

2024

WASHINGTON BACKGROUND CHECK ADVISORY BOARD ANNUAL REPORT

Developed by: Washington Background Check (WBC) Advisory Board

December 1, 2024

BACKGROUND

In the 2020 Legislative Session, the Washington State Legislature enacted Revised Code of Washington (RCW) 43.43.580 directing the Washington State Patrol (WSP) to create a firearms background check unit to serve as a centralized single point of contact for dealers to conduct background checks for firearms sales or transfers required under chapter 9.41 RCW and the federal Brady handgun violence prevention act (18 U.S.C. Sec. 921 et seq.).

Concurrently enacted at that time, was RCW 43.43.585 establishing the Washington Background Check (WBC) Advisory Board. The primary purpose of the board is to ensure that the Washington state patrol firearms background check unit established in RCW 43.43.580 is administered efficiently and effectively, and in a manner that honors individual firearms rights while preventing prohibited persons from obtaining firearms.

The duties of the WBC Advisory Board (Board) are as follows:

The WSP must consult with the Board in carrying out its duties. The Board shall consist of the following members, appointed by the Governor:

- The Chief of the WSP or the Chief's designee
- The Executive Director of the Washington Association of Sheriffs and Police Chiefs (WASPC) or the Executive Director's designee
- One sheriff
- One police chief
- One licensed firearms dealer [under 18 U.S.C. Sec. 923(a)]
- One member of the general public

The Board shall:

- Provide input and feedback regarding the establishment and operation of the firearms background check unit
- Provide input on the development of the firearms background check (FBC) unit budget prior to its formal submission to the Office of Financial Management (OFM)
- Be consulted prior to proposing or adopting any rule relating to the firearms background check unit
- Require reports from the WSP on matters pertaining to the firearms background check unit
- Report to the Governor and appropriate committees of the Legislature each year on activities of the Board and the firearms background check unit

The Board consists of the following members:

- Assistant Chief Shane Nelson, Washington State Patrol (Chair)
- Executive Director Steve Strachan, Washington Association of Sheriffs and Police Chiefs
- Sheriff Ricky Felici, Island County Sheriff's Office
- Chief Jeffrey Beazizo, Lake Stevens Police Department
- Ms. Tina Browning, Farwest Sports/Sportco - (Licensed Firearms Dealer/Retail)
- Mr. Brian Moreno, Moreno & Moreno LLC - (General Public Member)

Brian Moreno's term ended June 2024, and a replacement has not been selected.

EXECUTIVE SUMMARY

The Board met quarterly in 2024, and convened on the dates listed below:

- January 10, 2024
- April 10, 2024
- July 10, 2024
- October 15, 2024

See Addenda A for status and budget reports from the meetings. ¹

ACCOMPLISHMENTS FOR 2024

In August of 2023 the Washington State Patrol (WSP) conducted a "soft" launch of the Secure Automated Firearms E-Check (SAFE) system. With the "soft launch" this gave the firearm dealers a chance to sign up and a chance to use the system prior to the official launch date. There were over 655 Federal Firearm Licensees (FFLs) signed up to use the system.

In January 2024 the WSP officially launched the SAFE system. To date there are over 750 FFLs using the SAFE system. Catalyst Consulting Group (CCG) followed the timeline for the project that was established in 2022 and 2023 and was able to deliver the product on time, in January 2024. All risks that were identified for the project were resolved before the January launch date.

The Quality Assurance (QA) oversight was able to close out the project with all green indicating the project went smoothly. The last quarterly report was posted on the Office of the Chief Information Officer (OCIO) project website. The QA conducted a project close-out report and provided a "lessons learned" report. The highlights of the report:

1. **Executive Engagement** - Full Executive Steering Committee, Business Sponsor, and Advisory Board engagement throughout the entire project
2. **WSP Staff Commitment** - WSP staff dedication and commitment to completing the project, especially in the last months of intense testing of the system code
3. **Project Communication** - Excellent communication across the project, top-down and bottom-up within WSP, and communications with the external partners on the project and the impacted stakeholders.
4. **Project Planning and Tracking** - Detailed project planning in preparation for the cutover and deployment and tracking of all required deliverables to close the project
5. **Vendor Management** – Vendor provided rapid-iterative dev/testing cycles for completing the critical CCG system components for cutover.
6. **Organizational Change Management (OCM)** - Review the OCM plan and its effectiveness to gain adoption and develop a complete communication and training plan, a detailed timeline, and a list of communication deliverables

All external agency connections to SAFE maintained connectivity throughout 2024, with one exception. They are the Washington State Department of Licensing (DOL), the Administrative Office of the Courts (AOC), and the Health Care Authority (HCA). Secure Access Washington (SAW) integration for the Federal Firearm Licensees (FFLs) to sign into SAFE for authentication has been working properly throughout 2024. The AOC network was taken down completely for approximately two weeks due to a cyber incident. This resulted in all background checks in SAFE to be held for final determinations until the AOC network was brought back online.

The Firearms Background Division conducts background checks for firearm transfers and Disposition of Firearms (DOF – Return of a firearm from evidence). When the Division was first established the DOF checks only took place for WSP evidence officers. This service was offered to local law enforcement agencies starting in August of 2024. There are now over 100 law enforcement agencies who have signed up for the service and have submitted over 2,000 checks.

The SAFE system is running efficiently, with over 55% of the checks submitted are being processed lights out, meaning no human has to review the records. The number one reason a person transferring a firearm is denied in Washington is 922(g)(1) - Convicted of a crime punishable by imprisonment for a term exceeding one year (or a misdemeanor crime punishable by imprisonment over two years).

Monthly communications to the FFLs continued throughout the year. The communication included notifications of enhancements made throughout the process of updating SAFE.

RCW 43.43.580(4) requires dealers to charge each firearm purchaser or transferee a fee for performing background checks in connection with firearms transfers. The fee must be set at an amount necessary to cover the annual costs of operating and maintaining the firearm background check system but shall not exceed eighteen dollars. WSP started invoicing the FFLs as of February 2024. They are invoiced monthly. To date WSP has invoiced over \$3,357,288.00.

The Firearms Background Division has maintained staffing levels throughout 2024. The number of background checks being submitted was lower than expected. To ensure staff productivity was maintained WSP held off on hiring the remaining anticipated staff from the Implementation Plan. There are seven positions that being left vacant until the volume increases. To date we have hired five Program Specialist 5 (supervisor) positions, five Program Specialist 3 (lead) positions and 29 Program Specialist 2 (line staff) positions.

Some stats for the year include:

1. Total number of background checks submitted by FFLs – 250,000
2. Total number of background checks that resulted in a denial – 2,500
3. Total number of recovered stolen firearms - 120

CONCLUSION

The Firearms Background Check Program is operating effectively and efficiently. Essential steps for 2024 and requisite communications/consultation with the Board were achieved. Budget reports reflect sound business practices. The implementation plan was followed, and the results speak for themselves: The SAFE system is an outstanding example of government-private sector collaboration and the centralized single point of contact background check project is a success.



Firearms Background Check Program Advisory Board Meeting






January 10, 2024

FBC Project - Agenda

- Overall Status
- Project Objectives
- Production Update
- Remaining Items
- Project Timeline with Gate Deliverables
- Risks
- QA Report

FBC Project Status

Project Assessments:

	Overall	Scope	Schedule	Budget
FBC Team				
OCIO				
QA				

Deliverables – Gate 7: July 1, 2023 – December 30, 2023

Deliverable	Status
Technical Documentation	In Progress
Training Materials	Complete
Final Test Report	Complete
Go - No Go Decision - Pilot	Complete
Go - No Go Decision - Full Rollout	Complete

Project Objectives

Type of Objective	Objective Description	Baseline ²	Target	Obtained
Performance	% - No research (lights-out proceeds)	20%	34%	40%
	% - No research (automated denial from FBI NICS Indices)	10%	1%	<1%
	% - Minimal research (5 minutes to complete)	NA	35%	Unable to calculate
	% - Simple research (10 minutes to complete)	55%	15%	Unable to calculate
	% - Medium research (15 minutes to complete)	10%	10%	Unable to calculate
	% - Enhanced research (40 minutes to complete)	5%	5%	Unable to calculate
Capacity	Volume of transactions (per year) (with a 5% increase per year)	650K	700K	80k so far
Adoption	# FFLs submitting background checks electronically	NA	95%	99.9%

SAFE Production Update

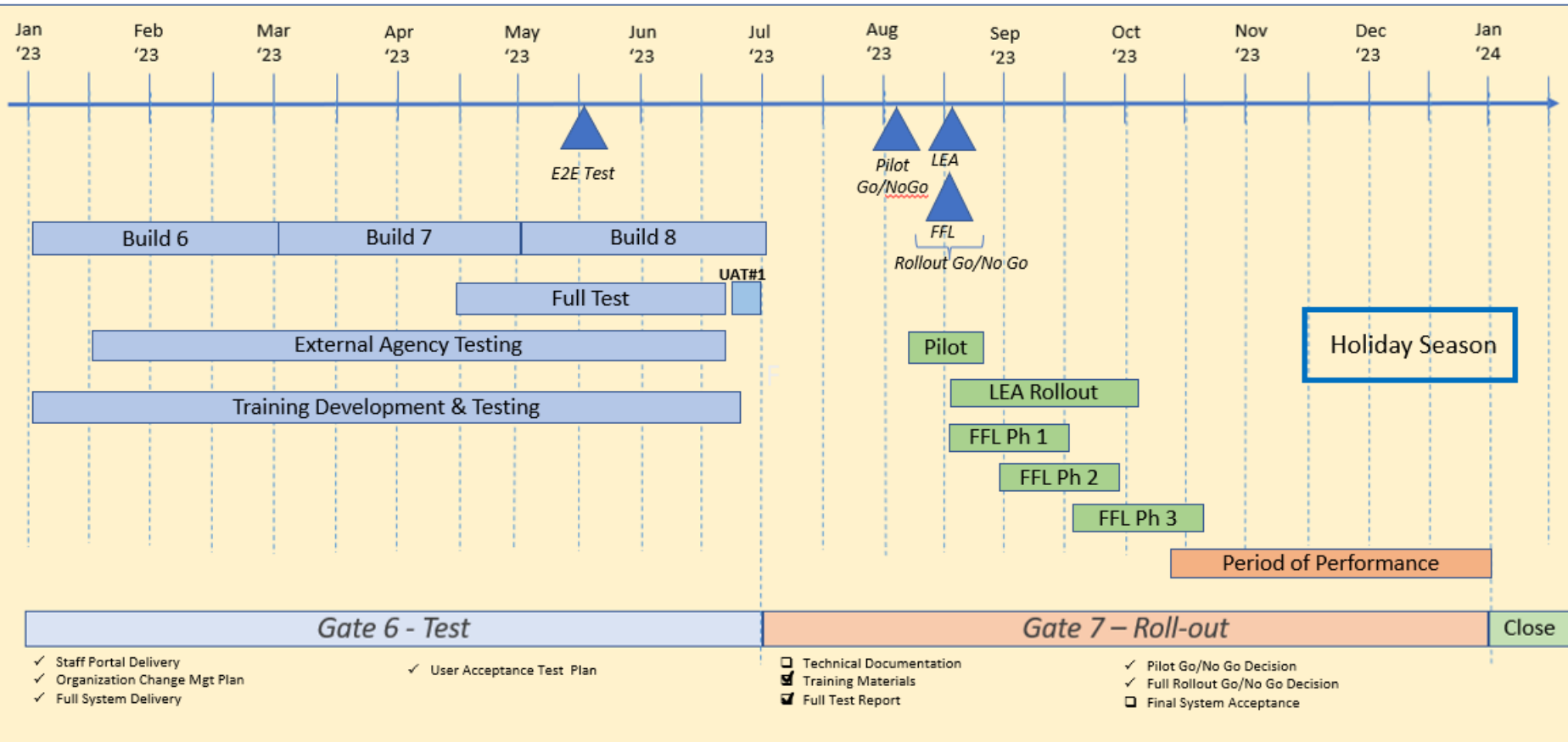
- Current FFL counts:
 - (656) FFLs signed up to use SAFE out of the total (904) FFLs licensed with DOL – 72.5%.
 - (529) processing background checks – 58.5%.
- Numbers since 'go-live'
 - Total checks since go-live: 80,169
 - Lights out proceeds: 31,230
 - Lights out denials: 51
 - Auto proceed rate 41% (will increase as rules added)
 - Total number of stolen guns - 24

FBC – Remaining Items

- Remaining scope requirements:
 - Screen for System Admin functions
 - Technical Documentation
- Project Close Out Report
- Approval of updated Investment Plan and Technology Budget

FBC Project Timeline

Firearms Background Check (FBC) Project Timeline



Updated 1/8/2024



Milestones



Completed Gate Deliverable



Live Production Rollout



Schedule Change

Risks

WSP FBC Project Risks

Updated 12/12/2023

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High			
	Medium	E-4	O-26	
	Low			

Risk #	Risk Description
O-26	Closed - Unable to fill the FBD positions in the timeframe defined in the FBD Hiring Plan
E-4	Closed - Less than 90% of background checks are submitted electronically which will put more of a burden on the FB division staff.

