

# **2001**

# **STAFF SUPPORT**

# **YEAR-END REPORT**



**James E. Montgomery**  
Chief of Police

**Major Linda Pillo**  
Staff Support Commander

## **Bellevue Police Department Mission Statement**

"To Provide a Safe Environment in Partnership with the Community."

## **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 recognition to the following for their input:

Leslie Cline  
Ginger Lowry  
Edna Snow  
Debbie Martin  
Cori Deal  
Bud Campbell  
Kimberly Harney

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### **Introduction**

The Staff Support Section of the Bellevue Police Department is made up of the Records Unit and the Property/Evidence Unit. The Records Unit has four supervisors, three leads and 21 records specialists. This staff supports over 177 commissioned staff and serves the community 24 hours a day, seven days a week.

*Duties include but are not limited to:*

- Managing all the paperwork generated by the Police Department and the Eastside Narcotics Taskforce (ENTF) including the retention of records, dissemination of records and data-entry.
- Handling non-emergency phone calls to the Police Department and entering the information in the computer aided dispatch system for officer response if needed.
- Run records checks through the state and federal database for the commissioned staff and enter warrants, no contact orders, missing persons and vehicles into the state and federal systems.
- Support walk-in citizens to the Police Department by processing firearm licenses, collecting bail, disseminating reports and handling other requests for service.
- Assist with city hall campus security, monitoring the fire alarms and monitoring the booking room cameras 24/7.

The two member staff of the Property/Evidence Unit support the commissioned staff and the community with property booked into their facility. The staff is responsible for tracking all the property and maintaining the chain of custody. The staff regularly trains the commissioned officers on the proper packaging of evidence and ensures the Police Department follows state and federal regulations regarding the collection, storage and disposal of property and evidence.

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### **Commander's Message**

This past year, the personnel have worked diligently to identify better ways of doing business and revising internal procedures. As a result, many processes have been streamlined. Through employee's input generated in 2000, scheduling, unit organization and employee evaluation changes were implemented in 2001.

During 2001, the Records Specialists moved closer to becoming generalists by refreshing their skills on various tasks and preparing for a performance audit to be completed in 2002. The goal is to have every Specialist trained in all the critical tasks, including many of the data center tasks.

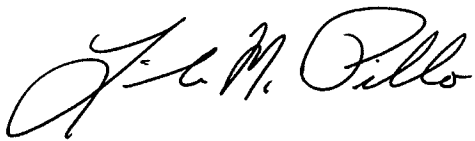
Training was a high priority this year. Most of the staff attended at least one training session. Many were afforded the opportunity to attend several classes pertinent to their current job responsibilities as well as offering career development opportunities.

The second annual "All Staff Meeting" was held on June 4<sup>th</sup>. The Records Specialists and Property/Evidence personnel were honored through a dinner hosted by the Department. "Years of Service" pins were handed out which will become an annual tradition.

Citizen volunteers are very important to the Records Section. There was a total of 976.50 hours worked assisting the staff with filing, inventory and other tasks. The employees really appreciate the work these valuable people do.

Nearly one year after signing the contract for our new Records Management System and after many hours spent on development, the new "info-center" was installed in December of 2001. Through the continued leadership of Project Manager Edna Snow and System Administrator Lynne Zirkle, the system is scheduled to "go-live" in July of 2002.

