



Open Forum – Questions for DOL & AOC

Wednesday, June 16, 2025

Teams Link:

Reminder: Display your name to get Continuing Education Credit for this session.

Q & A NOTES

1. DOL Questions

Q: “How do we report a DUI properly vs. reporting a deferred prosecution?”

Please review the “Reporting DUI or Physical Control using DIAS” training guide.

Q: “On Deferred Prosecution Revocations, how do we report them properly?”

Besides the demonstration. Please use the “Reporting DUI or Physical Control using DIAS” training guide for the proper code and ONLY use the “Report Deferred Prosecution Revoked” form as shown below.

Abstract of Court Record
Submit conviction and infraction information

- > Report Court Conviction
- > Report Minor-In-Possession
- > Report Probation Violation
- > Report Record Correction
- > Remove Conviction

Deferred Prosecution
Submit Deferred Prosecution information

- > Report Deferred Prosecution
- > Report Deferred Prosecution Revoked

Q: “Our case has a charge that was Amended to another charge, how do we enter the charges when reporting in DIAS?”

DEPT OF LICENSING

Driver

Conviction

Charge

Charge

If you are submitting a felony conviction, the law requires that the sentencing court must have determined that, in the commission of the offense, a motor vehicle was used in a manner that endangered persons or property. Do not submit the conviction to the Department of Licensing if the sentencing court did not determine that a vehicle was used and that the vehicle endangered persons or property.

RCW: 46.61.502 Search Description: A21 - DUI of alcohol Driving or operating a motor vehicle under the influence of alcohol

Court Disposition: G - Guilty Finding/Judgment: Guilty Amended?: Yes

Amend only DUI, physical control, vehicle assault, or vehicle homicide - enter original then amended.

Amended To RCW: Required Description: Required

2. Other Topics

Q: "What TraCS changes will impact us when they go live?"

A: TraCS will initially be implemented with WSP's Thurston County region officers, then will roll out across the state to other WSP detachments over the next year. Following that they will roll out to other law enforcement agencies. Their initial roll-out may not include courts' hearing date options as that functionality is still being built by their vendor. Troopers may be reaching out to the courts they file in to make sure they know the courts' hearing date options to manually add to criminal citations.

Additionally, AOC will not have access to update court details in TraCS at the initial implementation. If changes need to be made, please still submit your eService ticket to us, we will make changes in SECTOR and create a help ticket for the information to be updated in TraCS as well.

Q: "Why are we getting an eService ticket asking us to confirm the data we have in SECTOR is still valid?"

A: The transition from SECTOR to TraCS was a good time to confirm what your courts have to display on your tickets for users to have when served with a citation or infraction. Additionally, the WSP team is unable to simply export from SECTOR, so they wanted to confirm the information is documented properly, for entry into TraCS. AOC is the contact for the courts and agreed to send the information to each court to confirm.

Q: "Why are we seeing person records in JABS with just a name and address, but they aren't getting combined with the person's record with the rest of their cases?"

A: In Enterprise Justice, the Parking and Photo Enforced tickets get the Vehicle Owner information added at entry of the case, so it has a Name and Address, but no other identifiers. In order for EJ Vehicle tickets to work with the online payment tool, Defendant Access, the Vehicle Owner records needed to be created as a "Well Identified Party" Type – WIPOWN, however that record type was preventing the cases from being seen in JABS. The JABS team added the WIPOWN record to be available in JABS, so EJ Vehicle Tickets can be found and can be seen on calendars within JABS, but it now does show the Owner's name in the person searches. These records will never be combined with case history for the Defendant as they are violations against their vehicles, not against them, and should not display in the person's criminal history. Additionally, the person matching rules in the Enterprise Data Repository, or EDR, will never combine those records with others as there is ONLY a name and address – not 3 or more identifiers that match, per the Person Business Rules. So, if you see records on a person search that have only a name and address, you can look at the case list and see that it's a Vehicle Violation and know that it's appropriate for it to remain separate from the person's criminal history, per the statutes around photo and parking violations. NOTE: If you are utilizing Enterprise Justice and you are entering a new paper ticket, do NOT select a record that only has the name and address, even if the name matches that on your ticket. The person business rules still apply, and these records do not contain enough to use to add a new criminal or infraction citation to it. These records also should never be enhanced with additional information about the owner, to prevent them from being selected by other staff or other courts, as well as by the Person Matching job in the EDR.