Change:
 Added - None
 Closed - E-4, O-26

- Risk Classifications –
- Technical (T)
 - External (E)
 - Organizational (O)
 - Project Management (PM)

No Open Risks

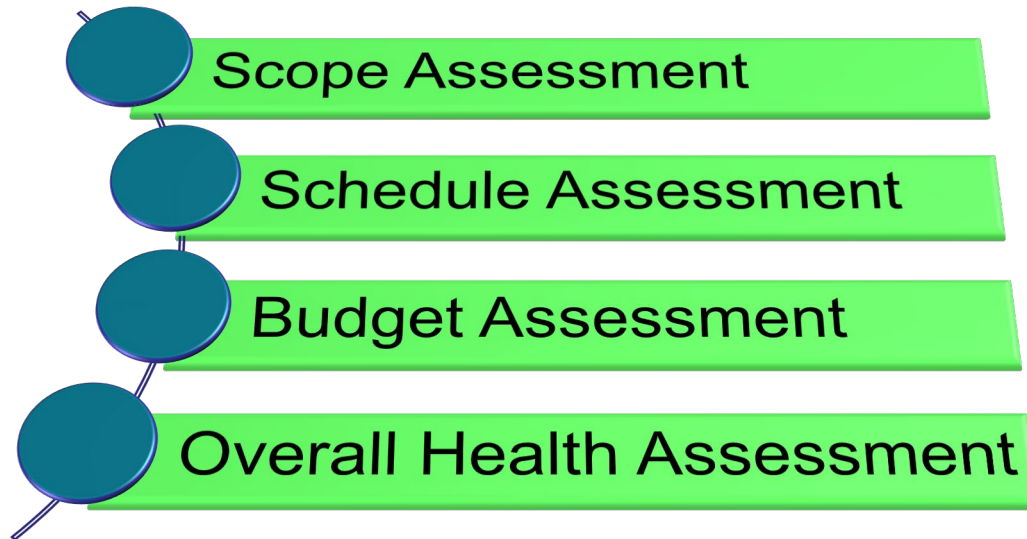
FBC Project Steering Committee Meeting
January 10, 2023

QA Report #32 – December 2023

Independent Quality Assurance Report
CASE Associates Inc.

Dan Kruger

December 2023 – Overall Project Health is **STABLE**



December 2023 – Quality Focal Points

Quality Focal Point (QFP) Assessment	Impact	Oct 2023 Monthly Status	Nov 2023 Monthly Status	Dec 2023 Monthly Status
1. Project Phase Readiness/Completion	High	STABLE	STABLE	STABLE
2. Requirements Management	High	STABLE	STABLE	STABLE
3. Project Schedule	High	STABLE	STABLE	STABLE
4. Communications	High	STABLE	STABLE	STABLE
5. Risk and Issue Management	High	STABLE	STABLE	STABLE
6. FBC Vendor Performance	High	STABLE	STABLE	STABLE
7-T. Technical Transition (T)	High	STABLE	STABLE	STABLE
7-B. Business Process Re-engineering (B)	High	STABLE	STABLE	STABLE
8. Project Organization and Leadership	High	STABLE	STABLE	STABLE
9. Project Resources	High	STABLE	STABLE	STABLE
10. Project/Quality Management and Reporting	Medium	STABLE	STABLE	STABLE
11. Budget Planning and Tracking	Medium	STABLE	STABLE	STABLE
12. Scope and Change Control	Medium	STABLE	STABLE	STABLE
13. Roles, Responsibilities, and Communications	High	STABLE	STABLE	STABLE
14. IT Architecture	High	STABLE	STABLE	STABLE
15. IT Acquisition Management	High	STABLE	STABLE	STABLE
16. Project Library and Configuration Management	Medium	STABLE	STABLE	STABLE
17. System Definition Process	High	STABLE	STABLE	STABLE

Quality Focal Point (QFP) Assessment	Impact	Oct 2023 Monthly Status	Nov 2023 Monthly Status	Dec 2023 Monthly Status
18. System Design Process	High	STABLE	STABLE	STABLE
19. Data Conversion/Migration	High	STABLE	STABLE	STABLE
20. Configuration/Construction	High	STABLE	STABLE	STABLE
21. Testing (Functional, Capacity, Performance)	High	STABLE	STABLE	STABLE
22. User Acceptance, Business Process Transition	High	STABLE	STABLE	STABLE
23. Training	High	STABLE	STABLE	STABLE
24. Inter/Intra-Agency Coordination and Implementation	High	STABLE	STABLE	STABLE
25. Implementation Process	High	STABLE	STABLE	STABLE
26. Deployment Process	High	STABLE	STABLE	STABLE
27. Interface Design and Implementation	Medium	STABLE	STABLE	STABLE

December 2023 – Quality Focal Points - HEAT MAP



QUALITY FOCAL POINTS (QFP)	2021		2022						2023						2024																					
	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021	01/2022	02/2022	03/2022	04/2022	05/2022	06/2022	07/2022	08/2022	09/2022	10/2022	11/2022	12/2022	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	01/2024	02/2024		
QFP 1 - Project Phase Readiness/Completion	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 2 - Requirements Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 3 - Project Schedule	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 4 - Communications	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 5 - Risk and Issue Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 6 - FBC Vendor Performance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 7-T - Technical Transition (T) and	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 7-B - Business Process Re-engineering (B)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 8 - Project Organization and Leadership	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 9 - Project Resources	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 10 - Project/Quality Management and Reporting	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 11 - Budget Planning and Tracking	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 12 - Scope and Change Control	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 13 - Roles, Responsibilities, and Communications	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 14 - IT Architecture	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 15 - IT Acquisition Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 16 - Project Library and Configuration Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 17 - System Definition Process	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 18 - System Design Process	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 19 - Data Conversion/Migration	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 20 - Configuration/Construction	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 21 - Testing (Functional, Capacity, Performance)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 22 - User Acceptance, Business Process Transition	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 23 - Training	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 24 - Inter/Intra-Agency Coordination and Implementation	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 25 - Implementation Process	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 26 - Deployment Process	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
QFP 27 - Interface Design and Implementation	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

LEGEND
STABLE
NEEDS ATTENTION
NOT RATED
ALERT
NO INFORMATION

December 2023 – System Metrics



Date	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Total FFLs	853	853	853	804	930	
FFLs registered in SAFE	150	410	508	584	668	
FFLs submitting BGCs	88	222	320	409	548	
BG Checks submitted				22,669	35,767	
Auto Adjudication				9,436	14,488	
				41.6%	40.5%	
Monthly Planned BGCs	58,333	58,333	58,333	58,333	58,333	
				38.9%	61.3%	
Total Cumulative BGCs Processed in SAFE	1,774	8,000	20,455	43,124	78,164	

December 2023 – Change Request Status (CR)

CR#	CR Description	Estimated Cost	Actual Cost	CR Status
Hypercare CR001	Change 'location' to 'ATF License'	\$13,000	\$13,000	Complete / Invoiced
Hypercare TBD	ACCESS Resend (completed work)	\$4,420		CCG defining
Hypercare TBD	NLETS Proxy setup (completed work)	\$8,470		CCG defining – WSP Contracts to send formatted CR version to CCG
M&O CR002	Reviewing, Submitting, viewing background checks	\$4,698		Approved by WSP/ Complete Need training piece confirmed
M&O CR003	HCA changes in PIIES	\$25,670		Approved by WSP/ Ready for PROD Except (1) task to <u>be done</u> later
M&O CR004	WSP Staff Portal Enhancements	\$7,830		Approved by WSP
M&O CR005	Background Check Development	\$5,050		Approved by WSP /sent to CCG for signature
M&O CR006	Dealer Background Check Review	\$4,698		Approved by WSP
M&O TBD	11/3 Requirement change requests	TBD		Not yet agreed upon CR details
M&O TBD	11/13 Requirement change requests	TBD		Not yet agreed upon CR details
M&O TBD	11/20 Requirement change requests	\$13,029		Not yet agreed upon CR details
	Total Approved CRs	\$60,946	13,000	
	Total Approved CRs plus two unknown cost estimates	\$86,865		



QA Final Project Tasks and Deliverables

QA Final Tasks

- Complete the last QA monthly report #32 for December 2023, and post it to the OCIO Project Website
- Complete project close interviews in late January 2024
- Prepare and submit the **Project Close** and **Lessons Learned Report** in late February 2024
 1. **Executive Engagement** - Full Executive Steering Committee, Business Sponsor, and Advisory Board engagement throughout the entire project
 2. **WSP Staff Commitment** - WSP staff's dedication and commitment to completing the project, especially in the last months of intense testing of the system code
 3. **Project Communication** - Excellent communication across the project, top-down and bottom-up within WSP, and communications with the external partners on the project and the impacted stakeholders.
 4. **Project Planning and Tracking** - Detailed project planning in preparation for the cutover and deployment and tracking of all required deliverables to close the project
 5. **Vendor management** – Did the vendor provide rapid-iterative dev/testing cycles for completing the critical CCG system components for cutover? Any Vendor issues need to be discussed
 6. **Organizational Change Management (OCM)** - Review the OCM plan and its effectiveness to gain adoption and develop a complete communication and training plan, a detailed timeline, and a list of communication deliverables

Firearms Background Division (FBD)

FB Division - Agenda

- Staffing
- Stakeholder Communication
- Budget
 - FBC Project – Gated
 - FBC Project – Contracted Services
 - FBD

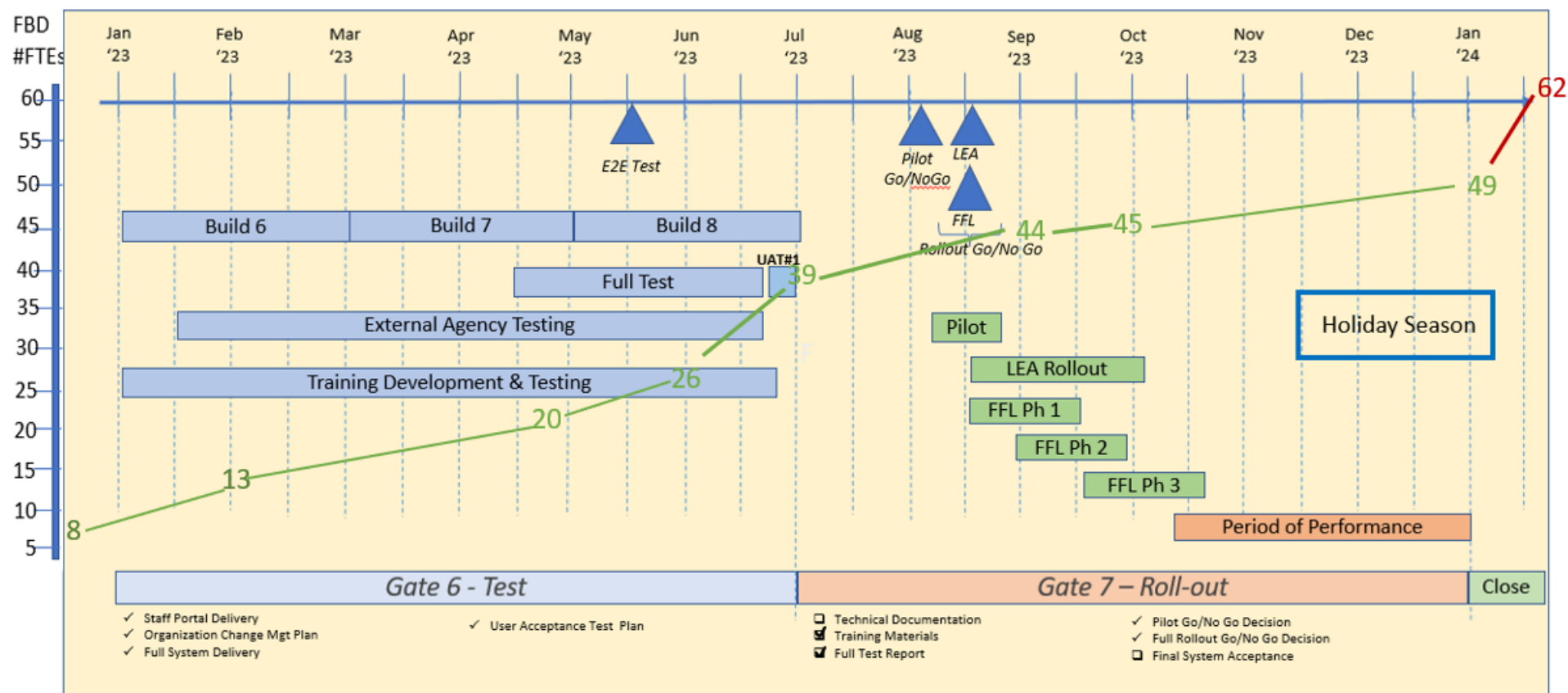
Firearm Background Division (FBD) Status

- Staff Hiring
 - (49) FBD resources
 - Continue to post / interviews for remaining positions.
 - Remaining Unit hiring (14 positions) – Positions established and are hiring with starting dates in Jan / Feb 2024.
- Communication
 - Weekly email sent to LEAs, FBI, HCA, AOC and DOL with the list of new FFLs who migrated to SAFE during the previous week.
 - Communication sent to FFLs to announce the start of the SAFE system and the mandatory requirement to process background checks through the SAFE system by 2/1/2024.

