

# **Bellevue Police Department**

## **Staff Support Services**

### **2004 Annual Report**



## ***Community, Trust, Safety***

**James E. Montgomery**  
Chief of Police

**Major Michel Pentony**  
Staff Support Commander

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## 2004 Staff Support Section Annual Report

### **Bellevue Police Department Vision Statement**

Community, Trust, Safety

### **Bellevue Police Department Mission Statement**

Providing a safe environment through community involvement and innovation.



### **Bellevue Police Department Guiding Principles**

#### **Respect**

We begin by treating others as we would like to be treated. We are fair and considerate in what we do.

#### **Integrity**

We are honest, ethical, steadfast and always strive to do the right thing. We lead by example.

#### **Accountability**

On all levels we take responsibility for our actions and decisions.

#### **Service**

We are active and committed to providing exceptional service to our communities through teamwork, innovation and education.

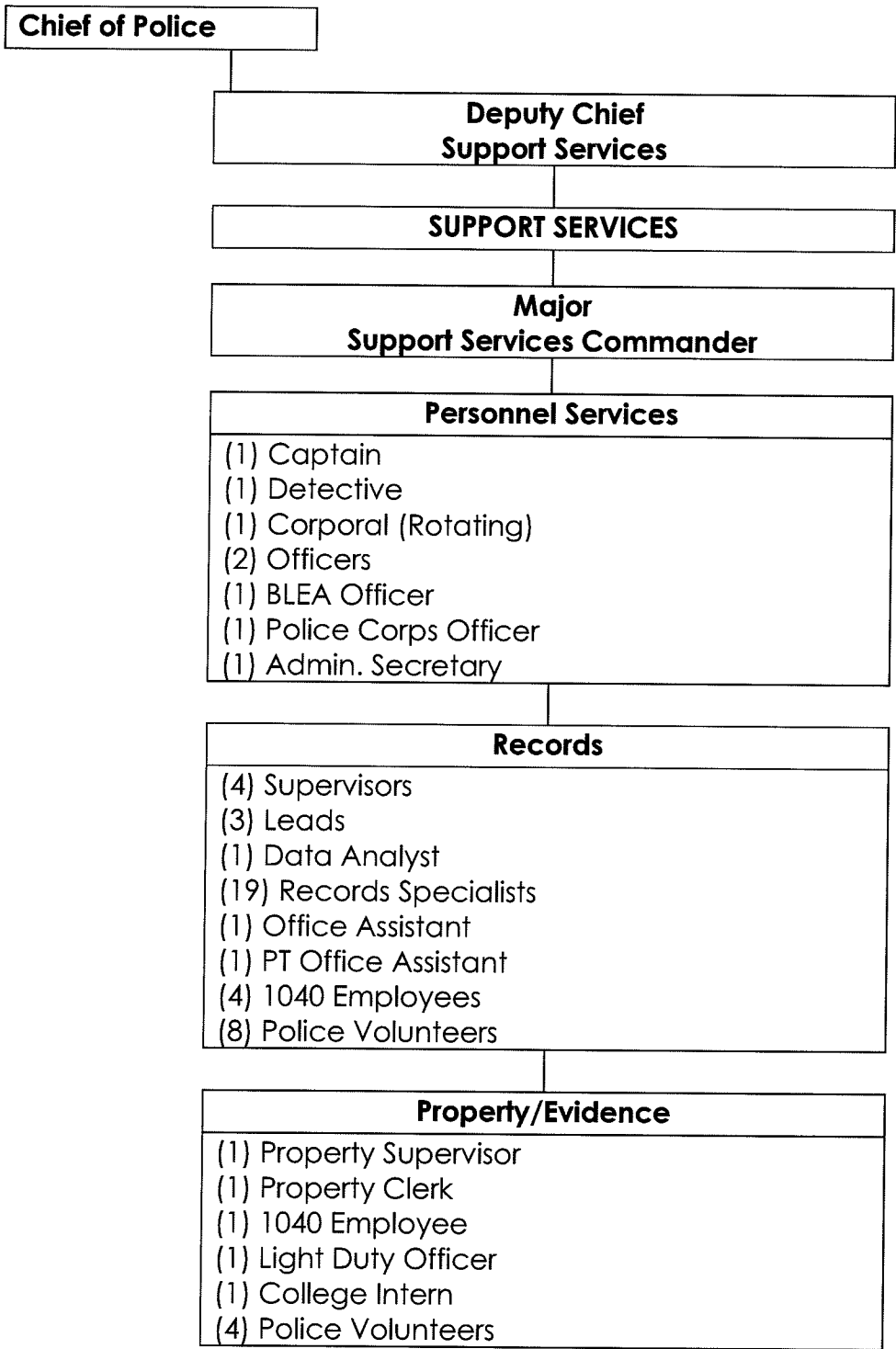


### **Bellevue Police Department Staff Support Mission Statement**

To provide quality services which support the internal operation of the Bellevue Police Department and the citizens of the community with a high level of efficiency and integrity in a confident, respectful manner.

2004 Staff Support Section Annual Report

**2004 Staff Support Units  
Organizational Chart**



## 2004 Staff Support Section Annual Report

### Introduction

The Staff Support Section of the Bellevue Police Department is comprised of the Personnel Services Unit, Property Evidence Unit and Records Unit. The commander assigned to oversee the Staff Support Section is Major Michel Pentony.

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The **Personnel Services Unit** is responsible for recruiting, testing, and hiring new employees. This unit is responsible for make certain that all new and experienced officers have the most up to date training and equipment.

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The **Property Evidence Unit** is responsible for tracking all property booked into its unit and maintaining the chain of evidence custody. The staff in Property Evidence provides training to officers on the proper packaging of evidence to ensure compliance with State and Federal regulations for the collection, storage and disposal of property and evidence.

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The **Records Unit** provides support services to police department personnel, 24 hours, seven days a week. During business hours, the Records staff provides non-emergency police services to citizens at the police lobby and call-receiving. Duties include: Entry of police crime reports and tickets; records retention, file management and dissemination; serving citizens by entering non-emergency requests for police assistance in the computer aided dispatch system.

## 2004 Staff Support Section Annual Report

### **Commander's Message**

On behalf of the entire Staff of the Staff Support Section I would like to welcome you to our 2004 Annual Report. The Staff Support Section is largely made up of professional staff as well as some commissioned staff. It has been my pleasure to have worked with these dedicated professionals who provide a tremendous amount of exemplary service to the citizens of Bellevue as well our internal and city wide staff.

There were many significant projects and accomplishments throughout 2004. I am most proud of the staff's efforts that contributed to a very successful CALEA accreditation for the Police Department. At the end of our accreditation assessment in December, the assessors noted that the Bellevue Police Department is clearly one of the best Police Departments that they have assessed throughout the United States.

The Staff Support Section is made up of the Records Unit, Personnel Services Unit, and the Property Room. Each of these Units are among the busiest on the Police Department, in terms of workload. Records Unit staff provide support for all of Police Operations Staff, City Clerk's Office, Legal Department, District Court, and other City Departments. Most importantly they are the first contact for many citizens who either call or come to the front counter and require Police or civil related services. The Records Unit is different than most Police Records Unit's in that they manage Warrants, Domestic related Court Orders, and the Washington State Crime Information Center.

The Personnel Services Unit works closely with all Sections of the Police Department and ensures that Training is provided as called for by State law and Police Department Policy. The Training provided through or by the Personnel Services Unit is second to none in the state and is the envy of many Police Departments. In addition they are responsible for all recruiting and hiring of Police Department staff and assist other City Departments with their expertise. Almost all of the Personnel related matters are managed through the Personnel services Unit.

The Property Room maintains all of the evidence and property taken by the Department. Property Room Staff track thousands of items at any given time, to include large quantities of illicit drugs and firearms. Because of the strict and often complicated requirements of retaining property and evidence, the staff at the Property Room must work very diligently on accounting for each and every item. Maintaining a properly run Property Room is one of the most important administrative tasks of any Police Department.

