

2000

STAFF SUPPORT YEAR-END REPORT



James E. Montgomery
Chief of Police

Major Linda Pillo
Staff Support Commander

Bellevue Police Department Staff Support Mission Statement

**To provide quality service 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**



Thanks to all the staff who contributed to this report and a special acknowledgement to the following who made a significant contribution:

Leslie Cline
Kelli Hoel
Edna Snow
Elizabeth Hlavacka
Bud Campbell
Debbie Brennan

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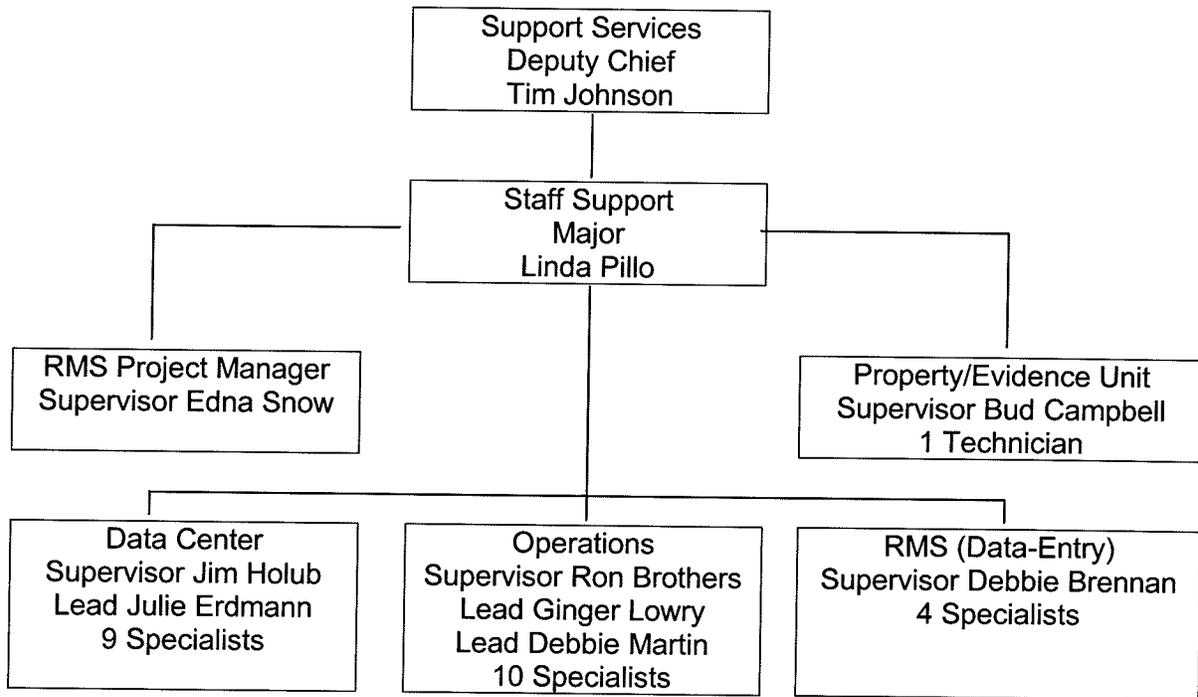
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Many staff members attended various training courses throughout the year. Classes included subjects such as: "Delivering Unbeatable Customer Service over the phone", "Assertive Communication Skills", Train the Trainer" one-day class for new hire trainers, "Conflict Management for Women", computer courses and a wellness presentation. Next year training will continue to be an important part of Management's commitment to our employees.

The year 2000 was spent preparing for the future of the Staff Support Section. Three separate employee committees reviewed the structure of the section, the current performance evaluations and scheduling. Through these recommendations, next year will be one of transition with many of these employee suggestions being implemented.

For the year 2000, The Records Staff selected Corinne Deal as Records Specialist of the year. A special congratulations to her for this achievement.

Staff Support Section



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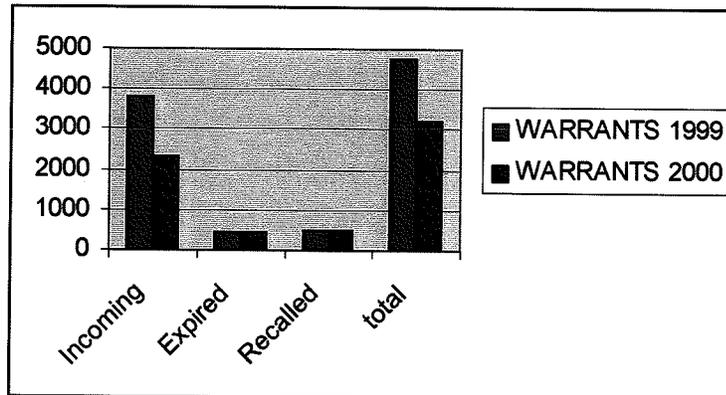
Data Center

Records Specialists working in this area are responsible for a number of tasks, many of which require the ability to navigate in various database and technical expertise. This area must be staffed 24-hours a day, seven days a week. Tasks include: WACIC/NCIC entry of stolen vehicles, missing persons, stolen/recovered articles, running names, VIN, plates and other assistance for officers, processing warrants and domestic violence orders. Vehicle tows, issuance/maintenance of card-key system and access to City facilities including the custody facility along with monitoring the alarm systems for the City and monitoring prisoners by video camera system.