FBD Hiring Plan

Firearms Background Check (FBC) Project Timeline

Updated 1/8/2024



Updated 1/8/2024

▲ Milestones

✓ Completed Gate Deliverable

■ Live Production Rollout

— Schedule Change

FBC Project Budget – by Gate

Firearm Background Check IT Project Budget
Full project by gate
Data as of January 5th, 2024

Firearms Background Check IT Project

	Budget	Expenditures to-date	Estimated In-Kind Staff to-date	Variance
Gate 1 - Implementation Plan	\$ 410,185	\$ 353,142	\$ 90,048	\$ (33,005)
Gate 2 - Initialize Project	\$ 196,512	\$ 116,810	\$ 22,512	\$ 57,190
Gate 3 - Planning	\$ 482,065	\$ 285,339	\$ 159,372	\$ 37,354
Gate 4 - Design	\$ 814,036	\$ 474,520	\$ 159,372	\$ 180,144
Gate 5 - Configure	\$ 812,400	\$ 646,836	\$ 159,372	\$ 6,192
Gate 6 - Test	\$ 602,612	\$ 408,788	\$ 159,372	\$ 34,452
Gate 7 - Roll-out	\$ 1,263,939	\$ 292,058	\$ 173,988	\$ 797,893
	\$ 4,581,749	\$ 2,577,493	\$ 924,036	\$ 1,080,220

Monthly Notes

None

Standard Notes

Budget = Budgeted Resources + Agency In-kind Resources from approved IT Tech Budget

Expenditures to-date = Budgeted Expenditures + In-Kind Expenditures (excluding staff valuation)

Expenditure assignments per gate:

for Budgeted Expenditures, expenditures are assigned a specific project code for each gate

for In-Kind Expenditures, expenditures are shown in the gate open during month the expenditure hit

In-Kind Staff Costs are not tracked in AFRS. Numbers represented are per IT Tech Budget.

FBC Project Budget

**Firearm Background Check IT Project Budget
2023-25 Biennium**

Data as of January 5th, 2024

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	\$ 585,908	\$ 153,608	\$ 432,300
Project Manager & Technical Architect	\$ 385,697	\$ 102,960	\$ 282,737
Quality Assurance	\$ 113,924	\$ 35,490	\$ 78,434
Software Licenses and Subscriptions	\$ 4,422	\$ -	\$ 4,422
	<u>\$ 1,089,951</u>	<u>\$ 292,058</u>	<u>\$ 797,893</u>

Funding	Budget	Actual	Variance
Legislative Gated Funding	\$ 877,818	\$ 292,058	\$ 585,760
In-kind Agency Funding	\$ 212,133	\$ -	\$ 212,133
	<u>\$ 1,089,951</u>	<u>\$ 292,058</u>	<u>\$ 797,893</u>

Notes

FBD Budget

Firearm Background Division Budget

2023-25 Biennium

Data as of January 5th, 2024

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	\$ 5,356,454	\$ 1,650,534	\$ 3,705,920
Contracts/Goods/Services	\$ 1,148,473	\$ 32,964	\$ 1,115,509
Travel	\$ 81,051	\$ 3,518	\$ 77,533
Equipment	\$ 372,859	\$ 41,504	\$ 331,355
	<u>\$ 6,958,837</u>	<u>\$ 1,728,520</u>	<u>\$ 5,230,317</u>

Funding	Budget	Actual	Variance*
IT Pool Funding	\$ 6,065,049	\$ -	\$ 6,065,049
State Firearms Background Check Funding	\$ 584,783	\$ 1,653,612	\$ (1,068,829)
General Fund FY24	\$ 133,336	\$ 74,908	\$ 58,428
General Fund FY25	\$ 175,669	\$ -	\$ 175,669
	<u>\$ 6,958,837</u>	<u>\$ 1,728,520</u>	<u>\$ 5,230,317</u>

* Actual available balance (reduced by FY25 fund balance)

\$ 5,054,648

Notes

Funding does not include any estimated revenue.

Questions/Discussion



Firearms Background Check Program Advisory Board Meeting

April 10, 2024

FBC Project - Agenda

- Overall Status
- Production Update
- Change Requests Status
- QA Final Report

SAFE Production Update

- Current FFL counts:
 - (707) FFLs signed up to use SAFE out of the total (875) FFLs licensed with DOL – 81%
- Numbers since 'go-live'
 - Total checks since go-live: 145,413
 - Aug – Dec 2023 – 78,164
 - Jan – Apr 2024 – 67,249
 - Lights out proceeds: 64,799
 - Lights out denials: 93
 - Auto proceed rate 46% (will increase as rules added)
 - Staff processing time – same day of submission except weekends and holidays

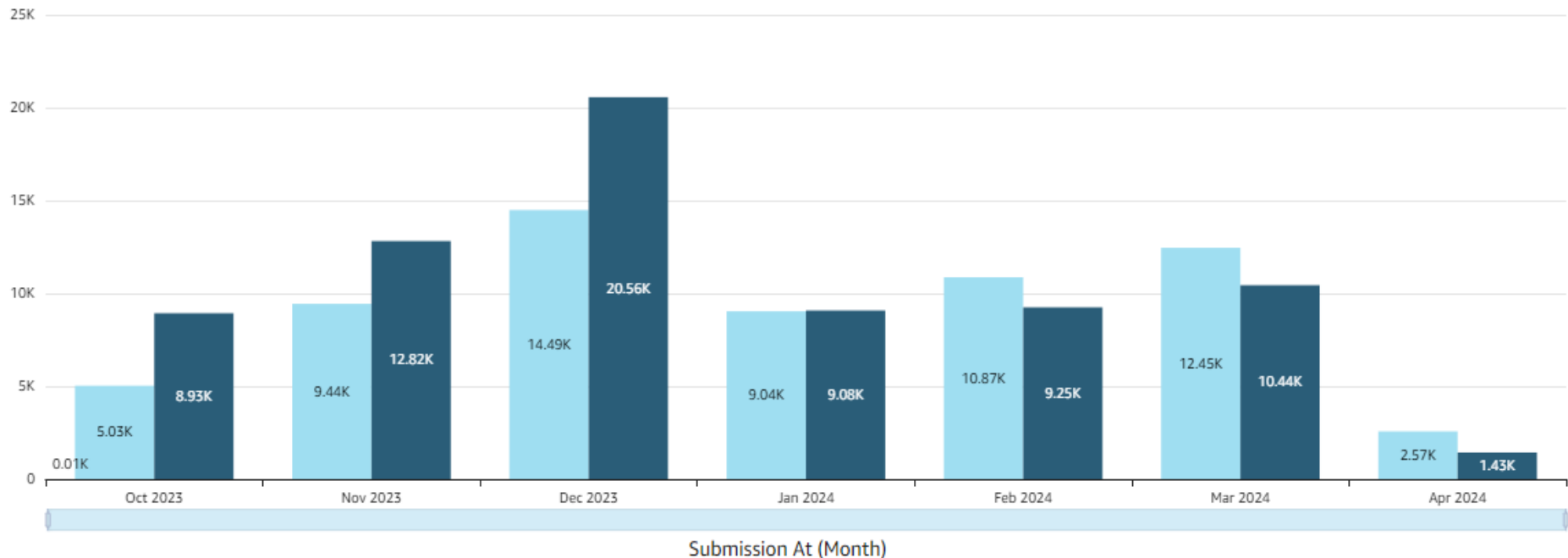
SAFE Production Update

Month	Submissions	Denials	Percentage
Jan 2024	18,247	213	1.1%
Feb 2024	20,473	214	1%
Mar 2024	23,357	307	1.3%

Background Checks Adjudicated for Each Month - Past 6 months

Processing Mode

■ Lights-out (auto-disposed) ■ Staff Review



SAFE Production Update

LEA Notified	LEA Jurisdiction	Date of Theft	Reporting Agency
Mar 29, 2024	WA0173600	Jan 6, 2013	Pierce County Sheriffs Office
Mar 27, 2024	WA0320000	Nov 19, 2001	ATF 202-648-7200
Mar 22, 2024	WA0140200	Oct 29, 2010	Mason County Sheriff's Office
Mar 22, 2024	WA0270300	Mar 30, 2019	Asheboro Police Department
Mar 15, 2024	WA0320400	Jul 26, 2013	Rapides Parish SO
Mar 14, 2024	WA0310300	Nov 1, 1973	Seattle PD
Mar 14, 2024	WA0310400	Mar 10, 1995	Pierce County Sheriffs Office
Mar 11, 2024	WA0180000	May 23, 2020	Kitsap County Sheriffs Office
Mar 5, 2024	WA0320400	Mar 19, 2004	Spokane PD
Mar 1, 2024	WA0320000	Jul 20, 2017	Spokane Sheriff's Office
Feb 27, 2024	WA0180000	Nov 29, 1987	Davie Police Department
Feb 26, 2024	WA0020100	Apr 11, 2020	Lewiston PD
Feb 26, 2024	WA0060300	May 2, 1990	Salem PD
Feb 13, 2024	WA0340200	Feb 13, 2024	Tumwater police department
Feb 12, 2024	WA0310400	Jun 17, 2014	ATF
Feb 9, 2024	WA0050100	Jul 23, 1981	Anchorage PD
Feb 9, 2024	WA0180100	Jun 16, 1997	Alaska State Troopers
Feb 9, 2024	WA0320400	Jun 5, 2016	Spokane PD
Feb 5, 2024	WA0290300	Feb 5, 2024	Mason County Sheriff's Office
Feb 5, 2024	WA0310300	May 10, 1985	Seattle PD
Feb 5, 2024	WA0391300	Aug 8, 2016	Yakima County SO
Feb 2, 2024	WA0170700	Jul 27, 2023	Kennecook PD
Feb 2, 2024	WA0180000	Aug 3, 2023	Port Orchard PD
Feb 1, 2024	WA0330200	May 15, 1998	Harrison PD
Jan 29, 2024	WA0180000	Nov 4, 1980	Port Orchard PD
Jan 25, 2024	WA0270000	Nov 28, 2003	Tacoma PD 253-2117
Jan 24, 2024	WA0030300	Jan 7, 2007	Cullman County Sheriffs Office
Jan 23, 2024	WA0270100	Jan 23, 2024	Puyallup PD
Jan 22, 2024	WA0270300	Jun 9, 1977	Seattle PD
Jan 19, 2024	WA0270300	Aug 7, 2023	Kennewick PD
Jan 10, 2024	WA0040400	Feb 5, 2011	Wenatchee PD
Jan 10, 2024	WA0272300	Oct 4, 2022	Tacoma PD
Jan 9, 2024	WA0170100	Nov 29, 2014	Federal Way PD
Jan 5, 2024	WA0290000	Oct 10, 2023	Springfield PD, MO

← 2024 – 34 Firearms recovered

2023 – 23 Firearms recovered

LEA Notified	LEA Jurisdiction	Date of Theft	Reporting Agency
Dec 27, 2023	WASPD0000	Jun 24, 2013	Kern County SO, CA
Dec 21, 2023	WA0060000	Mar 13, 1984	Pasco PD
Dec 18, 2023	WA0170100	Nov 23, 2011	Bellevue PD
Dec 11, 2023	WA0030100	Mar 13, 2001	ATF Headquarters WA
2023	WA0340400	Sep 21, 1991	Greensboro, NC
2023	WA0320000	Sep 9, 1978	NEWBURGH TOWN PD, NY
	WA0180400	Sep 3, 2023	Stevens Co SO
	WA0171400	Jul 23, 1971	Alaska State Troopers
	WA0320400	Mar 15, 1997	Kitsap Co SO
	WA0050000	Jan 26, 2011	Clallam County SO
	WA0140200	Nov 29, 1988	Kitsap Co SO
	WA00370100	Nov 11, 2017	Alaska State Troopers
	WA0290300	May 2, 2021	Pierce County SO
Dec 1, 2023	WA0180100	Feb 16, 2018	Omak PD
Oct 10, 2023	WA0340100	Aug 1, 2023	Unknown PD and Date of Theft
Oct 3, 2023	WA0320000	Jan 14, 2013	Elko PD, NV
Sep 25, 2023	WA0190100	Jul 29, 1986	Ellensburg PD
Sep 25, 2023	WA0340400	Oct 21, 2019	Memphis PD, TN
Sep 20, 2023	WA0230400	Jan 1, 1990	Michigan Highway Patrol
Sep 20, 2023	WA0290400	Jul 4, 1991	Goldsboro PD, NC
Sep 20, 2023	WA0320000	Aug 16, 2020	Yakima County SO



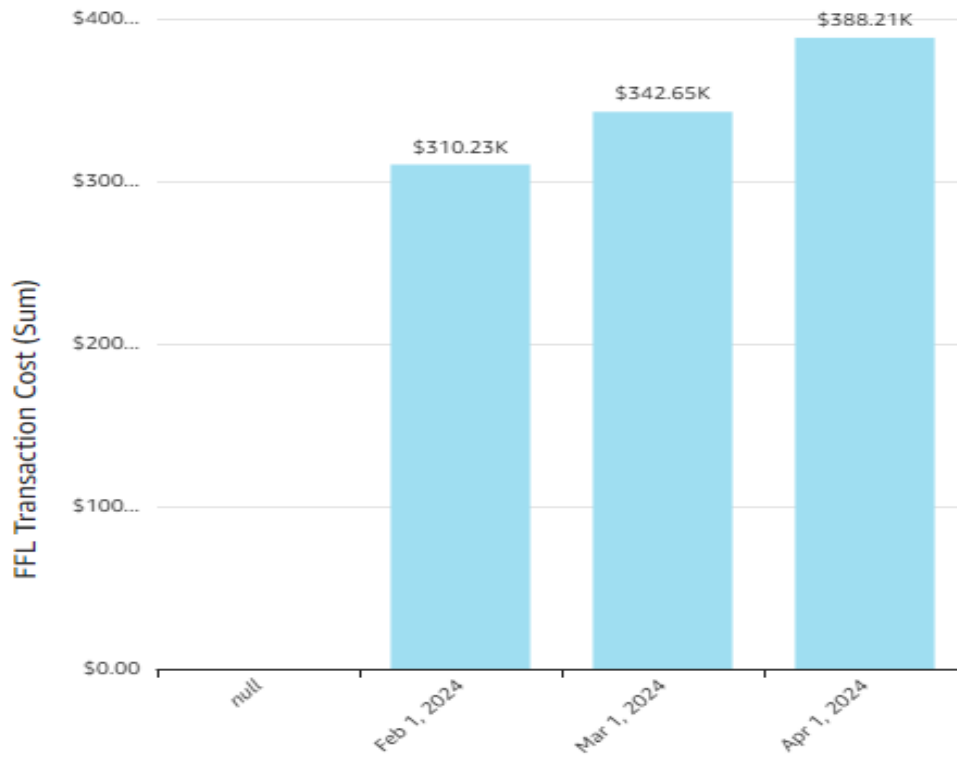
SAFE Production Update

- Invoices

2024 - Cumulative Invoice Total

\$1,041,084.00

Previous 3 Month Invoice Total



Invoice Total - **January**

Transaction Purpose	FFL Transaction Cost	Invoice Created At
PAWN REDEMPTION, PRIVATE SALE	\$36.00	Feb 1, 2024
PAWN REDEMPTION, SALE	\$180.00	Feb 1, 2024
PRIVATE SALE	\$14,220.00	Feb 1, 2024
PRIVATE SALE, RETURN TO SELLER	\$18.00	Feb 1, 2024
PRIVATE SALE, SALE	\$396.00	Feb 1, 2024
RETURN TO SELLER	\$342.00	Feb 1, 2024
RETURN TO SELLER, SALE	\$36.00	Feb 1, 2024
SALE	\$295,002.00	Feb 1, 2024
	\$310,230.00	

Invoice Total - **February**

Transaction Purpose	FFL Transaction Cost	Invoice Create...
PAWN REDEMPTION, PRIVATE SALE	\$54.00	Mar 1, 2024
PAWN REDEMPTION, SALE	\$270.00	Mar 1, 2024
PRIVATE SALE	\$18,360.00	Mar 1, 2024
PRIVATE SALE, SALE	\$468.00	Mar 1, 2024
RETURN TO SELLER, SALE	\$54.00	Mar 1, 2024
SALE	\$323,442.00	Mar 1, 2024
	\$342,648.00	

Previous Month Invoice **March**

Transaction Purpose	FFL Transaction Cost	Invoice Created At
PAWN REDEMPTION, PRIVATE SALE	\$18.00	Apr 1, 2024
PAWN REDEMPTION, SALE	\$360.00	Apr 1, 2024
PRIVATE SALE	\$20,934.00	Apr 1, 2024
PRIVATE SALE, SALE	\$630.00	Apr 1, 2024
RETURN TO SELLER, SALE	\$72.00	Apr 1, 2024
SALE	\$366,192.00	Apr 1, 2024
	\$388,206.00	

FBC – Change Requests

Date	Contract No.	Title	Added Funding	Note
10/31/2023	K16976-4	SAFE System Portal Change Retro	\$13,000.00	Funds CR 004
10/31/2023	K16976-0-001	SAFE System Portal Change Retro	Actual	Funded by Amend 4
	K16976-5	Background Check Review	\$4,698.00	Funds CR 002
	K16976-0-002	Background Check Review	Actual	Funded by Amend 5
	K16976-6	HCA PIIES Enhancement	\$25,670.00	Funds CR 003
	K16976-0-003	HCA PIIES Enhancement	\$14,796.05	Funded by Amend 6
11/9/2023	K16976-7	Enhancements for WSP Staff	\$7,830.00	Funds CR 004
11/9/2023	K6976-0-004	Enhancements for WSP Staff	\$5,787.00	Funded by Amend 7
11/22/2023	K16976-8	Background SAFE Development	\$5,050.00	Funds CR 005
12/22/2023	K16976-9	Dealer SAFE Change #1	\$42,520.00	Funds CR 006
12/22/2023	K16976-10	Dealer SAFE Change #2	\$13,572.00	Funds CR 007
12/22/2023	K16976-11	NLETS Proxy XML Rap Sheets Retro	\$8,470.00	Funds CR 008
12/22/2023	K16976-0-008	NLETS Proxy XML Rap Sheets Retro	Actual	Funded by Amend 11
2/19/2024	K16976-12	Use Cases 1471-1477	\$15,855.00	Funds CR 009
2/19/2024	K16976-13	Use Cases 1485-1499	\$18,389.00	Funds CR 010
2/19/2024	K16976-14	Use Case 1504	\$4,176.00	Funds CR 011
2/21/2024	K16976-15	Use Cases 1511-1552	\$50,112.00	Funds CR 012
3/25/2024	Waiting on CCG	PARC - New process		
4/2/2024	Waiting on CCG	Nine requests/Use Cases submitted		
4/8/2024	Waiting on CCG	WASPC - Changes to process		

QA Final Project Tasks and Deliverables

QA Final Tasks

- Prepared and submitted the **Project Close** and **Lessons Learned Report** in late February 2024
 - 1. Executive Engagement** - Full Executive Steering Committee, Business Sponsor, and Advisory Board engagement throughout the entire project
 - 2. WSP Staff Commitment** - WSP staff's dedication and commitment to completing the project, especially in the last months of intense testing of the system code
 - 3. Project Communication** - Excellent communication across the project, top-down and bottom-up within WSP, and communications with the external partners on the project and the impacted stakeholders.
 - 4. Project Planning and Tracking** - Detailed project planning in preparation for the cutover and deployment and tracking of all required deliverables to close the project
 - 5. Vendor management** – Did the vendor provide rapid-iterative dev/testing cycles for completing the critical CCG system components for cutover? Any Vendor issues need to be discussed
 - 6. Organizational Change Management (OCM)** - Review the OCM plan and its effectiveness to gain adoption and develop a complete communication and training plan, a detailed timeline, and a list of communication deliverables

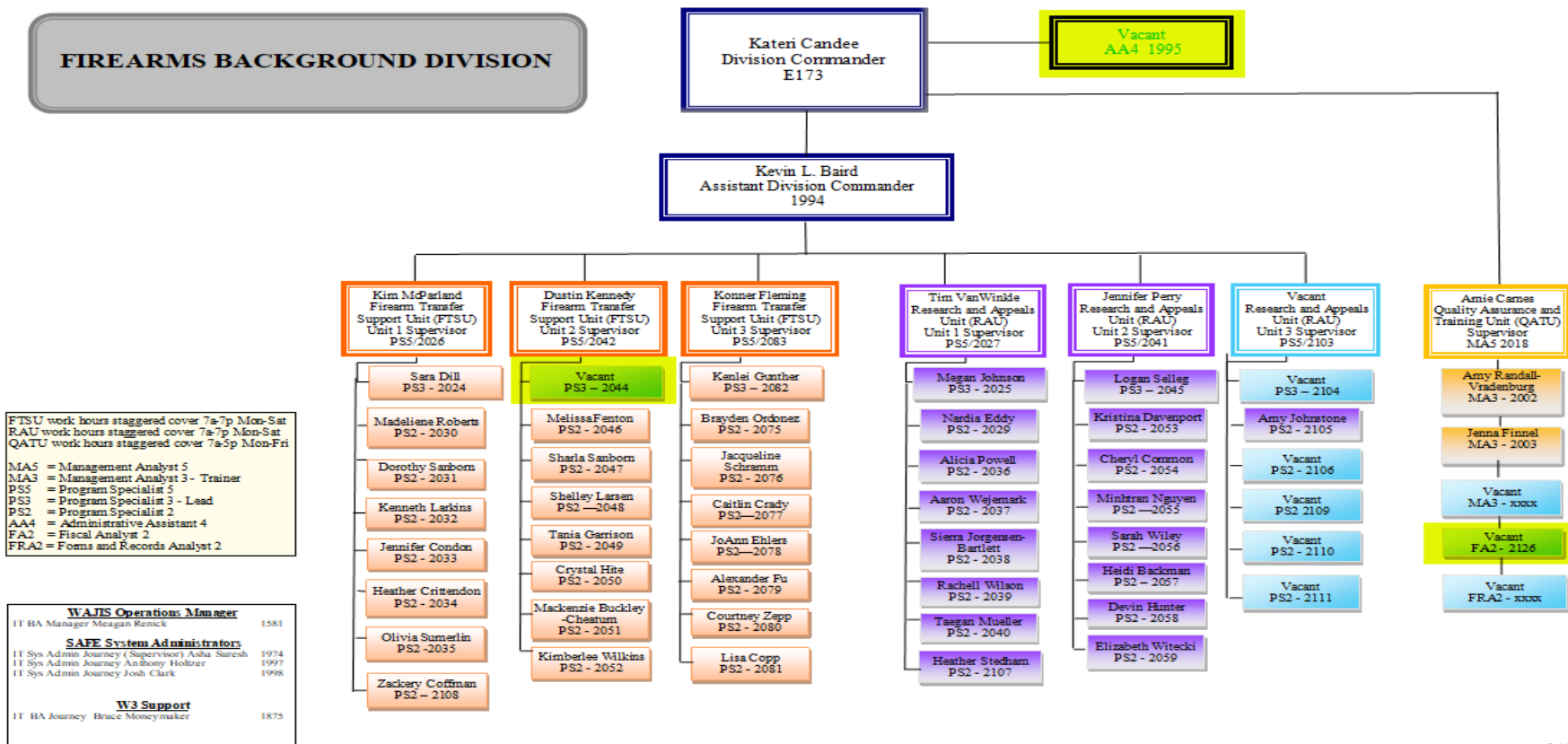
Firearms Background Division (FBD)

FB Division - Agenda

- Staffing
- Stakeholder Communication
- Budget
 - FBC Project – Gated
 - FBC Project – Contracted Services
 - FBD

Firearm Background Division (FBD) Status

- Staff Hiring
 - (52) FBD resources
 - Allocated 63 positions



Firearm Background Division (FBD) Status

- Communication
 - February
 - Communication sent to the FFLs - It's February 1, 2024, and SAFE is now officially required by RCW 9.41.1135(1) and RCW 43.43.580 to be used by all FFLs in Washington state.
 - March
 - Communication sent to the FFLs advising of a few changes within the system and a reminder that FBD staff will no longer process “stolen” hits on the weekends
 - April
 - Communication sent to the FFLs advising of changes with the invoices

FBC Project Budget

Firearm Background Check IT Project Budget

Full project by gate

Data as of April 4th, 2024

Firearms Background Check IT Project

	Budget	Expenditures to-date	Estimated In-Kind Staff to-date	Variance
Gate 1 - Implementation Plan	\$ 410,185	\$ 353,142	\$ 90,048	\$ (33,005)
Gate 2 - Initialize Project	\$ 196,512	\$ 116,810	\$ 22,512	\$ 57,190
Gate 3 - Planning	\$ 482,065	\$ 285,339	\$ 159,372	\$ 37,354
Gate 4 - Design	\$ 814,036	\$ 474,520	\$ 159,372	\$ 180,144
Gate 5 - Configure	\$ 812,400	\$ 646,836	\$ 159,372	\$ 6,192
Gate 6 - Test	\$ 602,612	\$ 408,788	\$ 159,372	\$ 34,452
Gate 7 - Roll-out	\$ 1,263,939	\$ 484,182	\$ 260,982	\$ 518,775
	\$ 4,581,749	\$ 2,769,617	\$ 1,011,030	\$ 801,102

FBD Budget

Firearm Background Check IT Project Budget
2023-25 Biennium
Data as of April 4th, 2024

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	\$ 585,908	\$ 260,762	\$ 325,146
Project Manager & Technical Architect	\$ 385,697	\$ 158,810	\$ 226,887
Quality Assurance	\$ 113,924	\$ 64,610	\$ 49,314
Software Licenses and Subscriptions	\$ 4,422	\$ -	\$ 4,422
	\$ 1,089,951	\$ 484,182	\$ 605,769

Funding	Budget	Actual	Variance
Legislative Gated Funding	\$ 877,818	\$ 484,182	\$ 393,636
In-kind Agency Funding	\$ 212,133	\$ -	\$ 212,133
	\$ 1,089,951	\$ 484,182	\$ 605,769

Notes

FBD Budget

Firearm Background Division Budget

2023-25 Biennium

Data as of April 4th, 2024

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	\$ 7,654,590	\$ 2,629,213	\$ 5,025,377
Contracts/Goods/Services	\$ 1,148,473	\$ 128,040	\$ 1,020,433
Travel	\$ 81,051	\$ 3,902	\$ 77,149
Equipment	\$ 372,859	\$ 44,352	\$ 328,507
	<u>\$ 9,256,973</u>	<u>\$ 2,805,507</u>	<u>\$ 6,451,466</u>

Funding	Budget	Actual	Variance*
IT Pool Funding	\$ 7,857,312	\$ 2,703,260	\$ 5,154,052
State Firearms Background Check Funding	\$ 1,090,656	\$ 20,523	\$ 1,070,133
General Fund FY24	\$ 133,336	\$ 81,724	\$ 51,612
General Fund FY25	\$ 175,669	\$ -	\$ 175,669
	<u>\$ 9,256,973</u>	<u>\$ 2,805,507</u>	<u>\$ 6,451,466</u>

* Actual available balance (reduced by FY25 fund balance) \$ 6,275,797

Notes

Funding does not include any estimated revenue.

