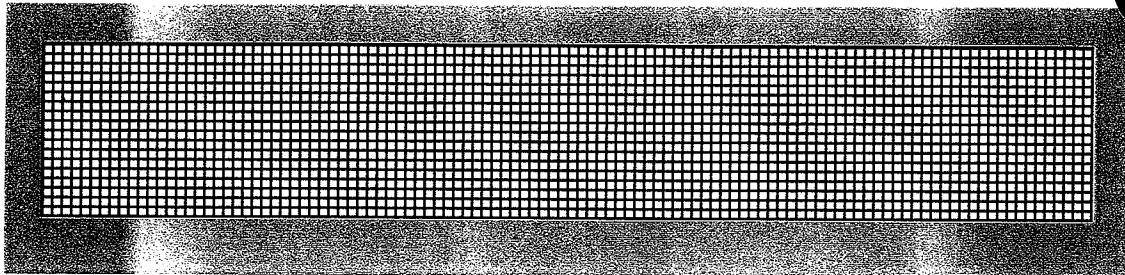


Bellevue Police Department



Staff Support Section



1999 ANNUAL REPORT

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Chief of Police

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Staff Support Commander

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Bellevue Police Department

Staff Support Mission Statement

*To provide a high level of support
service to the Police Department
and our community through
commitment to our core values.*



City Of Bellevue

Core Values

The five essential and enduring principles that guide our individual actions, our interaction, and our decision making in the City of Bellevue.

Exceptional Public Service

We deliver outstanding service to our customer.

Stewardship

We preserve and enhance the community's environmental, financial, human and physical resources.

Commitment to Employees

We value all employees and their contributions and treat each other with caring and respect.

Integrity

We are trustworthy, truthful, and ethical.

Innovation

We encourage and reward creative ideas and solutions.



Introduction

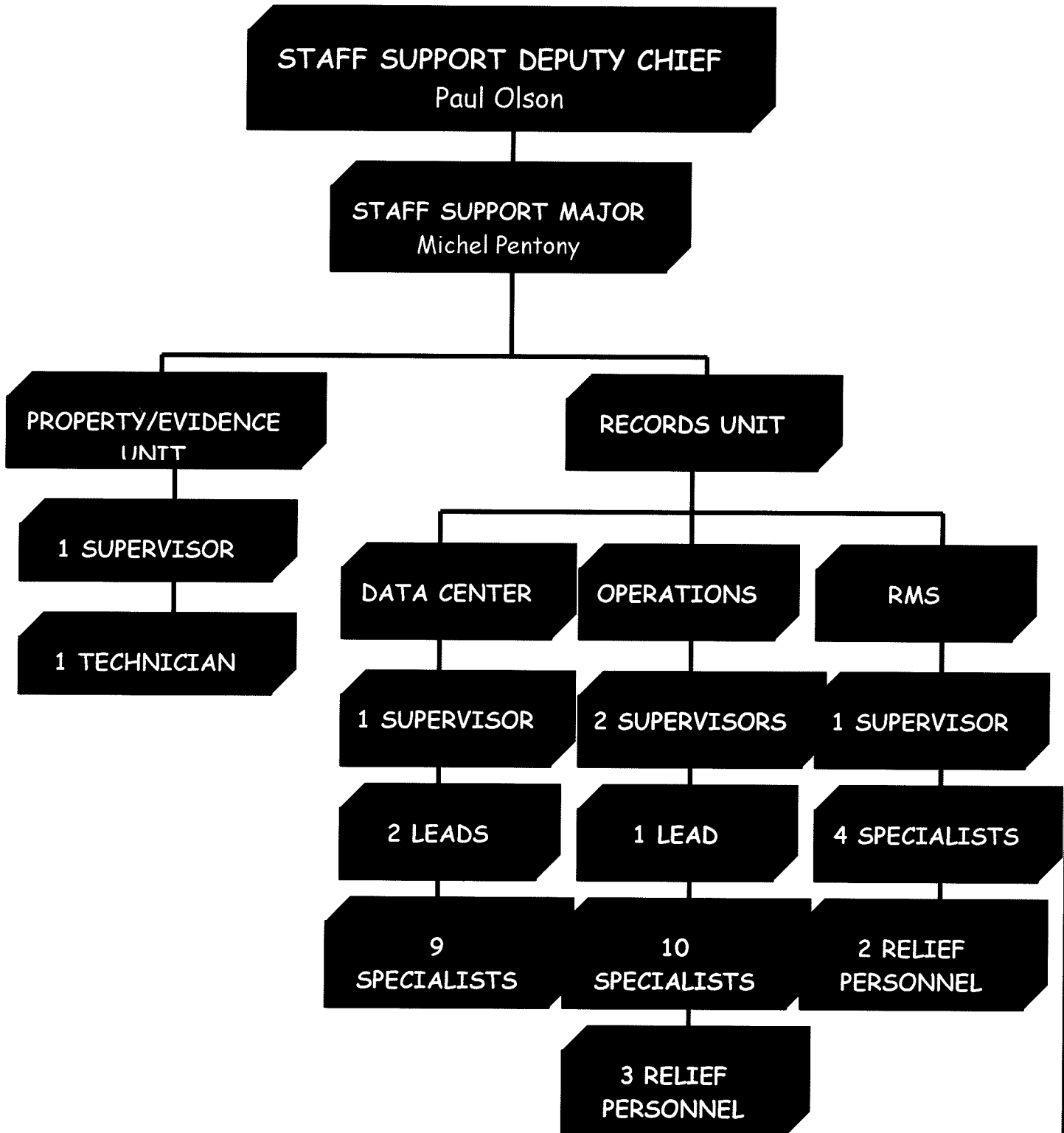
The 1999 Annual Report has been developed to provide readers with a brief but thorough overview of the entire Staff Support Section. It offers information regarding how the department is organized, specific job duties and functions, and an explanation of statistical data. Moreover, it summarizes the highlights of the past year and provides an outlook into the future.

