Hearing	
(District/Municipal Cases Only)	
The date for the next scheduled hearing in this case. View the Case Docket (CDK) or Court Date (CDT) screens for details.	
Balance	
The current accounts receivable balance for this case. View the Case Financial History (CFHS) screen for details.	

Law Enforcement Agency (LEA) Codes

LEA Code	Name
ABP	Aberdeen Police Department
ADM	Adams County Sheriff
ASO	Adams County Sheriff
ADA	Adams County Sheriff
ACS	Adams County Sheriff
AHP	Airway Heights Police Department
ALP	Albion Police Department
AGP	Algona Police Department
ALL	Allyn Police Department
ACP	Almira Police Department
ANP	Anacortes Police Department
ARP	Arlington Police Department
ADS	Asotin County Sheriff
ASP	Asotin Police Department
AUP	Auburn Police Department
BPC	Bainbridge Island Pln/Com Dev
BIP	Bainbridge Police Department
BGP	Battle Ground Police Department
BUX	Beaux Arts Police Department
BEP	Bellevue Police Department
BLP	Bellingham Police Department
BCP	Benton City Police Department
BCS	Benton County Sheriff
BIN	Bingen Police Department
BDP	Black Diamond Police Department
BAP	Blaine Police Department
BYP	Bonney Lake Police Department
BOP	Bothell Police Department
BRN	Bremerton Naval Shipyard Police
BMP	Bremerton Police Department
BWP	Brewster Police Department
BRD	Bridgeport Police Department
BRX	Brier Police Department
BRP	Brier Police Department
BUP	Buckley Police Department
BAD	Bucoda Police Department
BUR	Burien Police Department
BNR	Burlington Northern Rr Police
BPD	Burlington Police Department
CMP	Camas Police Department
CRB	Carbonado Police Department
CNP	Carnation Police Department
CPO	Cashmere Police Department
CRP	Castle Rock Police Department
CTH	Cathlamet Police Department
CWU	Central Wa University Police
CTL	Centralia Police Department
HLP	Chehalis Police Department
CHS	Chelan County Sheriff
CHP	Chelan Police Department
CEP	Cheney Police Department
HPD	Chewelah Police Department
CMS	Clallam County Sheriff
CLS	Clark County Sheriff
CSR	Clark County Sheriff Radar
PDC	Clarkston Police Department
CPL	Cle Elum Police Department
CLP	Clyde Hill Police Department
COP	Colfax Police Department

CPP	College Place Police Department
CTP	Colton Police Department
COS	Columbia County Sheriff
DTF	Columbia Drug Task Force
CXP	Colville Police Department
CCN	Conconully Police Department
CON	Concrete Police Department
CNL	Connell Police Department
CSP	Cosmopolis Police Department
CCP	Coulee City Police Department
CDP	Coulee Dam Police Department
CPD	Coupeville Police Department
COV	Covington Police Department
CCS	Cowlitz County Sheriff
DTC	Cowlitz Drug Task Force
CRS	Creston Police Department
CSK	Cusick Police Department
DPD	Darrington Police Department
DCP	Davenport Police Department
DYP	Dayton Police Department
DPP	Deer Park Police Department
DCS	Douglas County Sheriff
DUP	DuPont Police Department
DVD	Duvall Police Department
EWP	East Wenatchee Police Department
EWU	Eastern WA University Police
EST	Easton Police Department
ENF	Eastside Narcotics Task Force
EAP	Eatonville Police Department
EDG	Edgewood Police Department
EDP	Edmonds Police Department
ELB	Elbe Police Department
EBT	Elberton Police Department
ELE	Electric City Police Department
ELL	Ellensburg Police Department
ELP	Elma Police Department
ECP	Elmer City Police Department
END	Endicott Police Department
EPO	Entiat Police Department
ENP	Enumclaw Police Department
EPP	Ephrata Police Department
EPD	Everett Police Department
EVS	Everson Police Department
FRF	Fairfield Police Department
FLL	Fall City Police Department
FPD	Federal Way Police Department
FDP	Ferndale Police Department
FSD	Ferry County Sheriff
FFP	Fife Police Department
FIR	Fircrest Police Department
FPO	Forks Police Department
FCS	Franklin County Sheriff
GSO	Garfield County Sheriff
GRF	Garfield Police Department
GRG	George Police Department
GHP	Gig Harbor Police Department
GBP	Gold Bar Police Department
GDP	Goldendale Police Department
GCP	Grand Coulee Police Department
GVP	Grandview Police Department
GPD	Granger Police Department
GFP	Granite Falls Police Department