Questions/Discussion



Firearms Background Check Program Advisory Board Meeting

July 10, 2024

FBC Project - Agenda

- Production Update
- Change Requests Status
- Extras

SAFE Production Update

- Numbers since 'go-live'
 - Total checks since go-live: 201,848
 - Lights out proceeds: 95,075
 - Lights out denials: 133
 - Auto proceed rate 49% (will increase as rules added)
 - Staff processing time – same day of submission except weekends and holidays

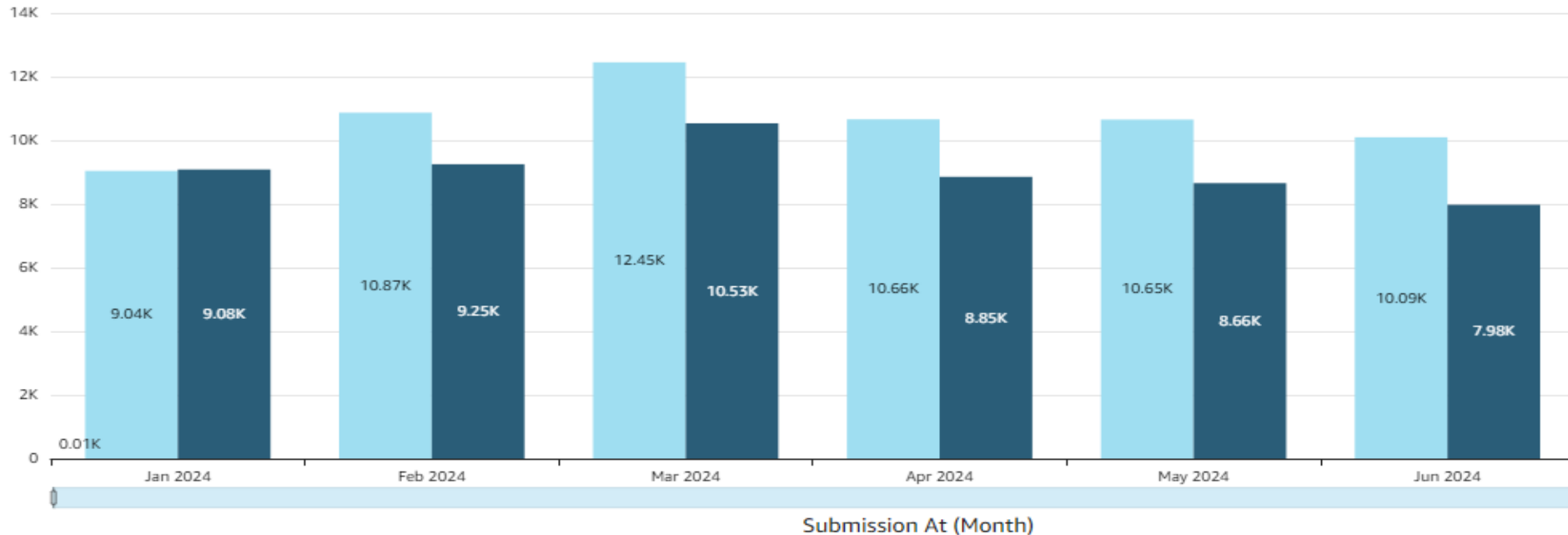
SAFE Production Update

Month	Submissions	Denials	Percentage
April 2024	19,806	241	1.2%
May 2024	19,610	254	1.2%
June 2024	18,491	197	1%

Background Checks Adjudicated for Each Month - Past 6 months

Processing Mode

■ Lights-out (auto-disposed) ■ Staff Review



SAFE Production Update

- Invoices

2024 - Cumulative Invoice Total

\$2,017,566.00

Invoice Total - April

Transaction Purpose	FFL Transaction Cost	Invoice Created At
PAWN REDEMPTION, SALE	\$198.00	May 1, 2024
PRE-PAWN, PRIVATE SALE	\$18.00	May 1, 2024
PRIVATE SALE	\$18,342.00	May 1, 2024
PRIVATE SALE, SALE	\$630.00	May 1, 2024
SALE	\$329,418.00	May 1, 2024
	\$348,606.00	

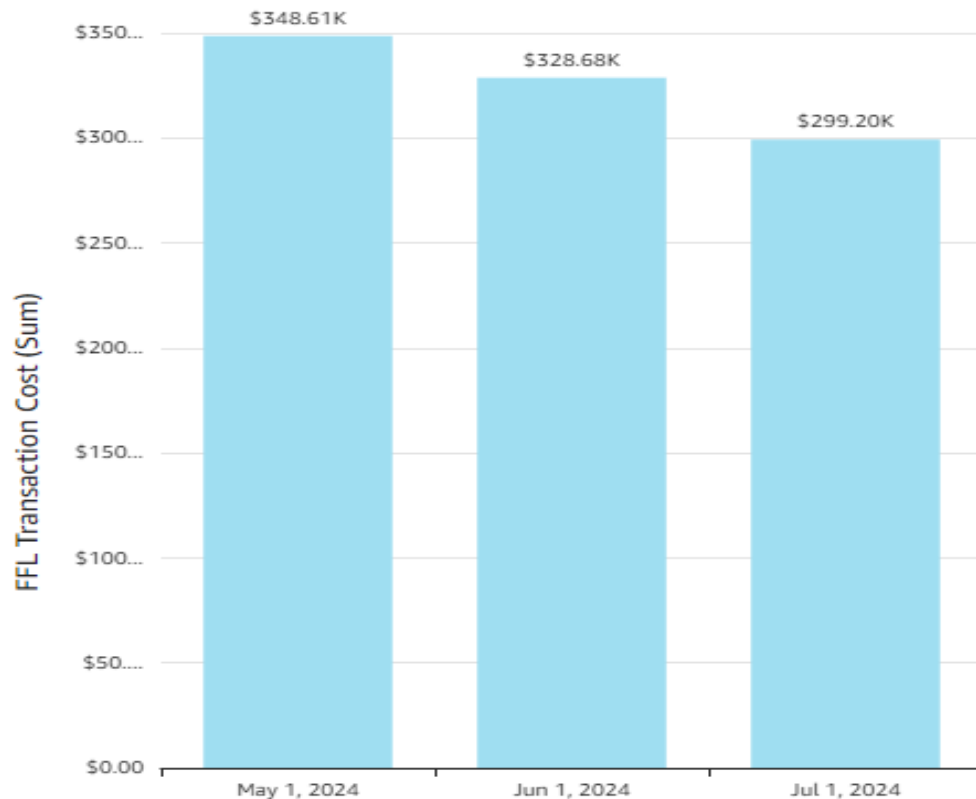
Invoice Total - May

Transaction Purpose	FFL Transaction Cost	Invoice Create...
PAWN REDEMPTION, PRIVATE SALE	\$36.00	Jun 1, 2024
PAWN REDEMPTION, SALE	\$180.00	Jun 1, 2024
PRIVATE SALE	\$16,866.00	Jun 1, 2024
PRIVATE SALE, SALE	\$594.00	Jun 1, 2024
RETURN TO SELLER, SALE	\$90.00	Jun 1, 2024
SALE	\$310,914.00	Jun 1, 2024
	\$328,680.00	

Previous Month | June

Transaction Purpose	FFL Transaction Cost	Invoice Created At
PAWN REDEMPTION, PRIVATE SALE	\$36.00	Jul 1, 2024
PAWN REDEMPTION, SALE	\$396.00	Jul 1, 2024
PRE-PAWN, PRIVATE SALE	\$18.00	Jul 1, 2024
PRIVATE SALE	\$14,508.00	Jul 1, 2024
PRIVATE SALE, SALE	\$594.00	Jul 1, 2024
RETURN TO SELLER, SALE	\$54.00	Jul 1, 2024
	\$299,196.00	

Previous 3 Month Invoice Total



SAFE Production Update

Total Denied, Overturned, and Appealed for the Current Year

Rows	Count	
Appealed	Count	358
Appealed and Cancelled	Count	4
Appealed and Overturned	Count	524
Appealed and Upheld	Count	400
Not appealed	Count	1,387
Total	Count	2,673

FBC – Change Requests

Date	Contract No.	Title	Added Funding	Note
10/31/2023	K16976-4	SAFE System Portal Change Retro	\$13,000.00	Funds CR 001
10/31/2023	K16976-0-001	SAFE System Portal Change Retro	Actual	Funded by Amend 4
	K16976-5	Background Check Review	\$4,698.00	Funds CR 002
	K16976-0-002	Background Check Review	Actual	Funded by Amend 5
	K16976-6	HCA PIIES Enhancement	\$25,670.00	Funds CR 003
	K16976-0-003	HCA PIIES Enhancement	\$14,796.05	Funded by Amend 6
11/9/2023	K16976-7	Enhancements for WSP Staff	\$7,830.00	Funds CR 004
11/9/2023	K6976-0-004	Enhancements for WSP Staff	\$5,787.00	Funded by Amend 7
11/22/2023	K16976-8	Background SAFE Development	\$5,050.00	Funds CR 005
11/22/2023	K6976-0-005	Background SAFE Development	\$5,049.80	Funded by Amend 8
12/22/2023	K16976-9	Dealer SAFE Change #1	\$42,520.00	Funds CR 006
12/22/2023	K16976-0-006	Dealer SAFE Change #1	\$40,291.40	Funded by Amend 9
12/22/2023	K16976-10	Dealer SAFE Change #2	\$13,572.00	Funds CR 007
12/22/2023	K16976-0-007	Dealer SAFE Change #2		Funded by Amend 10
12/22/2023	K16976-11	NLETS Proxy XML Rap Sheets Retro	\$8,470.00	Funds CR 008
12/22/2023	K16976-0-008	NLETS Proxy XML Rap Sheets Retro	Actual	Funded by Amend 11
2/19/2024	K16976-12	Use Cases 1471-1477	\$15,855.00	Funds CR 009
2/19/2024	K16976-0-009	Use Cases 1471-1477		Funded by Amend 12
2/19/2024	K16976-13	Use Cases 1485-1499	\$18,389.00	Funds CR 010
2/19/2024	K16976-0-010	Use Cases 1485-1499		Funded by Amend 13
2/19/2024	K16976-14	Use Case 1504	\$4,176.00	Funds CR 011
2/19/2024	K16976-0-011	Use Case 1504		Funded by Amend 14
2/21/2024	K16976-15	Use Cases 1511-1552	\$50,112.00	Funds CR 012
2/21/2024	K169676-0-012	Use Cases 1511-1552		Funded by Amend 15
4/29/2024	K16976-16	Use Cases 1602-1615	\$19,045.00	Funds CR 013
4/29/2024	K169676-0-013	Use Cases 1602-1615		Funded by Amend 16
4/29/2024	K16976-17	Use Cases 1579-1594	\$42,130.00	Funds CR 014
4/29/2024	K169676-0-014	Use Cases 1579-1594		Funded by Amend 17
6/18/2024	K16976-18	Invoice for One WA	\$7,830.00	Funds CR 015
6/18/2024	K169676-0-015	Invoice for One WA		Funded by Amend 18
6/18/2024	K16976-19	Use Cases 1629-1636	\$13,665.00	Funds CR 016
6/18/2024	K169676-0-016	Use Cases 1629-1636		Funded by Amend 19

Extras – Since 1/1/2024

- Denied Firearm Applicant (DFA)
 - 1944 records processed
- Involuntary Treatment Act (ITA)
 - 2024 records processed
- Waiver of Firearm Rights (WFR)
 - 2 records processed
- Prosecuting Attorney Records Checks (PARC)
 - 1395 records processed
- Court Orders
 - 892 records processed