The Staff Support Section of the Bellevue Police Department is comprised of two distinct units: The Property/Evidence Unit and the Records Unit. Although each unit works independently of another, they both provide essential services to the Police Department as a whole. Without their concentrated efforts, skills and dedication, many goals of the Staff Support Section would not be met.

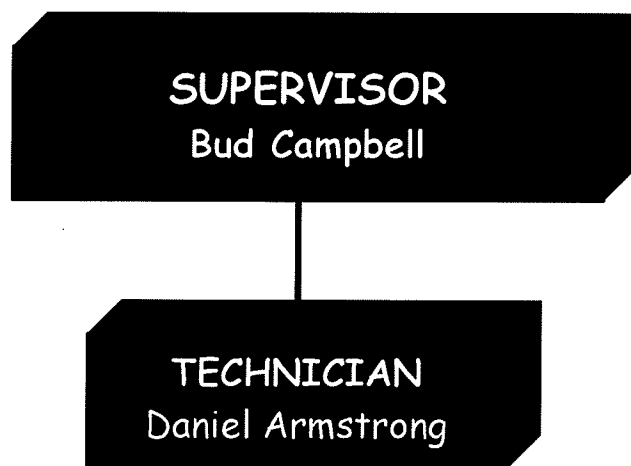
During 1999 the Staff Support Section underwent several changes. A new Major was assigned to command in March, the Records Unit focused on selecting a new vendor for the Records Management System (RMS), the detention facility was upgraded to a new level and a reorganization of the property room occurred.

The Staff Support Section consisted of 35 total employees in 1999. The Records Unit consisted of 23 Records Information Specialists and five Relief personnel. Four Records Supervisors and three Lead Specialists complimented this staff. The Property/Evidence Unit staffed one Property Room Supervisor and one Technician. The Staff Support Section also greatly benefited from the added support and assistance of several volunteers.

Staff Support Section



Property/Evidence





Property Evidence Unit

1999 was a pivotal year for the Property Evidence Unit. There was a 100 percent turnover of personnel. There was a 77% increase in cases and a 92% increase in the total of evidence items received over 1998 figures. Approximately 8100 items of evidence were eliminated during the year. Emergency generator power was installed to protect evidence that needs refrigeration. Unit alarms are now connected to an UPS system.

