

Records Section (Police Department)

Highlights and Division Program Budget Detail

Section Highlights and Significant Changes

The Records Section is a general fund activity in the Communications Division and reports to the 9-1-1 communications center director. The section is managed by a civilian records supervisor and its primary function is to manage the documentation of police incidents. Activities include entry and retrieval of data in the local, regional, and national law enforcement data systems. The Records Section is operational 24 hours a day and is responsible for the Police Department's front counter reception.

In FY 2007-08, the Records Section will:

- Continue working on improvements to the Police Records Information and Offense Reporting System (PRIORS).
- Research technological advances and other innovations to enhance the ability to meet the growing needs of the City agency and partner agencies using PRIORS.
- Continue development of wireless solutions for field reporting to assist the officers report writing and effective and efficient access to police records.
- Maintain data entry for all police incidents, field interviews, citations, warrants and release of towed vehicles.
- Continue to provide customer service for the Police Department, responding to citizen inquiries for copies of incident reports and other public information requests.
- Manage the document imaging system for the department.
- Expand use of a regional police information, research, and detection system called CopLink.

- Continue to strengthen our recruitment and training practices to attract and retain a highly skilled and diverse work force.

Program Detail

Program Goal. Provide accurate and timely entry of all police records into the records management system. Assist police officers with inquiries and collection of the necessary documents to forward for prosecution. Provide customer service to the citizens of Salem and other law enforcement agencies.

2006 records statistics for processed work in major areas are:

Cases/Incidents*	46,912
Citations and Warnings	24,995
Tows	4,590

** An incident is any call for service that requires a Police Department report or other documentation in accordance with criminal statutes or law enforcement practices and procedures.*

**POLICE DEPARTMENT
RECORDS
(101-35-60)
FY 2007-08**

Acct No.	Description	Dept Rec	Adopted
52510	TRAINING		
	Geo911 PRIORS Users Group	\$ 1,600	\$ 1,600
	State Law Enforcement Data System (LEDS) conference	900	900
	Management and supervisory training	1,500	1,500
	Line personnel training (diversity, ethics, leadership)	400	400
		<u>\$ 4,400</u>	<u>\$ 4,400</u>
52670	OTHER PROFESSIONAL SERVICES		
	Regional Area Information Network services (CopLink) (rebudgeted)	\$ 40,100	\$ 72,900
	PRIORS software contract programming	24,000	24,000
		<u>\$ 64,100</u>	<u>\$ 96,900</u>
52815	CONTROLLED EQUIPMENT		
	4 ergonomic computer monitors (eliminated)	\$ 1,200	-
	2 laser printers (replacements)	2,600	2,600
		<u>\$ 3,800</u>	<u>\$ 2,600</u>
53813	INTRA CITY - BUDGETED TRANSFERS		
	Supervision of Police Records (330-35501000)	\$ 35,520	\$ 35,520