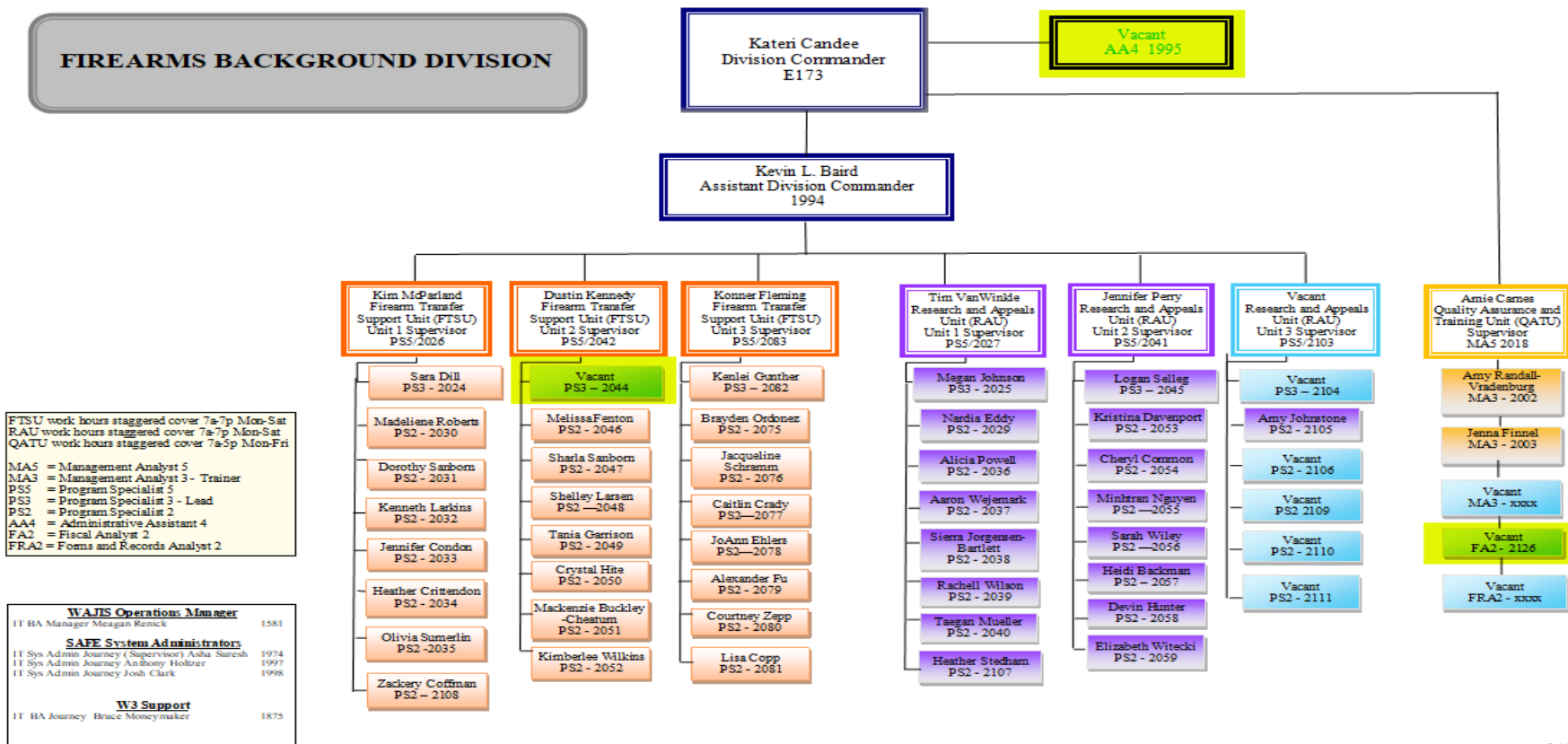
Firearms Background Division (FBD)

FB Division - Agenda

- Staffing
- Stakeholder Communication
- Budget
 - FBC Project – Gated
 - FBC Project – Contracted Services
 - FBD

Firearm Background Division (FBD) Status

- Staff Hiring
 - (52) FBD resources
 - Allocated 63 positions



Firearm Background Division (FBD) Status

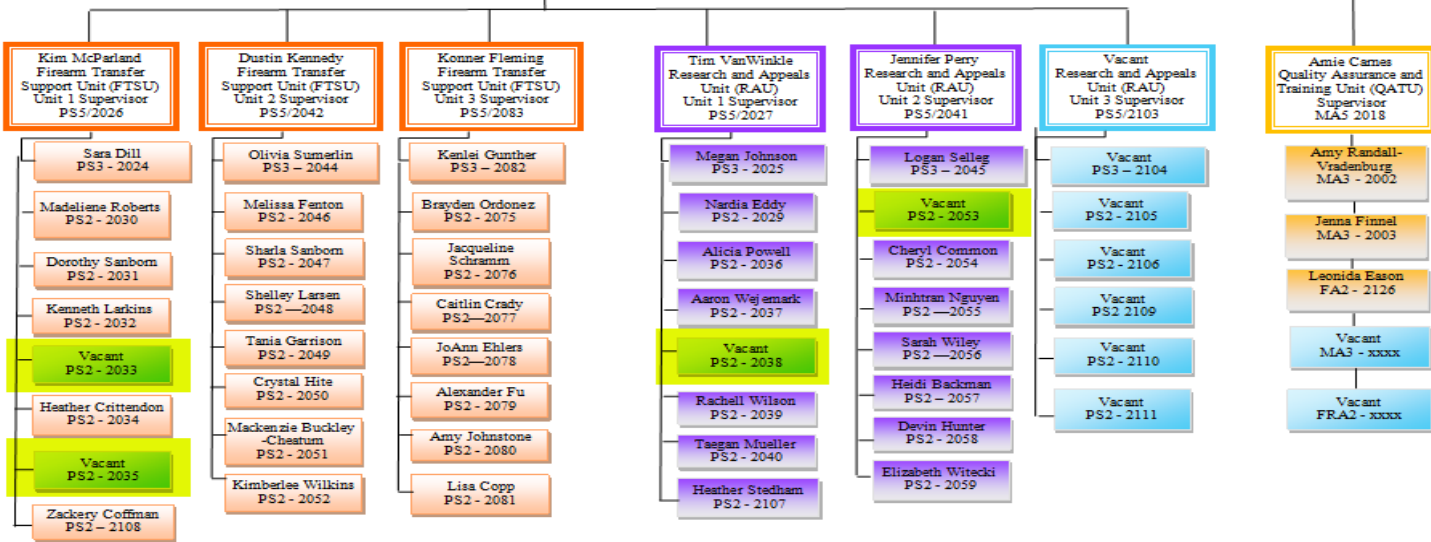
- Staff Hiring
 - (52) FBD resources
 - Allocated 63 positions

FIREARMS BACKGROUND DIVISION

Kateri Candee
Division Commander
E 173

Julia Stanger
AA4 1995

Kevin L. Baird
Assistant Division Commander
1994



FTSU work hours staggered cover 7a-7p Mon-Sat
RAU work hours staggered cover 7a-7p Mon-Sat
QATU work hours staggered cover 7a-5p Mon-Fri

MA5 = Management Analyst 5
MA3 = Management Analyst 3 - Trainer
PS5 = Program Specialist 5
PS3 = Program Specialist 3 - Lead
PS2 = Program Specialist 2
AA4 = Administrative Assistant 4
FA2 = Fiscal Analyst 2
FRA2 = Forms and Records Analyst 2

WAJIS Operations Manager
IT BA Manager Meagan Renick 1581

SAFE System Administrators
IT Sys Admin Journey Supervisor 1974
IT Sys Admin Journey Anthony Holtzer 1997
IT Sys Admin Journey Josh Clark 1998

W3 Support
IT BA Journey Bruce Moneymaker 1875

Firearm Background Division (FBD) Status

Employee	Hire date	Left date	Months w/FBD	Rank	Reason	Vacancy	Vacant FTE	Total FTE	%
						All FTEs	14	64	22%
						Operations & QATU	13	58	22%
PS3						Operations, QATU, SAFE Admins	14	61	23%
Carlos Alicea	4/3/2023	11/25/2023	7.8	PS3	Better paying job in another state	Operations	11	52	21%
						PS2 Vacancy	11	40	28%
PS2									
Marian Erzuah	7/5/20	11/28/20	4.8	PS2	Better paying job in her old career field				
Bethany Strivens	7/5/2023	8/25/2023	1.7	PS2	Old job offered her twice what she was making before				
Rick Fisher	11/6/2023	11/7/2023	0.0	PS2	Better paying job after 1 day...	Turnover	Vacant FTE	Total FTE	%
Angela McCoy	7/5/2023	1/17/2024	6.4	PS2	Unsatisfactory performance / veracity issues	PS2 Turnover	11	35	31%
Beth Nishimura	7/5/2023	1/31/2024	6.9	PS2	Better paying job at another agency	PS3 Turnover	1	5	20%
Aaron Jourdan	1/2/2024	2/1/2024	1.0	PS2	Better paying job in Issaquah				
Chris Shannon	9/27/2023	3/27/2024	6.0	PS2	Unsatisfactory performance				
Courtney Zepp	1/2/2024	4/15/2024	3.4	PS2	Promotion to ITD Project Mgt Ofc, significantly better pay	2023 state turnover rate: 10.5%			
Kristina Davenport	7/5/2023	6/15/2024	11.4	PS2	Promotion to FRA3, better pay, cited low pay as PS2				
Jennifer Bond	5/1/2023	7/1/2024	14.0	PS2	Promotion to FRA3 in RMD, higher pay	PS2 Average Time With FBD			6.3
Sierra Jorgensen-Bartlett	6/1/2023	7/15/2024	13.5	PS2	Better paying job at City of Olympia	PS3 Average Time With FBD			7.8
						# of Employes who left after 6/12 email		12	3

Firearm Background Division (FBD) Status

- Communication
 - May
 - Communication sent to the FFLs - We have removed the dreaded drop down lists for firearm manufacturers and calibers!!!!
 - June
 - Communication sent to the FFLs advising of a few changes within the system and a reminder about the invoices and payment
 - July
 - Communication sent to the FFLs advising “Denied” background checks will now stay on the FFL dashboard until they acknowledge them. Also added a messaging system that is one way for us to send messages out to all staff not just the FFL we have on the email list

FBC Project Budget

Firearm Background Check IT Project Budget

Full project by gate

Data as of June 30th, 2024

Firearms Background Check IT Project

	Expenditures to-		Estimated In-Kind		Variance
	Budget	date	Staff to-date		
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2023-25 Biennium
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Firearm Background Division Budget

2023-25 Biennium

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* Actual available balance (reduced by FY25 fund balance) \$ 5,177,040

Notes

Funding does not include any estimated revenue.

Questions/Discussion



Firearms Background Check Program Advisory Board Meeting

October 15, 2024

FBC Project - Agenda

- Production Update
- Change Requests Status
- Extras
- DOF

SAFE Production Update

- Numbers since 'go-live'
 - Total checks since go-live: 265,170
 - Lights out proceeds: 128,711
 - Lights out denials: 190
 - Auto proceed rate 51% (will increase as rules added)
 - Staff processing time – same day of submission except weekends and holidays

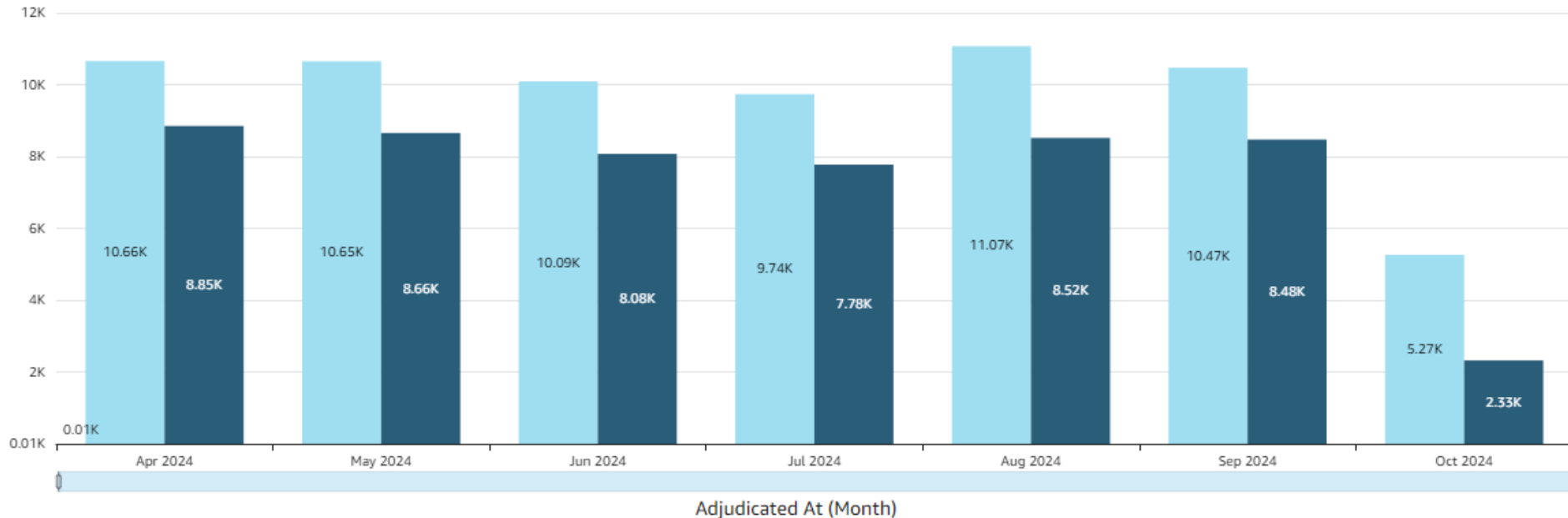
SAFE Production Update

Month	Submissions	Denials	Percentage
July 2024	17,839	169	.9%
August 2024	19,950	223	1.1%
September 2024	19,368	251	1.2%