The Staff Support Section continues to be deeply involved with the new Wireless system. The Staff Support Section is responsible for the Department's role in two

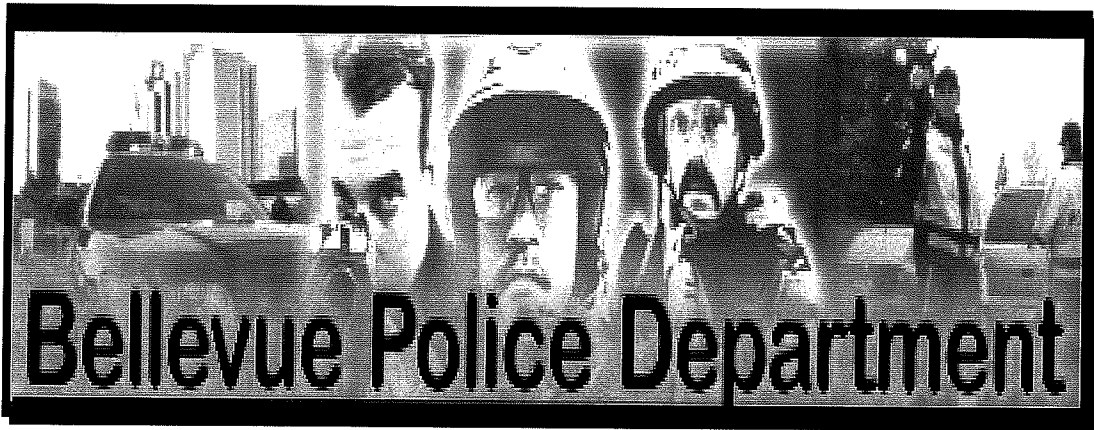


## 2004 Staff Support Section Annual Report

large information sharing initiatives; RAIN Regional Automated Information Network, which is a project of the King County Police Chief's Association, and the Northwest Law Enforcement Information Exchange, which is a project of the Naval Criminal Investigative Service. In 2004 the RAIN Executive Board received funding through a Homeland Security initiative and is beginning the process of building this system out from the three Pilot Agencies (Bellevue, Tukwila, and King County) to all 39 Police and Sheriff's Departments in King County. The Bellevue Police Department joined the Northwest Law Enforcement Information Exchange, which is providing information sharing ability to agencies all over the State and United States; most importantly with Federal Law Enforcement Agencies. Information is one of the most important elements to be successful with solving crimes and to proactively reduce the risk of crime to our communities.

I would like to thank all of our Staff for their hard work and dedication over the last year. They are the people who are responsible for all of our accomplishments and the service to our citizens that is second to none in the region.

# Personnel Services Unit



## 2004 Staff Support Section Annual Report

### Personnel Services Unit

#### Spring Training 2004

|                                      |         |
|--------------------------------------|---------|
| COPS Line of Duty Death              | 2 Hours |
| Weapons Retention                    | 2 Hours |
| Firearms Update                      | 4 Hours |
| Warrant Update (Investigations only) | 1 Hour  |
| Stop Stick (Uniformed Only)          | 1 Hour  |

#### Summer Training 2004

|                         |          |
|-------------------------|----------|
| Active Shooter Training | 10 hours |
|-------------------------|----------|

#### Fall Training 2004

|                       |         |
|-----------------------|---------|
| WMD/Bomb Training     | 2 Hours |
| Guiding Principles    | 1 Hour  |
| Baton and OC Training | 3 Hours |
| White Collar Crime    | 2 Hours |

#### Spring and Fall Qualifications

Officer Yong Lee reduced the time for qualifications from 2 months to 3 weeks with a new scheduling system. During the spring qualification, Officer Lee put three officers through a remedial training program. During the fall qualifications all personnel completed qualifying the first run. The extra time and effort from the officers and Officer Lee demonstrated this is a successful program.

Officer Lee has made improvements in the range by placing camera's in the area where the officers shoot. This will assist the instructors and the officers to see what they are doing while shooting. If corrections need to be made the officers can actually observe their own shooting progress.

#### Leadership Training for Supervisors

|                                                        |         |
|--------------------------------------------------------|---------|
| Leadership Training with Richard Ayers                 | 8 Hours |
| Risk Management/Leadership Training with Gordon Graham | 8 Hours |

## 2004 Staff Support Section Annual Report

### **Re-Structuring of Defensive Tactics**

Officer Engman has re-structured the Defensive Tactics Training for uniformed personnel. He has included short video's of defensive tactic moves which enables officers to view these demonstrations whenever they would like. This also assists the instructors to provide consistency of instruction. Officer Engman created a DT calendar on Outlook to schedule training for squads more efficiently.

### **Additional Training**

Additional Training that occurred during this past year consisted of the Patrol Rifle Program, Defensive Tactics, Crowd Control, and MDC training.

### **Recruiting**

Officer Scott Hayward resigned to pursue a career as a bush pilot in Alaska. He was replaced by Officer Joe Engman.

Officer Engman had just completed a three-year contract with Washington State Criminal Justice Training Commission as a TAC Officer. Having the opportunity to work with new recruits he has insight to enable Bellevue Police meet our objects for recruiting.

Officer Engman has made some changes to the Recruiting of new officers and has streamlined the Orientation Training that new officers receive. He has outstanding computer skills and has used them to create more efficient ways to schedule instructors and classes.

Officer Engman has just recently retired from the U.S. Navy Reserves. His military background and knowledge of the military systems will assist his recruiting efforts in this area. This resource for entry level officers has not been explored in a number of years.

### **Backgrounds**

Detective Jeff Gomes is the lead background investigator for the department. He is responsible for maintaining the files and ensuring all backgrounds are complete. He had assistance from a number of officers throughout the year to help with the case load. Detective Felt, Corporal Deffenbaugh, Officers Murphy, Lee, Hayward, and Pereira. Each background takes approximately 4-5 weeks to complete. A full case load is four backgrounds. In addition to sworn and non-sworn police employees, Detective Gomes has completed a number of Security checks for the city's Information Technology Department.

## 2004 Staff Support Section Annual Report

In addition to his case load and managing all backgrounds, Detective Gomes has updated the background manual.

There were 73 backgrounds completed during 2004. The breakdown of backgrounds is the following:

| <u>Employee</u>          | <u>Number of Backgrounds</u> | <u>Hired</u> |
|--------------------------|------------------------------|--------------|
| Administrative Assistant | 04                           | 01           |
| Entry Police Officer     | 17                           | 07           |
| Police Corp              | 01                           | 00*          |
| Lateral Police Officer   | 08                           | 02           |
| Records Specialist       | 09                           | 04           |
| Communications Staff     | 17                           | 05           |
| Evidence Clerk           | 03                           | 01           |
| Volunteers               | 06                           | **           |
| Park Patrol              | 04                           | 04           |
| ITD                      | 04                           | **           |
| <b>Total</b>             | <b>73</b>                    | <b>24</b>    |

\*Police Corp Officer was sponsored by Bellevue Police while in the Academy. She was hired upon completion in February 2005.

\*\*Volunteers and ITD are not hired by Bellevue Police. Their numbers were not used to compare with number of hired employees.

The number of hired employees to the number of backgrounds is 38 percent. This may appear to be a low number. However, it is consistent with regional standards for other agencies.

### Hiring

- Sworn Officers 07
- Records Staff 04
- Communications Staff 05

### Terminations/Resignations/Retirees

- Sworn Officers 11
- Records Staff 06
- Communications Staff 02

## 2004 Staff Support Section Annual Report

### **Quartermaster Program**

PSU began construction of a new automated Quartermaster Database. By the end of the Q1 in 2005, the database will be up and running. This database will track all uniform and equipment purchases for the Police Department. Each Section will be responsible for maintenance of database as new uniform and equipment items are added or replaced.

PSU has two volunteers, Gene Trueblood and Jim Swanson. They come in twice a week to pick up uniform items at our vendors and deliver them to officers.

### **Light Duty Officers**

There were a total of 12 Officers on Light Duty during 2004. The average number of days during the calendar year was 45.5 days. Most of the officers worked in the CALEA office, and others worked in PSU, Investigations, and the Property Room.