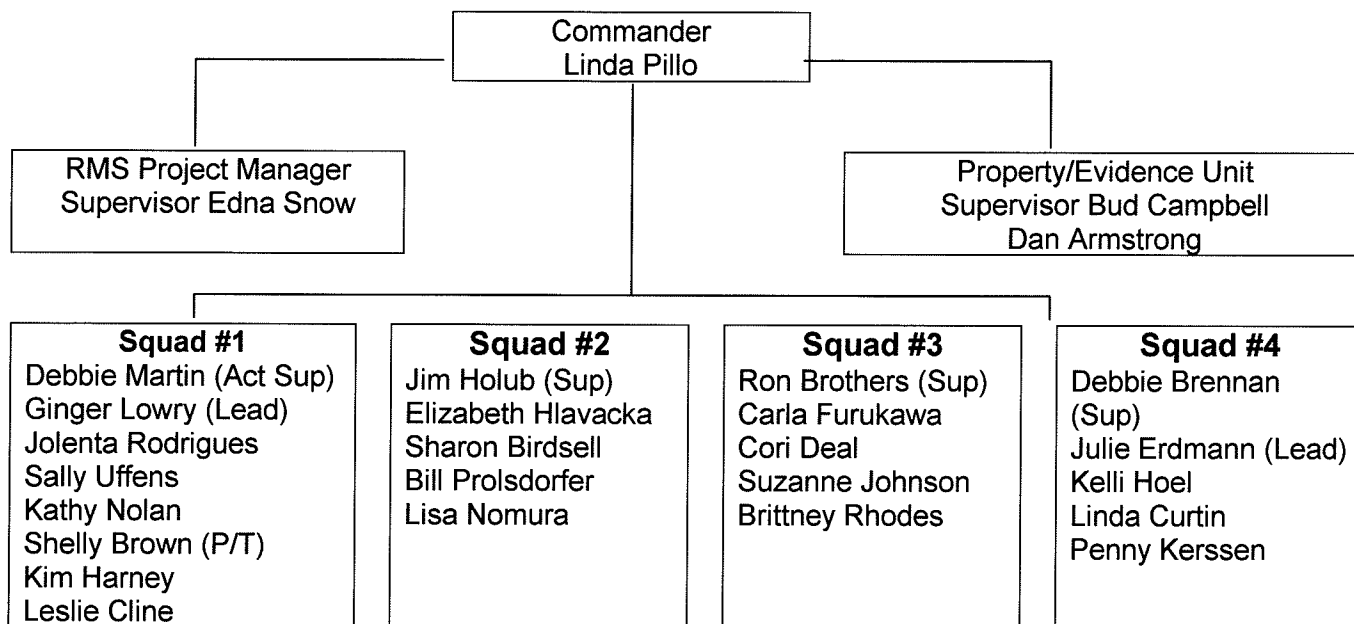
I am very proud of the work these dedicated men and women do. The knowledge, skill level and commitment to their work are invaluable to this organization. Since they are behind the scenes supporting the rest of the Department, their work sometimes goes unnoticed. I encourage every member of the Department and the community to take a moment and say "thank you" to the Staff Support personnel for their outstanding performance.



*Linda Pillo*  
*Major*  
*Bellevue Police Department*

# Staff Support Year-End Report 2001

## Staff Support Section



### ***In Training***

Jessica Christensen

### **Hourly Employees**

Donna Rowley  
Jean Morgan  
Amie Jordan  
Michelle Luce  
Sarah Burks

### **Supervisor/Lead Special Assignment**

**Edna Snow**  
Data Entry  
Hourly Employees

**Ron Brothers**  
Expungements (B/U)  
Card-Key (B/U)  
Archives  
Volunteers  
Dissemination

**Jim Holub**  
Expungements  
Technology/Equip  
Card-Key  
Security Task Force  
Committee

**Debbie Brennan**  
New Hire Training  
PSA  
TAC  
PCN's

**Debbie Martin**  
Procedures  
CPL's/Gun Purchase  
Staff Training  
Bail/NSF  
Hourly Employees  
(1-6/02)

**Ginger Lowry**  
Procedures  
Mugs  
Arrest Coordinator  
Records Retention  
CCDR's

**Julie Erdmann**  
Citations  
Supplies  
PCN's  
Access Trainer/TAC Asst.

## ***Staff Support Year-End Report 2001***

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### ***Staff Special Assignments for 2002:***

