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# 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.

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- 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.
- Remodel old SDU with suitable security to house female inmates in compliance with law.
- Continue to work toward staffing the Jail at the appropriate and necessary levels.
- Provide Offender Re-entry Services for prisoners being released into the local community.
- Improve staffing levels through Hospital for Jail Medical Services.
- Strive to improve external security measures for Corrections Facility.
- Improve fingerprint method for Concealed Pistol License applicants by obtaining an automated fingerprint machine.
- Institute a continuous quality improvement program for the OPSCAN system assuring the highest quality communications network.
- Continue to participate in exploratory meetings and visits regarding establishing Mental health Crisis Beds in Port Angeles, working in concert with Peninsula Community Mental Health Center and the County Mental Health Committee.

## **Short Term Objectives:**

- Strive to maintain current manpower levels despite budget concerns and personnel turn-over.
- Continue to find ways to address officer safety through training and new technology.
- Strive to secure funding and technology to complete Phase II of the OPSCAN plan to place digital mobile data consoles in all Operations vehicles.
- Improve Jail Property Storage in the Jail by utilizing bins and customized shelves.
- Tile/Linoleum the floor in the Jail Sgt. Office.
- Change out the failing locks in several of the Jail cells.
- Install Video Monitoring Security Cameras in Jail Fenced Area.

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- Negotiate and sign contracts with State and Federal Agencies for Jail Services and prisoner care.
  - Standardize prisoner care daily rates within standardized Jail contracts.
  - Negotiate Transportation Contract with Department of Corrections for moving female prisoners committed to DOC Custody.
  - 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.
  - Continue to update the computers and technology systems to assure increased effectiveness and synergy of processes.
  - Final development and implementation of the courthouse Critical Incident Response Plan.
  - Develop funding source, purchase, and install mobile data capability for patrol operations allowing in-car data communications with PENCOR and State/NCIC. This will also be used by local city officers.
  - Research and purchase new sound system for Sheriff's Office lobby area.
  - Complete audit and purge of all property and evidence storage locations.
  - Continue bidding and building processes for Phase I of the five-phase Jail expansion plan.

## **Accomplishments in 2007:**

- Recruited and trained six new deputies to fill vacancies and retiring deputies.
- Major personnel shortfalls came upon the patrol division in 2007. As a result, the detective sergeant, a full time detective and the west end detective were all reassigned to patrol. This left two full time detectives to deal with all major crimes referred to CIB without the benefit of a daily supervisor. Though many cases remain active at this time, the flow of case referrals handled has been managed. It is likely that year end clearance rates will be affected by this.
- Establishment of a criminal case tracking system that allows quick assignment and monitoring of cases.
- Created a Volunteer Operations Manual and held Volunteer Orientation sessions.
- Worked with WASPC to link the Jail records to the Jail Booking Reporting System (JBRS). This allows all criminal justice agencies to query county and state jail booking records.
- Worked with the County I.T. staff to put the Jail Register on-line for public viewing.
- Implemented digital cameras and recorders for all operations staff.
- Re-aligned administrative support staff for increased efficiencies within the administrative section.
- Completed cross-training of Support Services Division staff for increased coverage due to absences.
- Implemented department training records in the AEGIS database.
- Designed and printed new commission cards and business cards for all personnel.
- Re-wrote and implemented an updated sex offender policy.
- Maintained full staffing level of Corrections Officer personnel.
- Installed razor wire perimeter fence around the Jail, along with outdoor lighting for the same area.
- Gated the only access to Lincoln Street maintenance parking lot for better Jail security.
- Reconfigured Jail Dorms for better viewing, officer safety, and inmate secure living.
- Jail Sergeant pass-on-log developed and implemented for increased Jail safety
- Asbestos Abatement completed in preparation for Jail remodel.
- Cleaned and painted inside the Jail facility.
- New Jail Housing Agreements signed with City of Port Angeles and City of Sequim.
- Jail tours provided as part of educational process on Jail needs and overcrowding issues.
- Implemented new Jail initiatives Scheduling of Short Term Commitments & DUI Sober Holds.
- Implemented Auto Cash & GPS Electronic Funds Deposit systems in Jail lobby area.

- Converted old Jail kitchen freezer to a refrigerator and installed a new freezer.
- Upgraded the AEGIS Records Management, Dispatch, and Jail software to latest version.
- Formed Field Reporting/Mobile Data User Committee to review software and hardware needs for implementation of AEGIS programs.
- Completed thorough inventory of all property and evidence items held by the Sheriff's Office.
- Use of Force training classes completed for first ½ of 2007 (Firearms, Defensive Tactics, Taser, Simunitions)

## • 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	2005 Actual	2006 Actual	6/30/07 Actual	2008 Estimate
Incidents (calls for service) handled	13,938	15,696	7,439	
Case reports written and processed	2,873	3,093	1,575	
Traffic stops	2,883	3,418	1,892	
Civil papers served	2,140	2,106	1,002	
Civil papers processed	2,682	2,708	1,328	
Civil paper attempts	2,773	2,630	1,121	
Evictions	72	67	27	
Concealed pistol licenses issued	507	799	462	
Pistol Transfers processed	605	549	300	
Harvest Permits issued	245	214	110	
Animal control incidents handled	238	298	118	
Animal control case reports written and processed	21	21	10	
Inmate meals served (Jail and Juvenile Center)	139,105	142,265	66,746	
Inmate labor supervision – total hours	10,867	12,334.5	6,214	
Inmate man days	42,697	44,296	21,083	
Total inmate bookings	2,450	2,882	1,431	
Supervised Court Appearances	4,839	5,368	2,449	

Cooperative Chain Miles	26,272	27,425	12,978	
Chain Gang – road miles cleared	873.16	766.10	331.11	
Chain Gang – pounds of roadside litter collected	32,405	32,582	15,662	
Chain Gang – pounds of dump site litter collected	62,130	93,940	47,224	
DUI Victims Panel attendance	336	309	158	
Traffic School attendance	253	293	138	

### Staffing Level:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Full Time Equivalents Sheriff's Operations	42.50	42.50	43.50	43.5
Administration	2.5	2.5	2.5	2.5
Investigations	7	7	7	7
Patrol	24.5	24.5	25.5	25.5
Support Services	7.5	7.5	7.5	7.5
Enhanced 911	1	1	1	1
Full Time Equivalents Sheriff's Community Projects	1.15	1.00	1.00	1
Full Time Equivalents Sheriff's Jail	33.50	34.50	35.50	38.5
Care & Custody	28.5	29.5	30.5	33.5
Chain Gang	2	2	2	2
Kitchen	3	3	3	3
Full Time Equivalents Sheriff's Recreation/Boating	1.00	1.00	1.00	0
Full Time Equivalents Sheriff's OPNET Drug	2.50	2.50	2.50	2
Full Time Equivalents Sheriff's Interoperability			.48	0
Full Time Equivalents Federal Forest	1.00	1.00	1.00	1

## Operating Budgets

### Revenues - Sheriff's Operations

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Taxes	0	0	0	0
Licenses and Permits	8,915	25,169	20,683	41,000
Intergovernmental Revenues	262,321	112,183	75,253	453,916
Charges for Goods and Services	178,419	332,940	96,280	49,600
Fines and Forfeitures	7,698	8,971	6,259	12,900
Miscellaneous Revenues	6,303	7,720	2,596	5,200
Nonrevenues	0	0	0	0
Other Financing Sources	836,133	450,000	450,000	650,000
General Tax Support	2,303,237	2,966,215	1,381,454	3,120,019
<b>TOTAL</b>	<b>\$3,603,026</b>	<b>\$3,903,198</b>	<b>\$2,032,525</b>	<b>\$4,332,635</b>

### Expenditures - Sheriff's Operations

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	2,235,756	2,396,676	1,242,835	2,603,786
Personnel Benefits	285,403	443,696	347,118	836,065
Supplies	72,408	66,960	74,308	93,718
Other Services and Charges	146,242	190,362	121,754	248,210
Intergovernmental Services	145,785	164,975	74,130	149,498
Interfund Payments for Services	717,432	640,529	172,380	378,158
Capital Outlay	0	0	0	23,200
<b>TOTAL</b>	<b>\$3,603,026</b>	<b>\$3,903,198</b>	<b>\$2,032,525</b>	<b>\$4,332,635</b>

### Revenues - Sheriff's Community Projects

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	110,946	59,511	50,567	90,091
Charges for Goods and Services	0	0	0	0
Fines and Forfeitures	18,710	19,785	9,040	19,500
Miscellaneous Revenues	0	0	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	(33,029)	44,563	(2,607)	54,241
<b>TOTAL</b>	<b>\$96,627</b>	<b>\$123,859</b>	<b>\$57,000</b>	<b>\$163,832</b>

## Expenditures - Sheriff's Community Projects

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	52,197	57,884	30,462	83,044
Personnel Benefits	5,947	9,654	8,113	29,254
Supplies	10,061	5,835	950	15,518
Other Services and Charges	11,445	33,453	13,876	27,016
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	16,977	17,033	3,599	9,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$96,627</b>	<b>\$123,859</b>	<b>\$57,000</b>	<b>\$163,832</b>

## Revenues - Sheriff's Animal Control

	2005 Actual	2006 Actual	6/30/07 Actual	2008 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	0	0	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	0	0	0
General Tax Support	179,704	200,334	152,250	206,000
<b>TOTAL</b>	<b>\$179,704</b>	<b>\$200,334</b>	<b>\$152,250</b>	<b>\$206,000</b>

## Expenditures - Sheriff's Animal Control

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	0	0	0	0
Personnel Benefits	0	0	0	0
Supplies	0	0	0	0
Other Services and Charges	179,173	199,436	152,250	206,000
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	531	898	0	0
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$179,704</b>	<b>\$200,334</b>	<b>\$152,250</b>	<b>\$206,000</b>

## Revenues - Sheriff's Search and Rescue

	2005 Actual	2006 Actual	6/30/07 Actual	2008 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	0	0	0	0
Nonrevenues	0	0	0	0
Other Financing Sources	0	2,105	0	0
General Tax Support	10,910	8,662	1,513	24,467
<b>TOTAL</b>	<b>\$10,910</b>	<b>\$10,767</b>	<b>\$1,513</b>	<b>\$24,467</b>

## Expenditures - Sheriff's Search and Rescue

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	0	0	0	0
Personnel Benefits	0	0	0	0
Supplies	3,964	4,404	476	9,223
Other Services and Charges	2,893	1,528	715	7,262
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	4,053	4,835	322	7,982
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$10,910</b>	<b>\$10,767</b>	<b>\$1,513</b>	<b>\$24,467</b>

## Revenues - Sheriff's Jail

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	224,958	355,455	134,517	402,073
Charges for Goods and Services	92,902	119,336	33,513	122,500
Fines and Forfeitures	0	0	0	0
Miscellaneous Revenues	999	307	0	1,000
Nonrevenues	60,352	0	0	0
Other Financing Sources	100,000	100,000	100,000	250,000
General Tax Support	1,587,875	1,970,385	1,019,084	2,255,882
<b>TOTAL</b>	<b>\$2,067,086</b>	<b>\$2,545,483</b>	<b>\$1,287,114</b>	<b>\$3,031,455</b>

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## Expenditures - Sheriff's Jail

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	1,351,308	1,621,329	816,079	1,855,608
Personnel Benefits	165,204	292,927	270,721	675,791
Supplies	175,057	217,026	111,385	269,679
Other Services and Charges	25,097	31,984	26,621	43,160
Intergovernmental Services	0	91,865	44,845	126,717
Interfund Payments for Services	350,420	286,087	17,463	48,000
Capital Outlay	0	4,265	0	12,500
<b>TOTAL</b>	<b>\$2,067,086</b>	<b>\$2,545,483</b>	<b>\$1,287,114</b>	<b>\$3,031,455</b>

**Agency Structure:** not turned in by department