

## *Washington State Process Control Number (PCN) Guidelines*

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### *Process Control Number (PCN)*

The PCN, a unique number assigned at the time of fingerprinting, follows the arrest event through the criminal justice process and is used to tie the arrest event to the disposition.

- Links the arrest event to the disposition.
- Facilitates the electronic submission of disposition information to the WSP.
- Updates CHRI automatically with little or no staff intervention.
- Provides accurate and complete CHRI by increasing the number of arrests with dispositions on file.

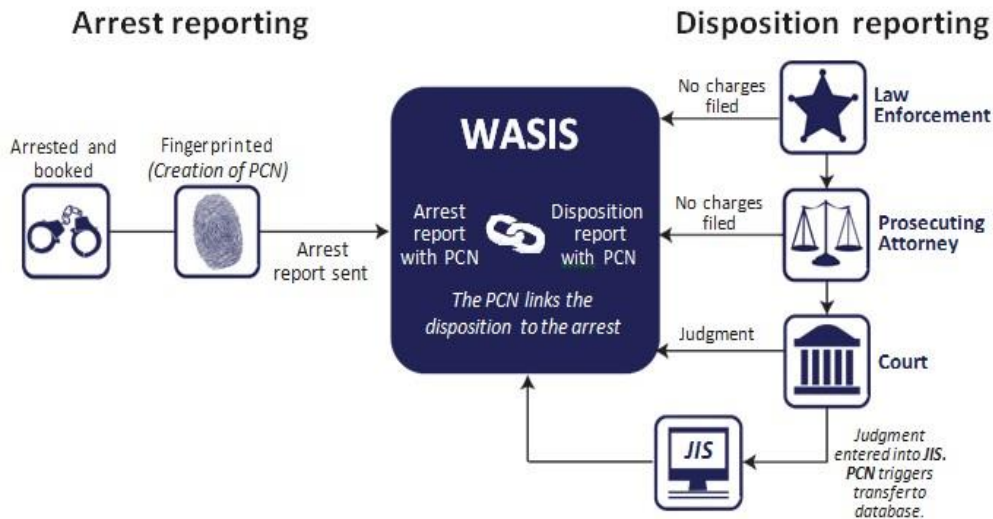
The PCN is automatically assigned by the livescan device. When the arrest record is electronically transmitted to the Section, the PCN is entered along with the arrest information. The PCN is forwarded by the fingerprinting/arresting agency to the appropriate prosecutor or court for entry into the Judicial Information System (JIS) or the Superior Court Management Information System (SCOMIS). When the PCN is entered by court staff into JIS/SCOMIS and the court case has a final disposition, it triggers an electronic disposition submission to the Section, where it either automatically updates WASIS (“lights out”) or is diverted for manual intervention by WSP staff. If the transaction requires manual intervention, WSP staff use the PCN to locate the arrest and update the record with the submitted disposition. This electronic transfer of information expedites disposition information and eliminates the need for court staff to mail a disposition report to the Section, with the exception where no court action is taken (no charges filed, not filed, diversion, etc.). When the Prosecuting Attorney’s Office declines to file charges, the Prosecuting Attorney’s Office is responsible for submitting the disposition information to the Section.

When a disposition report form has been forwarded to a prosecutor or court in error, or if the case receives a change of venue, the receiving agency must forward the disposition form to the appropriate entity. If the offense charged at arrest is a felony, but it is reduced to a gross misdemeanor, the prosecutor or superior court must forward the disposition form to the appropriate limited jurisdiction court.

If fingerprints were not obtained at the time of arrest, the court has a responsibility to ensure individuals are fingerprinted. The court should order the defendant to be fingerprinted prior to the next court appearance date if there is no indication that fingerprinting has occurred. The court may fingerprint the individual at the time of court appearance or work with local law enforcement agencies to provide the fingerprinting service.

In the case of juvenile diversions where the diversion is not successfully completed, the disposition report form needs to be sent to the prosecutor and/or appropriate court in order for the PCN to be entered into JIS/SCOMIS.