**Brittney Rhodes** - Data Center Statistics

**Kathy Nolan** - CCDR's

**Sharon Birdsell** - Filing / Organization

**Ginger Lowry** - Retention of Records

**Linda Curtin and Elizabeth Hlavacka** - Forms

**Bill Proldsorfer, Lisa Nomura and  
Brittney Rhodes** - CPL's clerical  
process

**Brittney Rhodes** - Gun purchase clerical

**Penny Kerksen** - Supplies / Cits.

**Carla Furukawa** - Validations

**Suzanne Johnson** - Missing Case  
Reports

**Kim Harney** - Salvation Army Vouchers

**Cori Deal** - Records Retention, Access  
Trainer, TAC Asst.

**Leslie Cline** - New Hiring Training Specialist

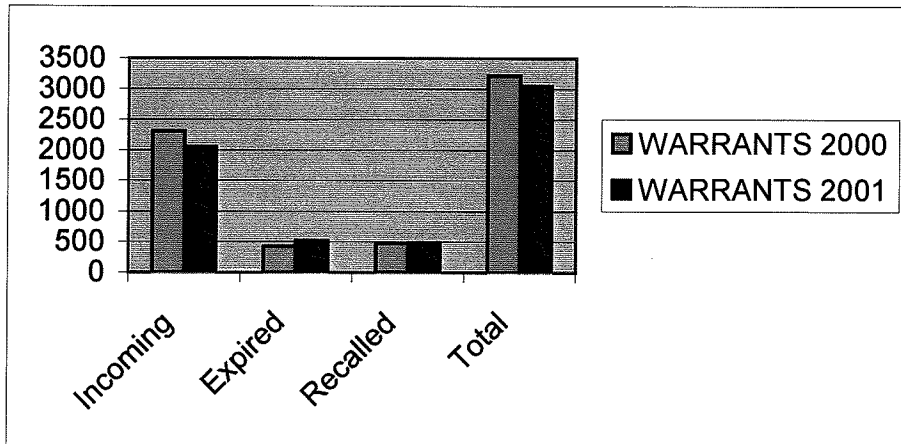
**Sally Uffens, Jolenta Rodrigues, Shelly  
Brown, Elizabeth Hlavacka** - Data  
Entry Processes

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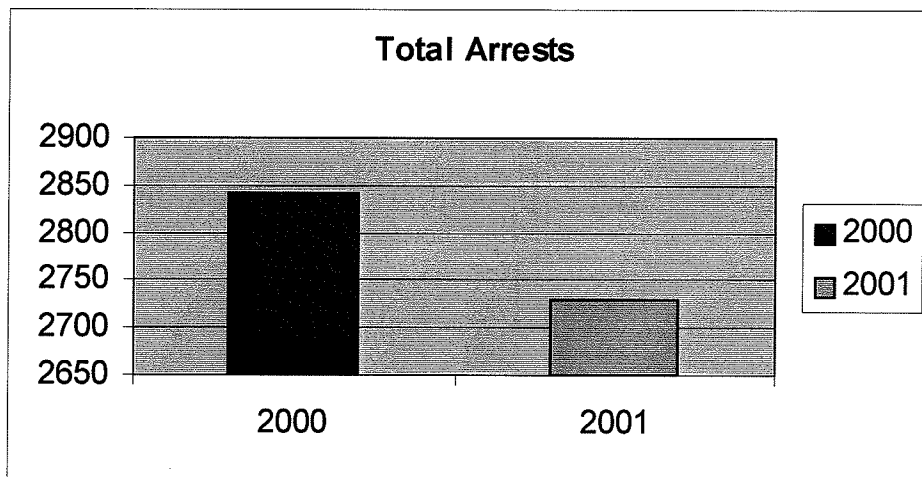
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## Data Center Statistics

Warrants	2000	2001
Incoming	2,309	2,049
Expired	427	515
Recalled	<u>481</u>	<u>487</u>
Total	3,217	3,051