The Property Evidence Manual was published in November and training began in December. The training was provided to all Sections with the exception of the Traffic Unit and two of the CSU Sections. In conjunction with the manual, "Evidence example" photo boards were posted throughout the Department. Each training participant received a consolidated handout of the manual's content. Additionally, many forms were redesigned to provide more accurate information and be user friendly.

Changes were made to the Property Evidence disposition process in 1999. Cases are reviewed and disposition notices sent to the Officers and Detectives continuously. When evidence is processed with negative results, this information is entered into RMS and the officer/detective is notified via e-mail. This helps reduce the volume of evidence held in the property room. The Property Evidence Unit is now maintaining a copy of all processing results received from WSP Crime and Toxicology Labs. Copies of the results are forwarded to the officer who submitted the request.

Property Evidence Statistics

Property/Evidence By Year

1999

- Received 8725 items of property evidence related to 4214 cases.
- 3919 cases are currently active with approximately 8112 items remaining.
- 295 cases have been cleared with disposition completed on approximately 593 items.

1998

- Received 4549 items of property evidence related to 2379 cases.
- 1221 cases are currently active with approximately 2454 items remaining.
- 1158 cases have been cleared with disposition completed on approximately 2215 items.

1997

- Received 11981 items of property evidence related to 4923 cases.
- 529 cases are currently active with approximately 1063 items remaining.
- 4394 cases have been cleared with disposition completed on approximately 8832 items.

Active Cases Older Than 1997

1965 -- 1 case	1984 -- 2 cases	1989 -- 1 case	1993 -- 1 case
1979 -- 1 case	1985 -- 1 case	1990 -- 1 case	1995 -- 3 cases
1980 -- 1 case	1987 -- 1 case	1992 -- 1 case	1996 -- 9 cases

Firearms

175 guns are stored as Evidence. Approximately 253 guns are stored for destruction or auction to Firearm Dealers (this includes 120 long guns and 133 handguns).

Items Converted For Departmental Use in 1999

<u>CASE</u>	<u>PROPERTY TYPE</u>	<u>DATE</u>	<u>UNIT</u>
99B4049	Frigidaire Freezer	9/21/99	Prop/Evid
96B12526	Panasonic video play/record	9/14/99	BPD Photographer
95B14234	SW Lady Smith Revolver	9/14/99	PSU
96B577	SW M-649 Revolver	9/14/99	PSU
98B3135	SW M-10 Revolver	9/14/99	PSU
98B7540	SW M-19 Revolver	9/14/99	PSU
98B0001	Pentax IQ Zoom 115-S 35mm compact camera	7/20/99	Traffic
99B3375	Dooney & Bourke Ladies Purse	6/11/99	Detectives

Donations To Non-Profit Organizations

<u>CASE</u>	<u>PROPERTY TYPE</u>	<u>DATE</u>	<u>ORGANIZATION</u>
96B12528	Computer equipment (including drives, monitors, software and misc. hardware/ all pre-1996 equipment). Load approximately 75% of a large truck.	6/3/99	Salvation Army
Various	11 Bicycles	6/3/99	Salvation Army
Various	Two large bags of clothing; stroller; knives and forks.	10/29/99	Salvation Army
Various	34 Bicycles	11/19/99	KC Boys & Girls Club
Various	12 Bicycles	12/30/99	KC Boys & Girls Club

Unclaimed Cash To The City Treasury

\$4142.49 went to the City Treasury 10/11/99.

Marijuana Analysis

277 marijuana cases were analyzed in 1999. The current Property Evidence Clerk analyzed 130 of these cases.

Property Auctions

The auction of unclaimed property held February 10, 1999 added \$10,785.00 to the City's General Fund.

