

CLARK COUNTY SHERIFF'S OFFICE

Civil Branch Annual Report 2016

Divisions

- Records
- Public Disclosure Unit
- Jail Industries/Food Services
- Evidence/Logistics

Records Division

Records Manager - MaryAnn Gentry

Supervisors	NAME
CS	Margie Johnson
1	Jennifer Bell
2	Marina Wolfrum
3	Kelly Roberson
4	Elizabeth Walters
5	Sheila Viken

Civil	NAME
1	Evelina Kurilenko
2	Kristen Olson

Jail Records	NAME
1	Dawn Miller
2	Julie Wright
3	Terian McCracken
4	Rachael Cruse
5	Victoria Askelson
6	Brandon Cummings

Criminal Records	NAME
1	Colleen Williamson
2	Charlye George (FTO)
3	Juliet Vergara (FTO)
4	Katie Simonsen (FTO)
5	Myra Muenzler (FTO)
6	Shannon Erb
7	Megan Lorenz
8	Carol Harris
9	Tammy Sanderville
10	Chrissy Chronert
11	Bryan Stanley
12	Kelly Tepedino
13	Belinda Schramm
14	Cathy Phillips
15	Julia Andring
16	Vacant
17	Vacant
18	Vacant

ID	NAME
1	Nancy Druckenmiller

Warrants	NAME
1	Sue Gibson
2	Lori Bryan
3	Liz Walker
4	Megan Heikkala
5	Vacant

Cadets	NAME
1	Alejandro Aguilar
2	Vacant

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

- Civil
- Identification
- 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	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.
CCSO Reports	16,365	15,415	14,481	13,934	12,887	-7.51%	-21.25%
VPD Reports	22,107	20,905	19,922	19,562	18,420	-5.84%	-16.68%
CCSO Supplemental Reports*	4,677	4,439	4,925	4,330	10,996	153.95%	135.11%
VPD Supplemental Reports*	9,173	9,369	10,069	4,735	3,996	-15.61%	-56.44%

*Number of supplemental reports may be off due to change in records management system.

The Criminal Records Unit provides records services for the Sheriff's Office and the Vancouver Police Department as part of an inter-local agreement called LERIS. After twenty years, the City of Vancouver ended the LERIS arrangement that controlled costs for both the city and the county. Beginning January 1, 2017, Vancouver Police Department is handling all of their own records management.

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.

Warrants

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. While subjects may be arrested at any time of the day or night, warrants staff work two shifts per day (days and swing).

Warrants	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.
Felony Warrants*	4807	5331	2648	1268	1320	4.10%	-72.54%
CCSO Misdemeanors	6133	4995	4774	4184	4057	-3.04%	-33.85%
VPD Misdemeanors	5023	4801	5504	4745	4263	-10.16%	-15.13%

*Felony warrants dropped in half in 2014 and again in 2015 due to a Supreme Court ruling regarding a specific type of probation violation warrant.

Jail Records

Jail Records staff manage the documentation and sentence calculations for inmates from the time of entry to release. While subjects may be arrested at any time of the day or night, warrants staff work two shifts per day (days and swing).

Jail Records Workload	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.
Bookings	16174	16529	15547	14557	13626	-6.40%	-15.75%
Releases	15735	16571	15589	14717	13761	-6.50%	-12.55%
Court Slips	46346	45020	4503	41136	45679	11.04%	-1.44%
Inmates to State	570	679	608	645	673	4.34%	18.07%
Booking Merge Errors Fixed	128	87	130	126	143	13.49%	11.72%
Overcrowding Releases	46	91	287	26	0	-100.00%	-100.00%
Boking Errors Found	1336	2539	1139	503	735	46.12%	-44.99%

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

Identification Function

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 cross trained in Civil processes to provide back-up to staff.

ID Workload	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.
AFIS WSP Searches	204	121	64	145	85	-41%	-58%
AFIS WSP Hits	146	94	40	115	64	-44%	-56%
WIN Hits	93	71	31	77	44	-43%	-53%
Outside AFIS Searches	30	18	7	16	23	44%	-23%
Outside AFIS Hits	5	7	7	4	9	125%	80%

Civil Unit

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.

Civil Workload	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.
Civil Papers Received	3,456	3,447	3,696	3,812	3,391	-11.04%	-1.88%
Civil Papers Served	2,808	2,790	2,903	3,143	2,620	-16.64%	-6.70%
Not founds	379	513	629	689	705	2.32%	86.02%
Sheriff's Civil Fees \$\$\$	108,414	108,552	102,007	102,970	80,873	-21.46%	-25.40%
Sheriff's Clearing fund	110,542	44,901	84,776	107,024	121,114	13.17%	9.56%
Total Fees	157,960	153,483	186,777	210,024	201,987	-3.83%	27.87%
Subpoena fees *	12,205	21,020	28,470	44,571	33,870	-24.01%	177.51%
Evictions Scheduled	845	852	792	757	647	-14.53%	-23.43%
Evictions Completed	500	522	492	487	444	-8.83%	-11.20%
Civil Workload	2012	2013	2014	2015	2016	1 yr. chg.	5 yr. chg.

