



Law Enforcement Records and Information Association

Executive Board Meeting Agenda

Date	November 30, 2021	Snohomish County Sheriff's Office North Precinct Marysville, WA
Time	0900-1700	

Members in attendance:

<input type="checkbox"/>	President	Kirsty Jones	<input type="checkbox"/>	Director	Heather Ging
<input type="checkbox"/>	1 st Vice President	Chris Leyda	<input type="checkbox"/>	Director	Erica Meeks
<input type="checkbox"/>	2 nd Vice President	Cathy Munoz	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input type="checkbox"/>	Secretary	Ellen Hyde	<input type="checkbox"/>	Past President	Jeanne Johnson Jacobs
<input type="checkbox"/>	Treasurer	Ilia Heath	<input type="checkbox"/>	Committee Chair (Training)	<i>Vacant</i>
<input type="checkbox"/>	Director	Lisa Edlin	<input type="checkbox"/>	Committee Chair (Conference)	Josh Rees

- 1) **Call to order – Kirsty Jones**
- 2) **Call for Additional Agenda Items – Kirsty Jones**
- 3) **Position Update**
 - a. Appointment of Jeanne Johnson Jacobs to Past President position
- 4) **Secretary Minutes – Ellen Hyde**
 - a. Approval of minutes from September 2021 E-board Meeting (See attachment #1)
- 5) **Membership Report – Kirsty Jones**
- 6) **Legislative Committee Report- Cathy Munoz**
- 7) **Training Report – Heather Ging**
 - a. Review completed 2021 trainings (See attachment #2)
 - b. Review upcoming 2022 trainings (See attachment #3)
- 8) **Treasurer Report – Ilia Heath**
 - a. Audit results (Melinda/Ellen)
 - b. Current status of accounts
 - c. Upcoming expenditures
- 9) **Old Business**
 - a. Distribute LEIRA Logowear - Chris
 - b. 2023 Conference – direct billing application approved by Semiahmoo; contract signed and initial deposit paid

- c. 2022 CJTC Records & Property/Evidence Academies – no update
- d. LEIRA social media
- e. WSP Firearms background checks (See attachment #4)
 - i. Member concerns (2)
 - ii. Q&A with WSP Kateri Candee
 - iii. 2022 Legislative action?
- f. Update from WASPC Fall 2021 Conference (See attachment #5)
- g. Membership renewals
- h. 2022 Election results (See attachment #6)
- i. Prep for General Business meeting

10) New Business

- a. Draft 2022 budget (See attachment #8 – TBA)
- b. Website postings vs email blasts (Cathy)
- c. Review draft of LE Records Retention Schedule V8.0 from the State Archives (See attachment #7)
 - i. Previously sent out to members
 - ii. Comment period through 12/31/21 - LEIRA will compile (none received so far)
- d. Review new protection orders from the Administrative Office of the Courts (see attachment #9)
- e. WASPC Spring 2022 Expo/Training conference (May 23-26 in Spokane, WA)
- f. Set meeting schedule for 2022
- g. Will need biographies/photos for 2022 Eboard members to put on website

11) Adjournment



Law Enforcement Records and Information Association

Executive Board Meeting Agenda

Date	September 22-23, 2021	Semiahmoo Resort
Time	0900-1700	Blaine, WA

Members in attendance:

<input checked="" type="checkbox"/>	President	Kirsty Jones	<input checked="" type="checkbox"/>	Director	Heather Ging
<input checked="" type="checkbox"/>	1 st Vice President	Chris Leyda	<input checked="" type="checkbox"/>	Director	Erica Meeks
<input checked="" type="checkbox"/>	2 nd Vice President	Cathy Munoz	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Ellen Hyde	<input type="checkbox"/>	Past President	<i>Vacant</i>
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input type="checkbox"/>	Committee Chair (Training)	<i>Vacant</i>
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Josh Rees

1. Call to Order @ 9:05am
2. No additional items to add to agenda.
3. Approval of Secretary minutes from June 2021 E-Board Meeting.
 - a. Josh R. motioned for approval of minutes, Ilia H. seconded the motioned-Passed
4. Membership report – 130 new members (See attached spreadsheet)
5. Legislative Committee Report – Cathy Munoz – None
6. Training Committee Report – Heather G. (see attached Training spreadsheet)
 - a. Proposed 2022 training Discussions
7. Treasurer Report – Ilia Heath (see attached Report)
 - a. \$56,737.56 Checking - \$40,375.80 Savings – Total \$97,113.36 Accounts are all current.
 - b. Chris L. turned in the LEIRA credit cards from Jeanne & Sara.
 - c. Audit Results – Ilia resending information to Ellen Hyde for review.
 - d. Upcoming expenditures –
 - i. Potential deposit for upcoming Conference.
 - ii. Kirsty renewed the Zoom membership another year
 - iii. Reviewed refund policy. No refunds outside the two-week window.
 - iv. Membership discussion regarding the ability to transfer LEIRA membership. It was determined Memberships are not transferable.
8. Old Business –
 - a. LEIRA Logo wear – LEIRA paying for all new jackets with pockets for E-Board. – Chris L. will place order ASAP.

- b. MS OneDrive – Everyone in attendance has been set up and has the ability to log on to the LEIRA OneDrive/Share drive.
 - c. Member click Conference –
 - i. Refund received from the cancellation of conference. \$1749
 - ii. It was discovered the refund feature on member clicks program is not working, Ilia making copies of all refunds for back up.
 - d. IAPE Conference March 15-17, 2022 – Spokane, WA – Certified Property & Evidence Training & Supervisory Training 2- or 3-day Conference. \$395
 - i. Heather is creating a flyer and will put on LEIRA website.
 - e. CJTC Records & Property/Evidence Academy – Nothing scheduled
 - f. LEIRA Social Media – Revisit at later date
 - g. Update bylaws (see attachment) **Kirsty will add proposed language**
9. New Business
- a. Discussion of inviting Jeanne Johnson Jacobs back to be our Past President – Chris L. will reach out to her in the coming weeks.
 - b. Fall Membership/Renewal Drive
 - i. Discussion regarding the renewal process and member clicks. Researching if it is on auto -renewal? Do the invoices sent out expire? Is it the date that drives the invoice to expire? We need to have renewals out by January 1, 2022. – Kirsty to research these questions.
 - c. Eboard photo was taken at Semiahmoo. We will need to re-take to include the other members.
 - d. WASPC Conference in November 2021 –
 - i. It was discussed that a LEIRA Board member should attend the in person WASPC Conference November 14-18, 2021 in Skamania.
 - ii. Chris Leyda & Kirsty Jones will attend the conference.
 - iii. Lisa motioned to move the \$1749 refund from Member click to pay for the WASPC Conference cost and Chris L. seconded the motion - PASSED
 - e. November 2021 Fall Eboard & General Meeting – November 30, 2021 will be held at the Marysville North Precinct. General Meeting will be held during the lunch hour 12-1pm.
 - f. LEIRA Website – Each Eboard member must submit a short profile and headshot photo for the website. Due October 15, 2021.
 - g. Elections 2022
 - i. The positions that are up for reelection are President, 1st VP, 2nd VP, Secretary & 1st Director positions.
 - ii. Must apply of interest and letter of support from their agency. Due by October 15, 2021.
 - iii. Lisa sent updated ballot to Kirsty to be sent out by October 30, 2021.
 - h. Discussion regarding a survey asking members how they feel about training in person versus online training. Heather G. working on survey to be sent out.
 - i. Tour of Semiahmoo Resort & Grounds for potential Conference Site 2023.
10. Ilia motioned to adjourn @ 4:54pm and Erica M. seconded motion – PASSED

September 22, 2021

1. Call to Order @ 9:04am
2. Additional discussions for 2022 training-
 - a. Overall agreement that offering online training reaches a broader audience.
 - b. Consideration to continue online and in person trainings.
 - c. Overall agreement that we do not need to provide as many trainings as 2021.
Discussion of getting back to 6-8 trainings a year with some online offerings.
3. Proposed 2022 Trainings
 - a. Intro & Advanced Public Disclosure Training in Spring & Fall – Cathy M. & Julie U.
 - b. IAPE Property & Evidence - March
 - c. PRA Case Law – July
 - d. Free Doc – Kirsty J.
 - e. PRI-Cohort – Walla Walla
 - f. Property & Packaging – Proposed fee \$50/\$100 Heather will contact Amity.
(WSP?)
 - g. Legislature Updates (online) – July/August
 - h. Retention FAQ's for Records & Evidence – Heather G., Erica M. & Kirsty J.- TBD
4. Conference Planning for 2023
 - a. Dates available for Semiahmoo – October 1-6, 2023
 - b. Conference Chair – Josh Rees
 - c. All printed material – Heather Ging
 - d. Sponsors – Chris Leyda
5. Semiahmoo Contract Discussion (see attached)
 - a. Meeting with Desi the Sales Manager at Semiahmoo to discuss detail of the proposed contract for a Conference held in October 2023.
 - i. Discussion about the extremely high deposits required. It was determined that if we submitted a Direct Bill application and it was accepted we would be eligible for a greatly reduced deposit schedule. Pending direct bill application Ilia H. motioned to approve we put a deposit on the resort to secure the date, Heather G seconded the motion – PASSED
 - b. We asked Desi if the rates were per diem rates and her response was, No, per diem rates are only accepted during off season rates (November – March).
6. Website Updates
 - a. Add State Archives link for retention.
7. GovQa Video – Kirsty emailed the Eboard a video that GovQa would like us to consider for a training partnership. Please review and send her your thoughts.
8. Next Meeting will be November 30, 2021 in Marysville at the North Precinct.
9. Meeting adjourned at 1:45pm.

LEIRA 2021 Training Schedule

Updated 11/29/2021

Date	Course Title	Location	Presenter	Fee (M/NM)	Contact	# Reg
2/4/2021	Performing Audits with Excellence	Webinar	FileOnQ	Free	Kirsty	110
3/4/2021	Property Room Geography	Webinar	FileOnQ	Free	Kirsty	35
3/17/2021	Just the Facts, Ma'am - The Basics of Records Mgmt	Webinar	FreeDoc	Free	Kirsty	37
3/24/2021	Retention Schedules - An Investigation	Webinar	FreeDoc	Free	Kirsty	60
3/31/2021	Do You Have "Order In Your Court?"	Webinar	FreeDoc	Free	Kirsty	34
4/7/2021	Analyzing Crime Scenes - RM Assessments	Webinar	FreeDoc	Free	Kirsty	25
4/14/2021	COVID & Other Records Management Disasters	Webinar	FreeDoc	Free	Kirsty	23
4/21/2021	Criminal Justice & ECM	Webinar	FreeDoc	Free	Kirsty	33
4/22/2021	(Evidence) Retention Review & Purge Projects	Webinar	FileOnQ	Free	Kirsty	31
4/27/2021	Property/Evidence Packaging & WSP Lab Services	Webinar	WSP	\$25/75	Heather	70
5/7/2021	Criminal Law for Records Personnel	Webinar	PRI	\$150/200	Chris	34
6/3/2021	Intro to Public Disclosure for LE	Webinar	Cathy/Julie	\$50/100	Cathy	69
6/16/2021	Redacting Records - What Can & Cannot Be Released (WA state specific)	Webinar	PRI	\$75/125	Chris	108
7/27/2021	PRA Case Law Update	Webinar	AG	Free	Kirsty	?
8/12/2021	LE Records Retention Schedules	Webinar	State Archives	Free	Kirsty	?
9/30/2021	Intro to Public Disclosure for LE	Webinar	Cathy/Julie	\$50/100	Cathy	70
10/13/2021	Managing Police Records	Webinar	PRI	\$150/200	Chris	41
11/2/2021	Advanced Public Disclosure for LE	Webinar	Karen Horowitz	\$50/100	Cathy	106
11/18/2021	A Winning Records Unit Through Data, Process, & People	Webinar	PRI	\$150/200	Chris	20

26 were non-LEIRA paid attendees

LEIRA 2022 Training Schedule

Updated 11/29/2021

Date	Course Title	Location	Presenter	Fee (M/NM)	Contact
3/15-16/2022	Property/Evidence Management Class	Spokane	IAPE	\$ 395	Kirsty
3/17/2022	Evidence Management for Supervisors	Spokane	IAPE	\$ 265	Kirsty

PROPOSED

	Firearms Background Checks Q&A		WSP	Free	Kirsty
	Property/Evidence Packaging & WSP Lab Services		WSP	\$50/100	Heather
	Redacting Records - What Can & Cannot Be Released (WA state specific)		PRI		
	A Winning Records Unit				
	Criminal Law for Records Personnel				
	Managing Police Records				
July/August	PRA Legislative Update		AG	Free	
July	PRA Case Law Update		AG	Free	Kirsty
	LE Records Retention Schedules		State Archives	Free	Kirsty
Spring/Fall	Intro to Public Disclosure for LE		Cathy/Julie	\$50/100	Cathy
Spring/Fall	Advanced Public Disclosure for LE		Karen Horowitz	\$50/100	Cathy
			FileOnQ?		
			GovQA?		
			FreeDoc?		
	NIBRS (WASPC or FBI?)				
	PRA and Bodycams?				
	Retention FAQs for Records/Evidence		Heather/Erica/ Kirsty		

From: [Candee, Kateri \(WSP\)](#)
To: [Kirsty M. Jones](#)
Subject: WASPC
Date: Thursday, November 18, 2021 9:48:21 AM

Hello Kirsty

It was so great to see you yesterday

Do you think there would be value in setting up a Q & A Session with your members to discuss the most recent CPL discussions?