Training

The following training courses were attended by Property Evidence unit staff in 1999:

February	Basic Microsoft Word presented by COB
	Basic Microsoft Outlook '98 presented by COB
April	Core Values presented by COB
	Property and Evidence Management presented by IAPE
June	Introduction to Crystal Reports presented by COB
	Marijuana Leaf Identification presented by WSP
September	Chemical Hazard Communications presented by COB
	Bloodborne Pathogens presented by COB
	CPR presented by COB
November	Property Room Management presented by LEIRA

Data Center

SUPERVISOR

Jim Holub

LEAD SPECIALISTS

Debbie Brennan

Julie Erdmann

RECORDS SPECIALISTS

Coleen Burdge

Janet Dole

Sharon Birdsell

Carla Furukawa

E. Lee Butler

Kelli Hoel

Corinne Deal

Matthew Lewis

Timothy O'Connor



Data Center

Upon implementation of the infrastructure reorganization in 1998 the Data Center became a self-contained work group within the Records Unit. Current staffing of the Data Center provides for one Supervisor, two Lead Records Specialists, ten full-time and two part-time Records Specialists. The Data Center is operational 24 hours a day, seven days a week.

Staff members are responsible for ACCESS operations including WACIC/NCIC entry of stolen vehicles, missing persons, stolen/recovered articles; police non-emergency radio traffic; observation of prisoners via security cameras; processing warrants and domestic violence orders issued by the courts; vehicle tows and impounds; issuance and maintenance of card key system; and around-the-clock officer assistance. Monitoring of fire and trouble alarms for the City is another around-the-clock function. Data Center also has the ability to interface through computers with the court Scomis and Discis systems. This aids the Records Unit staff in tracking dispositions in the dissemination of criminal history records as well as determining the eligibility of concealed pistol license and gun purchase applicants.

Near the end of 1999 ACCESS underwent an upgrade which changed many of the ways data is extracted and entered into the WACIC/NCIC system. Data Center members have begun training on new formats for entry of domestic violence orders, stolen articles and missing persons as well as new computer masks to extract data. Members of the Data Center team have been cross-trained in most aspects of the Data Center. Cross training with the Operations Unit is an ongoing process.

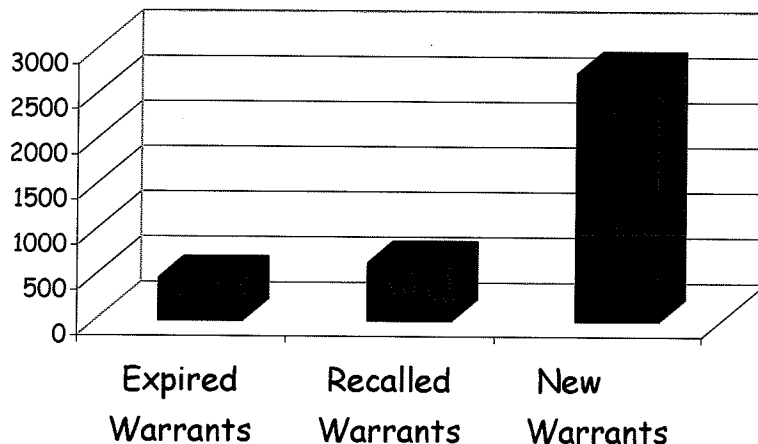
Warrants

Upon issuance of a warrant by Bellevue District Court the warrant is sent to the Bellevue Police Department Data Center for processing and entering into the WACIC Computer System. Processing the warrant involves several steps: checking the warrant for jurisdiction; running the subject WACIC, NCIC, and DOL to verify the warrant information; running the subject NCIC III to obtain further descriptors.

The Data Center receives an average of 53 new warrants a week for entry. In most cases the warrants are processed and entered into the computer system within a few days of their arrival.

In 1999 the Data Center processed a total of 3823 warrants. Of this total amount, 2736 warrants were processed as new and entered into the WACIC computer system. A total of 630 warrants were recalled by the court with the remaining 457 warrants being cancelled because they had expired.