### **CALEA**

PSU is responsible for a total 51 CALEA standards. All standards were met prior to the on-site visit. During the on-site, the Assessors described the Training and Hiring function as excellent and detailed.

# Property Evidence Unit



## 2004 Staff Support Section Annual Report

### Property Evidence Unit

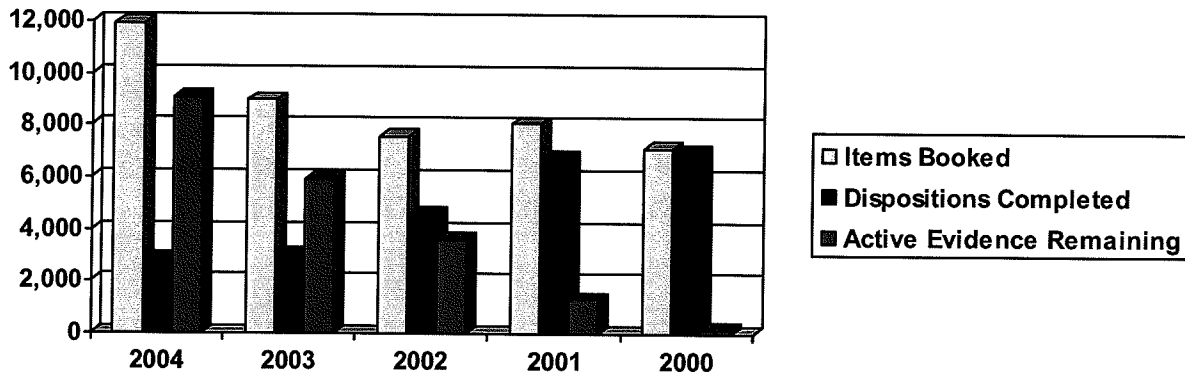
#### 2004 Overview

2004 marks the third consecutive year recording an increase of evidence intake. The 11,913 items reflect a 24% jump over 2003. A program was initiated to purge evidence as much as possible before the expected fourth quarter move to New City Hall in 2005. To help accomplish this task the Command Staff authorized property room personnel to dispose of one and two year misdemeanor cases without officer/detective pre-approval.

Much work was done in 2004 by the Property Evidence Unit in meeting CALEA standards and requirements for the accreditation program.

The Property Evidence Unit is involved with property personnel from 50 other agencies through quarterly meetings. This informal group contacted the State legislature about amending RCW 63.32.050 "donation of unclaimed bicycles and toys to charity." Property rooms collect items that are not able to be auctioned but could be donated. Latest word is that the change allowing other items to be donated will be incorporated into the chapter in 2005.

#### Property Evidence Transactions by Year



| <u>Year</u> | <u>Items Booked</u> | <u>Disposition Completed</u> | <u>Active Evidence</u> |
|-------------|---------------------|------------------------------|------------------------|
| 2004        | 11,913              | 2,871                        | 9,042                  |
| 2003        | 8,964               | 3,039                        | 5,925                  |
| 2002*       | 7,605               | 4,566                        | 3,597                  |
| 2001        | 8,064               | 6,747                        | 1,317                  |
| 2000        | 7,131               | 6,966                        | 165                    |

\*In 2002, of the approximate 8,000 items booked in the "storage locker case", all have been returned to the owners, auctioned, donated to charity or destroyed.



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**Active Cases Older Than Year 2000**

| <u>Year</u> | <u>Total Cases</u> |
|-------------|--------------------|
| 1999        | 06                 |
| 1998        | 04                 |
| 1997*       | 01                 |
| 1996*       | 02                 |
| 1995*       | 01                 |
| 1994*       | 01                 |
| 1993        | 01                 |
| 1990*       | 01                 |
| 1989        | 01                 |
| 1987*       | 01                 |
| 1985*       | 01                 |
| 1984*       | 01                 |
| 1980*       | 01                 |
| 1979*       | 01                 |
| 1965*       | 01                 |

\*1995 case related to '94 case

\*1997, 1996, 1994, 1990, 1987, 1985, 1984, 1980, 1979, 1965 - cases for these years are homicides

The current total of the items in storage is approximately 22,000.

**Note:** The number of evidence items is approximate. Currently there is no available way to get an accurate count except by hand. The above count is determined by estimating each case as having an average of three (3) items of evidence. Major cases could have as many as 300-400 items.

**Firearms**

| <u>Handguns</u>         | <u>Long Guns</u>        | <u>Misc. Weapons</u>       | <u>Comments</u>                     |
|-------------------------|-------------------------|----------------------------|-------------------------------------|
| 157                     | 153                     |                            | Currently stored as evidence        |
| 08                      | 08                      |                            | Currently stored for<br>destruction |
| 05                      | 01                      |                            | Considered antiques                 |
| 112                     | 98                      | 6 boxes                    | Destroyed at steel plant            |
|                         |                         | 20 swords & long<br>knives | Destroyed at steel plant            |
| <b><u>Total 282</u></b> | <b><u>Total 260</u></b> |                            |                                     |

In 2004, the Property Evidence Unit handled 542 firearms.

## 2004 Staff Support Section Annual Report

### Items Converted For Departmental Use In 2004

The following 2004 property conversion information is provided IAW RCW 63.32.010 and BPD Manual Subject 25.2.

| <u>ITEM</u>             | <u>DEPT</u> | <u>VALUE \$</u> | <u>DATE</u> |
|-------------------------|-------------|-----------------|-------------|
| Drugs for K-9 Training  | PATROL      | N/A             | 01/14       |
| Sony Laptop Computer    | DET         | 100.00          | 01/27       |
| Sony Digital Recorder   | DET         | 25.00           | 01/27       |
| Sentry floor Safe       | PATROL      | 100.00          | 01/28       |
| Gateway Laptop Computer | ENTF        | 350.00          | 07/13       |
| Sony Digital Camera     | CSS         | 150.00          | 08/11       |
| Drugs for K-9 Training  | ENTF        | N/A             | 09/03       |
| Sony Laptop Computer    | DET         | 100.00          | 10/14       |
| Nikon Digital Camera    | ENTF        | 125.00          | 12/07       |

### Donations to Charitable Organizations

Salvation Army 19 Bicycles 6 Backpacks  
Bikes for Tykes (Repairs/donates to other non-profit agencies) 48 Bicycles 3 Scooters

### Unclaimed Property Auction

The Property Bureau, an on line auction company similar to E-Bay, picked up 170 items for the PD and 20 items for ENTF to auction. Bellevue PD received \$3,772.30 and ENTF \$4,234.48 which represents a 50/50 split with the Property Bureau. The primary cost to the Department is the Revised Code of Washington required newspaper ad, ten days prior to the auction at \$87 for each ad. This expense is reimbursed to the Property Unit from the auction proceeds.

### Unclaimed Cash to the City Treasury

A total of \$5,790.27 of unclaimed money was transferred to COB Treasury.

### Marijuana Analysis

The Property Evidence Clerk analyzed suspected Marijuana from 220 cases this year and testified in court eight times. He was recertified by the Washington State Patrol Crime Lab to analyze and test Marijuana evidence. Reina Newkirk from the lab commented that "**Bellevue was the easiest and best marijuana recertification that she had performed in 2004.**"

## 2004 Staff Support Section Annual Report

### **CALEA**

CALEA contributed to a busy year. The Property Evidence Unit worked hard and was presented a plaque for the "**Most Improved Accreditation Performance.**" Also when the on site certification team was departing the property room one of the assessors commented "**Very impressive.**"

The Property Evidence Unit is still working closely with the CALEA coordinator to ensure that our procedures, process and manual conform to the appropriate standards. The P&E manual was updated in October 2004 in preparation for the CALEA on site evaluation in December. The Property Evidence Unit is responsible for complying with a total of 14 CALEA standards. The standards are listed in CALEA Chapters 17, 32, 46, 53, 55, 83 and 84.

### **Destruction**

A trip was made to Brooks, Oregon March 14, 2004 to destroy 500 pounds of drugs and paraphernalia, 61 pounds of biohazard materials and 495 pounds of old Department uniforms. P&E personnel were accompanied by two SWAT officers.