This year the staff was trained on a new video recording system. This system was installed in the new custody facility and is monitored 24-hours a day. A new multi-channel audio monitor and alarm system was also installed. This system allows for most areas of the new facility to be monitored and provides for the use of call boxes to alert Records staff when entrance or exit to the custody facility occurs. The existing card-key system was also expanded to the new facility. A control panel was installed to allow Records staff to operate doors at the custody facility and to lock it down in the event of an emergency. Specialist Cori Deal developed procedures for the operation of this new equipment.

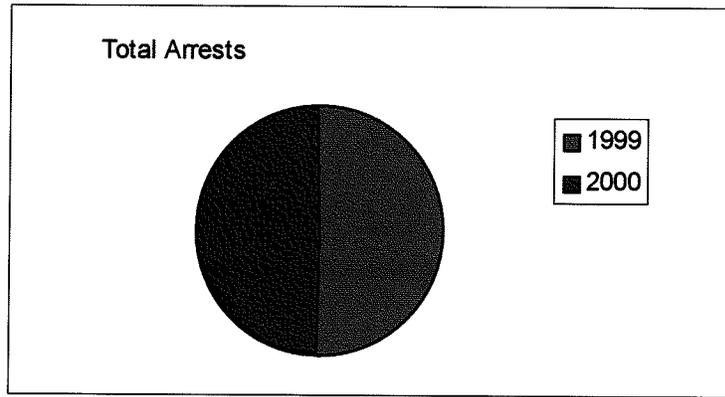
Data Center Statistics

Warrants	1999	2000
Incoming	3,823	2,309
Expired	457	427
Recalled	481	481
Total	<u>4,761</u>	<u>3,217</u>

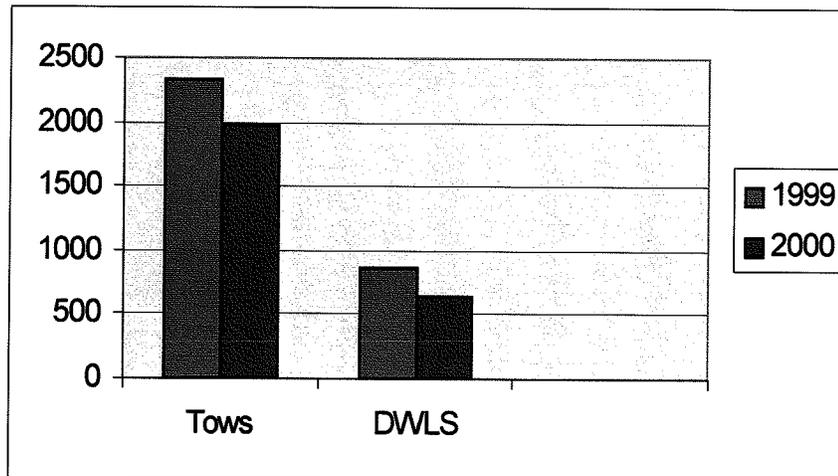


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Detention Facility	1999	2000
Total Arrests	2,853	2,842

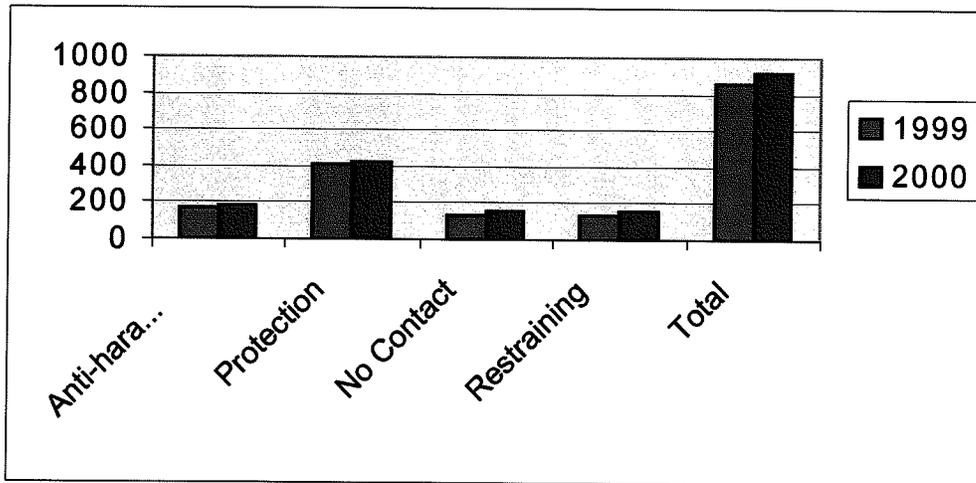


Police Tows and DWLS Orders	1999	2000
	2,329	1,965
	857	639



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Domestic Violence Orders	1999	2000
Anti-harassment Protection	172	185
No Contact	414	424
Restraining	131	157
Total	<u>855</u>	<u>919</u>