As I said yesterday I am not trying to do anything in a vacuum and would love to hear from your members on their thoughts

I think there is a lot of unknowns and uncertainty right now and maybe getting around a table – so to say would ease some thoughts?

Thanks

Kateri Candee
Division Commander
Washington State Patrol | Firearms Background Division
Office: 360-704-7841 | VoIP: 11841
Cell: 360-239-2292

House Bill: ESHB2467

RCW: 9.41

Concerns:

- WSP/DOL is providing conclusive information to local law enforcement agencies, for which they have no statutory basis.
- What is the liability of the local law enforcement agency issuing a Concealed Pistol License when the background check has been completed by another agency?
- What is the liability of the local law enforcement agency in releasing firearms from evidence or safekeeping when the background check has been completed by another agency?
- Existing statute defines a fixed fee (\$14) to the issuing agency for CPL applications, would this fee then be paid to WSP?
- Will it be a requirement to use WSP for background checks for DOF?
- E2SHB 2467 includes a mandatory dealer/customer fee for the background check. Will there be a fee to our agency to use WSP to conduct a background check? We can conduct our own background checks at no cost.
- Will WSP be reaching out to local agencies for cite and release type checks? For drug use admission checks in police reports and other disqualifiers?
- Will WSP be conducting thorough research outside of NICS (ie, researching convictions from other states, local checks, etc.)?

Attachments:

1. Email from Cori Baker, Redmond Police Department
2. Memo from Cori Baker, Redmond Police Department
3. Email from Bruce Tanaka (DOL Firearms Unit)
4. Email chain between Cori Baker (Redmond PD) and Kateri Candee (WSP)

Attachment 1

From: [Cori Baker](#)
Subject: LERN info
Date: Thursday, October 21, 2021 2:49:52 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)
[image010.png](#)
[image012.png](#)
[image014.png](#)
[image016.png](#)
[SAFE.system.memo.to.Chief.Lowe.docx](#)

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Hello LERN people and Happy Thursday!

First ask is from Kirsty Jones at Clyde Hill PD: *For departments that have bicycle patrol units, can you please send me a list of required gear for officers or at least a contact at your department that might know? We're looking to re-start our bike unit next year, but all we have left from the previous iteration is the bikes themselves.* Please send replies to Kirsty at kirsty@clydehill.org





The second item is from me. I've attached a memo I drafted for my Chief regarding some concerning messages being sent out by the Department of Licensing and/or Washington State Patrol, Firearms Background Division, about the centralized firearms background check system in development (SAFE). The emails have stated that WSP will be conducting background checks for Concealed Pistol Licenses and Dispositions of Firearms (release from evidence/safekeeping). I want to be clear - *there is no current statute that gives WSP this authority or responsibility.* WSP's Division Commander for the Firearms Background Division, Kateri Candee, has stated that they envision local law enforcement issuing CPLs, but WSP would conduct the background check. I have some serious concerns about issuing CPLs when the background check has been conducted by another agency. If WSP wants to take over CPL backgrounds, it seems logical that they should also take over the responsibility for issuing them.

My ask is that you read the memo and if you feel it is appropriate, present or forward it to your Chief or Sheriff. My Chief is on the WASPC board and I know many of the other agency heads out there have a high level of involvement with WASPC, and the more Chiefs and Sheriffs who become aware of this legislative activity and proposal by WSP and voice their concerns, the better. Please feel free to contact me if you have any questions or if you would like to discuss further.

Thanks!



Cori Baker
Support Services Supervisor
Redmond Police Department

 425-279-3117
 425-556-2594
 cbaker@redmond.gov
 www.redmond.gov/Police

8701 160th Ave NE • Redmond, WA 98052



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Attachment 2

INTEROFFICE COMMUNICATION
REDMOND POLICE DEPARTMENT



TO: Chief Darrell Lowe
FROM: Cori Baker, Support Services Supervisor
SUBJECT: Secure Automated Firearms E-Check (SAFE) concerns
DATE: 10/20/21

On October 13, 2021, the Department of Licensing Firearms Unit sent a group email advising of the new SAFE system listserv, and provided information that the new system would process all background check requests, to include Concealed Pistol Licenses (CPL) and Disposition of Firearms (DOF - evidence release). The email referenced Engrossed Second Substitute House Bill 2467. Upon review of E2SHB 2467, it only includes language pertaining to firearm transfers from Federally Licensed Firearms Dealers and makes no reference to CPLs or DOF.

I asked the Division Commander of the Washington State Patrol Firearms Background Division, Kateri Candee, where the information regarding CPLs and DOF was coming from. Her response was that they "have legislation going forward to address this issue" and that their thinking is that, if Washington is truly going to be a centralized state, all firearm related checks should appropriately be processed by a centralized program, and that while local law enforcement agencies would continue to issue CPLs, the WSP would process the background check. I have the following concerns and questions:

- WSP/DOL is providing conclusive information to local law enforcement agencies, for which they have no statutory basis.
- What is the liability of the local law enforcement agency issuing a Concealed Pistol License when the background check has been completed by another agency?
- What is the liability of the local law enforcement agency in releasing firearms from evidence or safekeeping when the background check has been completed by another agency?
- Existing statute defines a fixed fee (\$14) to the issuing agency for CPL applications, would this fee then be paid to WSP?
- Will it be a requirement to use WSP for background checks for DOF?
- E2SHB 2467 includes a mandatory dealer/customer fee for the background check. Will there be a fee to our agency to use WSP to conduct a background check? We can conduct our own background checks at no cost.

Page 2
Date
Subject

My final concern is that we have no way to know the thoroughness or accuracy of background checks conducted by the WSP. Our Records Specialists here at Redmond Police Department do an excellent job with firearm related background checks, following all leads and exhausting all efforts to determine a person's eligibility to possess firearms. I am concerned about outsourcing this responsibility to an untested system, which has yet to be built, to be operated by an agency with no historical experience in processing firearms background checks, which is a complicated and convoluted specialty. Concealed Pistol Licenses bear the Redmond Police Department name and patch, as well as the signature of the Chief of Police (you) as the issuing authority. I am concerned that the WSP Firearms Background Division is participating in the drafting of legislation which will have a major impact on local law enforcement agencies, Chiefs, and Sheriffs, without consulting stakeholders or considering potential impacts.

