

CLARK COUNTY SHERIFF'S OFFICE

Civil Branch Annual Report 2014

Divisions

- Records
- Evidence/Logistics
- Professional Standards

The Records Division

Records is the largest division in the Civil Branch and consists of five units:

- Civil / Identification
- Public Disclosure
- Jail Records (Day and Swing shifts)
- Warrants (Day and Swing shifts)
- Criminal Records (24/7 operations)

Records staff are non-sworn employees who provide service to the public, law enforcement, corrections staff and judicial agencies. They provide reports, preserve documents, maintain secure criminal history records in accordance with many laws and statutes, and process public records. The work is diverse but critical in the workings of the criminal justice system.

Criminal Records

Criminal Records	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
CCSO Reports	18103	17060	16365	15415	14481	-6.1%	-20.0%
VPD Reports	22550	22916	22107	20905	19922	-4.7%	-11.7%
CCSO Suppl	5354	4799	4677	4439	4925	10.9%	-8.0%
VPD Suppl	8825	8922	9173	9369	10069	7.5%	14.1%
Imaged Documents	48990	35410	34745	33974	32199	-5.2%	-34.3%

The Criminal Records Unit provides records services for the Sheriff's Office and the Vancouver Police Department as part of an inter-local agreement. The table above reflects the overall change in workload for the past year, as well as the five year trend. Reports and supplemental reports are authored by deputies and officers in the field. Imaged documents are part of those same case reports, scanned electronically for retention and distribution.

Collision Reports Requiring Data Entry				
Agency	2011	2012	2013	2014
CCSO	263	28	27	10
VPD	539	706	673	531
Total	802	734	700	541

CCSO SECTOR ¹	620	1169	1112	1210
VPD SECTOR	-	-	-	881 ²

¹SECTOR is the electronic accident program.

²VPD began using Sector for collisions in 2014.

Public Disclosure

	2013	2014	1 yr. chg.
Public Disclosure Requests	5844	5484	-6.2%

*Numbers for public disclosure prior to 2013 are not accurate. Some public disclosure requests for collision reports have shifted from CCSO to Washington State Patrol.

Warrants and Jail Records

Warrant processing includes managing the warrant from receipt to cancellation, as well as verifying and confirming information and facilitating the extradition of offenders captured outside the local area. Jail Records staff manage the documentation and sentence calculations for inmates from the time of booking to release. While subjects may be arrested at any time of the day or night, Jail Records and Warrants staff two shifts per day (days and swing).

Warrants	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
Felony Warrants	4774	4515	4807	5331	2648	-50.3%	-44.5%
CCSO Misdemeanor	6438	6415	6133	4995	4774	-4.4%	-25.9%
VPD Misdemeanor	5742	4908	5023	4801	5504	14.6%	-4.1%

*Felony warrants dropped in half due to a Supreme Court ruling regarding a specific type of probation violation warrant.

Jail Records Workload	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
Bookings	15321	15348	16174	16529	15547	-5.9%	1.5%
Releases	15433	15530	15735	16571	15589	-5.9%	1.0%
Court Slips	34742	34156	46346	45020	45031	0.01%	29.6%
Inmates to State	680	611	570	679	608	-10.5%	-10.6%
Bk. Merge Errors Fixed	105	120	128	87	130	49.4%	23.8%
Overcrowding Releases	0	0	46	91	287	215%	
Bookings QC'd by JR staff	0	11249	13102	12628	3253	-74.2%*	
Bkg Errors Found		1662	1336	2539	1139	-55.1%	-31.5%
Issues sent to Jail Admin		257	259	1	0		

* Jail Records changed the type of records being QC'd.

Civil Unit and Identification Function

Civil process is one of the statutory functions provided by the Sheriff. Civil unit work includes the collection of fees for service as documented on the chart below and the service of papers for legal process. Workload is measured both in terms of quantity and in terms of revenues. Revenues offset the cost of providing civil process service.

