

Bellevue Police Department

Staff Support Services

2004 Annual Report



Community, Trust, Safety

James E. Montgomery
Chief of Police

Major Michel Pentony
Staff Support Commander

Table of Contents

Bellevue Police Department & Staff Support Mission Statements.....	1
Staff Support Units 2004 Organizational Chart	2
Introduction to the Staff Support Units.....	3
Staff Support Commander's Message	4-5

Personnel Services Unit

Training for 2004.....	6-10
Spring & Fall Firearms Qualifications	
Leadership Training for Supervisors	
Re-Structuring of Defensive Tactics	
Recruitment	
Backgrounds	
Hiring	
Terminations/Resignations/Retirees	
Quartermaster Program	
Light Duty Officers	
CALEA	

Property Evidence Unit

Overview	11-16
Transactions by Year	
Active Cases Older than 2000	
Firearms	
Items Converted for Departmental Use	
Donations to Charitable Organizations	
Unclaimed Property Auction	
Unclaimed Cash to the City Treasury	
Marijuana Analysis	
CALEA	
Destruction	
Internal Audit	
Labs	
Records Management System	
Visitors	
Volunteers, Light Duty Officers and 1040 Employees	
Training	

Table of Contents

Records Unit

2004 Records Unit Personnel.....	18
Records Overview.....	19-21
CALEA	
Operations	
Planning	
Recruitment, Hiring and Retention	
Technology Update.....	21
CommandPoint Data Entry Statistics	22
Arrest Reports, Case Reports, Field Interview Reports (FIR cards)	
Criminal Citations, Parking Tickets, Non-Traffic Infractions, Traffic Infractions	
Data Center Statistics.....	23
Application to Transfer Pistol Background Checks	
Book of Arrest Entries	
Booking Room Video Tape Archiving	
DOL Documents Ordered: CCDR', OL Photo's, Vehicle Registrations	
NCIC Validations	
NCIC III's	
Vehicle Logs: Police Tows, Private Impounds, Repossessions	
WACIC Missing Person Validations	
Warrants Processed: New, Recalled, Expired	
Domestic Violence Order Processing Team	24
Records General Data	25-26
Bail & Service Fees Collected	
Checks Received by Mail for Case Report Disseminations	
Clearance Letters	
Computer Aided Dispatch (CAD) Entries	
Dissemination	
Expungements	
Firearms Applications: Concealed Pistol License, Alien License, Firearm Dealer License	
Records Checks for Authorized Criminal Justice Agencies	
Salvation Army Vouchers Issued	
Sound Permits	
Case Reports: Archiving and Records Retention	27

Table of Contents

Infraction, Criminal Citations and Parking Ticket Reconstruction	28
Records Annual Overtime	29-31
Records Personnel Training.....	32
WSP ACCESS Classroom Training and Recertification	33
Annual Report - Staff Recognition.....	34

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.