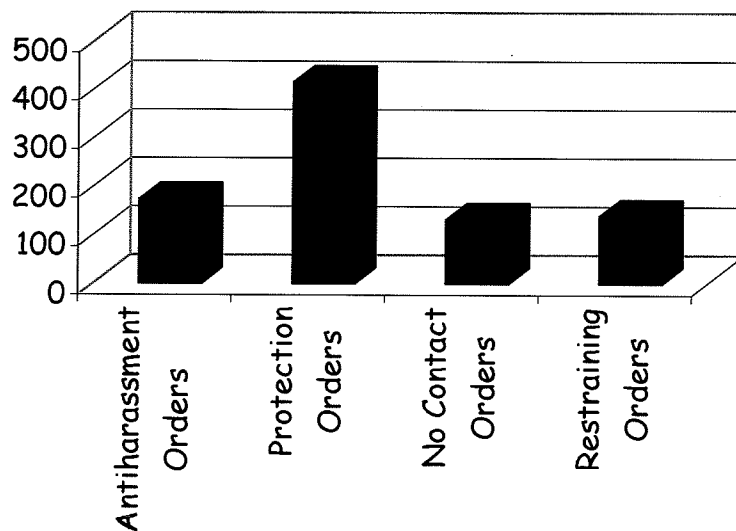
1999 Warrant Activity



Domestic Violence Orders

All domestic violence orders received for service and/or entry into the WACIC computer are processed by Data Center personnel. An order requiring service has a complete background done on the respondent to ensure the safety of the officer serving the order. Orders requiring entry into the WACIC system also have a complete background done to provide accurate information in the WACIC entry. Domestic violence orders include orders for protection, no contact orders, restraining and anti-harassment orders primarily issued by Bellevue District and King County Superior Courts. A total of 855 court orders were processed by the Data Center in 1999, reflecting a 1.03% increase from the previous year.

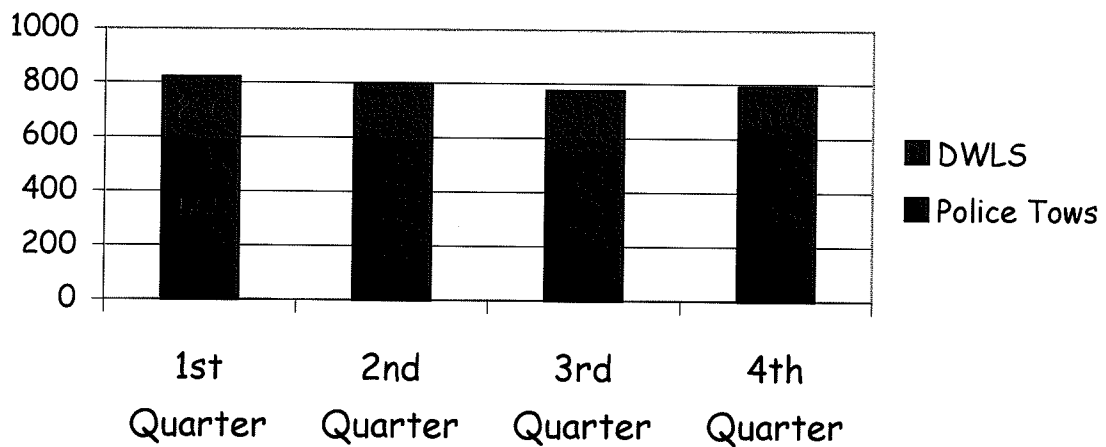
1999 Domestic Violence Orders



Police Tows

The Data Center orders tows for all impounds requested by officers in the field. All tows are arranged by Bellevue Tow Dispatch, which is a private company contracted by the Bellevue Police Department and managed by the Traffic Division. Officers request tows for any number of reasons ranging from blocking disabled vehicles to traffic accidents to abandoned vehicles. A new law requiring officers to impound vehicles driven by suspended drivers has increased impound activity over the last year. The chart below shows the quarterly totals for impounds requested by our officers in 1999.

1999 Tows



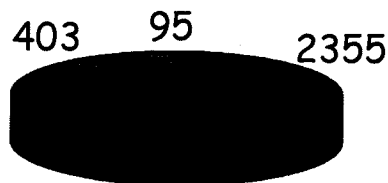
Detention Facility Statistics

The Bellevue Police Department Detention Facility is used to process and hold prisoners arrested for various crimes. The facility has a processing area where prisoners are fingerprinted and photographed, property is confiscated and stored, and the BAC machine is utilized. There are three holding cells; one in the processing area and two in the back area. There is also a phone and restroom facility in the back area for prisoner use. Prisoners can be held up to six hours in the facility prior to disposition.