## PCN Flowchart



Agencies that do not have a livescan device must use a PCN packet. PCN packets are provided by the Section. PCN packets are also provided to agencies upon installation of a new livescan device to use in the case of a power outage, the individual has poor quality fingerprints, or manual processing of the fingerprint card is required. The ink method is used to complete the fingerprint card and to place the flat impressions on the bottom of the disposition report form. A PCN packet typically consists of two pre-labeled fingerprint cards, one pre-labeled disposition form, and twelve additional PCN labels (optional). A PCN label may be attached to each additional document and forwarded to the appropriate prosecutor or court for entry into JIS or SCOMIS. Any unused PCN labels are to be destroyed. CHRI is updated in WASIS when the disposition is forwarded to the Section with the PCN.

When using the manual (ink) method of fingerprinting a subject, the agency will mail one fingerprint card to the Section. All manual fingerprint card submissions are converted to electronic format by the Section and forwarded to the FBI electronically. When the record is transmitted electronically to the Section, do not mail a hard copy of the fingerprint card. In either method, the agency may retain a fingerprint card for their file. A disposition report form is also completed by the arresting/fingerprinting agency and forwarded to the appropriate county prosecutor or court.

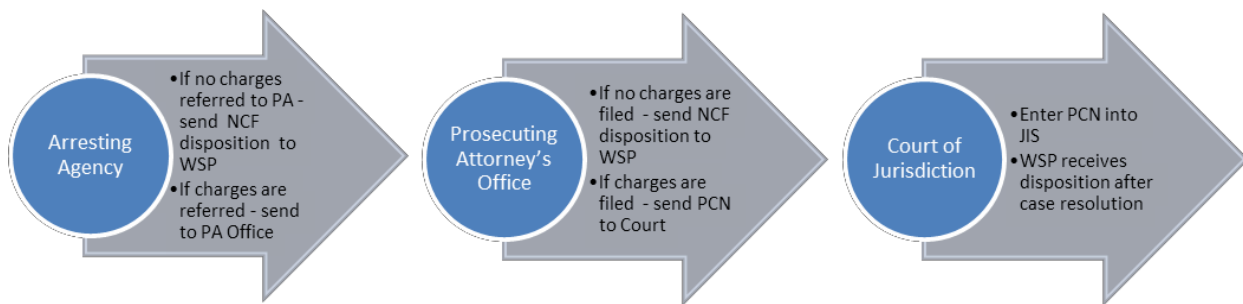
## Instructions for Using the PCN

Criminal arrests and warrant arrests within the county:

1. Subject is arrested.
2. Subject is booked and fingerprinted.
  - a. PCN is assigned at the livescan device or during the manual fingerprinting process using a PCN packet.
  - b. PCN is printed on the disposition report by the livescan printer or the PCN label is attached to the disposition report when using the PCN packet. Unused PCN labels should be destroyed.
  - c. Court case number is assigned, if available.

3. PCN is forwarded to the appropriate prosecutor or court via the disposition report form or other agreed upon method such as an email notification, records management system (RMS), or Jail Management System (JMS) notification or update.
4. If no charges are filed, the prosecutor completes the disposition report form and forwards it to the Section for entry into WASIS.
5. In the case of juvenile diversion, the disposition report is forwarded to the diversion clerk who manages the diversion.
  - a. If diversion is successfully completed, the disposition report is forwarded to the Section marked as “diversion completed” with the date of completion.
  - b. If diversion is unsuccessful, the disposition report should be forwarded to the prosecutor for prosecutorial determination.
    - i. If no charges are filed by the prosecutor, the prosecutor forwards the disposition report to the Section indicating “no charges filed”.
6. If charges are filed, the disposition report is forwarded to the court. Once the PCN is entered into JIS/SCOMIS, the paper disposition report can be destroyed; do not mail paper disposition reports to the Section after the PCN is entered into JIS/SCOMIS.
7. An electronic disposition with the PCN and court case data is sent to the Section when a case resolution code is entered into JIS/SCOMIS.
8. Based on the PCN, the correct arrest event in WASIS is updated with the disposition.
9. If a case is modified later, a new disposition is electronically submitted to the Section from JIS/SCOMIS.
10. If the court case has errors and is moved to Filed in Error, or if the case is Dismissed and Refiled, the court clerk must transfer the PCN to the appropriate new case filed.

### No Charges Filed Flowchart



Paper disposition reports can be forwarded electronically to [dispositions@wsp.wa.gov](mailto:dispositions@wsp.wa.gov) or mailed to the Identification and Criminal History Section, PO Box 42633, Olympia, WA 98504-2633.