CCB (sender) /ccb (author)

Attachment 3

Megan LeBlanc

From: Cori Baker <cbaker@redmond.gov>
Sent: Thursday, October 21, 2021 3:34 PM
To: Megan LeBlanc
Subject: FW: WSP UPDATE ON BACKGROUND CHECK SYSTEM

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Cori Baker
Support Services Supervisor, Redmond Police Department
425-279-3117 425-556-2594
cbaker@redmond.gov www.redmond.gov/Police
8701 160th Ave NE * Redmond, WA 98052

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-----Original Message-----

From: Bruce Tanaka <firearms@DOL.WA.GOV>
Sent: Wednesday, October 13, 2021 9:01 AM
To: DOL-FIREARM-DEALERS@LISTSERV.DOL.WA.GOV
Subject: WSP UPDATE ON BACKGROUND CHECK SYSTEM

External Email Warning! Use caution before clicking links or opening attachments.

Washington State Patrol
Firearms Background Division
Listserv Notification System

In the 2020 Regular Session, the Washington State Legislature passed Engrossed Second Substitute House Bill 2467 (E2SHB 2467) to create a centralized point-of-contact firearms background check program within the Washington State Patrol (WSP). With this change, all background checks for firearms transfers in the state (including long guns and "other firearms" previously checked through FBI NICS) will be processed by the WSP.

This new system will be called Secure Automated Firearms E-Check (SAFE) and will allow Federal Firearms Licensees (FFLs) to have a single system to submit all background check requests, regardless of type of firearm or address of purchaser. It will also be used for the background checks required for the issuance of Concealed Pistol Licenses (CPL), the return of a firearm from Law Enforcement custody (evidence/safekeeping), and pawn redemptions. The new system is on track to be operational in January 2024.

In order to provide information regarding the status of SAFE, any changes to laws that affect FFLs or citizens, or other pertinent information, we have set up a 'listserv' email notification system.

Anyone with a valid email address is welcome to sign up. There is no cost involved and you may unsubscribe at any time.

To subscribe to the list, simply send an email to listserv@listserv.wsp.wa.gov with ONLY the following text in the body of the email (the subject of the email doesn't matter):

SUBSCRIBE Firearms-Announcements Firstname Lastname

NOTE: You must replace Firstname with your first name and Lastname with your last name; for example: SUBSCRIBE ACCESS-Announcements John Smith (see example below). There are no spaces in 'Firearms-Announcements'.

Make sure to delete all text from the body of the email, including the signature text, if you have one.

#####

To unsubscribe from the DOL-FIREARM-DEALERS list, click the following link:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Flistserv.dol.wa.gov%2Fscripts%2Fwa-DOLWA.exe%3FSUBED1%3DDOL-FIREARM-DEALERS%26A%3D1&data=04%7C01%7Ccbaker%40REDMOND.GOV%7C751a6a0aa6274112515108d98e62dc2d%7Ccb894d07355f495fb9c1a2a6d84a7468%7C0%7C0%7C637697377543848875%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=z8rDk7gBopPk9%2B%2FTNWqacPNk5VQHqF18F%2FgQmMTGM3Y%3D&reserved=0>

Attachment 4

Megan LeBlanc

From: Cori Baker <cbaker@redmond.gov>
Sent: Thursday, October 21, 2021 3:34 PM
To: Megan LeBlanc
Subject: FW: WSP UPDATE ON BACKGROUND CHECK SYSTEM

Follow Up Flag: Follow up
Flag Status: Completed

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Cori Baker
Support Services Supervisor, Redmond Police Department
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-----Original Message-----

From: Firearms <Firearms@wsp.wa.gov>
Sent: Friday, October 15, 2021 11:14 AM
To: Cori Baker <cbaker@redmond.gov>
Subject: RE: WSP UPDATE ON BACKGROUND CHECK SYSTEM

External Email Warning! Use caution before clicking links or opening attachments.

We believe a Senator will handle it - the same one that proposed ESHB2467 - so no I cannot - sorry

Thanks

Kateri Candee
Division Commander
Washington State Patrol | Firearms Background Division
Office: 360-704-7841 | VoIP: 11841
Cell: 360-239-2292

-----Original Message-----

From: Cori Baker <cbaker@redmond.gov>
Sent: Friday, October 15, 2021 9:36 AM
To: Firearms <Firearms@wsp.wa.gov>
Subject: RE: WSP UPDATE ON BACKGROUND CHECK SYSTEM

WARNING: This message originated from outside the agency. Do not click links or open attachments unless you recognize the sender and are expecting the content.

Kateri - can you send me a copy of your proposed legislation regarding this?

Thanks,

Cori Baker
Support Services Supervisor, Redmond Police Department
425-279-3117 425-556-2594
cbaker@redmond.gov www.redmond.gov/Police
8701 160th Ave NE . Redmond, WA 98052

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-----Original Message-----

From: Firearms <Firearms@wsp.wa.gov>
Sent: Thursday, October 14, 2021 2:33 PM
To: Cori Baker <cbaker@redmond.gov>; Firearms <Firearms@wsp.wa.gov>
Subject: RE: WSP UPDATE ON BACKGROUND CHECK SYSTEM

External Email Warning! Use caution before clicking links or opening attachments.

No you are not

We have legislation going forward to address this issue

A CPL, disposition of Firearm and AFL all require a NICS check so if Washington State is truly going to be a centralized state only seems appropriate all firearm related background checks come to the centralized program.

The thought is the local law enforcement agency would continue to issue the CPL but the background would be sent to the WSP to process the background

Thanks

Kateri Candee
Division Commander
Washington State Patrol | Firearms Background Division
Office: 360-704-7841 | VoIP: 11841
Cell: 360-239-2292

-----Original Message-----

From: Cori Baker <cbaker@redmond.gov>
Sent: Thursday, October 14, 2021 1:33 PM
To: Firearms <Firearms@wsp.wa.gov>
Subject: FW: WSP UPDATE ON BACKGROUND CHECK SYSTEM

WARNING: This message originated from outside the agency. Do not click links or open attachments unless you recognize the sender and are expecting the content.

The House Bill referenced below makes no mention of the firearms background check system being used for any purpose other than firearm transfers from FFLs/dealers. It doesn't say anything about Concealed Pistol License applications or release of firearms from law enforcement custody. This email is the first I have heard of the firearms background check system being used for these purposes. Am I missing something?

Thanks,

Cori Baker
Support Services Supervisor, Redmond Police Department
425-279-3117 425-556-2594
cbaker@redmond.gov

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.redmond.gov%2FPolice&data=04%7C01%7Ccbaker%40redmond.gov%7Cbdc37>

548b9c646e814c308d9900782fa%7Ccb894d07355f495fb9c1a2a6d84a7468%7C0%7C0%7C637699184360874460%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&data=7Cu3iubtCgETOOANATD8fGjY4gBlk2q3%2FNCbDVctVhU%3D&reserved=0

8701 160th Ave NE * Redmond, WA 98052

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-----Original Message-----

From: Bruce Tanaka <firearms@DOL.WA.GOV>

Sent: Wednesday, October 13, 2021 9:01 AM

To: DOL-FIREARM-DEALERS@LISTSERV.DOL.WA.GOV

Subject: WSP UPDATE ON BACKGROUND CHECK SYSTEM

External Email Warning! Use caution before clicking links or opening attachments.

Washington State Patrol
Firearms Background Division
Listserv Notification System

In the 2020 Regular Session, the Washington State Legislature passed Engrossed Second Substitute House Bill 2467 (E2SHB 2467) to create a centralized point-of-contact firearms background check program within the Washington State Patrol (WSP). With this change, all background checks for firearms transfers in the state (including long guns and "other firearms" previously checked through FBI NICS) will be processed by the WSP.

This new system will be called Secure Automated Firearms E-Check (SAFE) and will allow Federal Firearms Licensees (FFLs) to have a single system to submit all background check requests, regardless of type of firearm or address of purchaser. It will also be used for the background checks required for the issuance of Concealed Pistol Licenses (CPL), the return of a firearm from Law Enforcement custody (evidence/safekeeping), and pawn redemptions. The new system is on track to be operational in January 2024.

In order to provide information regarding the status of SAFE, any changes to laws that affect FFLs or citizens, or other pertinent information, we have set up a 'listserv' email notification system.

Anyone with a valid email address is welcome to sign up. There is no cost involved and you may unsubscribe at any time.

To subscribe to the list, simply send an email to listserv@listserv.wsp.wa.gov with ONLY the following text in the body of the email (the subject of the email doesn't matter):

SUBSCRIBE Firearms-Announcements Firstname Lastname

NOTE: You must replace Firstname with your first name and Lastname with your last name; for example: SUBSCRIBE ACCESS-Announcements John Smith (see example below). There are no spaces in 'Firearms-Announcements'.

Make sure to delete all text from the body of the email, including the signature text, if you have one.

#####

To unsubscribe from the DOL-FIREARM-DEALERS list, click the following link:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Flistserv.dol.wa.gov%2Fscripts%2Fwa-DOLWA.exe%3FSUBED1%3DDOL-FIREARM-DEALERS%26A%3D1&data=04%7C01%7Ccbaker%40redmond.gov%7Cbd37548b9c646e814c308d9900782fa%7Ccb894d07355f495fb9c1a2a6d84a7468%7C0%7C0%7C637699184360884423%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=jcft73wkwWhlyGKLD5BKJeO6VkiaSsOhF1C3Hz4WYiY%3D&reserved=0>

From: [Candee, Kateri \(WSP\)](#)
To: [Julie Ubert](#); [Baird, Kevin \(WSP\)](#)
Subject: RE: Update on centralized firearms background checks
Date: Thursday, October 28, 2021 1:42:52 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.jpg](#)
[image007.jpg](#)
[image009.png](#)

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Thank you for your concerns Julie

We will keep those thoughts in mind when we are having discussions with legislators and stakeholders

Kateri Candee
Division Commander
Washington State Patrol | Firearms Background Division
Office: 360-704-7841 | VoIP: 11841
Cell: 360-239-2292

From: Julie Ubert <jubert@lakestevenswa.gov>
Sent: Thursday, October 28, 2021 1:39 PM
To: Baird, Kevin (WSP) <Kevin.Baird@wsp.wa.gov>; Candee, Kateri (WSP) <Kateri.Candee@wsp.wa.gov>
Subject: RE: Update on centralized firearms background checks

WARNING: This message originated from outside the agency. Do not click links or open attachments unless you recognize the sender and are expecting the content.

Hi Kevin and Kateri,

In regards to your email, It seems more logical to me that WSP take over the entire CPL process and have local agencies do their own checks for evidence returns.

Respectfully speaking, If WSP truly wants to become a centralized POC for firearms, why wouldn't all the work of issuing a CPL be housed there? (other than maybe fingerprinting)

If our department signs and issues a CPL, we are taking on all the liability if any errors were made or something was missed in the background process. Same with evidence firearm returns. If we release a firearm from evidence, based on a WSP background and we later get sued if that person goes and shoots someone, is WSP going to defend us?

I am not saying that WSP trainers/employees are not THE subject matter experts (because they are) and I am not saying they would not do a good job processing backgrounds. I can only imagine the number of phone calls you get for help. I do know that when we have called asking for help, we are

typically told to consult our own attorney.

Without hesitation, we train our employees just as vigorously as WSP and know, 100% of the time, they research every avenue – even when we have to PAY for court documents (CA, Alaska, King County). What about all the local checks that are not fingerprinted due to Cite and Release?

I am not sending this to be argumentative but rather to try to understand as I know other agencies are thinking the same thing.

I appreciate you listening and helping us to see your point of view.

Julie

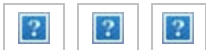
**JULIE UBERT, ADMINISTRATIVE MANAGER
CITY OF LAKE STEVENS**

LAKE STEVENS POLICE DEPARTMENT

*****Note our new address***** 1825 South Lake Stevens Road, Lake Stevens, WA 98258

Phone: 425.622.9401 **Fax:** 425-334-9842 **Web:** www.lakestevenswa.gov/police

“We serve the Lake Stevens Community, by enhancing public safety and quality of life, through professional police services, organizational excellence, and community interaction.”



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From: ACCESS Announcements <ACCESS-ANNOUNCEMENTS@LISTSERV.WSP.WA.GOV> **On Behalf Of** Baird, Kevin (WSP)
Sent: Thursday, October 28, 2021 1:07 PM
To: ACCESS-ANNOUNCEMENTS@LISTSERV.WSP.WA.GOV
Subject: Update on centralized firearms background checks

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon!

As part of our attempt to keep everyone up to date and informed about the upcoming changes to firearms background checks, we want to take an opportunity to provide some clarification on where we are at legislatively.

Engrossed Second Substitute House Bill 2467 (E2SHB 2467), when passed, directed the Washington State Patrol to establish a Firearms Background Check Unit to serve as a centralized single point of

contact for dealers to conduct background checks for firearms sales or transfers required under state law and the federal Brady Handgun Violence Prevention Act and to create an automated firearms background check system to conduct background checks on applicants for the purchase or transfer of a firearm. The entire bill summary is attached for your convenience. Also, Substitute House Bill 2555 (SHB 2555) was passed advising “other” background checks would be processed by that same Firearms Background Check program.

The bills did not address the background check for concealed pistol licenses (CPLs) or release of firearms from law enforcement custody, however the same exact process is used for both, because all are rooted in the same statute, RCW 9.41.

Because the rules are the same for all of these processes, if we as a State are to truly be a ‘single point of contact’, then all of these processes should be handled the same way, by the same people, using the same systems. The Secure Automated Firearms E-Check (SAFE) system will consolidate into one query a check of the following databases, which currently require the person performing the check to log into three separate systems, and fill out a form and fax it to the Health Care Authority to check for mental prohibitions.