Data Center responsibilities regarding the facility include monitoring prisoners and logging prisoners in and out of the booking log. A complete background check is done on each prisoner to ensure there are no outstanding warrants in the Wacac system. During 1999 a total of 2,853 prisoners passed through the Detention Facility. On a daily basis during 1999 there was an average of 7.81 prisoners detained.

The Detention Facility is also used by other jurisdictions. Washington State Patrol maintains and utilizes the BAC machine for DUI arrests, and both the DUI and ENTTF task forces use our facility to hold and process prisoners.

1999 Detention Facility



■ Local Arrests ■ Juvenile Arrests ■ Outside Agency

Radio Communication

The most demanding work environment in the Data Center is that of the main Access operator. Data Center personnel working at this position generally experience a high volume of radio activity as they respond to officers' various requests for information and assistance.

Multi-tasking skills come to the forefront as the main Access operator moves rapidly between answering the radio, making phone calls, ordering impounds, confirming warrants, monitoring holding cells, entering data and completing criminal history computer checks. The back-up operator assists with radio traffic when levels of activity are high and require additional assistance. The added assistance with one or two names can alleviate overloaded requests in a manner of minutes.

In 1999 there were an average of 13,000 inquiries made through the main Access terminal with an additional 2,650 inquiries from the backup terminal monthly. Total inquiries made during 1999 were 185,229.

Operations

SUPERVISORS

Ron Brothers

Edna Snow

LEAD SPECIALIST

Debbie Martin

RECORDS SPECIALISTS

Leslie Cline

Francis Perez

Kim Harney

LeAnn Powers

Ginger Lowry

William Proldsorfer

Larry Mytty

Lisette Roberts

Lisa Nomura

Jennifer Woodbury

RELIEF PERSONNEL

Margie Broderick

Donna Rowley

Lance Viau



Operations

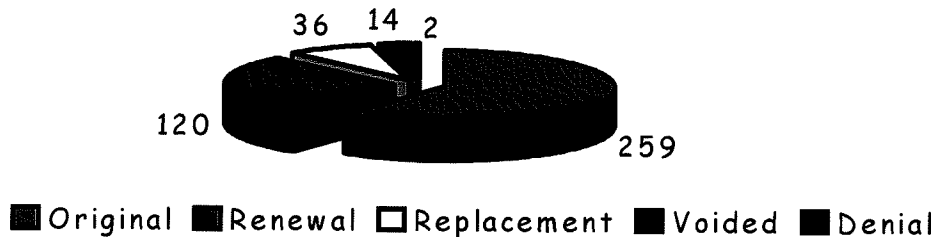
The Operations Unit is often the first contact of Police Department by citizens either in person or via phone. For this reason the public phone lines and the front counter are open seven days a week from 0700 to midnight and currently staffed with two Supervisors, one Lead Records Specialist, eight full-time and two part-time Records Specialists.

Many phone calls received by the Operations Staff are citizens with informational questions. Helpful information is provided via recorded phone lines and standard information regarding crime reports, concealed weapons permits and traffic accidents can be automatically accessed. The Operations unit also provides many services including fingerprinting for concealed pistol license applicants, firearms transfers and dealer licenses, issuance of police reports, recap for the media, bail collection, records checks, expungements, clearance letters, issuance and audits of traffic citation books, departmental forms, , processing of certified driver's records, filing and after-hours building access to city employees. Members of the Operations team have completed cross training in the Data Center as well as continued training in most aspects of floor duties.