Detention Facility	2000	2001
Total Arrests	2,842	2,729

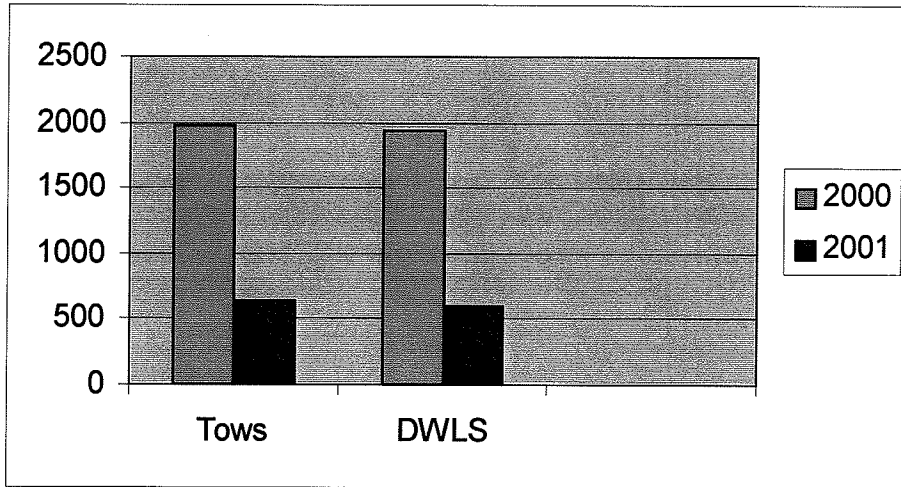




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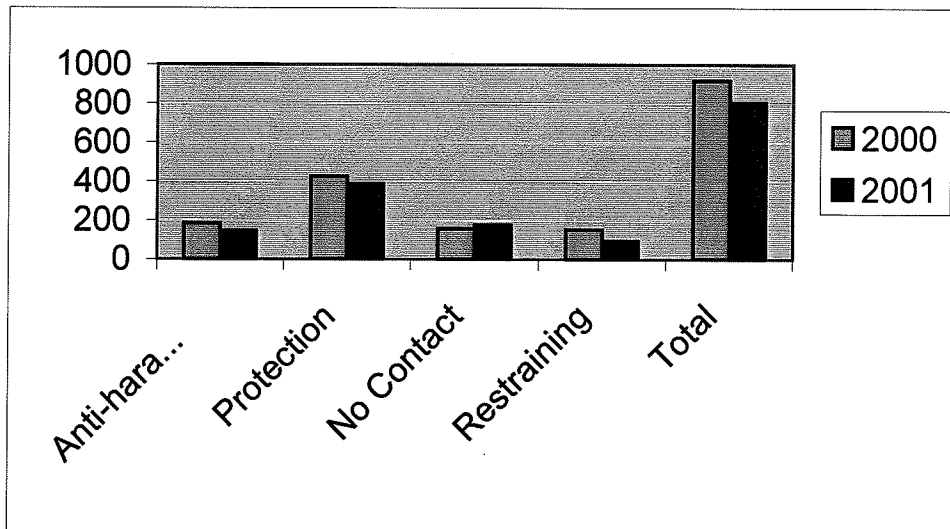
## Police Tows and DWLS Tows

	2000	2001
Tows	1,965	1,943
DWLS	639	601



## Domestic Violence Orders

	2000	2001
Anti-harassment Protection	185	146
No Contact	424	389
Restraining	157	174
<b>Total</b>	<b>919</b>	<b>803</b>



## **Staff Support Year-End Report 2001**

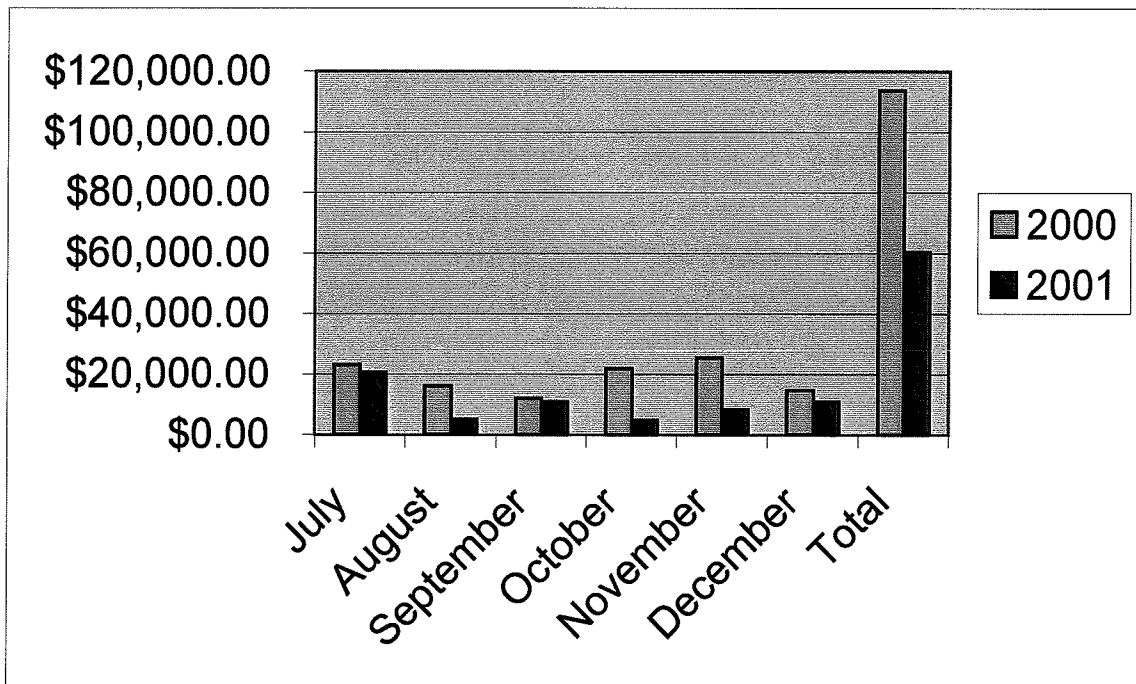
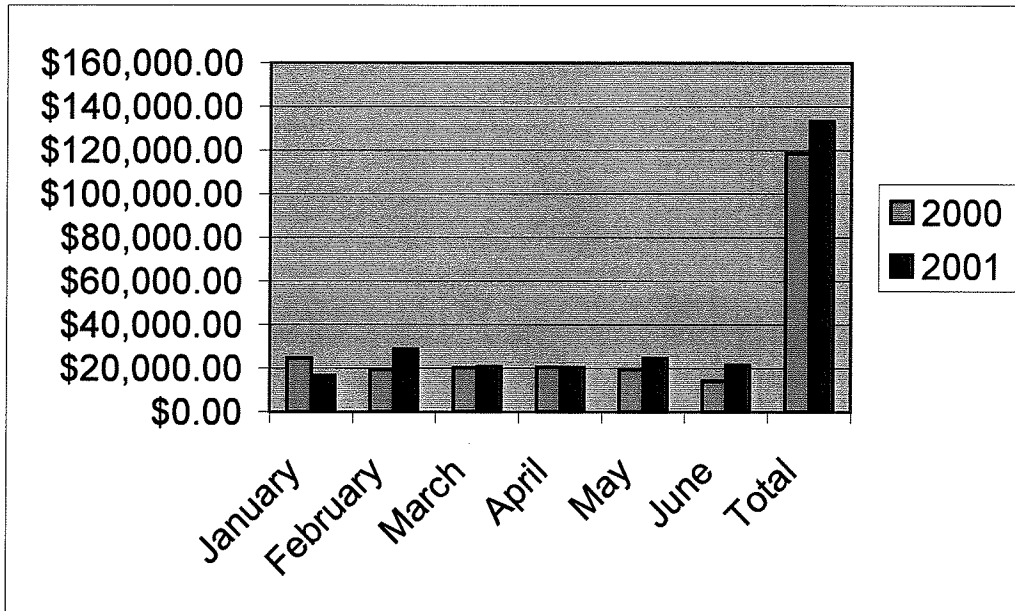
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### **Operations Statistics**