The Identification function manages fingerprints and specializes in the identification of subjects, either suspects or inmates in the Clark County Jail. The ID specialist is also being cross trained in Civil processes to provide back-up to staff. Once that cross training is completed the Civil specialist will be cross trained in ID as well.

Civil Workload	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
Civil Papers Received	4565	3651	3456	3447	3696	7.2%	-19.0%
Civil Papers Served	3584	2964	2808	2790	2903	4.1%	-19.0%
Not founds	755	443	379	513	629	22.6%	-16.7%
Sheriff's Civil Fees \$\$\$	143772	129763	108414	108552	102007	-6.0%	-29.0%
Sheriff's Rec. Reports \$\$\$	16190	17363	15765	3869	610 ¹	-84.2%	-96.2%
Sheriff's Clearing fund	68844	85293	110542	44901	84776	88.8%	23.1%
Fingerprints \$\$\$	51547	57147	56005	60709	56715 ²	-6.6%	10.0%
Cvl Clearing letter/crim. hist.	2730	3470	2870	2416	3050	26.2%	11.7%
County Gun Permits \$\$\$	66385	81143	115540	132445	106282 ²	-19.8%	60.1%
State Gun Permits \$\$\$	68844	85293	119772	136926	109910 ²	-19.7%	59.7%
State Prints \$\$ (permits)	50153	57147	75587	87516	63749 ²	-27.2%	27.1%
Total Fees	295296	310321	312850	311133	526,489	69.2%	78.3%
Subpoena fees	4100	9600	12205	21020	28470 ³	35.4%	594%
Evictions Scheduled	876	894	845	852	792	-7.0%	-9.6%
Evictions Completed	481	478	500	522	492	-5.7%	2.3%
ID Workload	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
AFIS WSP Searches	218	230	204	121	64 ⁴	-47.1%	-70.6%
AFIS WSP Hits	146	118	146	94	40	-57.4%	-72.6%
WIN Hits	89	48	93	71	31	-56.3%	-65.2%
Outside AFIS Searches	49	24	30	18	7	-61.1%	-85.7%
Outside AFIS Hits	10	6	5	7	7	None	30.0%

¹In years past, police reports were issued to the public for \$5 each. CCSO has stopped charging the fee to comply with current law.

²Receiving of these fees has shifted to the reception unit in 2015.

³This reflects money that could be collected from the county prosecutor, but is not billed.

⁴The ID Unit is being much more selective about conducting AFIS which has led to the reduction.

The Evidence and Logistics Division

The Evidence Unit supports the law enforcement and investigative efforts of the CCSO, La Center PD, Ridgefield PD, the Clark-Vancouver Regional Drug Task Force, the County Fire Marshall, the Prosecuting Attorney's Office and the Medical Examiner. The unit maintains and protects the evidentiary chain and includes the collection, secure storage, documentation, distribution and disposal of evidence, found property and safe-keep items.

Evidence					
	Cases In	Evidence Items In	Items Disposed	DNA	Appts
2010	3001	8597	8568	155	774
2011	2812	11399	6622	92	810
2012	3771	10003	15354	80	837
2013	3499	9497	11644	71	837
2014	3147	7553	20370	56	779

The Logistics Unit is an internal service unit which supports 445 Sheriff's Office employees and volunteers, through the procurement, distribution, storage, general maintenance, inspection, calibration and repair of all department owned uniforms, equipment and supplies.

Logistics				
	PO's Created	PO's on Contract	# of Shipments Rec	Days to Process Orders
2010	626	441	2334	1.5
2011	647	459	2314	0.8
2012	679	515	2352	0.7
2013	558	427	3446	0.8
2014	594	419	3875	0.7

The Professional Standards Division

Reception Unit

The Reception Unit is the first point of contact for citizens coming into the Sheriff's Office. This unit is supervised by Mary Malicki, who also serves as the Safety Coordinator.