### **Internal Audit**

On March 3 and July 13 the Staff Support Commander performed an inspection and an audit on nine randomly selected evidence items. One discrepancy was noted where the Officer did not inventory the contents of the money envelope. On May 26 the Deputy Chief did an inspection that included the Key and Combination log, as well as the alarm system Open/Close log. A Patrol Captain conducted another internal audit August 8 selecting fourteen items at random. All evidence was accounted for with two administrative errors one missing item number and a case with B instead of N. All discrepancies that were observed were corrected immediately.

### **Labs**

Each week a minimum of one trip is made to the WSP Crime Labs and/or the State Toxicology Lab to deliver and pick-up evidence sent for analysis. As necessary trips are also made to the Seattle office of the USSS to deliver counterfeit money seized by Bellevue PD.

### **Records Management System**

The Functional Design Specification and the Acceptance Test Plan from Northrop Grumman for the new evidence module was finalized in September. The Acceptance Test Plan was received, bar coding equipment installed and

## 2004 Staff Support Section Annual Report

training for Bellevue PD occurred November 9th. During training it was discovered that there were problems with the equipment. Since this time Northrop Grumman and City of Bellevue Information Technology Department have been trouble shooting the system to determine problems. At the end of 2004 the printers and hand held scanners were still not operational.

### **Visitors**

The Property Evidence unit logged in 905 individuals this year that included officers, detectives, victims, attorneys, investigators, volunteers, visitors and Facility personnel.

### **Volunteers, Light Duty Officer and 1040 Employee**

|                    |     |
|--------------------|-----|
| *Volunteers        | 04  |
| *College Intern    | 01  |
| Total Hours Worked | 642 |

|                     |     |
|---------------------|-----|
| *Light Duty Officer | 01  |
| Total Hours Worked  | 264 |

|                    |     |
|--------------------|-----|
| 1040 Employee      | 01  |
| Total Hours Worked | 480 |

\*These individuals provided the unit with the equivalent of full time person for over five months.

The 1040 temporary employee started work September 1<sup>st</sup>. This individual and a light duty officer, who started November 1<sup>st</sup>, are assigned to the intake process. The volunteers, intern, light duty officer and 1040 employee have provided the Property Evidence Unit with the extra staffing necessary to perform many of the daily routine tasks required.

### **Training**

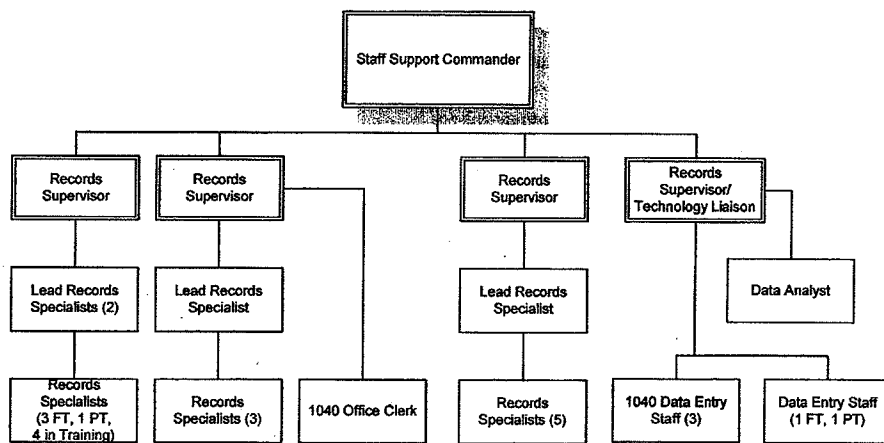
All newly assigned officers receive orientation training at the Property Room. This includes packaging procedures, temporary and permanent storage, processing requests, chain of custody requirements and general operations. The new officers also receive a handout which provides a thumb nail version of the Property Evidence Manual.

# Records Unit



2004 Staff Support Section Annual Report

2004 Records Unit Personnel



## 2004 Staff Support Section Annual Report

### Records Overview

#### CALEA

In 2004, personnel in Staff Support worked at bringing policies and procedures in to compliance with CALEA standards. The Staff Support Commander delegated CALEA standards to Records Supervisors throughout the year. To meet CALEA standards, assignments consisted of updating and writing procedures, training personnel and providing proofs to the CALEA team as required.

In April and July 2004, on-site mock assessments were conducted. The final assessment was conducted by CALEA assessors in December. The Staff Support Units were in compliance with the required standards.

Chapter 82 Records: 22 standards applicable

CALEA plaques presented to the Records Unit: "**Winning with Teamwork: Records Unit Outstanding Accreditation Product**" and "**Records Unit Accreditation Excellence**".

#### Operations

The Records Unit business hours were reduced in 2004 due to staffing shortages. Records Specialists provide service to the public at the walk-in lobby and non-emergency call receiving during business hours.

Records is staffed 24 hours seven days per week to support the law enforcement operation, involving prisoner monitoring, bail collection for in-custody defendants and confirming and entering active warrants, stolen property and missing persons on-line in the WSP ACCESS criminal justice computer system.

#### Planning

The Supervisor Team attended meetings with City staff and architects planning for the Records office in New City Hall.

In the new office, Records will reduce three storage areas to one. This will house crime reports, active WACIC/NCIC cases, arrest fingerprint ID packets and other retention files. This will significantly improve record retrieval and efficiency in serving the public and law enforcement.

2004 Staff Support Section Annual Report

**Recruitment, Hiring and Retention**

**2004 Records Specialist Vacancies**

3 FTE, 1 LTE, 1 PT

**Records Specialist Hiring Process**

| <u>Recruitment Test</u>                                     | <u>Applications</u> | <u>Status</u>                          |
|-------------------------------------------------------------|---------------------|----------------------------------------|
| March 27, 2004                                              | 100                 | Reviewed/Screened                      |
|                                                             | 50                  | Invited to test                        |
|                                                             | 29                  | Tested                                 |
|                                                             | 20                  | Interviewed                            |
| August 7, 2004                                              | 72                  | Reviewed/Screened                      |
|                                                             | 40                  | Invited to test                        |
|                                                             | 21                  | Tested                                 |
|                                                             | 16                  | Interviewed                            |
| <u>Candidate Backgrounds</u>                                | <u>Hired</u>        | <u>Positions Filled</u>                |
| 09                                                          | 04*                 | 03 FTE and 01 LTE                      |
| <u>Probationary Specialists<br/>In Training at Year-End</u> | <u>Resignations</u> | <u>Vacant Position at<br/>Year-End</u> |
| 03                                                          | 06*                 | 01 Part-Time                           |

\*Hiring: Two Records Specialists were hired in September, one in October and one in November.

\*Resignations: Four probationary employees resigned in 2004. One part-time specialist was promoted to a position in another unit within the Police Department. One employee left for personal reasons.

**1040 Hourly Employees**

There were five 1040 employees working in Records. Four employees enter data into CommandPoint and one copies case reports for dissemination. One of the five 1040 employees was assigned to a part-time data entry position.



## 2004 Staff Support Section Annual Report

### **Police Records Volunteers**

Records volunteers worked on tasks and projects for the Records Unit consistently throughout the year. Their commitment to work on the large quantity of tedious tasks each week is appreciated and commendable.

- 1 volunteer processed citation reconstruction ticket books
- 1 volunteer filed police reports and fingerprint ID packets in archives
- 2 volunteers processed WSP Disposition Report forms
- 4 volunteers processed pawn slips

### **Technology**

The Records Section relies on records management and information sharing applications to facilitate its services to police personnel and to citizens. Throughout 2004, we have worked to develop and maintain the applications that are used to support daily operations. We have also continued to work on projects that were initiated in 2003 that will enhance Records services in the coming years:

#### **Records Management System**

The Police Records Management System (RMS) went live July 1, 2002, and was scheduled for completion at the close of 2004. Due to the acquisition of the RMS vendor by Northrop Grumman PSI and the resulting reorganization of the vendor's project support, the completion of this project has been delayed. The core records system is functioning well and continues to benefit from enhancements and system upgrades. In the coming year, we hope to implement the Property/Evidence and Prosecution modules.

#### **Public Safety Wireless**

A dedicated group of Police, Fire, and Information Technology employees has worked throughout the year to implement a system that will allow officers to be dispatched and to run names and license plates against national, state and local crime records from mobile data computers (MDCs) in their vehicles. The technical challenges of implementing this system have been great, but our progress continues. We plan to complete the implementation and conduct stability testing early in 2005.

#### **Regional and National Information Sharing**

The Bellevue Police Department is collaborating with the King County Sheriff's Office and Tukwila Police Department on the Regional

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Automated Information Network (RAIN) for sharing crime information among jurisdictions. In 2004, the RAIN Governing Committee secured funding to expand RAIN to all law enforcement agencies in King County. This expansion will begin early in 2005. The department is also a participant in Northwest Law Enforcement Information Exchange (LInX), an information sharing initiative led by the Naval Criminal Investigative Service (NICS).

### CommandPoint Data Entry Statistics

The Data Entry Statistics below reflect the numbers of reports in each category that were entered into the Records Management System in 2004. Supplements, follow-ups and late-arriving cases from 2003 that were entered in 2004 are included in these numbers. 2004 cases that were entered after January 1, 2005 will be included in 2005 statistics

|                                     | <u>2002</u> | <u>2003</u> | <u>2004</u> |
|-------------------------------------|-------------|-------------|-------------|
| Arrest Report Entry                 | 4,026       | 4,248       | 3,695*      |
| Case Report Entry                   | 15,737      | 15,626      | 13,338      |
| Criminal Citations                  | 1,420       | 2,863       | 2,429       |
| Field Interview Reports (FIR cards) | 1,905       | 2,310       | 1,183       |
| Non-Traffic Infractions             | 139         | 48          | 26          |
| Parking Tickets                     | No data     | 1,930       | 1,377       |
| Traffic Accidents                   | No data     | 2,162       | 1,659       |
| Traffic Infractions                 | 20,689      | 26,000      | 17,676      |
| Trespass Notices                    | No data     | 352         | 518         |

\*The number of Arrests entered in 2004 is significantly lower because of changes in departmental procedures for recording Adult Diversions and Driving While License Suspended cases.

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**Data Center Statistics**

| <b><u>Records</u></b>                     | <b><u>2003</u></b> | <b><u>2004</u></b> |
|-------------------------------------------|--------------------|--------------------|
| Application to Transfer Pistols Processed | 737                | 596                |
| Denials                                   | 04                 | 01                 |
| Multiple Sales                            | 45                 | 47                 |
| Book of Arrest Entries:                   | 2,533              | 2,370              |
| Juveniles                                 | 356                | 264                |
| Outside Agencies                          | 75                 | 83                 |
| Booking Room Video Tape Archiving         | 42                 | 79                 |
| DOL Documents Ordered:                    |                    |                    |
| CCDR's & OL Photos                        | 1,795              | 1,592              |
| Vehicle Registrations & Title History     | 149                | 103                |
| NCIC Validations                          | 1,257              | 1,524              |
| NCIC III's                                |                    | 6,327              |
| Vehicle Logs                              |                    |                    |
| Police Tows:                              |                    |                    |
| Abandoned                                 |                    | 131                |
| Arrest DUI                                | 122                | 184                |
| Arrest non-traffic                        | 138                | 188                |
| Disabled vehicle                          | 137                | 119                |
| DWLS                                      | 245                | 98                 |
| NVOL                                      | 08                 | 04                 |
| Stolen/Recovered                          | 82                 | 20                 |
| Traffic Accidents                         | 708                | 679                |
| Other                                     | <u>122</u>         | <u>69</u>          |
| Total                                     | 1,562              | 1,592              |
| Private Impounds                          | 1,359              | 1,276              |
| Repossessions                             | 247                | 266                |
| WACIC Missing Person Validations          | 21                 | 14                 |
| Warrants Processed:                       |                    |                    |
| New Warrants Entered                      | 1,950              | 1,677              |
| Warrants Recalled by the Court            | 350                | 950                |
| Warrants not served, Expired              |                    | 439                |

## 2004 Staff Support Section Annual Report

### Domestic Violence Order Processing Team

#### Team Members

Team Leader & Trainer: 1 Lead Records Specialist  
Processing & Validations: 3 Records Specialists  
Processing Only: 2 Records Specialists

The DV team was formed in May of 2003. The team consists of Records Specialists who are assigned to process domestic violence/protection orders. This team concept has proven to be successful in the accuracy and timely manner in which each order is processed for entry into the state computer system and for service as directed by the court.

In 2004, the team successfully completed the special project of converting all remaining orders that existed in the out-of-date entry format into the new entry format required by Federal law. Entry procedures change periodically due to Federal and State requirements. The team stays current with changes in a proficient manner. The specialists on the DV Team possess the knowledge and abilities to process the various types of complex civil and criminal protection orders efficiently and correctly. The team approach to processing orders and validating them has been a success!

| Protection (DV) Orders for Service & Entry: | <u>2003</u> | <u>2004</u> |
|---------------------------------------------|-------------|-------------|
| Anti-Harassment Orders                      | 200         | 293         |
| Protection Orders                           | 350         | 309         |
| Restraining Orders                          | 170         | 183         |
| No Contact Orders                           | 350         | 238         |
| Orders Prohibiting Contacts                 | <u>83</u>   | <u>193</u>  |
| Total                                       | 1,153       | 1,216       |

2004 Staff Support Section Annual Report

**Records General Data**

**Bail and Service Receipts for:**

|              |                     | <u>2003</u>        |              | <u>2004</u>         |                   |
|--------------|---------------------|--------------------|--------------|---------------------|-------------------|
|              | <u>Bail</u>         | <u>Service</u>     |              | <u>Bail</u>         | <u>Service</u>    |
| January      | \$23,100.00         | \$1,303.00         | January      | \$5,725.00          | \$992.00          |
| February     | \$9,700.00          | \$940.50           | February     | \$12,700.00         | \$822.00          |
| March        | \$17,525.00         | \$1,701.95         | March        | \$4,000.00          | \$712.50          |
| April        | \$10,650.00         | \$1,224.00         | April        | \$7,345.00          | \$921.00          |
| May          | \$11,800.00         | \$1,496.50         | May          | \$7,000.00          | \$612.00          |
| June         | \$13,850.00         | \$1,456.00         | June         | \$9,525.00          | \$792.00          |
| July         | \$6,875.00          | \$892.00           | July         | \$2,500.00          | \$662.00          |
| August       | \$13,850.00         | \$879.97           | August       | \$5,250.00          | \$1,412.00        |
| September    | \$4,350.00          | \$564.00           | September    | \$5,225.00          | \$806.50          |
| October      | \$8,600.00          | \$873.50           | October      | \$5,000.00          | \$772.00          |
| November     | \$14,375.00         | \$788.00           | November     | \$26,095.00         | \$1,011.00        |
| December     | \$18,600.00         | \$1,150.00         | December     | \$16,375.00         | \$480.00          |
| <i>Total</i> | <b>\$153,275.00</b> | <b>\$13,269.42</b> | <i>Total</i> | <b>\$106,740.00</b> | <b>\$9,995.00</b> |

**Checks Received by Mail for Case Report Disseminations:**

|              |  | <u>2003</u>        |              | <u>2004</u>       |  |
|--------------|--|--------------------|--------------|-------------------|--|
| January      |  | \$881.50           | January      | \$915.50          |  |
| February     |  | \$1,070.50         | February     | \$770.50          |  |
| March        |  | \$876.50           | March        | \$802.00          |  |
| April        |  | \$1,098.00         | April        | \$900.00          |  |
| May          |  | \$641.50           | May          | \$695.00          |  |
| June         |  | \$828.20           | June         | \$759.00          |  |
| July         |  | \$872.72           | July         | \$724.00          |  |
| August       |  | \$737.00           | August       | \$703.50          |  |
| September    |  | \$958.50           | September    | \$755.50          |  |
| October      |  | \$1,009.00         | October      | \$774.50          |  |
| November     |  | \$814.50           | November     | \$898.00          |  |
| December     |  | \$984.50           | December     | \$947.50          |  |
| <i>Total</i> |  | <b>\$10,772.42</b> | <i>Total</i> | <b>\$9,645.00</b> |  |

