

# Sheriff

## Mission Statement:

The Clallam County Sheriff's Office has a Proactive Commitment to Providing Honest, Ethical, and Quality Service to the Community with Integrity and Professionalism. This Commitment is focused on the Improvement of Quality of Life for those we Serve by Delivering the Highest Possible Standard of Law Enforcement Services.

## Statement of Vision:

The Vision of the Clallam County Sheriff's Office is to Foster an Environment where Citizens Feel Safe and Take Pride and Comfort in the Quality of Life in Our Community. That the Quality of Life will be Positively Impacted by the Incorporation of Proactive and Innovative Community Oriented Policing Strategies, Positive Leadership, Contemporary Technologies, and Efficient and Effective Use of Resources in Delivery of All Law Enforcement Services.

## Organizational Values:

### Commitment to Service -

The primary duty of the Clallam County Sheriff's Office is to safeguard lives and property, while respecting the human and Constitutional rights of all.

### Commitment to Community Involvement –

Community partnerships are critical elements of our organization. Cooperation and communication with our citizens and businesses in an atmosphere of trust is the framework for successful Community Oriented Policing.

### Commitment to Our Employees –

Our employees are the greatest and most valuable assets of our organization; and that through regular training, education, career development, exemplary leadership and organizational support, our employees will reach the highest standards of performance and professional satisfaction, while serving the needs of our community.

### Commitment to Responsibility and Accountability –

The prudent and effective management of our resources is critical to the future of our organization.

## Functions:

Our Sheriff's Office has the following primary functions:

- Efficient and effective enforcement of law/ordinances countywide.
- Efficient and safe management of a correctional facility.
- Effective fulfillment of all civil duties as mandated by law.
- Safeguarding of life, property, and maintenance of order in the event of natural or manmade critical incidents.
- Provision of resources to citizens to facilitate the prevention of crime.
- Interdiction of illicit activities within our county.

## **Long Term Goals:**

- Continually enhance public trust through efficiency and responsibly utilizing funds while fostering a customer service attitude among our members.
- Develop additional ways for all members of the department to interact positively with the citizens of our County, especially with the youth of this County.
- Develop a partnership with all stakeholders involved in the administration of criminal justice to better serve our community.
- Effectively recruit, develop, and retain high quality employees while improving staffing levels to industry standards.
- Aggressive pursuit of grants and other funding resources to address emerging challenges.
- Develop a plan for funding and construction of a new centralized multi-agency evidence storage facility.
- Purchase of "Krimesite" Ultraviolet Imaging device for locating and photographing fingerprints on all surfaces.
- Improve fingerprint method for Concealed Pistol License applicants by obtaining an automated fingerprint machine.
- Develop and contract a new and improved joint Emergency Operations Center to provide critical incident management throughout the County.

## **Short Term Objectives:**

- Maintain current manpower levels.
- Continue to find ways to address officer safety through training and new technology.
- Secure funding and technology to complete Phase II of the OPSCAN plan to place digital mobile data consoles in all Operations vehicles.
- Develop funding source, purchase, and install mobile data capability for patrol operations allowing in-car data communications with PENCOR and State/NCIC.
- Continued enhancement of Sheriff's internet page.
- Identify additional time-saving and cost effective uses of the Sheriff's intranet web site for storage and dissemination of internal information.
- Final development and implementation of the courthouse Critical Incident Response Plan.
- Complete audit and purge of all property and evidence storage locations.
- Establish a solid communications link between patrol / operations division and the Community Services division thereby enhancing Community Oriented Policing responses to areas of need.
- Restore current Emergency Operations Center to a functional operational level to adequately manage a major event or disaster.
- Obtain grant funding to increase and enhance volunteer programs and participation within the sheriff's Office to increase community awareness, health, safety and welfare.

## **Accomplishments in 2009:**

- Completed basic and field training of new hire Deputy assigned to the west end regions. This is significant as it represents the first time in many years the Clallam County Sheriff's Office has achieved full operational staffing reducing overtime and maximizing the response to criminal activity with the number of deputies allotted.
- The Criminal Investigations Bureau returned to full staffing as well with the re-assignment of a third detective.