Concealed Pistol Licenses

The Operations Unit fields numerous questions regarding Concealed Pistol Licenses on a daily basis, whether it is via phone or at the Front Counter. To be eligible for a CPL with the Bellevue Police Department, you must be 21 years of age, a U.S. citizen, and either reside within the city limits of Bellevue or be a non-resident of the State of Washington. In 1999 we issued 413 CPL's. This includes renewal and replacement licenses. In addition to CPL applications, Operations processes applications for Alien Firearms Licenses and Firearms Dealer Licenses. The following gives a breakdown of the CPL applications received and the number of CPLs actually issued.

CPL Applications



In addition to CPL applications, Records also processes applications for Alien Firearms Licenses and Firearms Dealer Licenses.

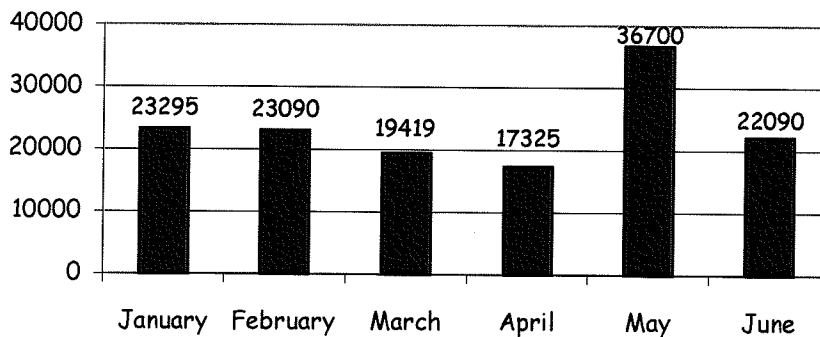
Alien Firearm License:	11 Applications received 1 License Issued
Firearms Dealer License:	7 Applications received 7 Licenses Issued

Bail Collection

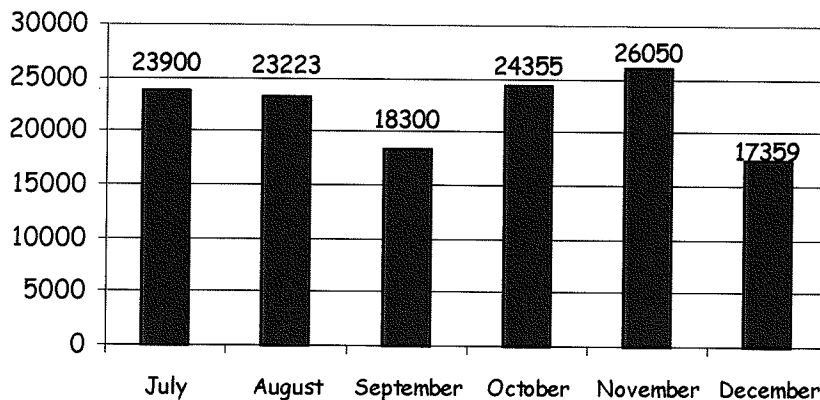
Bail money is collected at the Staff Support front desk twenty-four hours a day, seven days a week. Bail money received is reconciled daily by Staff Support Supervisors and forwarded to the Treasury Department. Bail is collected for outside agencies as well as City of Bellevue charges and warrants. Checks and credit cards are accepted for payment of bail, unless otherwise specified by the legal department or court where the charges or warrant originated. Bail Bonds, also accepted, are processed and then mailed to the appropriate court. Money that is collected in the form of a bail bond is not included in the total collections shown below.

The Bellevue Police Department in 1999 collected a total of \$257,747 in bail money.

1999 January-June Bail Collection



1999 July-December Bail Collection



Voucher Program

The City of Bellevue co-sponsors a program with the Salvation Army, which enables police officers to aid people who are in need of short-term emergency assistance after normal business hours and on weekends. Vouchers may be issued for lodging, bus fare, or the purchase of food/hygiene items on a one-time only basis. The Operations Section coordinates the Salvation Army Voucher program on behalf of the Patrol Section.

The voucher program was used in 1999 to assist domestic violence victims, stranded travelers, and homeless individuals. It continues to be a valuable resource tool in the police department's commitment to community policing. BPD personnel were able to assist 31 adults and 12 children with lodging, 8 adults with bus vouchers, and 11 adults and 4 children with vouchers for food/hygiene items through this program in 1999.