GCT	Grant Co Sheriff Traffic Unit
GCS	Grant County Sheriff
GHS	Grays Harbor County Sheriff
HRH	Harrah Police Department
HCP	Harrington Police Department
HRT	Hartline Police Department
HDS	Hoodsport Police Department
HQP	Hoquiam Police Department
HGH	Houghton Police Department
HPP	Hunt's Point Police Department
ILW	Ilwaco Police Department
IPD	Index Police Department
IOP	Ione Police Department
ILP	Island County Sheriff
ISP	Issaquah Police Department
JCS	Jefferson County Sheriff
KAL	Kalama Police Department
KLD	Kalispel Police Department
KPO	Kelso Police Department
KWP	Kennewick Police Department
KNP	Kent Police Department
KPD	Kettle Falls Police Department
KAP	King Co Airport Police
KCP	King Co Police Department
KNG	Kingston Police Department
KIR	Kirkland Police Department
KTC	Kitsap County Sheriff
KTP	Kittitas City Police Department
KCS	Kittitas County Sheriff
KLS	Klickitat County Sheriff
KLI	Klickitat Police Department
LAP	La Center Police Department
LYP	Lacey Police Department
LCN	Laconner Police Department
LCR	Lacrosse Police Department
LFP	Lake Forest Park Police Dept
LSP	Lake Stevens Police Department
LKM	Lakewood Police Department
LPD	Lanqley Police Department
LHP	Leavenworth Police Department
LCS	Lewis County Sheriff
LEP	Lewiston Police Department
LLP	Liberty Lake Police Department
LSH	Lincoln County Sheriff
LIP	Lind Police Department
LRK	Littlerock Police Department
LBP	Long Beach Police Department
LPO	Longview Police Department
LPR	Longview Prosecuting Attorney
LEW	Lower Elwa Police Department
LDP	Lynden Police Department
LWP	Lynnwood Police Department
MBP	Mabton Police Department
MAL	Malden Police Department
MNS	Mansfield Police Department
MVD	Maple Valley Police Department
MAP	Marcus Police Department
MVP	Marysville Police Department
MCS	Mason County Sheriff
MAT	Mattawa Police Department

MCC	Mccleary Police Department
MKP	McKenna Police Department
MLK	Medical Lake Police Department
MDL	Medical Lake Prosecutor's Office
MDP	Medina Police Department
MIP	Mercer Island Police Department
MSP	Mesa Police Department
MEP	Metaline Police Department
POL	Military Police
MCR	Mill Creek Police Department
MCX	Mill Creek Police File With Co
MLL	Millwood Police Department
MIL	Milton Police Department
MRP	Monroe Police Department
MPO	Montesano Police Department
MNP	Morton Police Department
MLP	Moses Lake Police Department
MOP	Mossyrock Police Department
MTX	Mountlake Terrace Police Dept
MTP	Mountlake Terrace Police Dept
MXP	Moxee City Police Department
MTV	Mt Vernon Police Department
MPD	Mukilteo Police Department
NPD	Naches Police Department
NVD	Napavine Police Department
NSP	Nespelem Police Department
NCP	Newcastle Police Department
NWP	Newport Hills Police Department
NEW	Newport Police Department
NKS	Nooksack Police Department
NPP	Normandy Park Police Department
NBP	North Bend Police Department
NBO	North Bonneville Police Dept
NPO	Northport Police Department
NWD	NW Regional Drug Task Force
OHP	Oak Harbor Police Department
OAD	Oakesdale Police Department
OAP	Oakville Police Department
OSP	Ocean Shores Police Department
OCP	Odessa Police Department
OKS	Okanogan County Sheriff
OAK	Okanogan Police Department
OPD	Olympia Police Department
OMP	Omak Police Department
ORP	Oroville Police Department
ORT	Orting Police Department
OTD	Othello Police Department
OTH	Other Referral Agency
OSA	Out Of State Agency
OSL	Out Of State Law Enforcement
OSU	Out Of Usa
PSO	Pacific County Sheriff
PPD	Pacific Police Department
PAL	Palouse Police Department
PGR	Parent / Guardian
PAD	Pasco Police Department
PTD	Pateros Police Department
PLP	Pe Ell Police Department
PCS	Pend Oreille County Sheriff
PRS	Pierce Co Sheriff
LKW	Pierce Co Sheriff - Lakewood

UPL	Pierce Co Sheriff - Univ. Place
POM	Pomeroy Police Department
PAP	Port Angeles Police Department
PTG	Port Gamble S'kallam Tribal Police
POS	Port Of Seattle Police Department
POP	Port Orchard Police Department
PTP	Port Townsend Police Department
POD	Poulsbo Police Department
PSC	Prescott Police Department
PSE	Private Security Police Juvenile Referral
PRB	Probation Officer Juvenile Referral
PRO	Prosser Police Department
PUL	Pullman Police Department
PUY	Puyallup Police Department
PYT	Puyallup Tribal Police
QPD	Quincy Police Department
RRR	Railroad Security Police Juvenile Referral
RAP	Rainier Police Department
RAY	Raymond Police Department
REP	Reardan Police Department
RED	Redmond Police Department
RPD	Renton Police Department
RPO	Republic Police Department
RLP	Richland Police Department
RDP	Ridgefield Police Department
RIT	Ritzville Police Department
RVP	Riverside Police Department
RCH	Rochester Police Department
RCK	Rock Island Police Department
CRI	Rock Island Police Department
RKF	Rockford Police Department
ROS	Rosalia Police Department
RSP	Roslyn Police Department
ROY	Roy Police Department
RCP	Royal City Police Department
RUS	Ruston Police Department
SMM	Sammamish Police Department
SJS	San Juan County Sheriff
SCH	School Juvenile Referral
STP	Seatac Police Department
SPD	Seattle Police Department
SED	Sedro-Woolley Police Department
SEL	Selah Police Department
SLF	Self Juvenile Referral
SQP	Sequim Police Department
SPO	Shelton Police Department
SHO	Shoreline City Of
SCD	Skagit County Drug Task Force
SKP	Skagit County Police
SKS	Skagit County Sheriff
SCI	Skagit Interlocal (SCIDEU)
SKF	Skamania County Sheriff
SYP	Skykomish Police Department
SNP	Snohomish County Parks
SNO	Snohomish County Sheriff

SND	Snohomish Police Department
SQL	Snoqualmie Police Department
SLP	Soap Lake Police Department
SBP	South Bend Police Department
SCE	South Cle Elum Police Department
SPS	Spokane County Sheriff
SPP	Spokane Police Department
SV	Spokane Valley Police
SGP	Sprague Police Department
SRP	Sprague Police Department
DAP	Springdale Police Department
SQX	Squaxin Island Tribal Police
STJ	St. John Police Department
SAP	Stanwood Police Department
STR	Starbuck Police Department
STL	Steilacoom Police Department
SCS	Stevens County Sheriff
SVP	Stevenson Police Department
SUP	Sultan Police Department
SMP	Sumas Police Department
SUM	Sumner Police Department
SLS	Sun Lakes State Park (Douglas County)
SSD	Sunnyside Police Department
SQT	Suquamish Tribal Police
SWI	Swinomish Tribal Police
TMP	Tacoma Metro Park Police
TAP	Tacoma Police Department
TEK	Tekoa Police Department
TEN	Tenino Police Department
THC	Thurston County Sheriff
TID	Tieton Police Department
TLP	Toledo Police Department
TNP	Tonasket Police Department
TOP	Toppenish Police Department
TTP	Toppenish Tribal Police
TAS	Tri-Cities Metro Drug Task Force
TRT	Trout Lake Police Department
TKP	Tukwila Police Department
TUT	Tulalip Tribal Police
TPD	Tumwater Police Department
TWP	Twisp Police Department
UPR	Union Pacific Railroad Police
UNP	Union Police Department
UNT	Uniontown Police Department
UOW	University Of Washington Police
AIR	US Air Force
ARM	US Army
BPT	US Border Patrol
ATF	US Bureau Alcohol / Tobacco / Firerm
BIA	US Bureau Of Indian Affairs
CUS	US Customs
DEA	US Drug Enforcement Admin
FBI	US Federal Bureau Investigation
INS	US Immigration / Naturalization
IRS	US Internal Revenue Service
USM	US Marshal

USF	US National Marine Fisheries
USP	US National Park Service
NAV	US Navy
UPS	US Postal Inspector
USS	US Secret Service
VDP	Vader Police Department
VPD	Vancouver Police Department
WSP	WA St Patrol -- Olympia
WAI	Waitsburg Police Department
WSO	Walla Walla County Sheriff
WWP	Walla Walla Police Department
WPP	Wapato Police Department
WAP	Warden Police Department
WSU	Washington State Univ Police
WGP	Washougal Police Department
WTR	Waterville Police Department
WPD	Wenatchee Police Department
WRP	West Richland Police Department
WWU	Western Washington Univ Police
WST	Westlake Police Department
WEP	Westport Police Department
WCS	Whatcom County Sheriff
WSA	White Salmon Police Department
WTS	Whitman County Sheriff
WCP	Wilbur Police Department
WPO	Wilkeson Police Department
WLS	Wilson Creek Police Department
WIP	Winlock Police Department
WNP	Winslow Police Department
WID	Winthrop Police Department
WSH	Wishram Police Department
WDV	Woodinville Police Department
WDP	Woodland Police Department
WOP	Woodland Police Department
WYP	Woodway Police Dept
WYX	Woodway Police Dept
YCP	Yacolt Police Department
YTP	Yakama Tribal Police
YCS	Yakima County Sheriff
YPD	Yakima Police Department
YPP	Yarrow Point Police Department
YMP	Yelm Police Department
ZPD	Zillah Police Department
ZCA	Zillah Prosecuting Attorney