Referring an SRO or Potential Decline with an unidentified suspect

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

Offense Date From From Image: Court Case # L. E. Agency Agency UCN Report # TCN FPC Court	ch - Case Information Sea	rch	L set Norre		Circl Name	Middle Manas	Date of Riv	L Saeteum, Ja
L. E. Agency UCN Report # Court TCN FPPC		Offense Date From	From		To	Court Case #	Date of Bir	m 🔛
TCN FPPC		L. E. Agyncy	Agency	•	UCN	Report #		Court
		TCN FPPC						

- 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)

Person Search - New Referra	l Creation					👤 Saeteurn, Ja	mie Logout 🗮
	Name Information	Suspect	2021-012356	Middle Name			
	Exit				Clear	Search	

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

Person Search F	Results - New Refe	rral Creation						Lagout ∣
Q Name No results were ret	urned for the search cri	Race Iteria. Please adjust criteria	Sex Birth Date and try search again.	e SSN	UCN	State	ID	DL Number
0								
File #	Court #	Charge		Туре	Offense	Status	Stage	Visp Date
Exit								Create New Persor

- 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.

Suspect, 2021-012356 - New Referral Creation										
o	Entity	JCN Suspect , 2021-012356	Name	01-01-1900 DOE	122.81 Age		Place of Birth	SSN		
o	Int.		Address 1	Race	Gender	Height	Weight	UCN		
			Address 2	Hair	Eye		Phone	State (D		
		City State	Zip	State-License#			Lic#/Class/Exp	Federal ID		
			Employer				Defendant Status	Inmate #		
	Exit							Upload Mugshot Add Case		

Suspec	Suspect, 2021-012356 - New Referral Creation									
D Enti	tity	JCN Suspect , 2021-012356	CaseInfoSearch X							
	Int.		The date of birth entered makes this person 122 years old							
			ОК							

- 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.

o 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).

Case	Case Suspect, 2021-012356 - New Referral Creation								
Defenda	File Upload								
					SSN				
	Files				UCN				
	+ Add files Olear List			Upload	State ID deral ID				
	Police Reports Suspect 2021-012356.pdf	Comments	234.73 KB	Ø Cancel	nmate #				
Referra	Detective Comment Sheet Suspect 2021-012356	Not discoverable	234.73 KB	Ø Cancel					
Ref	Recorded Audio Statement of V.m4a	Comments	6.61 MB	Ø Cancel					
R	Photos in Zlp.zip	Comments	9.03 KB	Ø Cancel					
F									
V									
Ch									
A									
	Exit								
	elete Docs Add URL			Maximize Scan Attach	File				
	Exit			Preview Referral Refer C	ase				

• 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.

Cas	e Suspe	ct, 2021-012356 - New Referral C	reation					💄 Saeteurn, Jamie Logout
Defend	iant Inforn	nation						
	Entity	JCN Suspect , 2021-012356	Name	01-01-1900	^B 📰 122.81 ^{Age}		Place of Birth	SSN
•	Int.		Address 1	Race	Gender	Neight	Weight	UCN
			Address 2	Hair	Eye		Phone	State ID
		City State	Zip	State-License#			Lic#/Class/Exp	Federal ID
			Employer				Decendant Status	Inmate #
Referra	al Informat	tion					<u> </u>	
Re	ferral					Arrest		
R	Referred	10-26-2022				Date Time		at
F	Report #	2021-012356				Arrest#		Hour Hold
	Police	1070-Baker, David	Agency Ki	ing County Prosecuti	ing Attorney 🖕	Booking PD		•
	TCN		Lab #					
1	/enue	SEA~Seattle						
	harge	Witness Documents Co-Defend						
Da	ite	Charge Mod Enh				Locatio	on	City/State/Zip
10	-26-2022	SRO Statut	ory Referral Only	no charges recomm	ended (SRO)			
	dd Obarra							
Ad	u charge							
	Exit							Preview Referra Refer Case