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

The Public Disclosure Unit

Public Disclosure Manager – Sarah Leffler

Public Disclosure

PA	Annette Kalak
1	Linda Cassidy
2	Lynn Brennan
3	Kayla Whitmire

During 2016 the public disclosure unit separated from the records division to better deal with the highly specialized nature of the work. A new manager, Sarah Leffler, was hired to manage the public disclosure unit with a staff of one program assistant and three sheriff's support specialists. The unit processed 67,606 pages of records for disclosure.

	2013	2014	2015	2016	1 yr. change	4 yr. change
Public Disclosure Requests	5844	5484	4594	4975	8.29%	-14.87%

The above table demonstrates the intake of public records requests. The Sheriff's receives, on average, just over 400 requests per month.

Evidence and Logistics Division

Evidence and Logistics Manager – Kari Schulz

Evidence Unit

1	Lynne Bowden
2	Tiffany Williamson
3	Tamme Racine
4	PJ Thompson

Logistics Unit

1	Teri Huff
2	Alicia Hamilton

Cadets

1	Anna Babcox
2	Vacant

The Evidence Unit supports the law enforcement and investigative efforts of the CCSO, Ridgefield PD, the Clark-Vancouver Drug Task Force, the County Fire Marshal, 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
2015	3310	8347	2464	79	726
2016	2985	7463	10797	94	833

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
2015	552	435	3812	0.9
2016	577	528	3537	0.7

Jail Industries Division

Jail Industries Manager – Joe Loftgren

Supervisors

1	Becky Breitmayer
2	Jason MacDonald

Food Service Coordinators

1	Oscar Gonzalez
2	Melony Ambs
3	Justin Shoemaker
4	Priscilla Webster
5	Julia Koglin
6	Justin Chin
7	Ron Wiger
8	Nalini Singh
9	<i>Vacant</i>
10	<i>Vacant</i>
11	<i>Vacant</i>
12	<i>Vacant</i>

Jail Industries Coordinators

1	Lorie Stewart
2	Carrie Henderson
3	Toni Baker
4	Ben Semaia

Laundry

This unit services the main-jail, jail work center, and the juvenile detention facility. Using inmate labor, this unit collects, washes, folds, and delivers: clothing, bedding, towels, and sandals to the listed facilities, five days per week. They also process bio-contaminated linens.

The below chart demonstrates the workload of the unit.

Laundry Services	2014	2015	2016	1 year change
Loads	8091	7062	6743	-5%*
Weights (lbs.)	614290	647160	634250	-2% **

*Added large capacity washer which makes fewer loads.

**Less Inmate Population

The CCSO and Lifeline Connections, a local non-profit substance abuse and mental health treatment facility, have an agreement so that our inmates could process their patients' laundry. This was a total of 20,089 lbs. of laundry in 2016. (Lifeline Connections totals are included in the yearend total.)

Janitorial

Janitorial services expanded this year to provide more consistent environmental services including: clean, wax, and buff the floors; as well as cleaning the main jail. This enhanced cleanliness has improved the main jail environment sufficiently to draw compliments from inmates, staff and public visitors and has enhanced perception of safety with jail.

Food Service

The Food Services Unit provides meal services to the main jail, jail work center and the juvenile justice center. This unit prepares various meals, such as, breakfast, lunch and dinner for main jail, jail work center and the juvenile justice center on a daily basis, seven days a week, fifty two weeks a year. In addition, it also provides a number of various meal services such as, main jail sack lunches, HS (Healthy Snacks), and medical diets, religious meals, work release sack lunches and GED Meals. For 2016, this number equates to 1,090,602 meals. The cost to produce a meal was \$1.19. This was a decrease of eight cents per meal from the previous year. This was achieved by the implementation of cost savings, operational procedures, and continued bulk-buying strategies. The raw cost to produce the meals was \$0.82. This represents a two cent decrease from the previous year. The decrease in both meal cost and raw cost was achieved even though there was a 4-6% increase in commodity prices and an extremely volatile egg and citrus market costs. Purchasing our commodities with our various cost-saving strategies assisted our unit to maintain a cost-per-meal of \$1.19.

Food Services	2015	2016	1 year change
Meals Served	1,161,275	1,090,602	-70,673
Cost to Produce Meal	\$1.27	\$1.19	-\$0.08
Raw Cost to Produce Meal	\$.0.84	\$0.82	-\$0.02