Background Checks Adjudicated for Each Month - Past 6 months

Processing Mode

■ Lights-out (auto-disposed) ■ Staff Review



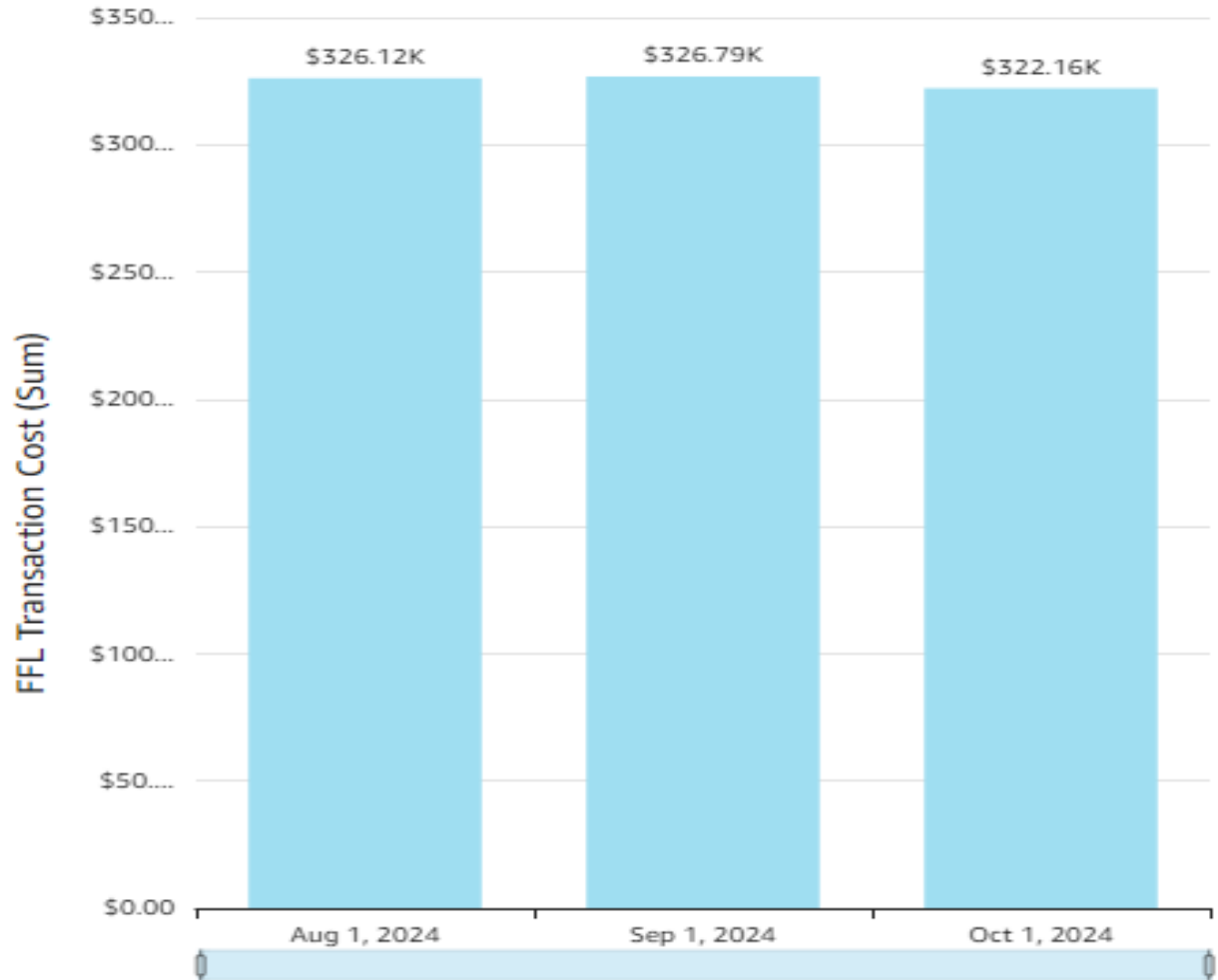
SAFE Production Update

- Invoices

2024 - Cumulative Invoice Total

\$2,992,644.00

Previous 3 Month Invoice Total



SAFE Production Update

- Payments

Invoice Created At	Invoiced Out	Payment received	Difference
9/1/2024 0:00	\$326,790.00	\$299,100.00	\$27,690.00
8/1/2024 0:00	\$326,124.00	\$338,718.00	(\$12,594.00)
7/1/2024 0:00	\$299,196.00	\$352,582.00	(\$53,386.00)
6/1/2024 0:00	\$328,680.00	\$296,712.00	\$31,968.00
5/1/2024 0:00	\$348,606.00	\$308,720.00	\$39,886.00
4/1/2024 0:00	\$388,206.00	\$359,244.00	\$28,962.00
3/1/2024 0:00	\$342,648.00	\$197,658.00	\$144,990.00
2/1/2024 0:00	\$310,230.00	\$225,114.00	\$85,116.00
Total:	\$2,670,480.00	\$2,377,848.00	\$292,632.00

SAFE Production Update

- Deactivated

Deactivated FFLs - Fail to Pay			
Business Name	Deactivated At	UBI	Expiration Date
AUTO PAWN US WA LLC	Oct 9, 2024	6046407210010001	May 23, 2025
SAM DIEGO LLC	Oct 9, 2024	6042080190010003	Apr 29, 2025
KP GROUP LLC	Oct 9, 2024	6049440460010001	Apr 2, 2025
Tactical Guns & Ammo	Oct 9, 2024	6046080050010001	Mar 12, 2025
NORTHMAN CORPORATION	Oct 9, 2024	6047137180010002	Mar 5, 2025
FIN AND FEATHER	Oct 9, 2024	6029902820010002	Jan 29, 2025
TC Tactics and Coatings LLC	Oct 9, 2024	6046141460010001	Jan 9, 2025
MAP Enterprises LLC	Oct 9, 2024	6040000860010001	Jan 4, 2025
ALWINE CORPORATION	Oct 9, 2024	6046953230010001	Dec 14, 2024
TACTICAL WEAPON SYSTEM...	Oct 9, 2024	6048830290010001	Jun 28, 2024
BADGER AND DRAGON LLC	Oct 9, 2024	6048076240010001	Jun 14, 2024
The Better Campfire LLC	Oct 9, 2024	6033192410010002	Apr 25, 2024
J.A.M. 2A INDUSTRIES, LLC	Oct 9, 2024	6046997970010001	Mar 21, 2024
TRIPLE RIVER ARMS	Oct 9, 2024	6042770010010001	Jan 20, 2024

SAFE Production Update

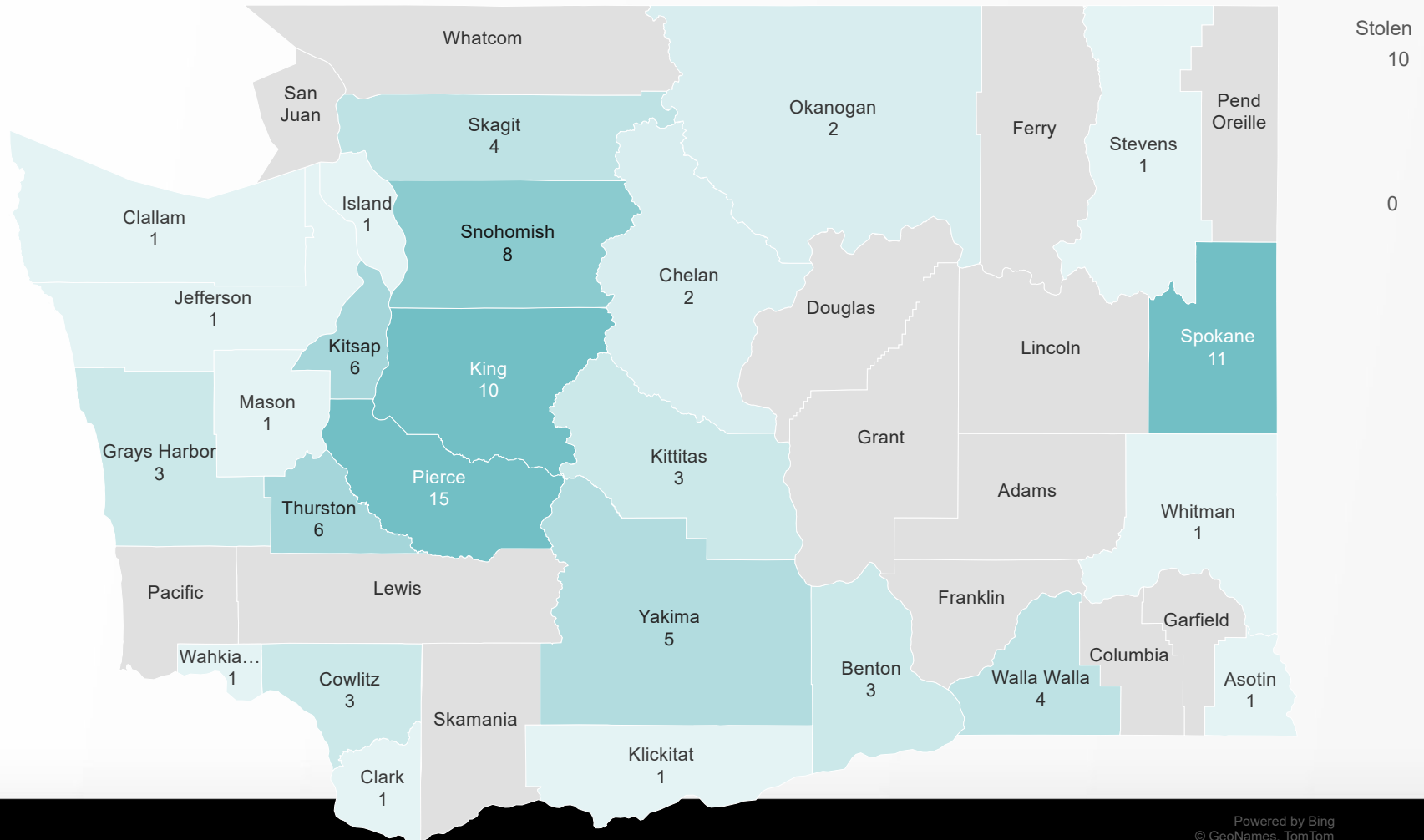
- FFL Status

Active FFLs in SAFE	Deactivated FFLs in SAFE	Deactivated FFLs in SAFE Failure to Pay
732	100	14

SAFE Production Update

- Stolen Firearms

Stolen Guns Recovered 2024



FBC – Change Requests

Date	Contract No.	Title	Initial and Added Funding	Note
10/31/2023	K16976-4	SAFE System Portal Change Retro	\$13,000.00	Funds CR-001
10/31/2023	K16976-0-	SAFE System Portal Change Retro	Actual	Funded by Amend-4
	K16976-5	Background Check Review	\$4,698.00	Funds CR-002
	K16976-0-	Background Check Review	Actual	Funded by Amend-5
	K16976-6	HCA PIIES Enhancement	\$25,670.00	Funds CR-003
	K16976-0-	HCA PIIES Enhancement	\$14,796.05	Funded by Amend-6
11/9/2023	K16976-7	Enhancements for WSP Staff	\$7,830.00	Funds CR-004
11/9/2023	K6976-0-004	Enhancements for WSP Staff	\$5,787.00	Funded by Amend-7
11/22/2023	K16976-8	Background SAFE Development	\$5,050.00	Funds CR-005
11/22/2023	K6976-0-005	Background SAFE Development	\$5,049.80	Funded by Amend-8
12/22/2023	K16976-9	Dealer SAFE Change #1	\$42,520.00	Funds CR 006
12/22/2023	K16976-0-	Dealer SAFE Change #1	\$40,291.40	Funded by Amend 9
12/22/2023	K16976-10	Dealer SAFE Change #2	\$13,572.00	Funds CR-0007
12/22/2023	K16976-0-	Dealer SAFE Change #2	\$11,575.55	Funded by Amend-10
12/22/2023	K16976-11	NLETS Proxy XML Rap Sheets- Retro	\$8,470.00	Funds CR-008
12/22/2023	K16976-0-008	NLETS Proxy XML Rap Sheets- Retro	Actual	Funded by Amend-11
2/19/2024	K16976-12	Use Cases 1471-1477	\$15,855.00	Funds CR-009
2/19/2024	K16976-0-	Use Cases 1471-1477	Actual	Funded by Amend-12
2/19/2024	K16976-13	Use Cases 1485-1499	\$18,389.00	Funds CR-010
2/19/2024	K16976-0-	Use Cases 1485-1499	\$18,389.50	Funded by Amend-13
2/19/2024	K16976-14	Use Case 1504	\$4,176.00	Funds CR-011
2/19/2024	K16976-0-	Use Case 1504	\$4,183.50	Funded by Amend-14
2/21/2024	K16976-15	Use Cases 1511-1552	\$50,112.00	Funds CR-012
2/21/2024	K169676-0-012	Use Cases 1511-1552	\$50,100.50	Funded by Amend-15
4/29/2024	K16976-16	Use Cases 1602-1615	\$19,045.00	Funds CR-013
4/29/2024	K169676-0-013	Use Cases 1602-1615	\$19,045.00	Funded by Amend-16
4/29/2024	K16976-17	Use Cases 1579-1594	\$42,130.00	Funds CR 014
4/29/2024	K169676-0-014	Use Cases 1579-1594		Funded by Amend 17
6/18/2024	K16976-18	Invoice for One WA	\$7,830.00	Funds CR-015
6/18/2024	K169676-0-015	Invoice for One WA	\$7,830.00	Funded by Amend-18
6/18/2024	K16976-19	Use Cases 1629-1636	\$13,665.00	Funds CR 016
6/18/2024	K169676-0-016	Use Cases 1629-1636		Funded by Amend 19
9/1/2024	K16976-20	Use Cases 1662-1691	\$40,615.00	Funds CR 017
9/1/2024	K169676-0-017	Use Cases 1662-1691		Funded by Amend 20
10/15/2024	K16976-21	Invoice for One WA	\$22,260.00	Funds CR 018
10/15/2024	K169676-0-018	Invoice for One WA		Funded by Amend 21

Extras – Since 1/1/2024

- Denied Firearm Applicant (DFA)
 - 2472 records processed
- Involuntary Treatment Act (ITA)
 - 3496 records processed
- Waiver of Firearm Rights (WFR)
 - 6 records processed
- Prosecuting Attorney Records Checks (PARC)
 - 2055 records processed
- Court Orders
 - 3073 records processed

Disposition of Firearm (DOF)

- Return of a firearm from Evidence
- Allowed other LEA's to submit as of August
- 85 agencies signed up

Attachment C
Inter-Agency Agreement

Inter-Agency Agreement Must be completed by agencies who:

- A. Provide criminal justice services to another agency.**
- B. Receive criminal justice services from another agency.**

An Inter-Agency Agreement describing the criminal justice services provided and/or received by an agency must be in place.

