

# 2021628000—Sheriff-Records

## Law & Justice

Patrick Withrow, Sheriff-Coroner-Public Administrator

General Fund	2017-2018 Actual	2018-2019 Adjusted	2019-2020 Requested	2019-2020 Recommended	Increase/ (Decrease)
<b>Expenditures</b>					
Salaries & Benefits	\$3,036,481	\$3,462,850	\$4,169,465	\$4,169,465	\$706,615
Services & Supplies	77,421	74,195	89,607	89,607	15,412
Centrally-Budgeted Expenses	475,281	536,141	570,528	570,528	34,387
<i>Total Appropriations</i>	\$3,589,183	\$4,073,186	\$4,829,600	\$4,829,600	\$756,414
<b>Earned Revenues By Source</b>					
Aid From Other Governments	\$2,187,101	\$2,175,239	\$2,456,822	\$2,456,822	\$281,583
Charges For Services	227,339	202,000	205,000	205,000	3,000
Miscellaneous Revenues	150	0	0	0	0
Operating Transfers In	75,504	77,533	68,738	68,738	(8,795)
<i>Total Revenues</i>	\$2,490,094	\$2,454,772	\$2,730,560	\$2,730,560	\$275,788
<b>Net County Cost</b>	\$1,099,089	\$1,618,414	\$2,099,040	\$2,099,040	\$480,626
<b>Staffing</b>					
Allocated Positions	40.0	40.0	48.0	48.0	8.0
Temporary (Full-Time Equivalent)	2.0	2.0	2.0	2.0	0.0
<i>Total Staffing</i>	42.0	42.0	50.0	50.0	8.0

## Purpose

The Records Division of the Sheriff's Office performs specialized criminal and jail inmate record keeping functions. The Division consists of two primary areas:

- **Criminal Records** - Functions involve processing, maintenance, and dissemination of law enforcement records such as crime reports, citations, warrants, subpoenas, restraining orders, and court-ordered records expungements, as well as maintenance of databases used for inquiry and submission of crime statistics to State and Federal agencies.
- **Custody Records** - Maintains and updates records related to inmates in custody, including court appearances, sentences, court orders, bail bonds, bookings, citations, and releases. Also provides customer assistance to the public regarding inmate and custodial operational procedures.

## Major Budget Changes

### Salaries & Employee Benefits

- \$106,396 Salary and benefits adjustments.
- \$596,321 Add eight Office Assistant Specialist positions.
- \$3,898 Increase in holiday pay due to experience.

### Services & Supplies

- \$9,500 Increase in office supplies costs.
- \$5,080 Increase in communications costs.

### Centrally-Budgeted Expenses

- \$5,215 Increase in data processing charges.
- (\$23,092) Decrease in Workers' Compensation insurance costs.

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- (\$6,188) Decrease in Casualty insurance costs.
- \$57,222 Addition of Countywide Cost Allocation Plan charges.

### Revenues

- \$280,683 Increase in Proposition 172 funding.
- (\$8,795) Decrease in reimbursement from Automated Warrants Trust Fund.

## Program Discussion

The 2019-2020 recommended budget for the Records Division totals \$4,829,600, which is an increase of \$756,414 from the 2018-2019 adjusted budget. This change reflects salary and benefits adjustments, the addition of eight Office Assistant Specialist positions, and the addition of Countywide Cost Allocation Plan charges, offset by a decrease in allocated insurance costs.

The Records Division receives additional support from four positions funded through the Community Corrections Partnership. The positions are allocated in the Sheriff-Local Community Corrections budget, but are assigned to the Records Division to address workload issues resulting from the housing of former State prisoners via Public Safety Realignment.

During 2018-2019, the County's new Jail Management System (JMS) - Automated Technology Information Management Systems (ATIMS) was put into service, replacing the Criminal Justice Information System (CJIS) and Custody Information System (CUSINS). This resulted in a need for increased training, auditing, and close supervision of the Custody Records Division. The time required to process a single transaction has increased by two minutes due to the need to access multiple screens to complete a transaction.

### Radio Communications (Control 5)

Control 5's Radio Communications Specialists primarily respond to radio requests from officers in the field seeking criminal records related information. The Specialists provide Deputy Sheriffs information on warrants, missing persons, restraining orders, probation/parole status, and stolen property, and are responsible for entering time sensitive data, such as emergency protective orders, into multiple law enforcement databases, including the California Law Enforcement Telecommunications System (CLETS).