1. **National Instant Criminal Background Check System (NICS) – which includes:**
 - a. NICS Indices
 - b. III (national criminal history)
 - c. NCIC (national hot files)
 - d. WACIC (state hot files)
 - e. WASIS (state criminal history)
2. LInX-NW and N-DEx
3. **Administrative Office of the Courts (AOC) – direct link to cases that are not in WASIS or III**
4. **Health Care Authority (HCA) – direct link into the database without having to fill out a form and fax it to them, as is done now**

When E2SHB 2467 was written, these other processes were not included. RCW 9.41.070 (Concealed Pistol Licenses) specifically states the ‘issuing authority’ (the Police Department or Sheriff’s Office) must conduct the required checks. For these checks to be conducted by the WSP Firearms Background Division will require a change to the statutory language in 9.41.070 to say WSP will conduct the checks. WSP is working with legislative representatives and stakeholders to request the change in language and provide the necessary justification and reasoning as to why it should be changed.

Since 2014, WSP ACCESS Section trainers have been the sole providers of training for firearms background checks to all agencies in our State. These trainers are constantly receiving emails and phone calls asking for guidance on making determinations for CPLs and firearm transfers. They are

THE subject matter experts on NICS and firearms based background checks within our state, and have been recognized as such by the FBI NICS unit as well as other groups. They will be responsible for the training of all the employees of the Firearms Background Division when those people are hired.

Thanks,

Kevin

Kevin L. Baird

Assistant Commander

Firearms Background Division

Phone: (360) 704-7842 | VoIP: 11842

Email: Kevin.Baird@wsp.wa.gov

Washington State Patrol – *“Service with Humility”*

To unsubscribe from the ACCESS-ANNOUNCEMENTS list:
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REQUEST@LISTSERV.WSP.WA.GOV](mailto:ACCESS-ANNOUNCEMENTS-SIGNOFF-REQUEST@LISTSERV.WSP.WA.GOV)



Law Enforcement Records and Information Association

2021 Summary (January-November)

Membership

LEIRA had a total of 468 members in November 2021, including a full slate of Executive Board members and 27 lifetime members. This is the highest our membership numbers have been in recent years and represents a 70% increase over our November 2020 membership numbers! Early in 2021, the Executive Board made a change to event registrations to allow non-members to register for an event at a higher price point that included LEIRA membership. This attracted new members by eliminating the need to go through a separate membership application process.

Executive Board

Executive Board meetings were held in February, June, and September. Annual elections for the Executive Board as well as a vote on proposed Bylaw amendments are currently underway. A final Executive Board meeting and the annual General Meeting are slated for November 30, 2021, when election results will be announced.

Training

An extensive number of online trainings were held throughout 2021 with one training remaining. A mix of free and paid trainings were offered for a total of 19 courses ranging from a one-hour webinar on property/evidence management best practices to a full day course on the Public Records Act. Courses focused on three main areas: a) records management, b) property and evidence management, and c) the Public Records Act. As always, LEIRA members received discounted training tuition, including savings of over \$50 per course for a series of nationally known courses by PRI Management, Inc.

LEIRA premiered two newly revised courses (beginning and advanced) on the Public Records Act that were taught in house. These were a resounding success with very positive feedback received and as such will be taught on at least a semi-annual basis going forward. Total class registrations totaled nearly 1,000, with classes averaging more than 50 participants each. The three most popular courses, with more than 100 registrants each, were on property/evidence room audits,

redactions for the Public Records Act, and advanced Public Records Act disclosure.

2022 & Beyond

The Executive Board voted to continue to hold annual membership dues at \$50 per person for 2022. The membership year runs January 1 -December 31. Renewal notices will be sent to members shortly.

We look forward to a full training calendar, including continuing partnerships with WSP; FileOnQ; PRI Management, Inc.; FreeDoc; the State Archives; and more. Courses will continue to focus on the Public Records Act, property/evidence management, and general records management best practices. Classes will initially be held online with the hope of returning to in-person classes as restrictions lift.

Registration is already open for two trainings to be held in March 2022 in Spokane by IAPE and sponsored by Spokane PD. These highly sought-after courses cover international best practices in property/evidence management, including a two-day certification course and an additional one-day supervisor course. We are honored to work with IAPE as they typically visit each state once a year. Last year's training attracted participants from a multi-state area, and courses fill up quickly!

LEIRA continues to monitor developments in changes to the firearms background check process and how changes will affect members. Many agencies have raised concerns about the depth of WSP's involvement, legislative intent, and liability for issuing CPLs where the background check was done by a different agency. The Executive Board respectfully requests that WASPC involve LEIRA in any involvement surrounding this issue.

Planning for the biannual 2023 conference has begun with Semiahmoo Resort in Blaine recently selected as the host location.

EXECUTIVE BOARD ELECTIONS - 2022

PRESIDENT-	Kirsty Jones, Clyde Hill Police Department	25
1 st Vice President -	Chris Leyda, Snohomish County Sheriff's Office	25
2 nd Vice President-	Cathy Munoz, Cheney Police Department	25
Secretary	Ellen Hyde, Spokane Police Department	25
Treasurer	Ilia Heath, Mill Creek Police Department	25
1 st Director		
	Lisa Edlin, Oak Harbor Police Department	19
	Candice Mauracher, Pierce County Sheriff's Department	5
	Abstain	1

BYLAW CHANGES

Please indicate your vote by placing a check mark next to "Yes" to approve the change or "No" to decline the change.

ARTICLE VI, SECTION 1

YES -	22
NO -	2
ABSTAIN-	1

ARTICLE VI, SECTION 4

YES -	24
NO -	1
ABSTAIN	1

ARTICLE VI, SECTION 7

YES -	21
NO -	2
ABSTAIN	1

COMMENTS-

ARTICLE VI, SECTION 1 Yes

No I don't have an issue with leaving the VP positions unfilled, but don't approve of the 4 terms

ARTICLE VI, SECTION 7 Yes

No I am not sure why the eboard was unclear on how to handle this – seems pretty clear to me.

From: [LOCAL GOVERNMENT RECORDS UPDATES](#) on behalf of [Wood, Russell](#)
To: LOCAL_GOVERNMENT_RECORDS_UPDATES@LISTSERV.SOS.WA.GOV
Subject: Consultation Draft - Law Enforcement Records Retention Schedule v.8.0 - FOR AGENCY FEEDBACK
Date: Friday, November 19, 2021 9:01:40 AM

Washington State Archives is pleased to seek your comments, suggestions and feedback on the:

[*Consultation Draft – Law Enforcement Records Retention Schedule v.8.0*](#)

This update to the schedule:

- Incorporates recent legislative changes;
- Broadens the scope of this schedule to also include state law enforcement agencies (such as Washington State Patrol, Department of Fish and Wildlife, State Parks and Recreation Commission, university police departments, etc.);
- Includes numerous minor updates throughout the schedule based on agency feedback.

