

Washington State Transaction Control Number (TCN) Guidelines

Introduction

A transaction control number (TCN) is a unique tracking number assigned to each criminal arrest. The purpose of the TCN is to link the arrest event to the disposition. It also facilitates the electronic submission of disposition information to the Washington State Patrol (WSP). The TCN from the disposition report is used to locate the corresponding arrest(s) in the criminal history record information (CHRI) database known as Washington State Identification System (WASIS).

The TCN is automatically assigned by the livescan device. When the arrest record is electronically transmitted to WSP, the TCN is entered along with the arrest information. The TCN is forwarded by the fingerprinting/arresting agency to the appropriate prosecutor or court for entry into the Judicial Information System (JIS) or the Superior Court Management Information System (SCOMIS). When the TCN is entered by court staff into JIS/SCOMIS it triggers an electronic disposition, which is sent electronically to WSP where it either automatically updates WASIS or is diverted for manual intervention by WSP staff. If the transaction requires manual intervention, WSP staff use the TCN to locate and update the submitted disposition. If no charges are filed or the case is dismissed prior to prosecution or processing by the court, the Prosecutor's Office shall send a disposition report containing the TCN to WSP.

Agencies that do not have a livescan device must use a TCN packet. TCN packets are also provided to agencies when they install a new livescan device to use in the case of a power outage, the individual has poor quality fingerprints, or manual processing of the fingerprint cards is required. The ink method is used to complete the fingerprint card and to place the flat impressions on the bottom of the disposition form. A TCN packet typically consists of two pre-stamped fingerprint cards, one disposition form, and twelve additional TCN labels. A TCN label is to be attached to each additional document and forwarded to the appropriate prosecutor or court for entry into JIS or SCOMIS. CHRI is updated when the disposition is forwarded to WSP with the PCN.

When using the manual (ink) method of fingerprinting a subject, the agency will mail one fingerprint card to WSP. All manual fingerprint card submissions are converted to electronic format by WSP and forwarded to the Federal Bureau of Investigation (FBI) electronically. If the record is transmitted electronically to WSP, there is no need to mail a hard copy of the fingerprint card. In either method, the agency may retain a fingerprint card for their file. A disposition report form is also completed by the arresting/fingerprinting agency and sent to the appropriate county prosecutor or court.

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Benefits of using the TCN

- ~ Facilitates the electronic transmission of disposition to WASIS.
- ~ TCN links the arrest to its disposition.
- ~ Updates criminal history automatically with little or no human intervention.
- ~ Provides accurate and complete CHRI by increasing the number of arrests with dispositions on file.
- ~ Reduces manual or redundant paper handling by capturing court dispositions electronically.

TCN entered into JIS/SCOMIS/Odyssey = an arrest with a disposition
An arrest with a disposition = zero (0) audit compliance reports

Using the TCN

Criminal arrests and warrant arrests within the county:

1. Subject is arrested.
2. Subject is booked and fingerprinted.
 - a. TCN is assigned at the livescan device or during the manual fingerprinting process (using TCN packet).
 - b. TCN is printed on disposition report.
 - c. Court case number is assigned, if available.
3. TCN is forwarded to the appropriate prosecutor or court via the disposition report or other agreed upon means.
4. If no charges are filed, the prosecutor makes the appropriate notation on the disposition report form and sends it to WSP for entry into WASIS.
5. If diversion, the disposition report is forwarded to the diversion clerk who manages the diversion.
 - a. If the case goes through diversion, the disposition report is forwarded to WSP as diversion completed.
6. If charges are filed, the disposition report is forwarded to the county clerk who enters the TCN into JIS/SCOMIS/Odyssey. The paper disposition report can be destroyed; please do not mail paper dispositions reports to WSP after the TCN is entered into JIS/SCOMIS/Odyssey.
7. Electronic disposition with the TCN and court case number is sent to WSP when a case resolution code is entered into JIS/SCOMIS/Odyssey.

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8. Based on the TCN, the correct arrest event in WASIS is updated with the disposition.
9. If a case is modified later, a new disposition is electronically submitted to WSP from JIS/SCOMIS/Odyssey.

Out of County Warrant:

1. Subject is arrested on an out of county warrant; this case will not be heard in the county making the arrest.
2. Subject is booked and fingerprinted.
 - a. The warrant number and/or court case number and the offense are entered in the appropriate fields (same for livescan and manual fingerprinting process).
 - b. TCN is assigned at the livescan device or during the manual fingerprinting process.
 - c. Enter the disposition of "Out of County Warrant or Released No Charge" in the appropriate field. This disposition closes the arrest warrant and will not generate a subsequent disposition audit. Note: Normally when the subject is returned to the county issuing the warrant, a new booking event will occur.

Relevant Revised Code of Washington (RCW) statutes:

Criminal Arrests	RCW 43.43.735 and 740
Disposition	RCW 10.98.090
Audit Compliance Report	RCW 10.98.100