- The traffic section advances include training of one deputy to a Technical Investigators level and the addition of another deputy to the small team. This deputy completed Advanced Accident Investigation and become familiar with Total Station practices.
- Enhanced Search and Rescue Operations with planned focused training, the certification of a swiftwater specialized unit and the addition of several new volunteers.
- Search and Rescue obtained a replacement vehicle to replace the 1971 Suburban that was in use. A 1999 Suburban was put into service to aid in SAR responses. Search and Rescue obtained a donated Ambulance through Olympic Ambulance that will now serve as a mobile crew coordination center for SAR.
- The revamped team connect for patrol was a continued success and the newly promoted sergeants successfully completed probation.
- Upgraded department training and achieved Criminal Justice Training Commission training standards required for all sworn personnel.
- Formalized volunteer "Cold Case" investigator protocols for efficient resurrection and investigation of major cases that have been shelved.
- Completed contract negotiations for 5 union contracts.
- Resurrected the Sheriff's Office Annual Report after approximately 15 years so citizens and county personnel can view department programs and accomplishments.
- Conducted a complete inventory of all evidence and property items in the department evidence storage. Old evidence is being purged and removed from the system. Evidence re-structure and re-organization is underway to provide better tracking and management of items being held.
- Initiated agreements with Department of Natural Resources and with Clallam County to provide new office space in Forks for the West-end detachment that will be both secure and accessible to the public.
- Initiated interagency discussions and obtained federal grants to study the feasibility of a joint agency emergency operations center to serve the county in the event of a disaster or catastrophic event.
- All basic uniform and equipment for deputies, corrections officers, and support staff were brought up to professional standards.
- Obtained a federal grant which provided all new portable radios and new vehicle radios for deputies.
- Initiated discussions with PENCOT advisory board regarding upgrading dispatch and Records Management Systems (RMS) through New World Systems to the new Microsoft platform. The current RMS will no longer be supported in 18 months. Discussions with New World Systems include upgrading the communications system to accommodate Mobile Data Terminals in patrol vehicles.
- Accomplished a complete review of all disciplinary files from 1983 to present and brought the disciplinary file system into compliance with mandated retention schedules.
- Filled all Sheriff's Advisory Committee positions and commenced regular Sheriff's Advisory Committee meetings.
- Accomplished replacement of the Sheriff's Office radio repeater in Canada (1970's vintage) to significantly enhance mobile communications.
- Senior staff completed the first Criminal Justice Training Commission (CJTC) senior management training course "Leading Police Organizations" which constituted 160 hours of classroom training with significant take home study projects. The LPO course is expected to become the State training standard for senior police administrator's.
- Actively supported re-establishment of the Violent Crimes Task Force to involve both private and government organizations in discussions to address and eliminate family violence and violence against women.
- Began transition to newer LED emergency lighting for patrol vehicles to save energy and reduce costs by eliminating the need to keep patrol cars running while emergency lights are in use at crimes scenes and vehicle accident scenes.
- Initiated the Sheriff's Chaplain program with volunteer Chaplains to assist deputies with citizens affected by traumatic events and to assist department personnel who deal with traumatic death scenes and events.
- Restructured office security to come into compliance with state accreditation standards.

- Returned animal control responsibility to the Sheriff's Office. Hired one Animal Control Deputy to manage and maintain a viable animal control program within the county and to begin the program restructuring process.
- Purchased 7 new patrol cars in a major effort to bring patrol car mileage closer to 125,000 turn in rate. This has been shown to significantly reduce vehicle repair costs and increases fuel economy.
- Through partnerships with Department of Community Development several long standing community problems have been resolved.
  - Over 12 Neighborhood Empowerment Workshops have been held
  - Map Your Neighborhood training and Neighborhood watch programs have been provided to over 650 Clallam County Residents
  - Volunteer Special Deputies have been training with and providing training to the Incident Management Team for emergency activations
  - Community participation in telephone & email inquiries and reporting, community policing and Map Your Neighborhood continues to increase.

• **Performance Indicators:**

- Monitoring of peak-time coverage and response times
- Monitoring of hot call response statistics
- Monitoring of department overtime use against special circumstances and unforeseen events
- Monitoring of department progress to ensure successful completion of scheduled project work

**Workload Indicators:**

Type of Activity	2007 Actual	2008 Actual	6/30/09 Actual	2010 Projected
Incidents (calls for service) handled	15,082	15,072	7,542	
Case reports written and processed	3,060	2,698	1,260	
Traffic stops	3,661	4,218	1,839	
Civil papers served	1,885	1,669	780	
Civil papers processed	2,496	2,063	978	
Civil paper attempts	2,181	1,854	995	
Evictions	55	50	30	
Concealed pistol licenses issued	843	903	596	
Pistol Transfers processed	595	760	457	
Harvest Permits issued	252	246	97	
Animal control incidents handled	276	1,267	705	
Animal control case reports written and processed	21	29	13	
DUI Victims Panel attendance	319	222	103	
Traffic School attendance	263	355	167	

## Staffing Level:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Full Time Equivalents Sheriff's Operations	43	43	42	42
Administration	2.5	4.5	4.5	4.5
Investigations	7	3	3	4
Patrol	25	28	28	27
Support Services	7.5	5.5	5.5	5.5
Property Room		1	1	1
Enhanced 911	1	1	0	0
Full Time Equivalents Sheriff's Community Projects	1	1.5	1.5	1.5
Full Time Equivalents Animal Control		1	1	1
Full Time Equivalents Sheriff's EMD	0	0	0	2
Full Time Equivalents Sheriff's OPNET Drug	2	2	1	1
Full Time Equivalents Sheriff's OPSCAN Operations		.3	.2	.18
Full Time Equivalents Sheriff's Interoperability	.5	.1	0	0
Full Time Equivalents Sheriff's PSIC Grant		.1	.3	.32
Full Time Equivalents Federal Forest	1	0	0	0