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Operations

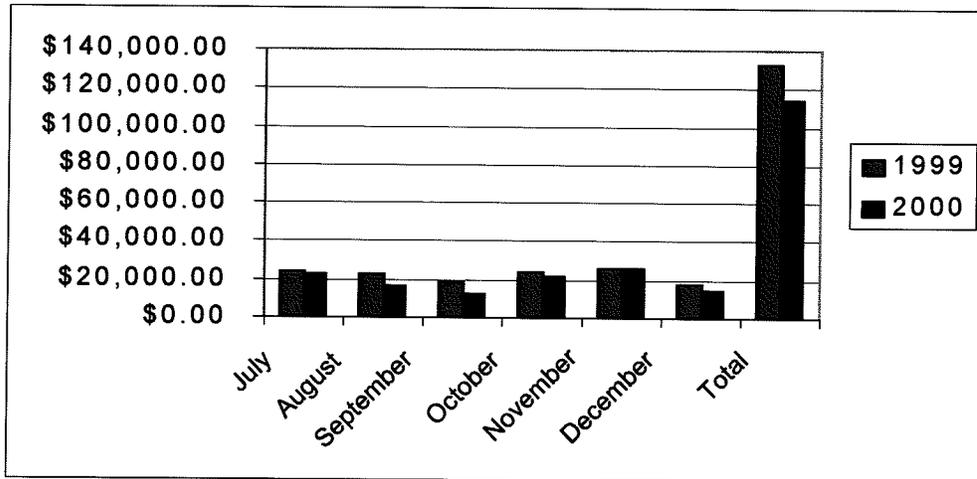
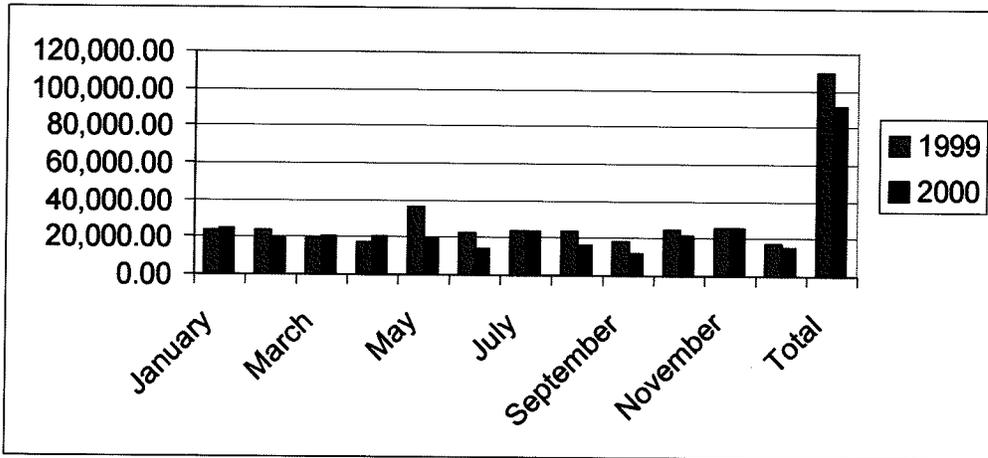
Records Specialists assigned to Operations are responsible for many tasks including but not limited to: citizen inquires, paperwork generated by the Police Department, the voucher program, bail collection, City hall building access, record checks, mail distribution, citation processing, dissemination, non-emergency phone line and entering non-emergency calls into CAD.

The staff working in this area will monitor the needs of the front counter, or be stationed at one of the phone desks for work on paper processing. When not answering the Police Department business line/non-emergency line or helping a citizen at the front counter, they are responsible for completing many of the critical tasks that must be done daily for the Department. Five new specialists were trained on Operation's responsibilities in 2000. Training timeframes ranged from 4-6 weeks for each area.

Operations Statistics

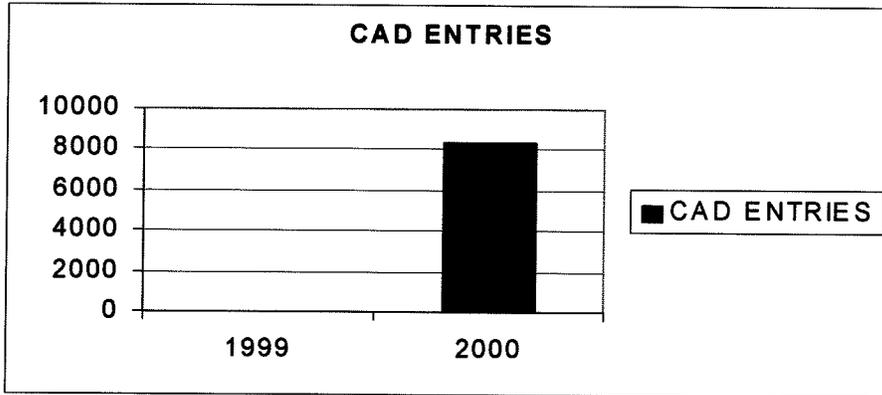
	BAIL COLLECTED	
	1999	2000
January	\$23,295.00	\$24,750.00
February	\$23,090.00	\$19,450.00
March	\$19,419.00	\$20,110.00
April	\$17,325.00	\$20,575.00
May	\$36,700.00	\$19,600.00
June	\$22,090.00	\$14,350.00
July	\$23,900.00	\$23,095.00
August	\$23,223.00	\$16,250.00
September	\$18,300.00	\$12,025.00
October	\$24,355.00	\$21,900.00
November	\$26,050.00	\$25,625.00
December	\$17,359.00	\$14,825.00
Total	\$275,106.00	\$232,555.00

