CITY OF
BAINBRIDGE
ISLAND

Judge
Sara L. McCulloch

Court Administrator
Telma Hauth

BAINBRIDGE ISLAND MUNICIPAL COURT

March 2, 2017

Stephanie Happold, Committee Chair
Data Dissemination Committee
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170

Subject: Request for Exemption for Special Access for Kitsap County Prosecutor's Office

Dear Ms. Happold,

Bainbridge Island Municipal Court is requesting an exemption for special access be granted to the Kitsap County Prosecutor's Office to allow a representative from the Prosecutor's Office to enter PCN information into the Judicial Information System (JIS) for the Bainbridge Island Municipal Court.

The City of Bainbridge Island has contracted with the Kitsap County Prosecutor's Office since 2006 for legal services for prosecution of municipal criminal complaints. Since that date the Prosecutor's Office has entered the PCN information at the PCN screen in JIS for the Court. The PCN information is the Process Control Number given to identify a defendant's fingerprints taken at the time of arrest. This information is entered into the PCN screen and is automatically downloaded to the Washington State Patrol Identification Section to update an individual's criminal history. The Prosecutor's Office volunteered to input the PCN information to expedite the entry of PCN numbers into the various court databases they were responsible for charging decisions so defendant criminal history would be more streamlined and as "real time" as possible.

Municipal Court
Mailing Address: PO Box 151, Rollingbay, WA 98061
Location address: 10255 NE Valley Road, Bainbridge Island
Email address: court@bainbridgewa.gov
Phone: (206) 842-5641 Fax: (206) 842-0316
www.bainbridgewa.gov/court

Therefore, Bainbridge Island Municipal Court is requesting that the Data Dissemination Committee (DCC) grant the Kitsap County Prosecutor's Office an exemption for special access to JIS to allow a Kitsap County Prosecutor's Office clerk the ability to enter the PCN information in JIS.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BAINBRIDGE ISLAND MUNICIPAL COURT

Telma Hauth

Telma Hauth
Court Administrator

cc: Kelly E Pelland, PLS,
Kitsap County Prosecutor's Office