## Operating Budgets

### Revenues - Sheriff's Operations

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	36,354	41,676	29,276	49,000
Intergovernmental Revenues	387,875	473,140	157,151	462,502
Charges for Goods and Services	121,060	44,246	19,793	54,600
Fines and Forfeitures	12,273	9,107	4,771	18,950
Miscellaneous Revenues	6,682	12,051	1,692	8,050
Nonrevenues	0	0	0	0
Other Financing Sources	450,000	650,000	450,000	450,000
General Tax Support	3,239,125	3,044,283	1,683,574	3,709,277
<b>TOTAL</b>	<b>\$4,253,369</b>	<b>\$4,274,503</b>	<b>\$2,346,257</b>	<b>\$4,752,379</b>

### Expenditures - Sheriff's Operations

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	2,538,047	2,507,744	1,367,506	2,744,762
Personnel Benefits	770,624	828,077	449,146	1,020,152
Supplies	147,299	143,740	67,647	97,445
Other Services and Charges	249,685	254,160	129,558	252,700
Intergovernmental Services	148,259	157,622	98,739	195,674
Interfund Payments for Services	361,674	373,582	201,197	366,500
Capital Outlay	37,781	9,578	32,464	75,146
<b>TOTAL</b>	<b>\$4,253,369</b>	<b>\$4,274,503</b>	<b>\$2,346,257</b>	<b>\$4,752,379</b>

## Revenues - Sheriff's Community Projects

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	81,564	76,786	50,052	103,111
Charges for Goods and Services	0	0	0	0
Fines and Forfeitures	17,055	17,590	7,585	17,750
Miscellaneous Revenues	332	105	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	35,740	42,391	12,641	43,752
<b>TOTAL</b>	<b>\$134,691</b>	<b>\$136,872</b>	<b>\$70,278</b>	<b>\$164,613</b>

## Expenditures - Sheriff's Community Projects

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	60,492	77,025	35,364	84,012
Personnel Benefits	16,560	21,611	11,298	29,380
Supplies	2,971	6,485	312	22,663
Other Services and Charges	42,540	19,935	15,881	24,378
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	12,128	11,816	7,423	4,180
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$134,691</b>	<b>\$136,872</b>	<b>\$70,278</b>	<b>\$164,613</b>

## Revenues - Sheriff's Animal Control

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	0	0	610	3,600
Fines and Forfeitures	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	206,000	193,955	116,248	185,204
<b>TOTAL</b>	<b>\$206,000</b>	<b>\$193,955</b>	<b>\$116,858</b>	<b>\$188,804</b>

## Expenditures - Sheriff's Animal Control

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	0	27,204	21,829	45,384
Personnel Benefits	0	10,790	8,494	18,646
Supplies	0	2,886	0	5,500
Other Services and Charges	206,000	129,044	81,940	108,774
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	0	8,622	4,595	10,500
Capital Outlay	0	15,409	0	0
<b>TOTAL</b>	<b>\$206,000</b>	<b>\$193,955</b>	<b>\$116,858</b>	<b>\$188,804</b>

## Revenues - Sheriff's Search and Rescue

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	0	0	0	0
Fines and Forfeitures	0	0	0	0
Miscellaneous Revenues	10	21	16	500
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	12,867	17,010	24,974	17,650
<b>TOTAL</b>	<b>\$12,877</b>	<b>\$17,031</b>	<b>\$24,990</b>	<b>\$18,150</b>

## Expenditures - Sheriff's Search and Rescue

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	0	0	0	0
Personnel Benefits	0	0	0	0
Supplies	6,707	10,177	9,488	9,500
Other Services and Charges	5,010	5,150	3,806	5,150
Intergovernmental Services	0	0	0	3,500
Interfund Payments for Services	1,160	1,704	1,291	0
Capital Outlay	0	0	10,405	0
<b>TOTAL</b>	<b>\$12,877</b>	<b>\$17,031</b>	<b>\$24,990</b>	<b>\$18,150</b>

## Revenues – Emergency Management

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	160,692
Charges for Goods and Services	0	0	0	0
Fines and Forfeitures	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	0	0	0	124,722
<b>TOTAL</b>	0	0	0	\$285,414

## Expenditures – Emergency Management

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	0	0	0	110,168
Personnel Benefits	0	0	0	33,486
Supplies	0	0	0	87,961
Other Services and Charges	0	0	0	6,650
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	0	0	0	31,949
Capital Outlay	0	0	0	15,200
<b>TOTAL</b>	0	0	0	\$285,414

## Agency Structure: