PORT ORCHARD MUNICIPAL COURT

TARRELL S. DECKER, JUDGE

DEBORAH M. HUNT, COURT ADMINISTRATOR
216 Prospect Street
Port Orchard, WA 98366

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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,

Port Orchard 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 Port Orchard Municipal Court.

The City of Port Orchard has contracted with the Kitsap County Prosecutor's Office since April 2000 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.

Therefore, Port Orchard 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,

PORT ORCHARD MUNICIPAL COURT

Deborah M Hunt

Deborah M. Hunt
Court Administrator

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