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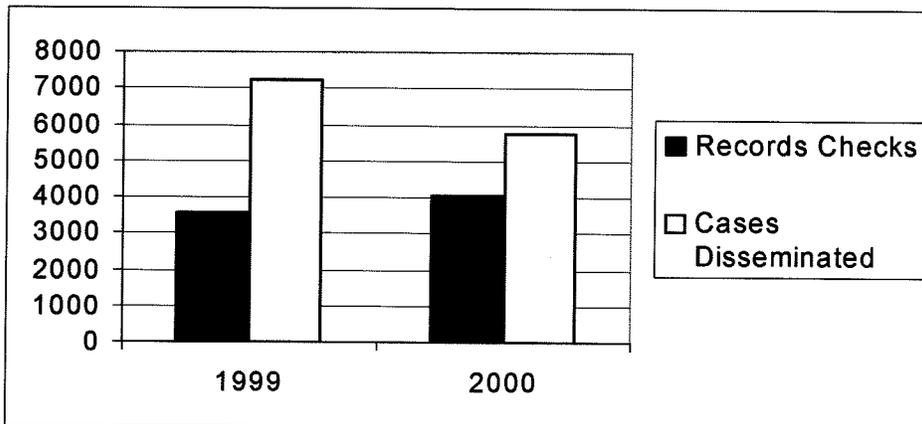
	1999	2000
CAD ENTRIES	Unknown	8291



DISSEMINATION

	1999	2000
Records Checks	3,556	4,052
Cases Disseminated	7,219	5,766

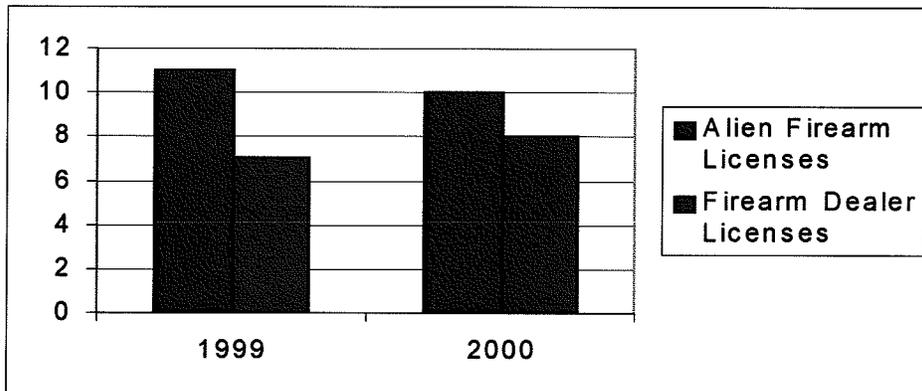
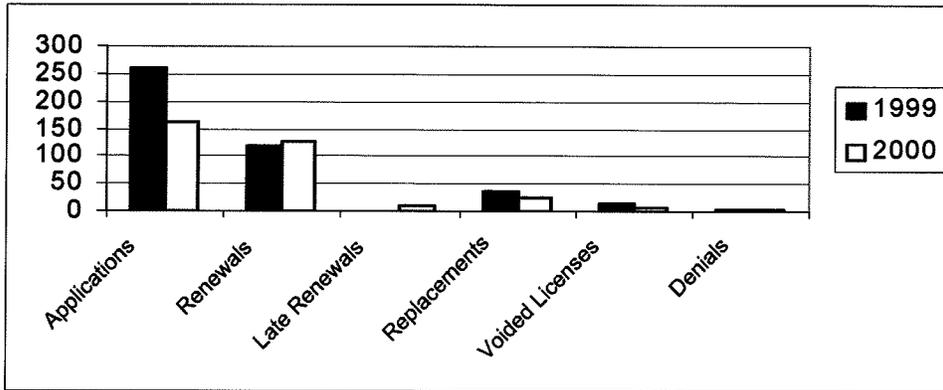
(Legal, Officers/Detectives, Outside Agency, Probation, Citizens, NRS/L&S, Attorneys, Insurance Companies, Other)



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Gun Licenses - Concealed Pistol Licenses