#### **BAIL COLLECTED**

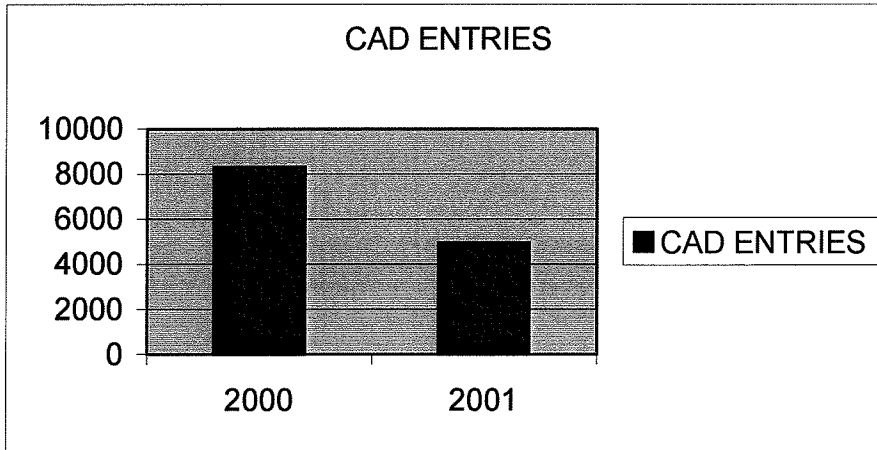
	<b>2000</b>	<b>2001</b>
January	\$24,750.00	\$16,700.00
February	\$19,450.00	\$28,950.00
March	\$20,110.00	\$20,950.00
April	\$20,575.00	\$20,550.00
May	\$19,600.00	\$24,700.00
June	\$14,350.00	\$21,575.00
July	\$23,095.00	\$20,555.00
August	\$16,250.00	\$5,050.00
September	\$12,025.00	\$10,875.00
October	\$21,900.00	\$4,675.00
November	\$25,625.00	\$8,225.00
December	\$14,825.00	\$10,960.00
Total	\$232,555.00	\$193,765.00