2004 Staff Support Section Annual Report

**Records General Data**

| <u>Records</u>                      | <u>2003</u>       | <u>2004</u>       |
|-------------------------------------|-------------------|-------------------|
| Clearance Letters                   | No Data           | 73                |
| Computer Aided Dispatch Entries     | 5,708             | 7,845             |
| Dissemination                       | 4,777             | 4,463             |
| Expungements                        | 33                | 44                |
| Firearms License Applications:      |                   |                   |
| Concealed Pistol Licenses Originals | 182               | 154               |
| Renewals                            | 178               | 112               |
| Late Renewals                       | 74                | 30                |
| Replacements                        | 22                | 26                |
| Denied                              | 02                | 01                |
| Revoked                             | 01                | 00                |
| Voided                              | <u>07</u>         | <u>12</u>         |
| Total                               | 466               | 335               |
| Alien Firearms Licenses             | 04                | 03                |
| Firearm Dealer Licenses             | 07                | 09                |
| Records Checks                      | 6,023             | 5,739             |
| Salvation Army Voucher Program:     |                   |                   |
| Lodging Vouchers                    | 18                | 16                |
| Total Lodging Vouchers Amount:      | <u>\$1,443.00</u> | <u>\$1,857.65</u> |
| Food Vouchers                       | 05                | 05                |
| Total Food Vouchers Amount:         | <u>\$90.00</u>    | <u>\$150.00</u>   |
| Adults                              | 18                | 10                |
| Adults with Children                | 00                | 13                |
| Total Children with Adults          | 00                | 14                |
| Sound Permits                       | No Data           | 45                |

2004 Staff Support Section Annual Report

**Case Reports: Archiving and Records Retention**

With the implementation of a 5-year, plus current year retention period it became necessary to purge case reports from the years prior to 1998, with the exception of major crimes cases, sex crimes and active WACIC/NCIC cases.

Crime reports such as homicide, rape, arson and robbery are retained for an indefinitely. Active cases are retained until closed by investigation or judicial proceedings. Cases involving missing persons, stolen vehicle, boats, firearms, parts, protections orders and active warrants are retained until the incident is no longer active or is closed.

In 2004, case reports from 1993 through 1996 were purged excluding the types of cases identified for retention requirements.

| <u>Year</u> | <u>Retained</u> | <u>Purged</u> |
|-------------|-----------------|---------------|
| 1993        | 242             | 16,009        |
| 1994        | 520             | 16,761        |
| 1995        | 533             | 17,208        |
| 1996        | <u>465</u>      | <u>16,527</u> |
| Total       | 1,760           | 66,505        |

In compliance with CALEA file security standards, four years of case reports 1998, 1999, 2000, and 2001 that were stored in the Police Annex Records storage were moved to the Bellevue Service Center Police Records secured archives.

Purging continues to be a high priority and is expected to be completed prior to the move into the new City Hall building. In 2005, we will continue the purge and retention process up through year 1999. In preparation for the move to New City Hall, major crimes cases will be re-boxed into secure water resistant retention bins.

## 2004 Staff Support Section Annual Report

### **Infraction, Criminal Citation and Parking Ticket Reconstruction**

In December of 2003, officers became responsible for retaining the Law Enforcement Agency (LEA) copy issued infractions. Each book contains 25 tickets. Officers will turn in all 25 LEA infraction copies. These copies are kept on file as reconstructed ticket books. Since the implementation this new process, the paperwork flow is more efficient and current. It has also greatly reduced man-hours of a police volunteer who works on ticket book reconstruction. Officers are conscientious in forwarding completed books to Records in a timely manner. A Records Specialist is responsible for retaining the reconstructed ticket books. The reconstructed books are stored for three years per State Retention requirements.

The Records Unit has one volunteer who works four hours per week reconstructing criminal and parking ticket books with the Law Enforcement Agency copies.

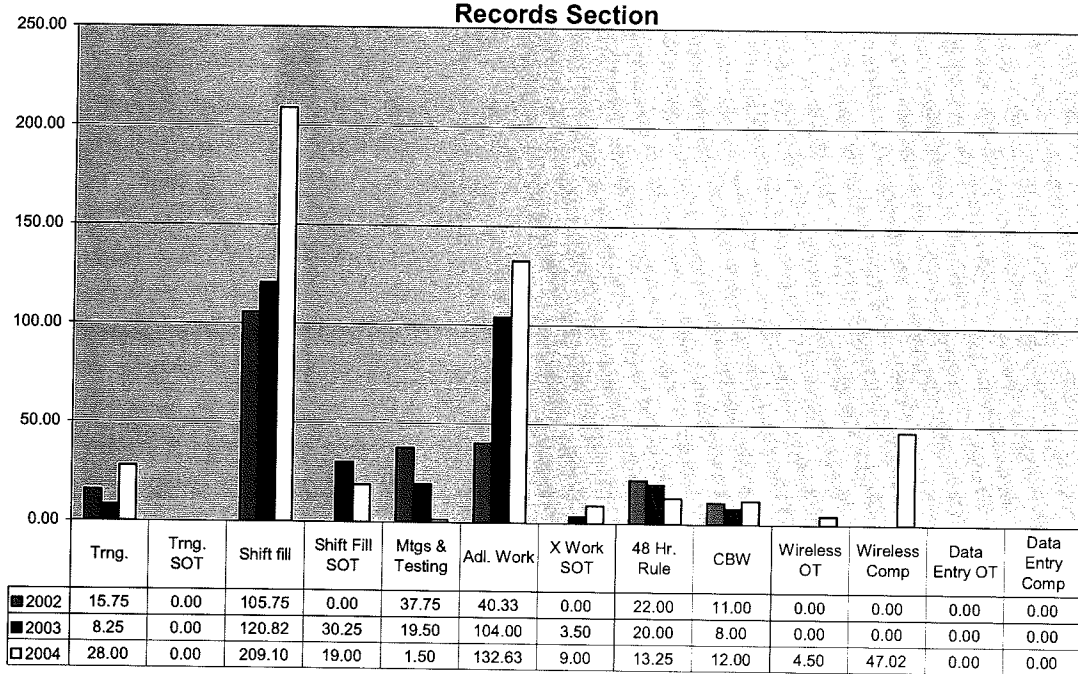
In May 2004, the infractions and criminal citations were audited by the State. Our agency is in compliance with the infraction and citation record keeping. The State Auditor recommended that our agency perform monthly citation audits and develop a process to confirm the receipt of citations with the court. These recommendations were taken under advisement by the staff support commander and police fiscal manager.



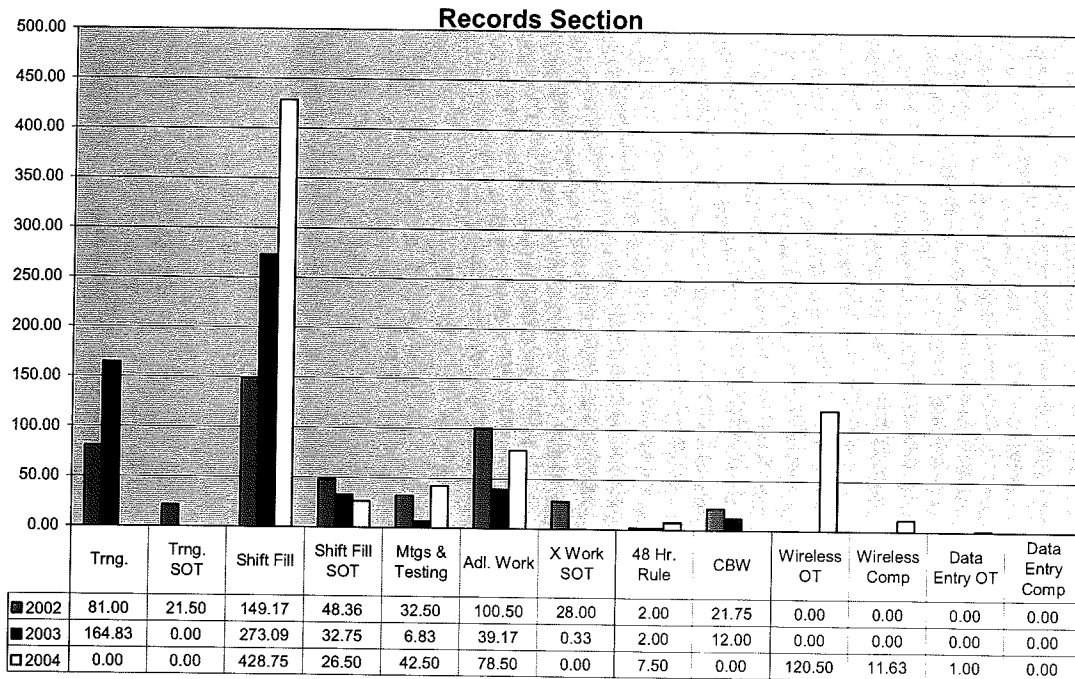
# 2004 Staff Support Section Annual Report