In 2011, the Sheriff's Office began the process of transitioning some of its Control 5's Radio Communications

Specialists duties from the Records Division to the Communications Division as part of a plan to restructure workload during a period of budget reductions. Five of eleven Radio Communications Specialist positions were eliminated from the Records budget. As it was no longer able to field a 24/7 presence with reduced staffing, those tasks requiring an immediate response after hours were transferred to Communications Dispatchers.

At the time, it was noted that the loss of the positions would impact the Records Division as Radio Communications Specialists had also provided support to Records in the areas of releases from Custody, typing of crime reports and coroner reports, and Department of Justice statistical reporting.

In 2015-2016, one Radio Communications Specialist allocation assigned to Records was converted to Communications Dispatcher, leaving five positions. In 2016-2017, the remaining five positions were similarly transferred and converted, for a total of six positions, which were ultimately transferred to the Communications budget.

The Control 5 function was split between the Communications Center and Records Division out of necessity at a time of budget reductions. However, Control 5 remains essentially a criminal records function. After hours, when Records staff is unavailable, Communications Dispatchers perform tasks that are immediate in nature, such as entering missing persons reports, stolen vehicles, emergency protective orders, and stolen or located firearms. Because these tasks cannot wait for Records availability, Dispatchers enter the basic information for the report in the system. Upon their return, Records Division staff complete the reports with full identifying information obtained from the Records Management System.

This redistribution of duties has caused a disruption in the workflow and it has become more difficult to ensure accuracy of work and accountability between the two divisions.

In addition, the inability to hire and retain qualified dispatcher staff continues to contribute to mandatory overtime and places a burden on Dispatch staff. Currently, 32% of Dispatcher I/II positions are vacant resulting in a critical staffing shortage.

For these reasons, the Sheriff's Office is in the process of transitioning all Control 5 duties back to the Records Division, where it is proposed that Office Assistant Specialists will perform those duties. This will allow the Communications Center to reduce its minimum staffing by one per shift, which will alleviate some strain resulting from the staffing shortage as well as restore oversight, continuity, and efficiency to the Control 5 function. Records would also

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regain resources to assist with its core functions of custody and criminal records.

The 2019-2020 recommended budget deletes six Communications Dispatcher I/II positions from the Sheriff-Communications budget (#2021622000), and adds six Office Assistant Specialist positions to the Sheriff-Records budget. Human Resources Division has reviewed and supports this request. In addition, the recommended budget adds two additional Office Assistant Specialists to Control 5 staffing.

### Automated Warrants Trust

An assessment of \$15 is imposed upon every person who violates their written promise to appear in court or otherwise fails to comply with a valid court order. This assessment is deposited to the Automated Warrants Trust Fund (#11215)

to be used for the automated warrant system or for the purpose of serving bench warrants. As of March 31, 2019, the fund balance was \$1,402,787. A total of \$68,738 is being used to fund an Office Assistant Specialist position in the 2019-2020 recommended budget.

### Supplemental Request

The Sheriff is requesting supplemental funding of \$142,646 for the addition of two Office Assistant Specialist positions and associated equipment in order to bring dedicated Control 5 staffing to eight positions.

The recommended budget has been augmented by \$142,646 in order to address this request.

### Workload Data

	-----Actual-----			Est./Act. 2018-2019	Projected 2019-2020
	2015-2016	2016-2017	2017-2018		
<i>Restraining Orders</i>	664	956	574	684	512
<i>Documented Report Pages</i>	83,886	90,254	93,605	93,354	96,049
<i>Documented Reports Sold</i>	2,341	2,103	2,379	2,070	2,207
<i>Citations Processed</i>	1,745	1,570	1,583	1,654	1,683
<i>Jail Bookings</i>	21,849	22,491	23,433	22,736	23,281
<i>Court Cap Inmate Releases</i>	537	357	230	168	112
<i>Documented and Suppl. Reports</i>	26,008	27,680	26,620	26,838	26,122
<i>Subpoena-Production of Evidence</i>	87	110	93	86	74
<i>Repossessions</i>	435	470	274	268	183
<i>Public Records Act Requests</i>	102	141	25	18	17
<i>Control 5 Incoming Calls*</i>	N/A	N/A	N/A	N/A	22,019
<i>Warrant Checks*</i>	N/A	N/A	N/A	N/A	21,373
<i>Warrant Hits*</i>	N/A	N/A	N/A	N/A	8,188

\*Transferred workload from Sheriff-Communications