**CITY OF SALEM BUDGET
2007 TO 2008
FUND NO. 101
GENERAL**

Department: Police
Cost Center: Records
Cost Center No: 35-60-00-00

Acct Code	Account Name	2nd Yr		1 st Yr		Budget			
		Budget 04-05	Actual 04-05	Budget 05-06	Actual 05-06	Budget 06-07	Dept Rec 07-08	Difference from 06-07	Adopted 07-08
51010	SALARIES & WAGES	\$ 750,630	\$ 679,904	\$ 773,930	\$ 788,839	\$ 804,690	\$ 934,970	\$ 97,750	\$ 902,440
51020	SEASONAL & RELIEF	31,720	28,968	91,350	30,038	48,800	20,000	(28,800)	20,000
51030	OVERTIME	17,450	100,365	17,380	82,153	18,250	20,000	19,430	37,660
51090	DIFFERENTIAL	7,300	7,021	7,300	7,896	7,500	8,000	500	8,000
51100	INCENTIVES	-	69	-	-	-	1,990	1,990	1,990
51120	LEAVE PAYOFF	6,330	13,785	3,910	27,499	6,900	10,000	3,100	10,000
51195	OTHER PAY/BENEFITS	-	2,588	-	2,308	-	-	-	-
51210	FICA & MEDICARE	57,390	63,432	59,220	69,919	61,580	71,530	7,460	69,040
51220	WORKERS' COMPENSATION	8,560	8,613	9,010	8,903	9,500	10,570	700	10,200
51240	EMPLR - RETIREMENT PERS	101,080	102,180	122,590	94,426	79,610	81,750	(770)	78,840
51243	PERS UNFUNDED LIABILITY	-	-	-	38,070	53,670	39,500	(14,170)	39,500
51245	EMPLR - PERS PICKUP	32,450	45,972	46,480	50,622	48,290	56,080	5,840	54,130
51250	INSURANCE - MEDICAL	146,180	121,833	124,210	143,366	140,020	183,400	32,840	172,860
51255	INSURANCE - VISION	5,680	4,962	4,990	5,747	5,530	7,070	1,130	6,660
51260	INSURANCE - DENTAL	21,040	18,147	18,560	21,675	20,600	26,480	4,220	24,820
51265	INSURANCE - LIFE	620	803	630	686	630	720	60	690
51270	INSURANCE - DISABILITY	3,600	3,052	3,190	2,846	3,360	3,920	400	3,760
51310	PHYSICAL EXAMINATIONS	300	-	80	-	-	-	-	-
	Total Personal Services	\$ 1,190,330	\$ 1,201,694	\$ 1,282,830	\$ 1,374,992	\$ 1,308,930	\$ 1,475,980	\$ 131,680	\$ 1,440,610
	NUMBER OF POSITIONS	21.00	21.00	21.00	21.00	21.00	24.00		23.00
52110	SUBSCRIPTIONS & BOOKS	\$ 100	\$ 33	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100
52130	SUPPLIES	18,400	11,749	19,100	12,803	19,100	16,000	(3,100)	16,000
52460	COMMUNICATION - OTHER	-	14,219	40,920	31,137	49,560	50,400	840	50,400
52510	TRAINING	4,240	2,094	4,240	1,260	4,400	4,400	-	4,400
52670	OTHER PROFESSIONAL SERVICES	15,000	16,970	84,750	37,549	68,200	64,100	28,700	96,900
52710	MEMBERSHIP DUES	100	25	100	-	-	-	-	-
52720	LICENSES/CERTIFICATIONS	-	46	240	264	240	240	-	240
52815	CONTROLLED EQUIPMENT	-	8,468	2,800	2,879	-	3,800	2,600	2,600
52820	SMALL EQUIPMENT & SUPPLIES	25,000	-	20,300	2,578	20,800	20,800	-	20,800
52830	COMPUTER SOFTWARE	132,350	119,988	144,200	129,003	148,400	52,350	(96,050)	52,350
53320	EQUIPMENT MAINTENANCE	20,520	10,821	11,500	11,415	11,800	3,800	(8,000)	3,800
53350	RADIO MAINTENANCE	-	-	2,500	-	-	-	-	-
53767	BANK CARD FEES	-	-	-	-	-	10,000	10,000	10,000
53812	INTRA CITY - DIRECT CHARGE	-	7,155	-	778	1,490	-	(1,490)	-
53813	INTRA CITY - BUDGETED TRANSFERS	33,150	33,150	34,000	34,000	35,200	35,520	320	35,520
53815	INTRA CITY - INTERDEPT. REIMBURSE.	-	-	-	7,890	-	-	-	-
53851	COPY	50,000	58	-	881	-	-	-	-
53853	PRINTING	-	78,528	-	-	-	-	-	-
53854	PHOTOCOPIES	-	-	50,000	63,212	82,000	65,000	(17,000)	65,000
53860	BUILDING SERVICES	-	-	-	-	1,910	-	(1,910)	-
	Total Materials & Services	\$ 298,860	\$ 303,303	\$ 414,750	\$ 335,650	\$ 443,200	\$ 326,510	\$ (85,090)	\$ 358,110
55130	EQUIPMENT & MACHINERY	\$ 36,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 36,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Requirements	\$ 1,525,790	\$ 1,504,997	\$ 1,697,580	\$ 1,710,642	\$ 1,752,130	\$ 1,802,490	\$ 46,590	\$ 1,798,720