## Records Annual Overtime

### 1st. Quarter Overtime Comparisons 2002-2004

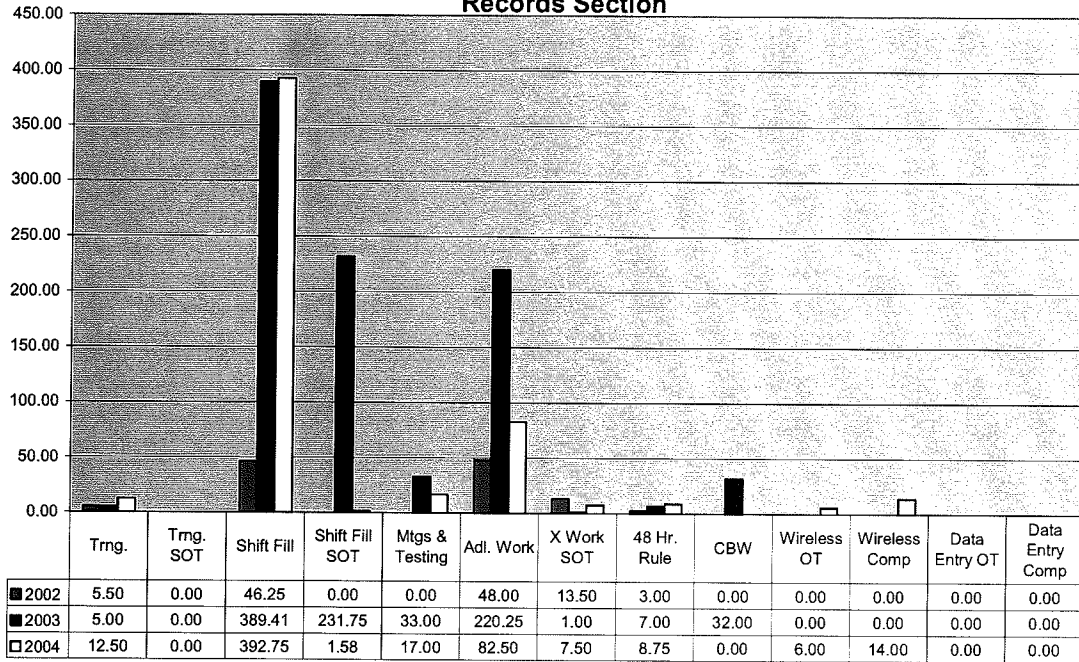


### 2nd. Qtr. OT Comparisons 2002-2004

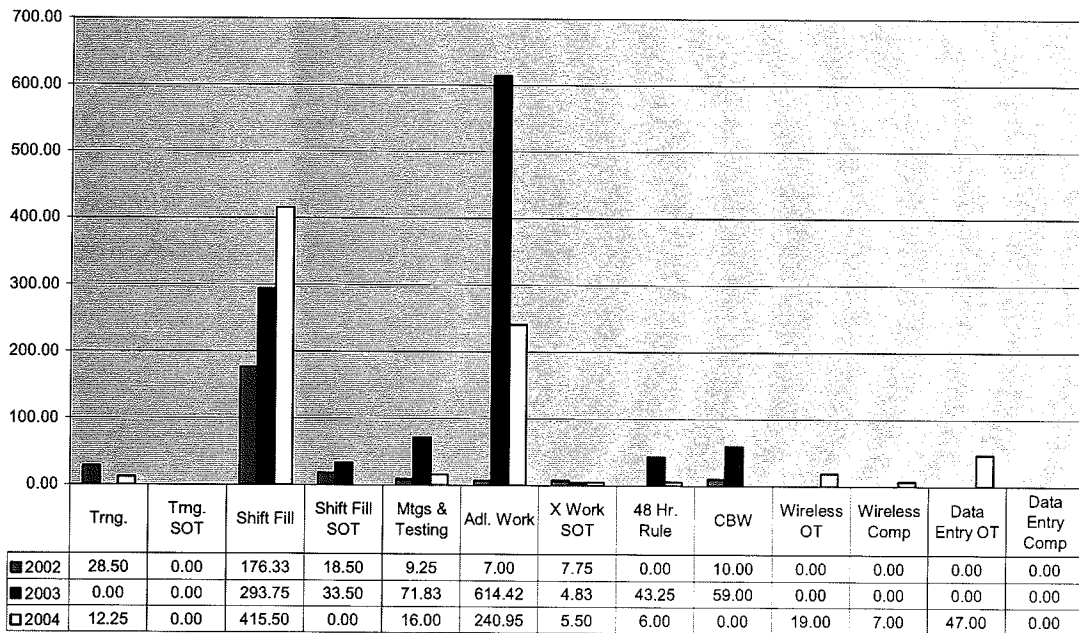


# 2004 Staff Support Section Annual Report

## 3rd. Qtr. OT Comparisons 2002-2004 Records Section

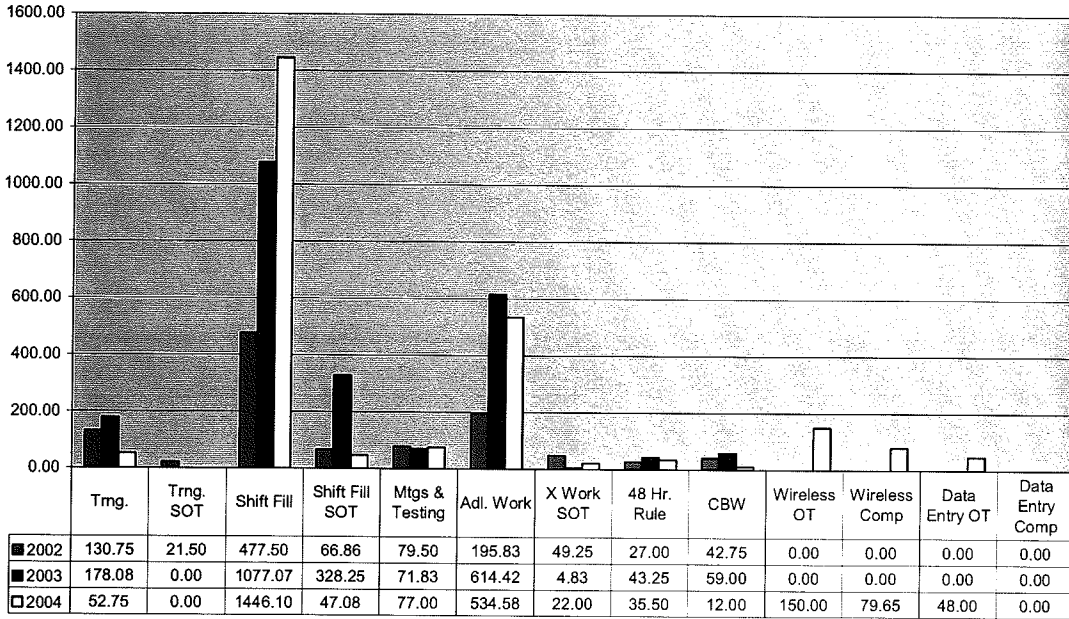


## 4th. Qtr. OT Comparisons 2002-2004 Records Section

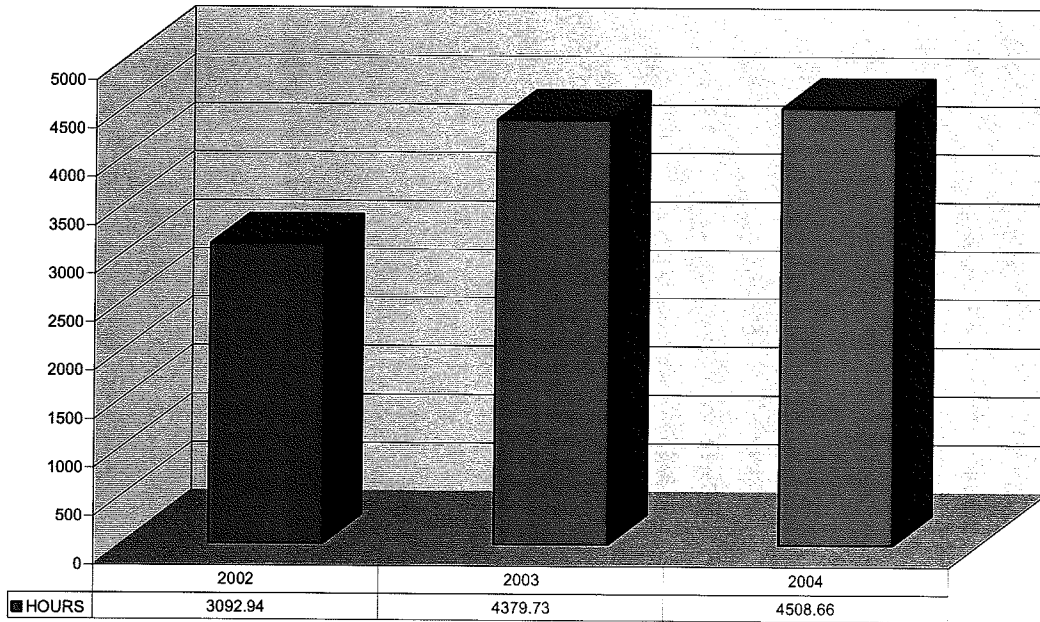


# 2004 Staff Support Section Annual Report

## Yearly OT Comparisons Records Section 2002-2004



## RECORDS OVERTIME HOURS 2002-2004



2004 Staff Support Section Annual Report

**Records Personnel Training 2004**

| <b>Classes</b>                                              | <b>Location</b> | <b>Attended</b>                            |
|-------------------------------------------------------------|-----------------|--------------------------------------------|
| Corrective Action                                           | ECTC            | Records Supervisor                         |
| How To Become A Better Communicator                         | Seattle         | Records Specialist                         |
| Giving & Receiving Constructive Feedback                    | ECTC            | Records Supervisor                         |
| CALEA Conference                                            | Pasadena        | 2 Records Supervisors                      |
| DV Conference: Justice and Hope                             | Longview        | 1 Lead, 3 Records Specialists              |
| NICS & Firearms Laws                                        | Issaquah        | 2 Records Specialists                      |
| NICS and DV Order Training                                  | Issaquah        | 3 Records Specialists                      |
| Workplace Violence                                          | Bellevue        | Records Supervisor                         |
| Due Process: Internal Investigations                        | Edmonds         | Records Supervisor                         |
| Supervisory Pathways-Legal Issues For Supervisors           | Bellevue        | 2 Records Specialists                      |
| Supervisory Pathways                                        | Bellevue        | Records Supervisor                         |
| Supervisory Pathways - Developmental Performance Management | Bellevue        | Records Specialists                        |
| Supervisory Pathways - Giving Recognition                   | Bellevue        | 2 Lead Specialists                         |
| Ethical, Character-Driven Leadership                        | Bellevue        | 3 Records Supervisors                      |
| Contemporary Police Leadership: The Essentials              | Kent            | 3 Records Supervisors                      |
| Making Managers Into Leaders                                | Seattle         | Records Specialist                         |
| Excelling As A Highly Effective Team Leader                 | Sea-Tac         | Lead Specialist                            |
| Excelling As A First-Time Manager Or Supervisor             | Seattle         | 3 Lead Specialists                         |
| How To Be A Dynamic Trainer                                 | Seattle         | Records Specialists                        |
| Understanding & Using Emotional Intelligence                | Bellevue        | Lead Specialist                            |
| Conflict Management Skills For Women                        | Seattle         | Records Specialist                         |
| Professional Development For Women                          | Sea-Tac         | Lead Specialist & Records Specialist       |
| One World Overview (Web Client-Hands On)                    | COB             | Records Supervisor                         |
| One World Job Cost for Project Managers                     | Bellevue        | Records Supervisor                         |
