

# Criminal Justice Rap Back FAQs

## What is Rap Back?

Rap Back notifies authorized law enforcement and criminal justice agencies when a subscribed person is rearrested, enabling agencies to more easily track persons under criminal investigation (CI) or criminal supervision (CS).

## What is changing with Rap Back?

Prior to Rap Back, Washington State did not have a notification process for when a person of interest is rearrested. Going forward, local law enforcement and criminal justice agencies will be able to register individuals under authorized law enforcement investigation or supervision, and the agency will be notified if the individual is rearrested or has another triggering event within a given period of time.

## How does Rap Back work?

Local law enforcement agencies, community custody officers, juvenile administration, and other criminal justice entities will subscribe persons under their law enforcement criminal investigation or criminal justice supervision and receive notifications if a triggering event occurs.

## Is there a fee to participate in Rap Back?

There is no fee to participate in the Criminal Justice Rap Back Program.

## What is not available for Rap Back?

Currently, Rap Back for non-investigative, applicant and non-supervision purposes is not available in the state of Washington.

The Washington State legislature has not authorized the WSP to retain applicant fingerprints for such purposes.

## What are the benefits of using Rap Back?

Rap Back will be beneficial to authorized law enforcement and criminal justice agencies.

The criminal history status of persons under criminal justice supervision such as probationers, parolees, sex offenders, and others is critical to public safety.

A notification of selected triggering events regarding persons under investigation reported to the NGI System enriches the investigative process and enhances the ability of law enforcement agencies to serve the public.

Most importantly, the privacy of persons subscribed by criminal justice agencies is a primary consideration in the design and implementation of Rap Back. Rap Back is *only* available to certified law enforcement agencies.

## How does my agency apply to use Rap Back?

Review the *Agency/User Requirements* and *Getting Started* sections within the Rap Back Guide. A WATCH CJ account is required to use Rap Back.

If you don't already have one, apply for a WATCH CJ account [here](#) and submit this application with your CJ Rap Back Authentication Checklist form to the WSP Production Unit.

Visit the [WATCH CJ Forms page](#) on the WSP website and download the *WATCH CJ Account Application Packet* (if you do not currently have a WATCH CJ account) and *CJ Rap Back Authentication Checklist* form.

Submit the completed form(s) to the WSP Production Unit at [CRDProductionUnit@wsp.wa.gov](mailto:CRDProductionUnit@wsp.wa.gov).

## Where do I access Rap Back?

Once your agency is approved by the Washington State Patrol, you will access Rap Back through your WATCH CJ account.

Navigate to the WATCH CJ website and log in using your account, username, and password.

On the top banner of WATCH CJ, use the Rap Back chevron to navigate further.

If your agency is not currently participating, the Rap Back chevron will not appear on your WATCH CJ account and Rap Back will not appear under User Rights on your profile.

## How do I create, manage or delete subscriptions?

Review the Rap Back Guide and job aids on WATCH CJ for step-by-step guidance.

You may only subscribe to persons under statutory or court ordered CI or CS

Investigative subscriptions can only be established in relation to law enforcement cases assigned an official agency case number and still have a charge which is not beyond its statute of limitations.

## What subscription triggers are available to LEA's through Rap Back?

The events that can generate Criminal Justice Rap Back notifications are as follows:

- Arrests (Criminal Retain Submission)
- Record Updates (Dispositions, Expungements, and Partial Expungements)
- Warrant Additions and Deletions
- Sex Offender Registry Additions and Deletions

- Death Notices (with and without fingerprints)

### What happens if I don't include an expiration date in a subscription?

If you omit an expiration date, the subscription won't be rejected. Instead, the NGI System will default to a one-year expiration date for CI subscriptions and a five-year expiration date for CS subscriptions from the date the subscription is created.

### How do I validate a subscription or extend a subscription?

To manage a subscription, make any changes desired to the subscription on the Subscription Maintenance page. If you only wish to validate the subscription, don't make any changes.

You will receive a validation or expiration list of subscriptions pending expiration approximately 45-75 days in advance.

You can "extend" the subscription for another five years, if the individual is still subject to the supervision, or one year, if the investigation is still active.

### What happens if I don't extend a subscription prior to expiration?

If the subscription isn't extended 10 days prior to the expiration, the NGI System will send a second reminder, called the Rap Back Renewal Notification.

If the subscription isn't extended *or* canceled by its Expiration Date, it will be automatically removed from the NGI System.

### How do I review Rap Back notifications?

When an event in a subscription's selected triggers occurs, such as an arrest, you must sign into WATCH CJ to view the notification in your Rap Back Inbox. Note: This is separate from your WATCH Inbox.

The Rap Back Inbox contains all read and unread messages relating to your Rap Back account and subscriptions that have not been archived.

The Rap Back Inbox Archive contains any messages that were automatically archived after 60 days.

Rap Back Notifications in your Rap Back Inbox or Rap Back Inbox Archive will allow you to view the notification format you specified in the subscription upon a triggering event.

### What resources are available to assist me?

Review the Rap Back Guide, job aids, and video on WATCH CJ step-by-step guidance.

If you need further assistance, email [CRDProductionUnit@wsp.wa.gov](mailto:CRDProductionUnit@wsp.wa.gov).