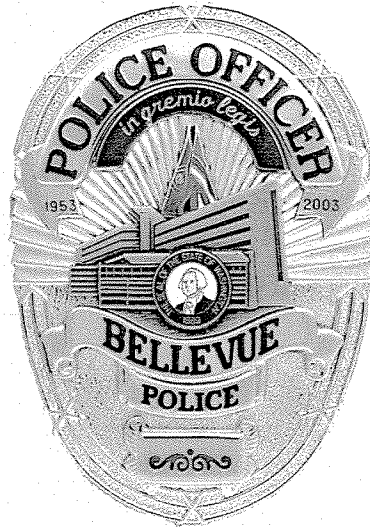


Bellevue Police Department

Staff Support Services

2005 Annual Report



Community, Trust, Safety

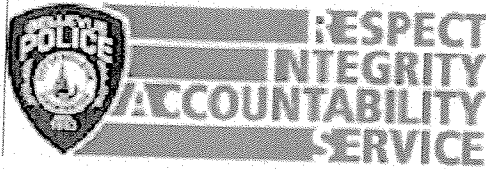
James E. Montgomery
Chief of Police

Major Michel Pentony
Staff Support Commander



Table of Contents

Mission Statement.....	1
Staff Support Units 2005 Organizational Chart	2
Commander's Message	3
Personnel Services Unit	5
Training.....	6
Recruiting	7
Hiring	7
Background Investigations	7
Quartermaster Program.....	8
Personnel.....	8
Property and Evidence Unit	9
Transactions by Year.....	10
Active Cases Older Than 2001	10
Firearms.....	10
Items Converted for Departmental Use	11
Donations to Charitable Organizations.....	11
Unclaimed Property Auction.....	11
Unclaimed Cash to the City Treasury	11
Administration.....	11
Records Unit.....	13
The Records Unit.....	14
Recruitment, Hiring and Retention	15
CommandPoint Data Entry Statistics	16
Data Center Statistics.....	17
Domestic Violence Order Processing Team	18
Records General Data	19
Case Reports: Archiving and Records Retention	20
Records Annual Overtime	21
Records Personnel Training 2005	22
ACCESS Certification.....	24
Acknowledgements.....	25



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.

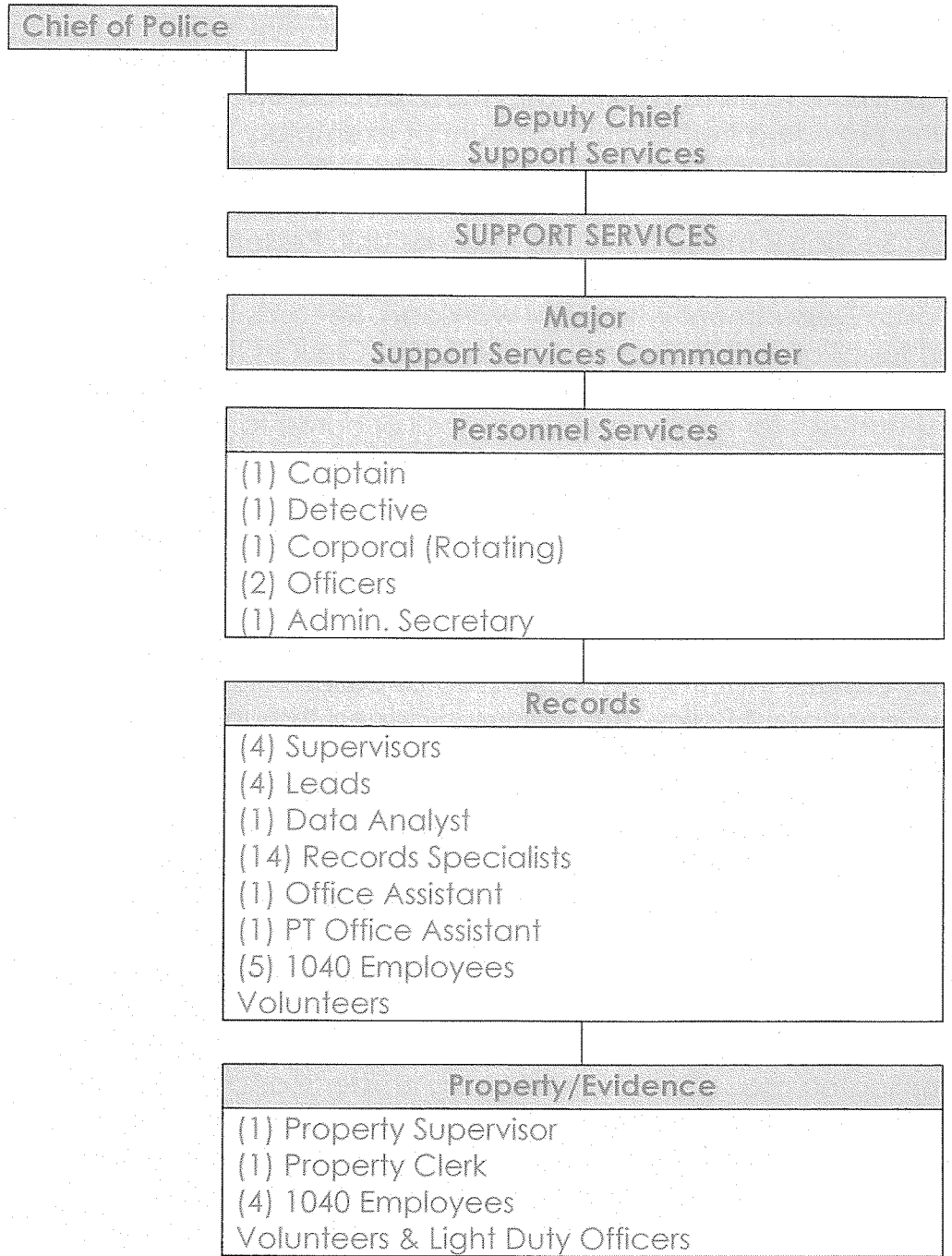
The Staff Support Section of the Bellevue Police Department is comprised of the Personnel Services Unit, Property Evidence Unit and Records Unit. The commander assigned to oversee the Staff Support Section is Major Michel Pentony.

The **Personnel Services Unit** is responsible for recruiting, testing, and hiring new employees. This unit is responsible for ensuring 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 by telephone. Records functions include management of police crime reports and tickets, records retention, file management and dissemination, and taking citizens' non-emergency requests for police assistance.

**2005 Staff Support Units
Organizational Chart**



2005 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 2005 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 as our internal and city-wide staff.

The Staff Support Section is made up of the Records Unit, Personnel Services Unit, and the Property Room. Each of these Units is among the busiest in 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 call or come to the front counter and require Police or civil related services. The Records Unit is different from most Police Records Units in that it manages warrants, domestic violence-related court orders, and the Washington State Crime Information Center (WACIC).

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 each year, including 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 Public Safety Wireless system. The Staff Support Section is responsible for the Department's role in two large information sharing initiatives; RAIN, which is a project of the King County Police Chiefs' 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 the system

2005 Staff Support Section Annual Report

has been built out to most of the 39 Police jurisdictions in King County. The Bellevue Police Department is a member of 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 in success in solving crimes and in the proactive reduction of 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.

Major Michel Pentony
Commander, Staff Support