Services provided (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Hit Confirmation | <input type="checkbox"/> Gun transfers/Concealed Pistol Licenses (CPLs) |
| <input type="checkbox"/> Dispatch | <input type="checkbox"/> Use of regional management system |
| <input type="checkbox"/> Record Entry | <input type="checkbox"/> Terminal connection to ACCESS |
| <input type="checkbox"/> Record Validations | <input checked="" type="checkbox"/> Other Services (Describe) |

WSP Firearms Background Division (FBD) will provide Disposition of Firearms (DOF) services to the Receiving Agency as follows:
a. Yes/No response background check adjudications for all DOF.
b. Handle all appeals of denials made by WSP FBD.

Receiving agency is responsible for maintaining separate records of DOF locally for audit purposes, ensuring applicable employees review WSP DOF training, and providing denied persons the Denied Applicant Notification and Appeal Form.

Disposition of Firearm (DOF)

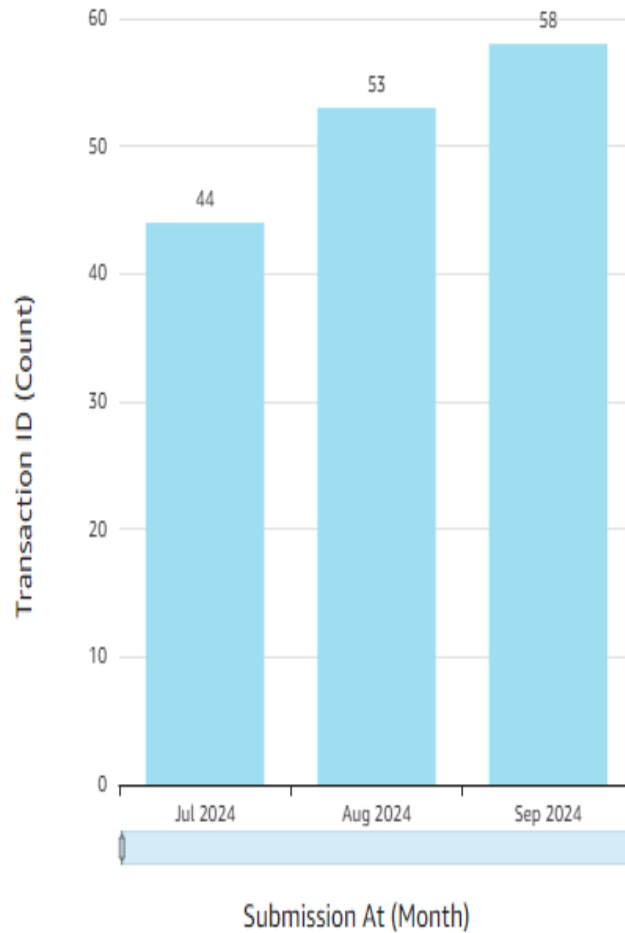
DOF submissions by WSP - Current Year

550

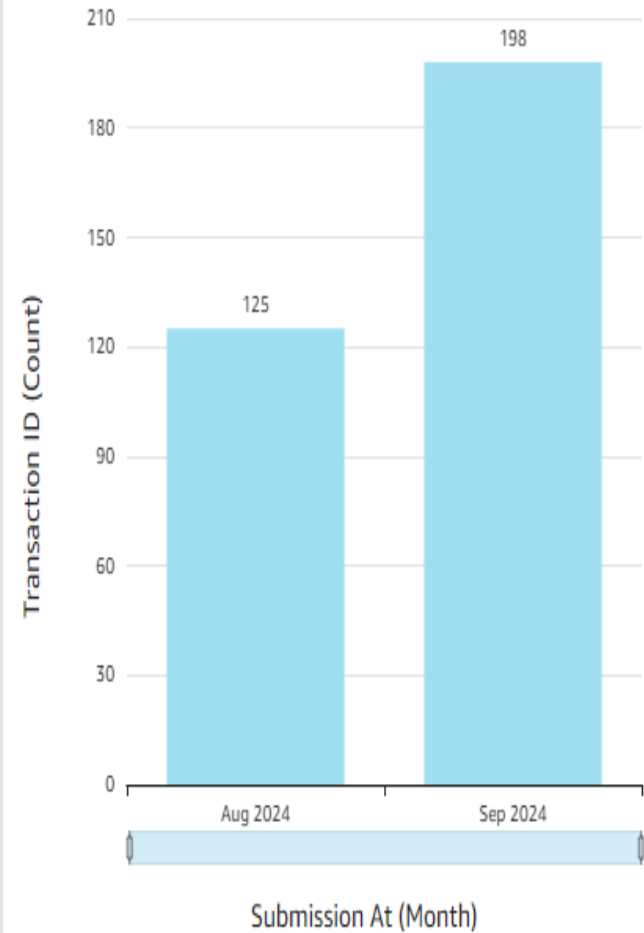
DOF submissions by Non-WSP Agencies - Current Year

451

DOF submissions by WSP - Past 3 months

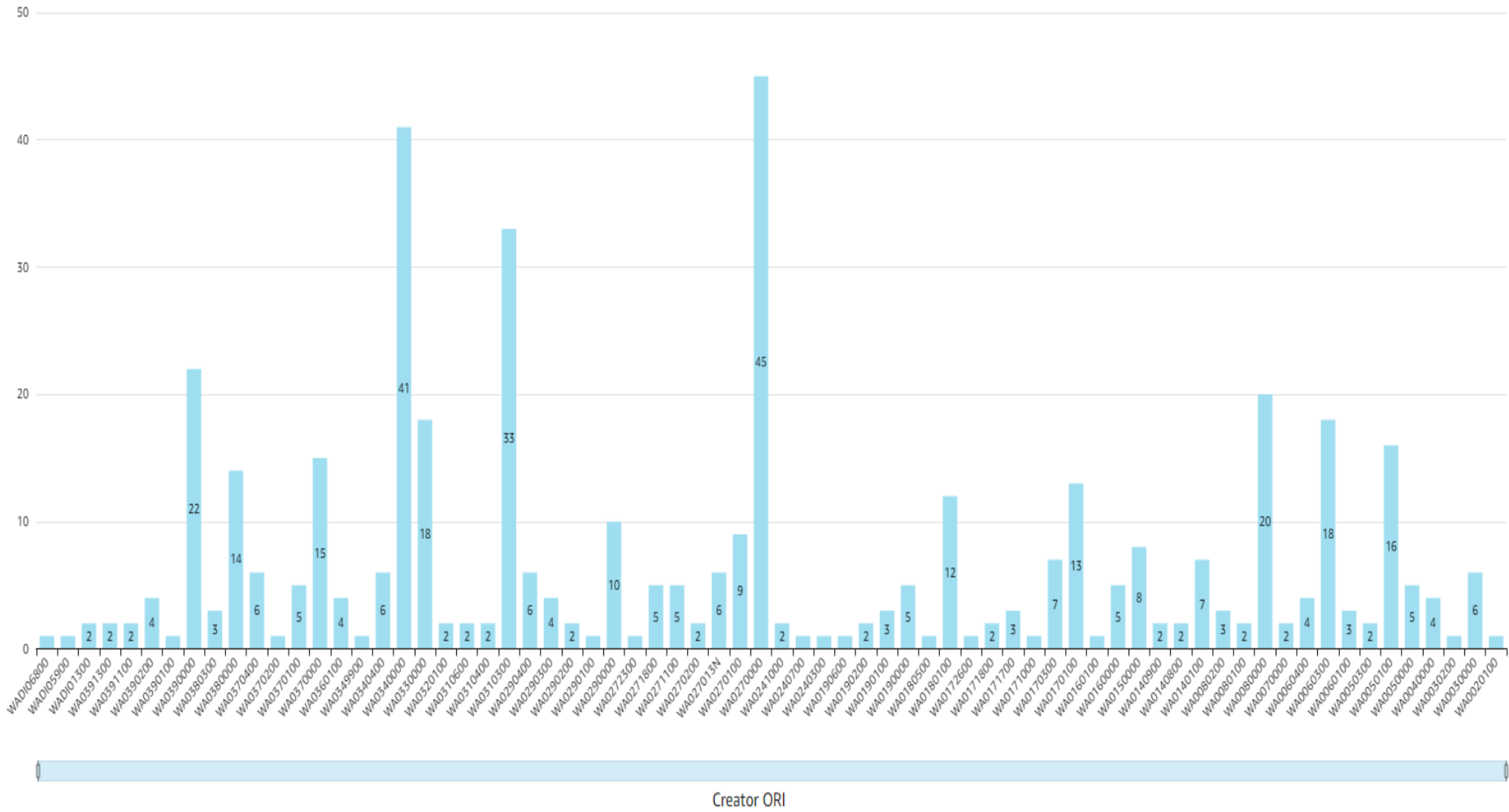


DOF submissions by Non-WSP - Past 3 months



Disposition of Firearm (DOF)

DOF submissions by Non-WSP - Current Year



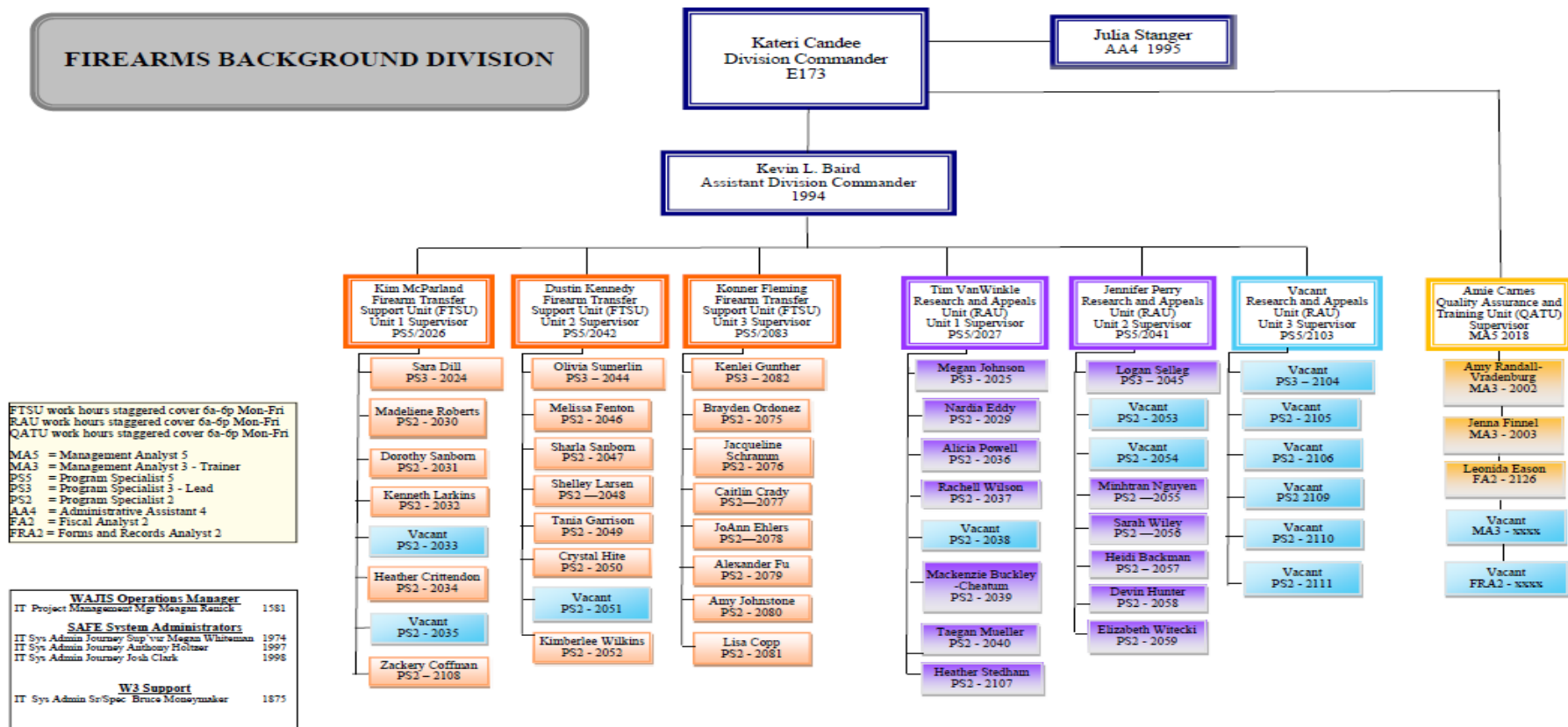
Firearms Background Division (FBD)

FB Division - Agenda

- Staffing
- Stakeholder Communication
- Budget
 - FBC Project – Gated
 - FBC Project – Contracted Services
 - FBD

Firearm Background Division (FBD) Status

- Staff Hiring
 - (52) FBD resources
 - Allocated 63 positions



Firearm Background Division (FBD) Status

- Communication
 - August
 - September
 - October
 - Every month we have been sending out the updates from the CR's
 - FFL's seem very pleased with the changes that we have made – as most of the request came from them

FBC Project Budget

Firearm Background Check IT Project Budget

Full project by gate

Data as of June 30th, 2024

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