

Referring an SRO or Potential Decline with an unidentified Suspect

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1. Click on **Create New Referral** to be taken to the Person Search screen.

The screenshot shows the 'Search - Case Information Search' form. It includes fields for Name Information (Last Name, First Name, Middle Name, Date of Birth), Offense Date (From, To), L.E. Agency, Agency, UCN, Report #, Fingerprint#, and File #. The 'Create New Referral' button is highlighted with a red box. Other buttons include 'Referral history', 'Clear', and 'Search'.

2. In the Last Name field, type in **Suspect** and in the First Name field, type in the **Law enforcement agency incident number** then click **Search**. See example below.
 - Last Name = Suspect
 - First Name = Law enforcement incident number.
 - Example: 2025-0123456 or C22012345 (depending on your agency, your format may be different)

The screenshot shows the 'Person Search - New Referral Creation' form. The 'Last Name' field contains 'Suspect' and the 'First Name' field contains '2025-0123456 or C22012345'. The 'Search' button is highlighted with a red box. Other buttons include 'Exit', 'Clear', and 'Search'.

3. The below screen will appear with no results. Click on **Create New Person** to add the Suspect.

The screenshot shows the 'Person Search Results - New Referral Creation' screen. It displays two empty tables. The top table has columns: Name, Race, Sex, Birth Date, SSN, UCN, State ID, and DL Number. The bottom table has columns: File #, Court #, Charge, Type, Offense, Status, Stage, and Disp Date. The 'Create New Person' button is highlighted with a red box. Other buttons include 'Exit'.

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4. Enter the unidentified suspect's information as shown below, then click on **Add Case**. For referrals with an unidentified suspect, only the three fields below are required:

- Enter the suspect **last name** as "Suspect"
- Enter the suspect **first name** as the law enforcement incident number. Example: 2025-0123456 or C22012345 (depending on your agency, your format may be different)
- Enter the **DOB** as 01-01-1900

Note: Please do not enter any information in the UCN field for defendants. UCN numbers are automatically, and can only be, generated by the King County jail. If that number is changed, edited, or removed it prevents us from accurately linking cases to defendants who are in custody.

Suspect, 2025-0123456 - New Referral Creation

Entity: ☐ Entity ☒ Suspect

DOB: 01-01-1900 Age: 125.41 Height: Weight: Place of Birth: SSN: State ID: UCN: Federal ID: DOC #:

Address 1: Address 2: City: State: ZIP: Employer:

Race: Gender: Hair: Eyes: State Licensed: Defendant status:

Exit Upload Mugshot Add Case

5. After you click on **Add Case**, the **New Referral Creation** screen will appear. Enter the following detailed information about the case:

- **Referral Information**

- **Report #:** LE Incident number (i.e., 2025-0123456)
 - Do NOT abbreviate the incident number or enter 2025 as 25 or drop the zeroes off of the front of the second part (entering 001234 as 1234).
 - Use the correct prefix so the PAO Filing Unit can connect your case with the correct bookings and other evidence. Abbreviating or leaving out parts of report numbers make this impossible.
 - It is very important that the full, correct, incident number be entered in order for follow-up to be processed, evidence.com video to be attached, and to link the case to a defendant booked into jail.
- **Police:** Provide the name of the Lead Law Enforcement Officer (this field is required).
- **Agency:** The Law Enforcement Agency field is automatically populated when a LI is selected.
- **Venue:** Select and identify the Court (aka Venue) that your case is being referred to. Identifying the appropriate Court/Venue speeds up PAO's processes, reduces errors and routes the referral to the appropriate PAO Filing Unit.
 - King County Superior Court Felony Cases
 - **KNT** – Maleng Regional Justice Center Kent Filing Unit
 - **SEA** – King County Courthouse Seattle Filing Unit