Reception Workload	2010	2011	2012	2013	2014	1 yr. chg.	5 yr. chg.
County Gun Permits	4100	5038	6891	7409	6143	-17.1%	49.8%
Gun Sales Processed	5867	8393	11552	11385	8659	-23.9%	47.6%
Public Fingerprints	3405	3504	3595	3857	3780	-2.0%	11.0%
Visitors - Professional	17976	19652	19664	19526	20192	34.1%	12.3%
Visitors - Inmate	16474	16488	15497	19434	19399	-.2%	17.8%
Telephone calls received	89171	82670	71710	78515	63067	-19.7%	-29.3%

Case Management

The Case Management function provides oversight and quality control over police reporting.

Case Management (Agency)	2012	2013	2014	% change
Correction Notices	771	368	350	-5%
Commendations	5	6	10	66%
Follow Ups	618	701	753	7%
Late Reports	25	3	29	900%
All Reports Written	20,961	19,823	19,391	-2%
Unapproved Reports	112	206	83	-60%

Coplogic is a tool that was implemented in 2012 allowing citizens to complete case reports online for certain low level property and nuisance crimes. Only those cases that meet reporting criteria are approved and assigned a case number, accounting for the discrepancy between those assigned a case number and those that are not.

Coplogic (Citizen Reports)	2012	2013	2014	% change
Reports Submitted	59	1,655	1847	12%
Reviewed & Approved (Case # assigned)	54	1,178	1347	14%

A small percentage of the workload performed by deputies involves cases referred to the Sheriff's Office from outside agencies.

Outside Agency Referrals	2012	2013	2014	% change
Adult Protective Services	121	125	149	19%
Child Protective Services	51	48	57	19%
Residential Care Services	8	25	13	-52%
Outside L.E. Agencies	15	35	46	31%
TOTALS	195	233	265	14%

Campus Unit

Six deputies provide weekday protective services to the County Campus; which includes the Public Service Center, the Courthouse, the Juvenile Justice Center and the Family Law Annex. Deputies respond to a variety of calls within and around the surrounding county campus.

Campus Unit Activity	2012	2013	2014	% Change
<i>Alarms</i>	111	96	91	-4%
<i>Courthouse Activity</i>	1,470	1,911	769	-60%
<i>Drugs / Drug Paraphernalia</i>	68	24	9	-61%
<i>Family Law Annex Activity</i>	92	86	22	-74%
<i>Juvenile Justice Center Activity</i>	96	59	80	36%
<i>Parking Complaints</i>	54	85	99	16%
<i>PSC Activity</i>	87	99	264	167%
<i>Warrants</i>	1,049	881	612	-30%
<i>Taken Into Custody</i>	807	820	656	-20%
<i>EPR Reports Total</i>	1,074	1,178	1,080	-8%
<i>EPR Arrest Reports</i>	920	921	802	-13%
<i>Civil Papers Served</i>	1,241	1,365	1,282	-6%
<i>Extraditions</i>	18	22	11	-50%

Campus Security

The Campus Deputy Unit is assisted by a private security vendor who provides screening at entry points to the courthouse, serves as a dispatch center for internal security services. The men and women serving the county community in this function provide a valued service and do so with great pride and diligence. We are fortunate to have good partners serving in this capacity.

Courthouse Security Activity				
All Entries Combined				
	2012	2013	2014	% Change
# of Bags Entering X-ray	652,524	636,163	599,370	-6%
Prohibited Items:				
Knives	643	689	852	24%
Scissors	438	376	438	16%
Box Cutters	370	451	476	6%
Mace or OC	87	109	132	21%
Flammable	498	561	731	30%
Ammunition	40	19	38	100%
Drug Paraphernalia	75	48	90	88%
Tools / Misc.	1,742	1,869	2,097	12%
Total Prohibited Items:	3,918	4,131	4,855	18%
% of Prohibited Items:	0.60%	0.65%	0.81%	
Firearms Not Held:				
Walk Away	20	10	5	-50%
Firearms Held:				
Officers of the Court	207	32	209	553%
Off-Duty Officers	9	12	8	-33%
Public	48	52	61	17%
Total Firearms:	284	106	283	167%