	1999	2000
Original Applications	259	164
Renewals (On-Time)	120	126
Late Renewals	Unknown	12
Replacements	36	27
Voided Licenses	14	6
Denials	2	2
Total (CPLs)	431	337
Alien Firearm Licenses (Total)	11	10
Firearm Dealer Licenses (Total)	7	8

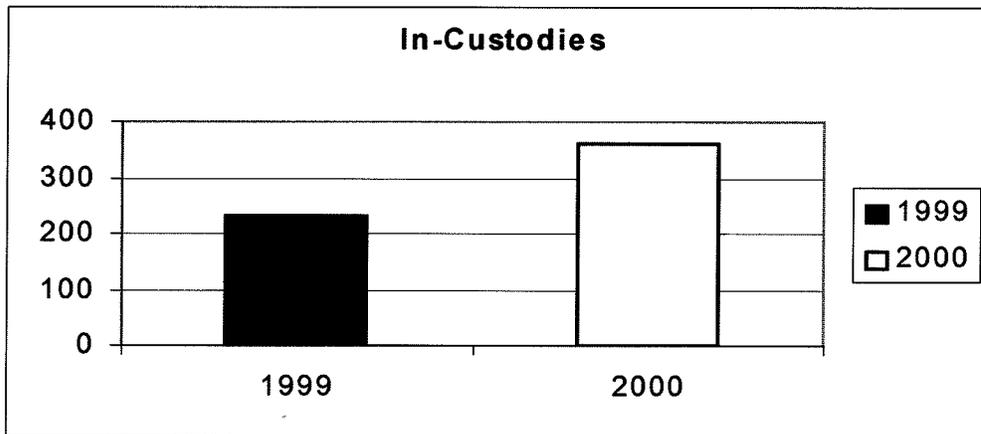


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Incoming Calls (Average)

	2000
Phone, Front & Lead Desks (does not include BU desk)	39,036
Data Center (x6944 & x6945)	15,646

	1999	2000
In-Custodies	233	360



Salvation Army Vouchers

	1999	2000
Lodging		
Adults Assisted	31	31
Children Assisted	12	9
Bus Vouchers		
Adults Assisted	8	17
Children Assisted	0	2
Food/Hygiene Items		
Adults Assisted	11	14
Children Assisted	4	5

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RMS (Data Entry)

The primary tasks of a Specialist working in data-entry is: entering cases, arrests, FIRS, domestic violence orders, trespass notices, collision reports, citations and infractions and follow-up reports. These Specialists are also responsible for merging names, researching problem cases and false names, validating I.D. numbers with names and photos and providing coverage on the floor when needed. Further, Elizabeth Hlavacka presented a 2-hour training on the Records Management System, training our new officers and tenured staff on data-entry.

This year a new digital mug photo system was introduced. The RMS staff daily checks these digital photos ensuring the proper I.D. is with the person. The RMS staff initiated a new photo filing process for our Polaroid photos, which significantly increased the efficiency of the filing system.

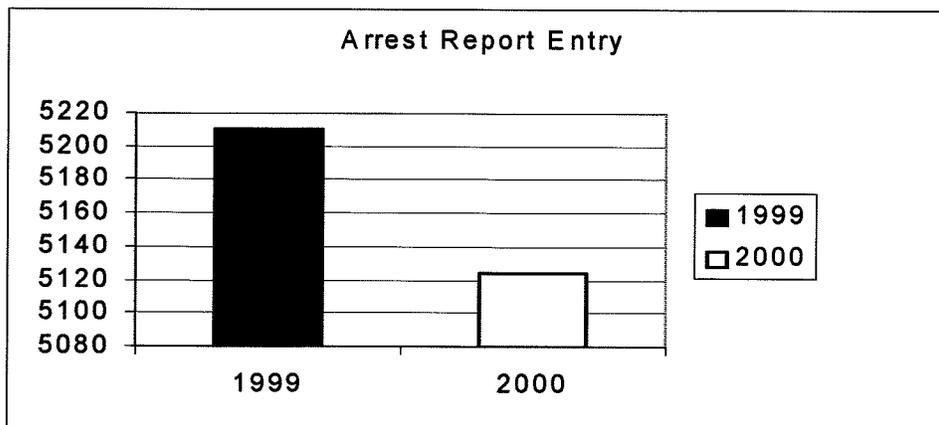
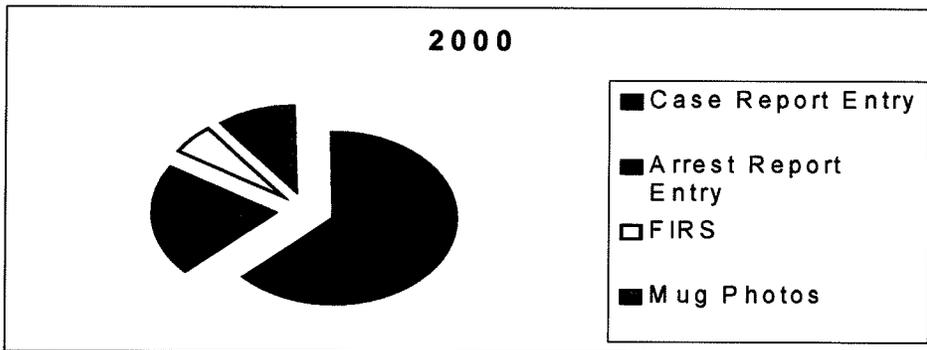
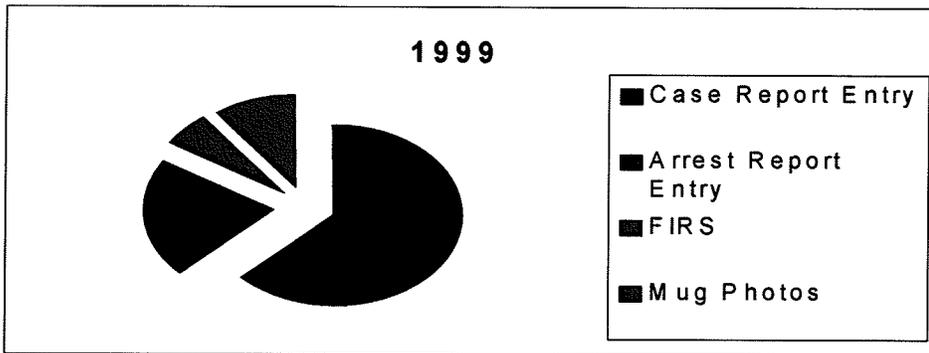
In February the data-entry Records Specialists moved from a small cramped room within Records to a larger office space. This space was transformed for data-entry and also provides a back-up communications center.