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- King County Juvenile Court Cases
 - **JUV** – Children and Family Justice Center (CFJC) Filing Unit
- King County District Court Misdemeanor Cases
 - **DCE** (District Court East) – Redmond Courthouse
 - **DCS** (District Court South) – Maleng Regional Justice Center
 - **DCV** (District Court Vashon) – Vashon cases are handled by District Court at the Maleng Regional Justice Center.
 - **DCW** (District Court West) – King County Courthouse – Seattle
 - **DVC** (Domestic Violence Court) – Handles unincorporated King County misdemeanor Domestic Violence cases
- **Referral Notes:** Use this field to enter notes for the reviewing attorney, such as Detective Comments. These notes are visible only to the PAO.
- **Charge tab**
 - **Date:** Offense Date. If unknown, use investigation date.
 - **Charge:** Select the SRO Charge Code (Statutory Referral Only no charges recommended (SRO))
 - **Location** (that crime occurred) and /City/State/Zip
- **Witness tab**
 - Click on Add Witness to add Victims and Witnesses to the referral
 - Search for existing records to add. If a record is found, click on the name of the victim/witness, update the victim/witness pedigree, select a witness Type, and click on Add. If there's no result, click on New Witness to add a victim/witness record. For VICTIMS – please enter as much detail as possible. Ensure the following is entered:
 - Name;
 - Address;
 - DOB;
 - Witness Type.
- **Documents tab**
 - Police Report(s)
 - Evidence (digital files no larger than 1 gigabyte (GB))
 - Digital Media Files: Include the player/reader for the file, if one is available.
 - If your agency utilizes evidence.com, use it to upload your digital files.

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- Face Sheet/Detective Comment Sheet indicating SRO or Potential Decline (NOTDISC)
- File Upload screen:
 - Comments Field: After you upload file(s), the comments field will appear for you to add comments to a file.
 - If uploading non-Discoverable files, make sure you add “Not for discovery” in the comments field of the file(s).

Files	Comments	Size	Upload	Cancel
Police Reports Suspect 2021-012356.pdf	Comments	234.73 KB	Upload	Cancel
Detective Comment Sheet Suspect 2021-012356.....	Not discoverable	234.73 KB	Upload	Cancel
Recorded Audio Statement of V.m4a	Comments	6.61 MB	Upload	Cancel
Photos in Zip.zip	Comments	9.03 KB	Upload	Cancel

- **Save Draft**
 - Select this button if you are not ready to submit the referral and wish to save your draft for later retrieval.
- **Preview Referral**
 - To see the Police Referral Summary Report. This preview is loaded with all the data that you’ve provided. The referral can also be referred on this screen (optional).
- **Refer Case**
 - **Once the referral information is entered and all files are attached**, click on **Refer Case**. The Referral will be sent to a Referred Queue for the PAO to review. Note: After a case has been referred, edits or changes cannot be made to the referral.

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Case Suspect, 2025-0123456 - New Referral Creation Test Case, Officer | Logout

Defendant Information

<input type="checkbox"/> Entity	JCN	Suspect, 2025-0123456	Name	01-01-1900	DOB	125.41	Age	Place of Birth	SSN
<input type="checkbox"/> Int.			Address 1	Gender	Height	Weight		State ID	
			Address 2	Race	Hair	Eyes	Phone	UCI	
			City	State	ZIP	State License#	Federal ID	DOC#	
			Employer	Defendant status					

Referral Information

Referral	Arrest				
Report #	2025-0123456	Date		at	
Police	1070 - Baker, David PAO	Agency	King County Prosecuting Attorney	Arrest#	
TCN		Lab #		Booking PD	
Venue	SEA-Seattle	Referral Notes			<input type="checkbox"/> 72 Hour Hold

Charge **Witness** **Documents** **Co-Defend**

Date	Charge	Mod	Enth	Description	Location	City/State/Zip
05-12-2025	<input type="checkbox"/> SRO			Statutory Referral Only no charges recommended (SRO)		
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					

Add Charge

Exit Save Draft Preview Referral Refer Case