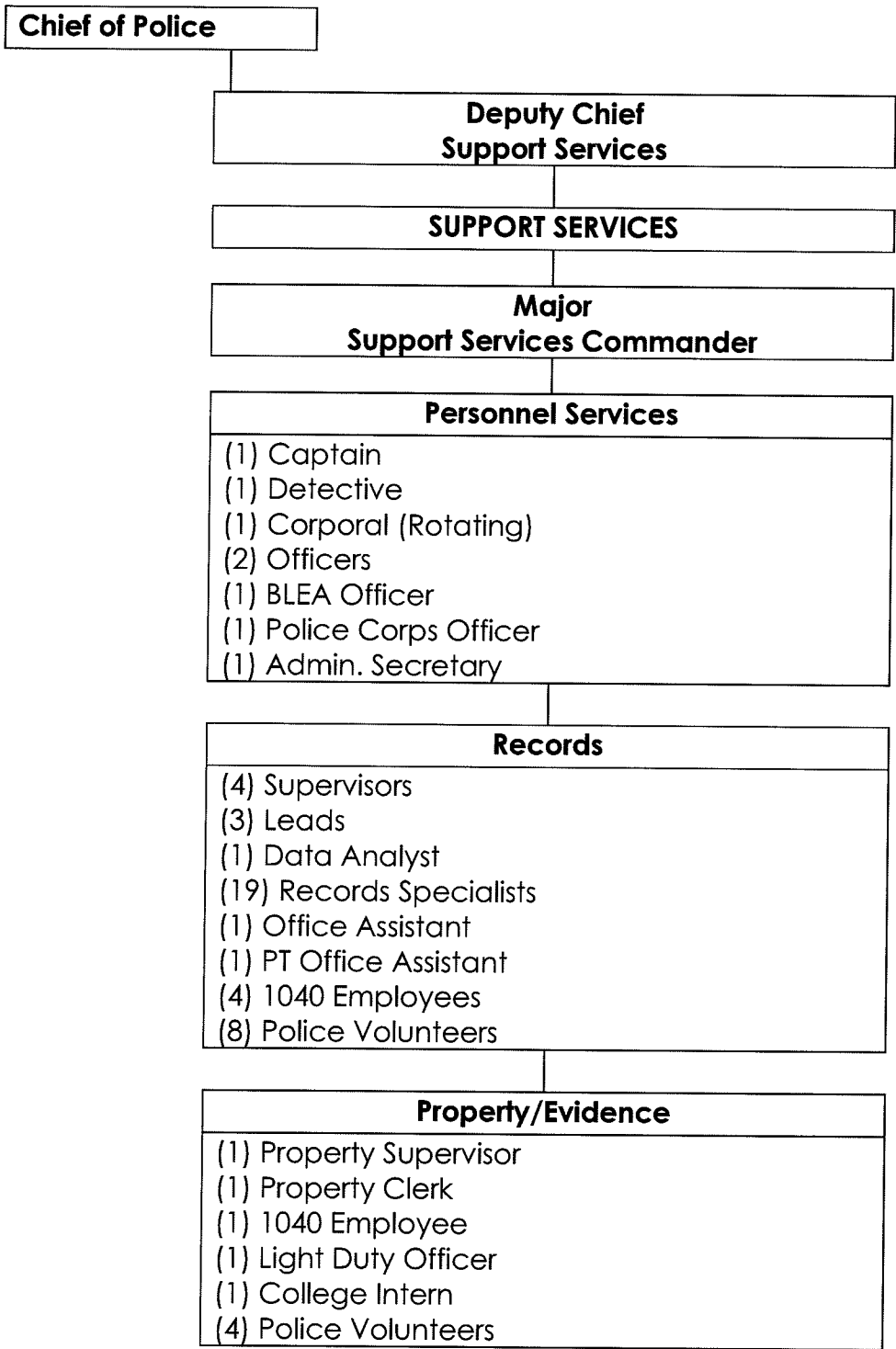


Bellevue Police Department Staff Support Mission Statement

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.

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.

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.

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.

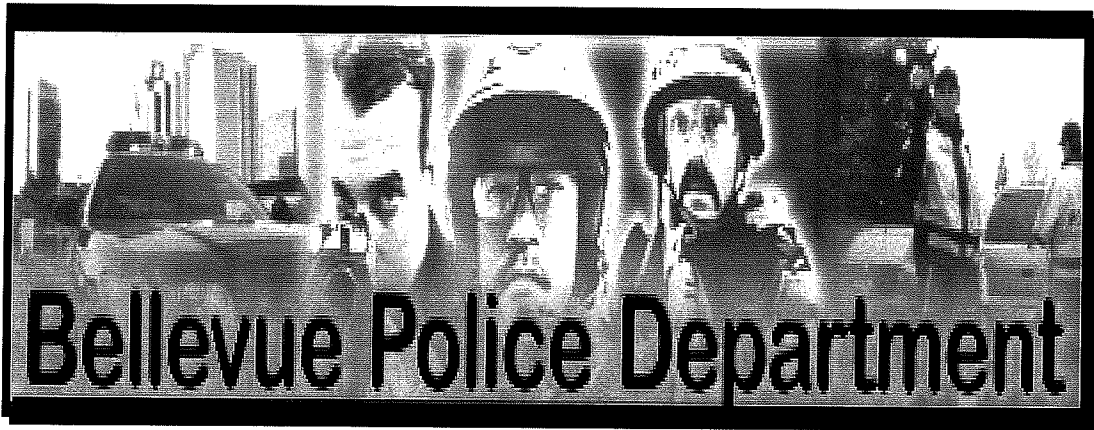
The Staff Support Section continues to be deeply involved with the new Wireless system. The Staff Support Section is responsible for the Department's role in two

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
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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	**
Total	73	24

*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

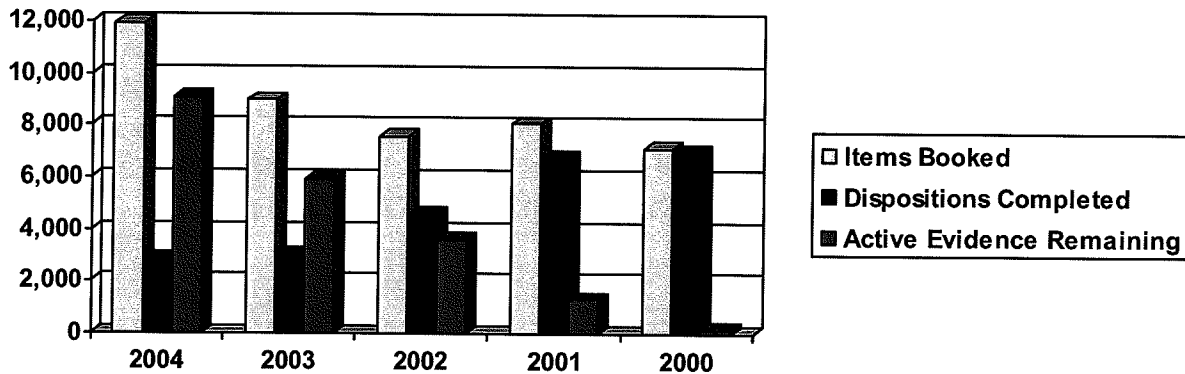
2004 Overview

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.

2004 Staff Support Section Annual Report

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 destruction
05	01		Considered antiques
112	98	6 boxes	Destroyed at steel plant
		20 swords & long knives	Destroyed at steel plant
<u>Total 282</u>	<u>Total 260</u>		

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.**"