In preparation for new technology, the Records Specialists previously assigned to data-entry as their primary task, began cross training on other Record Specialist tasks.

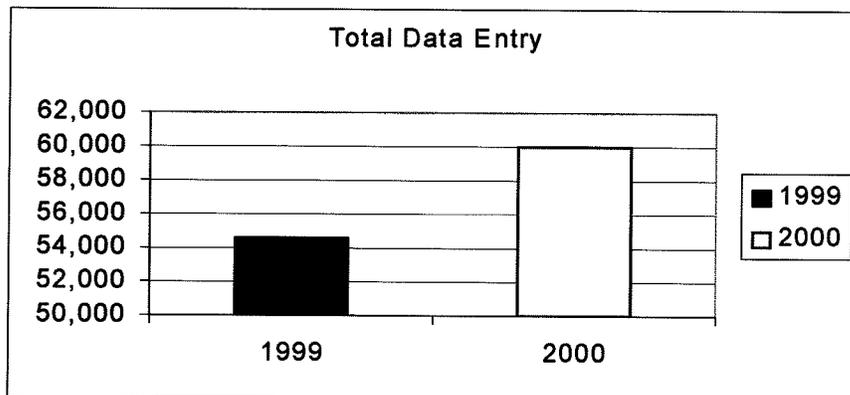
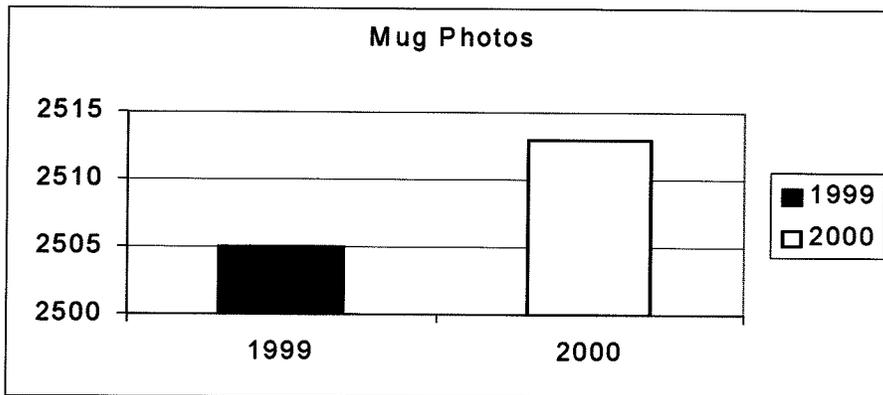
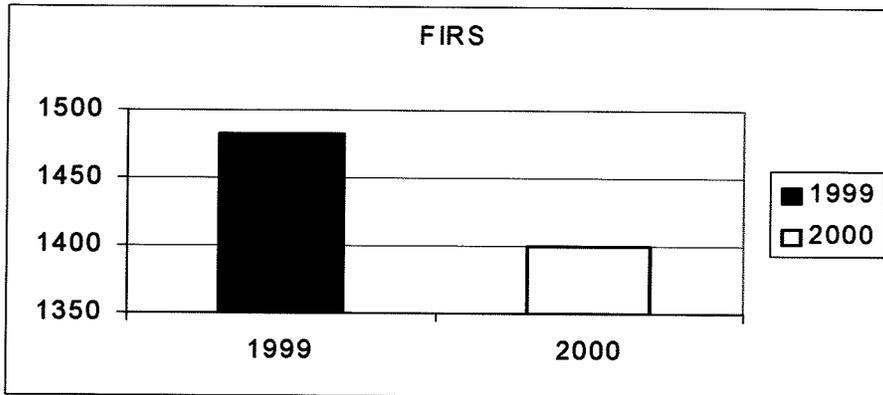
Data Entry Statistics

