	Open Forum – Questions for DOL & AOC
WASHINGTON COURTS	**Wednesday, November 16th, 2022**
	Zoom Link: https://wacourts.zoom.us/j/95550229687

Q & A NOTES

1. Officer Records

Q: "Who is responsible for entering state officers in JIS?"

A: AOC customer services update state officers on JIS and will in the future system, Enterprise Justice.

Q: "What do we do if we have a state officer issuing a ticket, but the record isn't in JIS?"

A: Submit a "New Support Ticket" to AOC customer services through the eService Center.

2. DOL Records

Q: "Can DOL provide a list of submissions in DIAS for a court or for a person from a court?"

A: An individual account user can search for their own submissions. They can also search using the date search to look for the past 12 months' submissions they had created. Neither DOL nor the account administrator of a DIAS account can see their users' submissions, they can only see their own.

Q: "If our court handles a couple courts, why is it that we have to log into DIAS with different logins rather than just our main court login?"

A: When DIAS first came out on July 2021, it was determined that the DIAS account login had to be created by the court ORI number, and it cannot have multiple courts with the same ORI number. If your court handles multiple jurisdictions, where they are filed in separate actual courts in JIS, then each court has it's own ORI number. Cases reported can only be reported, corrected, or removed using the login for the court that the case is filed into in JIS. Courts that handle multiple jurisdictions, but all cases are filed into their court code in JIS, will not have this issue as all cases are filed with the one court ORI in DIAS.

Q: "How do you correct a record via DIAS?"

A: On DIAS, go to the account the citation was submitted under (see prior question/answer) and go to "Submit Court Forms." If a record correction is needed, go to "Report Record Correction." For correction, the Driver's License number is required. If the number is unknown, the Driver's information can be added manually to search for the record with the case to be corrected; a tab with the possible matching records will open, click on one record and all of the violations for that record will appear.   If you click on a citation number and the "Update Conviction" button is available, that means the record you selected can be updated by your

court; if it does not show, the court is not eligible to make a correction on that case. Make any corrections needed to the record. After submitting the update, DIAS will provide a new submission date and confirmation of the submission.

If a dismissal or vacation of the conviction need recorded, go to "Remove Conviction" instead of "Report Record Correction."

Q: "If the court submitted a committed finding on a paper ticket via DIAS, then the judge grants a Deferred Finding on that case, should the court do a 'Removal' in DIAS of the conviction?"

A: Yes. For paper tickets, if there is a Committed Finding, then a Deferred Finding is granted, go to "Court Submissions" and use the "Remove Conviction" option. You will need to provide the Driver's License number and click next, click the record that needs removed and then click on "Remove Conviction." If the "Update Conviction" button does not appear, it means that the court does not have the authority to remove the conviction on DIAS. Note: It will ask for a reason for the removal. In this scenario, simply listing the reason Deferred Finding is sufficient, no additional free-form texts needs included to explain the reason. However, if it is for one of the other reasons, especially "Other", please include the specific reason details in the free-form text box.

For eTicket submitted to DOL as a conviction and changed to Deferred Finding, it will automatically change on the system because JIS will send the replacement disposition to DOL.

Q: "What about deferred prosecutions? Why are they not coming off of the DOL record when they are successfully completed and dismissed?"

A: The completed deferred prosecution gets a dismissal, but that is only for court record purposes. It should <u>not</u> come off of the DOL record. A deferred prosecution stays on the DOL record for life because a person is only entitled to one deferred prosecution in a lifetime. RCW 46.01.260.2(a)

Q: "Our court's DIAS account was shut down, we can login but can't do anything. Why did that happen?"

A: Every year the court's DIAS account administrator needs to fill out a yearly attestation and return it to DOL as part of the contract; if that is not done on time, the DIAS account is frozen, giving users access to log in but not complete any transactions. Courts can contact the Data Service to have their accounts reset (see eService Answer – Accessing DOL DRIVES's DIAS and DAPS systems for contact information).

This matter will be discussed at the DMCMA board meeting too, as it would be a good item for court administrators to have on their check-list of tasks when they are retiring or leaving their position. If the new administrator is not at the court, they can assign the DIAS account to a current staff person, until the new administrator is on board; doing so should help prevent a court from having their access frozen.

Q: "What is the correct way to enter a DUI – No Test? There are two possible entries, RCW 46.61.502 and RCW 46.61.502.1.C6B, both are listed under A-12. Is RCW 46.61.502.1 obsolete?"

A: DOL uses AOC's law table; if the law has ended in JIS, you cannot use it anymore in DIAS, unless the violation date falls between the time when the law began and ended. The RCW 46.61.502.1 law ended in 2007; it is not an available value anymore. In DIAS, on the "Report Conviction" where the court conviction can be added, the RCW search button will only give you the valid laws for that offense date, so pick the one of those that matches what you have in JIS.

Note: A-12 is a refused test code, which will <u>not</u> allow a "No Test" to be listed, in fact the "No Test" field goes away when A-12 is selected because it knows the matter was a "Refused Test." However, A-21 provides both the "No Test" and BAC reading fields. If it is a "No Test" enter Yes in the "No Test" field and the BAC field goes to all zeros. If you answer No in the "No Test" field, the BAC field will allow you to enter the reading for the breathalyzer that was done.

3. **Misc. Questions**

Q: "When an eTicket has NONE as the middle name and DOL does not have anything, if the DOL name is selected to be used as the name to use to create the JIS Person, the NONE from the eTicket is still appearing in the created person record. Is this going to be fixed? Is there a way to get rid of the NONE as the middle name?"

A: The word NONE is a glitch in SECTOR, but now also in ETP, though AOC is working to resolve the glitch in ETP. The best option now is to go to the name parts field on the Peron Screen (PER) when processing the ticket and remove the word NONE from the middle name field. This is an important step because if the disposition is sent to DOL with the word "None" in the middle name field, it could result in a new built record being added at DOL in error.

4. **Chat Questions**

Q: "When entering a BAC do we select test or no test?"

A: Yes in the"No Test" field is basically saying no BAC test was done so no BAC reading needs entered, so it makes the BAC field all zeroes. No in the "No Test" field allows you to add the BAC reading.

Q: "I have an officer for animal control that I need to add. I am unsure if that is done through AOC ticket or if I can add it in JIS?."

A: It can be done through JIS by following the JIS online manuals; in the Administrative Tasks section, there is an Officials and Organizations subsection with a page dedicated to managing [Law Enforcement Officers](#). If the officer number has never been used before, you can simply follow the instructions to add a new officer. However, if the badge number has been used before, you will need to end the existing officer record to make the number available again, then you can add the officer with that same number. Please DO NOT type over the officer's name with the new officer name.