The draft schedule is available from Washington State Archives' website at:

<https://www.sos.wa.gov/archives/recordsmanagement/draft-revision-of-law-enforcement-schedule.aspx>

This page also includes:

- [Summary of Changes](#)
- Timeline for feedback and approval
- Where to send your feedback
- Further explanations on [How Schedules Affecting More than One Agency Are Updated](#)

Washington State Archives also encourages any agencies with suggestions for improving any records retention schedules to make use of our new:

- [Suggested Improvements to Records Retention Schedules Form](#)

Please send any comments, suggestions and feedback to recordsmanagement@sos.wa.gov by close of business Friday December 31, 2021.

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SUBED1=LOCAL_GOVERNMENT_RECORDS_UPDATES&A=1](https://LISTSERV.SOS.WA.GOV/scripts/wa-SOSWA.exe?SUBED1=LOCAL_GOVERNMENT_RECORDS_UPDATES&A=1)

Summary of Changes

Consultation Draft – Law Enforcement Records Retention Schedule v.8.0 (November 2021)

Note: Scope of schedule broadened to include all law enforcement agencies (including state agencies such as Washington State Patrol, Department of Fish and Wildlife, State Parks and Recreation Commission, university police departments, etc.)

New Records Series Added

- Ten (10) new records series have been added to this records retention schedule:
 1. **Alcohol, Tobacco and Firearms (ATF) Forms—No Action Taken (DAN LE2022-XXX) p.31**
“Until no longer needed for agency business (Non-Archival)”
 2. **Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX) p.46**
“10 years after separation from agency (Non-Archival)”
Rationale: Added for compliance with new legislative requirements in RCW 40.14.070 (4).
 3. **Custodial Interrogation Recordings (DAN LE2022-XXX) p.56**
“Until final discharge of offender from custody (including community custody) (Non-Archival)”
Rationale: Added for compliance with new legislative requirements in Chapter 329, Laws of 2021.
Note: Retention requirements do not take effect until January 1, 2022.
 4. **Electronic Monitoring and Home Detention Records (Age 18 and Over) (DAN LE2022-XXX) p.15**
“6 years after termination of monitoring/detention (Non-Archival)”
 5. **Electronic Monitoring and Home Detention Records (Under Age 18) (DAN LE2022-XXX) p.16**
“5 years after subject attains age 18 and 6 years after termination of monitoring/detention (Non-Archival)”
 6. **GPS/AVL Data – Not Used (DAN LE2022-XXX) p.11**
“Until no longer needed for agency business (Non-Archival)”
 7. **Internal Review/Post-Incident Analysis (Routine) (DAN LE2022-XXX) p.58**
“6 years after completion of review (Non-Archival)”
 8. **Legacy Arrest Register Volumes and Mug Shot Books (DAN 2022-XXX) p.71**
“Until no longer needed for agency business (Archival – Appraisal Required)”
 9. **Personnel Records (Peace/Corrections Officers) (DAN LE2022-XXX) p.47**
“10 years after separation from agency (Non-Archival)”
Rationale: Added for compliance with new legislative requirements in RCW 40.14.070 (4).
 10. **U-Visa / T-Visa Records (DAN LE2022-XXX) p.65**
“6 years after last contact with individual (Non-Archival)”

Retention Changes

- Three (3) records series have changes to their retention period/cutoff:
 1. **Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review (DAN LE2015-003) p.26**
Changed from “6 years after inmate no longer incarcerated and if minor involved in incident, until minor’s 30th birthdate and if agency employee involved in incident, 6 years after separation from employment” to “6 years after inmate no longer incarcerated and if minor involved in incident, until minor’s 30th birthdate and if agency employee involved in incident, 10 years after separation from employment”
Rationale: Increase retention if agency employees involved for compliance with new legislative requirements in RCW 40.14.070 (4).
 2. **Provision of Items to Inmates (was Receipt of Items (Items)) (DAN LE15-01-46) p.18**
Changed from “3 years after date of log entry or until completion of State Auditor’s report, whichever is sooner (Non-Archival)” to “3 years after end of financial year or until completion of State Auditor’s report, whichever is sooner (Non-Archival)”
 3. **Ride-Along Programs (DAN LE03-01-38) p.8**
Changed from “3 years after participant’s ride-along (Non-Archival)” to “3 years after participant’s ride-along and 3 years after participant reaches age 18 (Non-Archival)”

Other Minor Changes

- Thirty-two (32) records series have changes to their title and/or description:
 1. **Agency-Owned Animals (DAN LE26-01-02) p.9**
 2. **Alcohol, Tobacco and Firearms (ATF) Forms—Action Taken (was Alcohol, Tobacco and Firearms (ATF) Forms) (DAN LE2010-048) p.31**
 3. **Background Checks/Tests/Investigations (Non-Criminal) (DAN LE2015-005) p.6**
 4. **Case Files – Homicides (Solved) (DAN LE2010-062) p.49**
 5. **Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies (DAN LE2010-061) p.50**
 6. **Case Files – Other Cases (Notorious/Historically Significant) (was Case Files – Notorious/Historically Significant Cases) (DAN LE2010-060) p.52**
Rationale: Clarified the scope of this records series and its relationship to the other case file records series.
 7. **Case Files – Other Cases (Routine) (was Case Files – All Other Cases) (DAN LE2010-064) p.53**
 8. **Case Files – Sex Offenders and Sexually Violent Offenses (DAN LE2010-063) p.51**
 9. **Citations/Notices of Infraction – Issued to Officer (DAN LE03-01-12) p.43**
 10. **Citations/Notices of Infraction Issued – All Others (DAN LE07-01-06) p.43**
 11. **Citations/Notices of Infraction Issued – Driving Under the Influence (DAN LE2010-095) p.42**
 12. **Crime Prevention Programs (DAN LE2010-015) p.7**
 13. **Criminal Background Information Management (was National Crime Information Center (NCIC) Logs) (DAN LE07-01-11) p.54**