	1999	2000
Case Report Entry	15,358	15,100
Arrest Report Entry	5,219	5,124
FIRS	1,482	1,400
Mug Photos	2,505	2,513
Traffic Infractions	22,000	23,311
Parking	3,000	9,088
Criminal	5,000	2,466
Non-Traffic Infractions		995
Total	54,564	59,997

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Property/Evidence Unit

This year the Property/Evidence Unit exercised more critical control over evidence collection and cultivated professional confidence from other Department personnel. With the help of the City of Bellevue's compensation study an accurate and detailed interpretation of the Unit's requirements and responsibility's was plainly determined. The Unit is now participating in monthly multi-agency property/evidence unit meetings that has enhanced our knowledge, understanding and determination to do the job right. The future promises to educate and challenge us with the new RMS system, bar coding, construction of the new evidence intake area and the possibility of a new Police facility. Welcome to the 21st Century.

PROPERTY EVIDENCE TRANSACTIONS BY YEAR:

- 2000 - 7131 property evidence items were booked into the Evidence Unit this year. Disposition was completed on 1230 with active evidence currently at 5901 items.
- 1999 - 6825 items were booked with the disposition completed on 1695. Active evidence remaining is 5130 items.
- 1998 - 7146 items were booked with the disposition completed on 6015. Active evidence remaining is 1131 items.
- 1997 - 7326 items were booked with the disposition completed on 6525. Active evidence remaining is 798 items.
- 1996 - 6744 items were booked with the disposition complete on 6656. Active evidence remaining is 88 items.

Note: The number of evidence items is approximate. There is no way available to get an accurate count except by hand. The above count is determined by estimating that each case has an average of 3 evidence items.

ACTIVE CASES OLDER THAN 1996

1995 – 1 case 1994 – 1 case 1993 – 1 case 1990 – 1 case 1989 – 1 case
1987 – 1 case 1985 – 1 case 1984 – 1 case 1980 – 1 case 1979 – 1 case
1965 – 1 case

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FIREARMS

209 guns are stored as evidence. Approximately 350 guns are stored for destruction.

ITEMS CONVERTED FOR DEPARTMENT USE

The year 2000 property conversion information is provided IAW RCW 63.32.010 and BPD Manual Chapter 4.2, VI, A4.

ITEM	DEPT	\$ VALUE	DATE
Toshiba Laptop Computer	PSU	35.00	2/2
Compaq Laptop & 3 Color Monitors	PSU	100.00	2/2
ATX Computer, Monitor, Keyboard, Mouse	CSS	65.00	5/16
SW .357 Revolver	PSU	50.00	5/31
Remington 870 shotgun	PSU	150.00	6/1
Remington 870 shotgun (parts only)	PSU	10.00	6/1
Dewalt 18.0 volt cordless skill saw	DET	25.00	6/5
Remington 870 shot gun (parts only)	PSU	10.00	8/9
Ruger .22 semi-automatic pistol	PSU	35.00	8/9
Laptop Computer Case	ADM	15.00	8/28
Toshiba Laptop Computer	DET	60.00	9/8
Sony Camcorder	DET	75.00	9/14
Nikon 35mm camera	DET	35.00	9/14
Taurus .357 Revolver	PSU	50.00	9/20
SW .38 Revolver	PSU	50.00	9/20
Taurus .357 Revolver	PSU	50.00	9/20
Dewalt Drill	DET	25.00	9/27
Milwaukee worm drive drill	DET	50.00	9/27
Rolatape	TFC	15.00	10/17
Canon 35mm camera	DET	25.00	11/1
HK 9mm semi-automatic Handgun	PSU	150.00	11/1
Sharp Microwave Oven	SS	30.00	11/5
Kodak Digital Camera	DET	25.00	12/1
Bushnell Binoculars	DET	25.00	12/1
Night Vision Goggles	DET	100.00	12/1
Silver Money Clip	DET	25.00	12/5
Purse and Day Planner	CSS	10.00	12/26

