Referring an SRO or Potential Decline with an unidentified suspect

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

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**. In the example below,
   - Last Name = Suspect
   - First Name = Law enforcement incident number.
     - Example: 2021-012356 or C22012345 (these are example report numbers)

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

4. Enter the Suspect's pedigree 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: 2021-012356
   - Enter the DOB as 01-01-1900 (a pop-up will appear regarding the age, click on OK)

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.

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., 2021-012356)
       - Do NOT abbreviate the incident number or enter 2021 as 21 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:** Lead Law Enforcement Officer
     - **Agency:** Law Enforcement Agency is auto filled
     - **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

- 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

- **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.
  - 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).
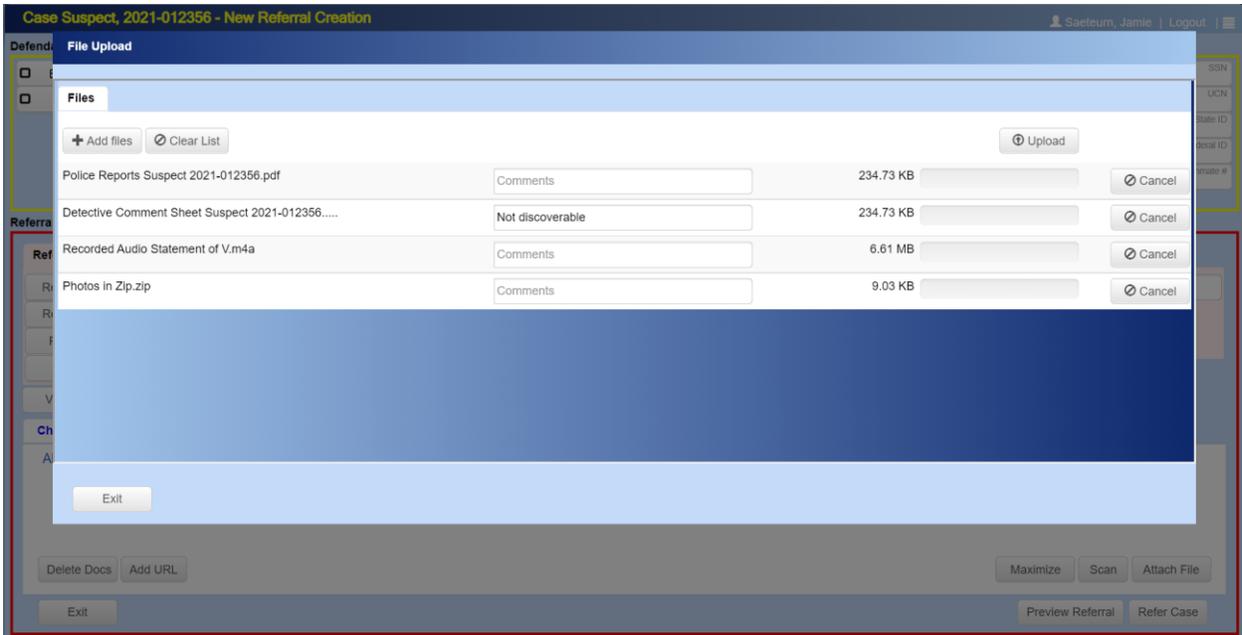
- o **Preview Referral**
  - To see the Police Referral Summary Report. This preview is loaded with all the data that you've provided. The referral can also be referred on this screen (optional).
- o **Refer Case**
  - **Once the referral information is entered and all files are attached**, click on *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.