**BAIL MONEY COLLECTED**



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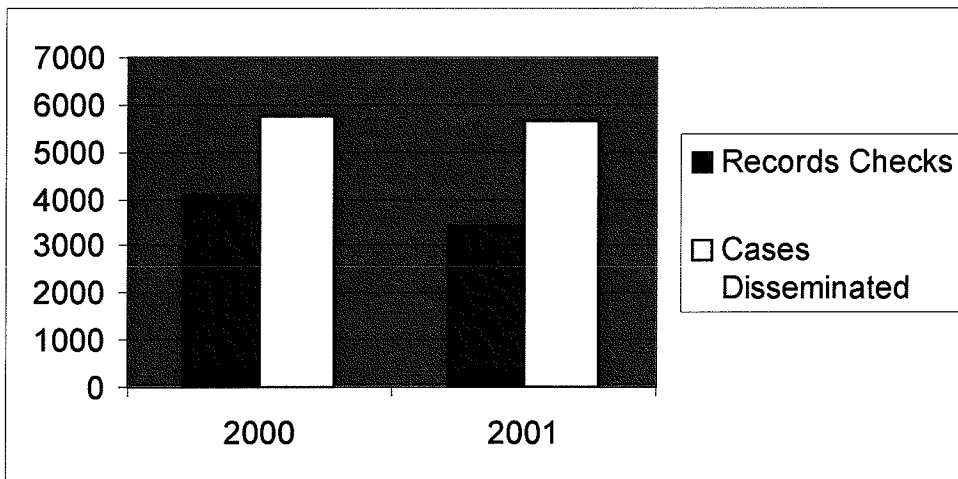
	2000	2001
Computer Automated Dispatch Entries	8,291	4,936



## DISSEMINATION

	2000	2001
Records Checks	4,052	3,421
Cases Disseminated	5,766	5,649

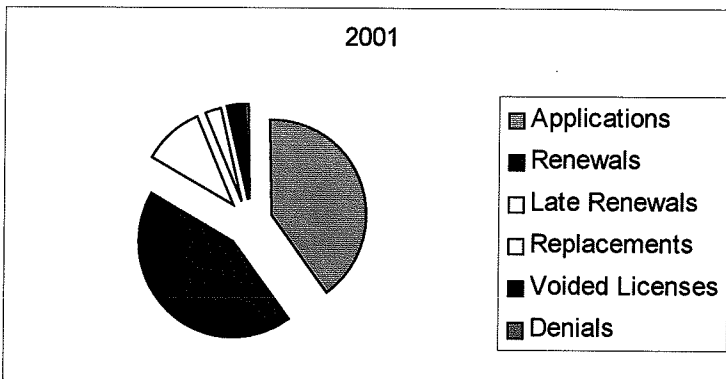
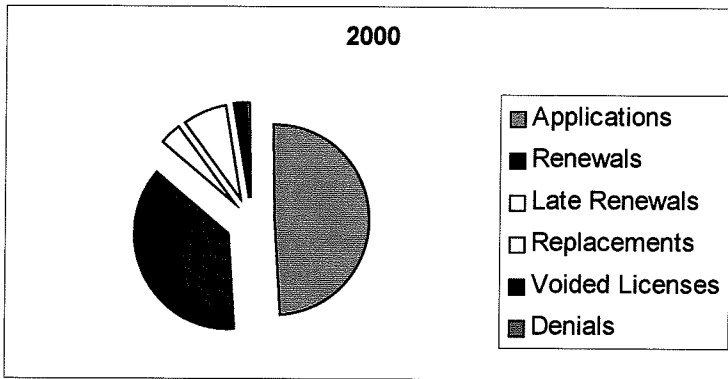
(Legal, Officers/Detectives, Outside Agency, Probation, Citizens, NRS/L&S, Attorneys, Insurance Companies, Other)



# Staff Support Year-End Report 2001

## Gun Licenses - Concealed Pistol Licenses

	2000	2001
Original Applications	164	259
Renewals (On-Time)	126	302
Late Renewals	12	70
Replacements	27	21
Voided Licenses	6	20
Denials	<u>2</u>	<u>3</u>
<b>Total (CPLs)</b>	<b>337</b>	<b>672</b>



## Incoming Phone Calls (Average)

	2001
Phone, Front & Lead Desks (does not include BU desk)	16,630
Data Center (x6944 & x6945)	26,275

## **Staff Support Year-End Report 2001**

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This is a City of Bellevue funded program to assist citizens with one-time emergency lodging/food/transportation assistance. During Salvation Army business hours, citizens will be sent directly to their office for assistance.

### **Salvation Army Vouchers**

	<b>2000</b>	<b>2001</b>
<b>Lodging</b>		
Adults Assisted	31	22
Children Assisted	9	5
<b>Bus Vouchers</b>		
Adults/Children Assisted	17	22
<b>Food/Hygiene Items</b>		
Adults Assisted	14	10
Children Assisted	5	4