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Remington 870 shotgun (parts only)	PSU	10.00	6/1
Dewalt 18.0 volt cordless skill saw	DET	25.00	6/5
Remington 870 shot gun (pats only)	PSU	10.00	8/9
Ruger .22 semi-automatic pistol	PSU	35.00	8/9
Laptop Computer Case	ADM	15.00	8/28
Toshiba Laptop Computer	DET	60.00	9/8
Sony Camcorder	DET	75.00	9/14
Nikon 35mm camera	DET	35.00	9/14
Taurus .357 Revolver	PSU	50.00	9/20
SW .38 Revolver	PSU	50.00	9/20
Taurus .357 Revolver	PSU	50.00	9/20
Dewalt Drill	DET	25.00	9/27
Milwaukee worm drive drill	DET	50.00	9/27
Rolatape	TFC	15.00	10/17
Canon 35mm camera	DET	25.00	11/1
HK 9mm semi-automatic Handgun	PSU	150.00	11/1
Sharp Microwave Oven	SS	30.00	11/5
Kodak Digital Camera	DET	25.00	12/1
Bushnell Binoculars	DET	25.00	12/1
Night Vision Goggles	DET	100.00	12/1
Silver Money Clip	DET	25.00	12/5
Purse and Day Planner	CSS	10.00	12/26

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DONATIONS TO CHARITABLE ORGANIZATIONS

St Vincent De Paul	29 Bicycles		1 Bag of Clothing
Boys & Girls Club of KC	14 Bicycles		
Salvation Army	15 Bicycles	2 Wheel Chairs	2 Bags of Clothing
Bellevue Breakfast Rotary	8 Bicycles		

UNCLAIMED PROPERTY AUCTION

The City of Bellevue no longer holds auctions. Past auctions cost the City between \$2000 - \$3000, which included employee overtime, Guild Officer for security and other general expenses. On December 20th the first auction was held by the James G. Murphy, Inc. Company. BPD submitted 87 items and ENTF submitted 7 items. Total return was \$4547.19 for BPD and \$611.12 for ENTF.

UNCLAIMED CASH TO THE CITY TREASURY

\$3649.94 of unclaimed money was transferred to City of Bellevue Treasury.

MARIJUANA ANALYSIS

Marijuana from 242 cases was analyzed during 2000. The Property/Evidence Specialist receives subpoenas from the courts, on average, twice per week. He has been called to testify 6 times.

TRAINING

All new officers joining the Department receive, at least, one-hour of evidence collection training in the property room.

The Staff attended the following training:

August	-	Property and Evidence Management (Danny) presented by IAPE.
	-	Criminal Evidence (Bud & Danny) presented at BCC.
October	-	Property and Evidence (Bud & Danny) presented by LEIRA.

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FOUND PROPERTY CLAIMED BY FINDER

\$3200.00 found at Factoria Square 4/18/00 and release to finder 8/21/00.
Bicycle found 129 – 153 Pl. SE 8/21/00 and released to finder 11/7/00.

ADMINISTRATION

Using two light duty officers and one intern an inventory of all evidence was completed in September. The inventory found many problems with the evidence. The primary discovery was that guns, money, drugs and biological evidence was not stored in the designated area for such evidence. Additionally, an internal audit was conducted in October. The only problem found was administrative errors in transposing case numbers on the evidence. Each week a minimum of one trip is made to the WSP Crime Lab and/or State Toxicology Lab to deliver evidence for analysis.

FACILITIES

Violence Against Women's Act organization donated a 14.1 cubic foot upright freezer to the Department June 26, 2000. It replaces the old 9 cubic foot chest freezer.

In order to have better heat and air circulation in the Property Room the following changes were made in 2000. There was a new heater installed in the largest warehouse bay. Two ceiling fans were installed in both warehouse bays. Additionally, the one heating vent in the office area was split and a second vent installed 10 feet away. A vent baffle was installed in the entry area to direct airflow more equally. A waffle vent was installed in the lab area as well.

RMS New Technology

Securing a new Records Management System dominated much of the year 2000 as a top priority in the Staff Support Section of the Police Department.

The current system was originally installed in 1986 and operates on the VAX computer that is scheduled to be replaced by 2003. Since the current RMS is becoming technologically obsolete, Records initiated a plan to replace the system with a Windows NT-based technology including a relational database operating on client servers.

In October 1997, the Records Unit issued a request for proposal (RFP) to replace the Police Records Management System. Responses were received and evaluated in early 1998 and were determined to be too expensive to proceed

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further. A subsequent RFP was published in August, 1999 and the Records Section working with staff from Information Services and other departmental divisions conducted an extensive evaluation process that included several vendor presentations here in Bellevue and site visits to locations so we could see their operation firsthand. The project team selected TriTech Software Systems as the prime contractor who would provide management oversight for the work of Mobile Access Software inc. (MASI), the software provider for the new RMS system.

Beginning in April 2000, we entered into contract negotiations with TriTech and MASI. Following a complex eight month negotiating process, a satisfactory agreement was reached and the contract was signed in late December 2000. Work will continue on the project through the year 2003.

The basic functions performed by the RMS include collecting, processing and storing Police Department records information pertaining to the crimes and incidents, arrest and bookings, field interviews, traffic accidents and citations. The new system will have enhanced features including crime mapping and a prosecution module, which will improve functionality and add a better level of service to the department and the public.

Other RMS highlights for the year 2000 included ergonomic enhancements for data entry personnel (new work stations, improved lighting, additional PC's and a larger work area), remodeling to accommodate 911 back-up operations in the event of an emergency, and increased training both for data entry personnel and by data entry personnel for the patrol division.