| Excel XP1                                                   | Bellevue        | Lead Specialist                            |
| Excel XP2                                                   | Bellevue        | Lead Specialist                            |
| Excel XP Introduction                                       | COB             | Records Supervisor & Specialist            |
| WORD XP - Level 1                                           | ECTC            | Records Supervisor                         |
| Washington Notary Public Seminars                           | Bellevue        | 2 Records Supervisors                      |
| WSP ACCESS Trainer Training                                 | Kent            | 2 Lead Specialists                         |
| WSP ACCESS Certification - Level 1 or 2                     | Bellevue        | 10 Records Personnel                       |
| I.A.C.A. Training Conference                                | Seattle         | Data Analyst                               |
| CJTC - Uniform Crime Reporting                              | Burien          | Records Supervisor                         |
| Chemical Hazards                                            | COB             | Probationary Specialists                   |
| New Hire Desktop Orientation                                | COB             | Probationary Specialists/Admin. Assistants |
| Bloodborne Pathogens                                        | COB             | Probationary Specialists                   |
| Bellevue Beginnings                                         | COB             | Probationary Specialists                   |
| <b>Training Budget Balance:</b>                             |                 | \$5,750.85 (03/29/2004)                    |
|                                                             |                 | \$3,344.56 (11/02/2004)                    |

2004 Staff Support Section Annual Report

**Washington State Patrol**  
**Washington Central Computerized Enforcement Service System**  
**"ACCESS" Certification**

| <b><u>Classroom Training</u></b> | <b><u>2003</u></b> | <b><u>2004</u></b> |
|----------------------------------|--------------------|--------------------|
| Level 1 Classes                  | 08                 | 04                 |
| Total Students                   | 91                 | 46                 |
| Level 2 Classes                  | 01                 | 01                 |
| Total Students                   | 02                 | 03                 |

Classroom training was conducted at Bellevue PD by two Lead Records Specialists who are WSP ACCESS certified trainers.

**Recertification**

|                                 |    |    |
|---------------------------------|----|----|
| Total personnel recertified     | 33 | 61 |
| Personnel who did not recertify | 04 | 05 |

Police personnel whose two-year certifications are due to expire take the WSP ACCESS recertification test at Bellevue PD. A Records Supervisor is the Technical Agency Coordinator for Bellevue PD and is responsible for ensuring personnel are trained and certified to use the ACCESS system.

2004 Staff Support Section Annual Report

**Annual Report - Staff Recognition**

Thank you to the following personnel for their contribution in providing data and information for the Staff Support Section Annual Report:

**Personnel Services Unit**

Captain Cherie Baker

**Property Evidence Unit**

Supervisor Bernard Campbell

**Records Unit**

Major Michel Pentony  
Supervisor Deborah Brennan  
Supervisor Marnie Carrithers  
Supervisor Ginger Lowry  
Supervisor Deborah Martin  
Lead Specialist Corinne Deal  
Acting Lead Specialist Penny Kerssen  
Specialist Kimberly Harney  
Specialist Kathy Nolan  
Captain Todd Simonton, CALEA  
Communication Center Dispatcher Kevin Bryson  
Patrol Administrative Assistant Linda Scherrer

**Word Processing**

Teresa Starbuck