14. **Criminal History Record Information** (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05) p.55
 15. **Criminal History Records Information – Non-Conviction Data** (DAN LE2013-007) p.55
 16. **Dangerous Individuals and Premises** (DAN LE03-01-32) p.11
 17. **Evidence/Property In Custody – Management** (DAN LE2010-069) p.56
 18. **Field Interrogation Reports** (DAN LE12-01-08) p.66
 19. **Fingerprint Requests (Public)** (DAN LE2013-001) p.7
 20. **Inmate Custody Files – Notorious/Historically Significant Inmates** (DAN LE2010-086) p.24
 21. **Investigational Conversation Recordings** (DAN LE06-01-04) p.58
 22. **Lock-Outs** (DAN LE2010-026) p.8
 23. **Prison Rape Elimination Act (PREA) – Allegation, Investigation, Incident Review** (DAN LE2015-003) p.26
 24. **Prison Rape Elimination Act (PREA) – Incident-Based Sexual Abuse Data** (DAN LE2015-004) p.27
 25. **Provision of Items to Inmates** (*was* Receipt of Items (Items)) (DAN LE15-01-46) p.18
 26. **Recordings – Inmate Conversations (Case-Specific)** (*was* Recordings, Phone Conversation (Case-Specific)) (DAN LE2010-042) p.27
 27. **Recordings – Inmate Conversations (Not Case-Specific)** (*was* Recordings, Phone Conversation (Not Case-Specific)) (DAN LE2010-043) p.27
 28. **Recordings from Mobile Devices – Buffered Data/Images** (DAN LE2017-001) p.61
 29. **Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras)** (*was* Recordings from Mobile Devices – Incident Not Identified (Body Worn Cameras Subject to RCW 42.56.240)) (DAN LE2016-001) p.63
 30. **Recordings from Mobile Devices – Incident Not Identified (Non Body Worn Cameras)** (*was* Recordings from Mobile Devices – Incident Not Identified) (DAN LE09-01-09) p.64
 31. **Release Recaps** (DAN LE15-01-47) p.21
 32. **Ride-Along Programs** (DAN LE03-01-38) p.8
- Two (2) records series were moved from the “Investigation – Intelligence” section to the “Investigation – Case Management” section:
 1. **Investigational Conversation Recordings** (DAN LE06-01-04) p.58
 2. **Investigational Conversation Transcripts** (DAN LE2010-077) p.58
 - One (1) records series was moved from the “Corrections and Jails – Inmate Security and Control” section to the “Corrections and Jails – Food and Commissary Services” section:
 1. **Provision of Items to Inmates** (*was* Receipt of Items (Inmates)) (DAN LE15-01-46) p.18
 - One (1) records series was moved from the “Investigation – Case Management” section to the “Agency Management – Community and External Relations” section:
 1. **Background Checks/Tests/Investigations (Non-Criminal)** (DAN LE2015-005) p.6
 - Minor changes made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Crime Prevention Programs (DAN LE2010-025) p.7**
Rationale: The records with Archival value are more appropriately covered by Establishment/Development History of Agency/Programs (DAN GS50-06F-02).

Archival Series Being Revoked

- Two (2) “Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Internal Review/Investigation (Formal Discipline Imposed) (DAN LE2010-059)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)
 2. **Internal Review/Investigation – Notorious/Historically Significant Incidents (DAN LE2015-006)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)

Non-Archival Series Being Revoked

- Ten (10) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Criminal History Record Information – Misdemeanors (with Fingerprints) (DAN LE2010-067)** covered by Criminal History Record Information (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05)
 2. **Criminal History Record Information – Misdemeanors (without Fingerprints) (DAN LE2010-068)** covered by Criminal History Record Information (*was* Criminal History Record Information – Felonies and Gross Misdemeanors) (DAN LE07-01-05)
 3. **Free Issue (DAN LE15-01-10)** covered by Provision of Items to Inmates (*was* Receipt of Items (Inmates)) (DAN LE15-01-46)
 4. **Grievance Logs (Inmates) (DAN LE2010-039)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)
 5. **Grievances – Inmates (Age 18 and Over) (DAN LE2010-040)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)
 6. **Grievances – Inmate (Under Age 18) (DAN LE2010-041)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)
 7. **Internal Review/Investigation (Formal Discipline Not Imposed) (DAN LE03-01-05)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)

8. **Internal Review/Investigation – Recordings (Transcribed Verbatim) (DAN LE2015-007)** covered by Complaints, Grievances, and Misconduct (Peace/Corrections Officers) (DAN LE2022-XXX)
9. **Off-Duty Authorizations and Commissions (DAN LE20-01-01)** covered by Personnel Records (Peace/Corrections Officers) (DAN LE2022-XXX)
10. **Training – Search and Rescue (DAN LE2010-047)** covered by Agency-Provided Training – General (DAN GS2011-181) / Training – General (DAN GS 22007)

Net Reduction in Records Series: 2 (from 136 series down to 134 series)

From: [Shauna Baldetta](#)
To: [Kirsty M. Jones](#); [Altavia Chatman](#)
Subject: FW: New Protection Order Forms Published - AOC Request for Feedback
Date: Monday, November 29, 2021 12:34:33 PM

From: Navarro, Violeta (WSP) <Violeta.Navarro@wsp.wa.gov>
Sent: Monday, November 29, 2021 12:34 PM
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Hello

The Administrative Office of the Courts (AOC) published new protection order forms, links listed below. These new forms will be finalized July 2022.

WPF All Cases 01.0400	Law Enforcement Information Sheet (LEIS)		11/2021
PORHA	Remote Hearing Attachment		11/202
PO 025	Order to Allow Service by Mail		11/2021
PO 026	Order for Service of Summons by Publication		11/2021
All Civil 035	Proof of Publication (Cover Sheet)		11/2021

You have the opportunity to review and provide feedback before the forms are finalized. If you would like to provide AOC feedback please review the new forms and click on the highlighted link below. Select "Other" from the "What is your role in the court system" field and add a note that you work for a law enforcement agency in the "Form Comments" field.

This email is being sent out to TAC's for Sheriff's Offices, Police Departments, and Dispatch Centers. Feel free to forward this email to your law enforcement contacts and/or co-workers for their feedback.

Thank you,

Violeta Navarro

Information Security Officer

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Greetings Court Form Users:

The Administrative Office of the Courts has published new and updated protection order forms on the Washington Court Forms website (homepage:

<https://www.courts.wa.gov/forms/>). Our list of all forms can be located at this link: <https://www.courts.wa.gov/forms/?fa=forms.static&staticID=14>.

Four new forms were created to address changes to service and remote hearings found in sections 18 and 25 of [Laws of 2021, ch. 215 \(E2SHB 1320\)](#). These forms are: PO 025, PO 026, All Civil 035, and PORHA. These forms have been removed: SA 9.060, VA 9.060, SA 9.020, VA 9.020, DV 9.020.

One form was updated to address changes to service found in section 18 of [Laws of 2021, ch. 215 \(E2SHB 1320\)](#), to incorporate user feedback, to improve accuracy, and to increase clarity of the form information. This form is: WPF All Cases 01.0400.

We thank the Washington Pattern Forms Committee and the Protection Order Forms Subcommittee for creating the new forms and updating the existing forms for statewide use.

We also appreciate the feedback received from our court form users. Any feedback or questions about the court forms can be provided to the Washington Pattern Forms Committee [at this link: https://www.courts.wa.gov/forms/?fa=forms.formsComments](https://www.courts.wa.gov/forms/?fa=forms.formsComments)

Thank you.