

Records Section (Police Department)

Highlights and Division Program Budget Detail

Section Highlights and Significant Changes

The Records Section is a General Fund activity that reports to the Willamette Valley Communications Center director (9-1-1 Communications Division). The section is managed by a civilian Records Supervisor and its primary function is to manage the documentation of police-related incidents. Activities include the 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 2005-06, 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 the data entry for all police incidents, field interviews, citations, warrants and processing the 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.
- Manage the document imaging system for the department.
- Training and Implementation 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 workforce.

Program Detail

Program Goal. To 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.

2004 Records statistics for processed work in major areas are:

Incidents*	85,225
Citations & Warnings	14,198
Tows	4,441

** 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
(35-60)
FY 2005-06**

Acct No.	Description	Dept Rec	Adopted
52510	TRAINING		
	Geo911 PRIORS users group	\$ 1,440	\$ 1,440
	State Law Enforcement Data System conference	900	900
	Management and supervisory training	1,500	1,500
	Line personnel training (leadership, diversity, ethics)	400	400
		\$ 4,240	\$ 4,240
52670	OTHER PROFESSIONAL SERVICES		
	Regional Area Information Network services (CopLink)	\$ 37,000	\$ 37,000
	PRIORS software contract programming enhancements (rebudgeted)	30,000	44,350
	Building changes to create supervisor office	3,400	3,400
		\$ 70,400	\$ 84,750
52815	CONTROLLED EQUIPMENT		
	Laser printer (replacement)	\$ 1,300	\$ 1,300
	5 ergonomic monitors	1,500	1,500
		\$ 2,800	\$ 2,800
53813	INTRA CITY - BUDGETED TRANSFERS		
	Director supervision of Police Records (330-35501000)	\$ 34,000	\$ 34,000

**CITY OF SALEM BUDGET
2005 TO 2006
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 02-03	Actual 02-03	Budget 03-04	Actual 03-04	Budget 04-05	Dept Rec 05-06	Difference from 04-05	Adopted 05-06
51010 SALARIES & WAGES	\$ -	\$ -	\$ 733,630	\$ 655,489	\$ 750,630	\$ 777,750	\$ 23,300	\$ 773,930
51020 SEASONAL & RELIEF	-	-	25,000	20,238	31,720	91,720	59,630	91,350
51030 OVERTIME	-	-	13,800	106,414	17,450	17,450	(70)	17,380
51090 DIFFERENTIAL	-	-	5,670	7,883	7,300	7,300	-	7,300
51100 INCENTIVES	-	-	1,730	-	-	-	-	-
51120 LEAVE PAYOFF	-	-	5,000	11,214	6,330	3,910	(2,420)	3,910
51210 FICA & MEDICARE	-	-	56,100	61,020	57,390	59,490	1,830	59,220
51220 WORKERS' COMPENSATION	-	-	8,200	8,630	8,560	9,050	450	9,010
51240 EMPLR - RETIREMENT PERS	-	-	115,830	98,307	101,080	128,650	21,510	122,590
51245 EMPLR - PERS PICKUP	-	-	32,680	31,233	32,450	46,700	14,030	46,480
51250 INSURANCE - MEDICAL	-	-	132,330	107,436	146,180	126,760	(21,970)	124,210
51255 INSURANCE - VISION	-	-	6,030	4,714	5,680	5,050	(690)	4,990
51260 INSURANCE - DENTAL	-	-	19,680	15,906	21,040	18,860	(2,480)	18,560
51265 INSURANCE - LIFE	-	-	630	548	620	630	10	630
51270 INSURANCE - DISABILITY	-	-	3,650	3,242	3,600	3,200	(410)	3,190
51300 FRINGE BENEFITS	-	-	7,440	-	-	-	-	-
51310 PHYSICAL EXAMINATIONS	-	-	300	-	300	80	(220)	80
Total Personal Services	\$ -	\$ -	\$ 1,167,700	\$ 1,132,273	\$ 1,190,330	\$ 1,296,600	\$ 92,500	\$ 1,282,830
NUMBER OF POSITIONS	0.00	0.00	21.00	21.00	21.00	21.00		21.00
52110 SUBSCRIPTIONS & BOOKS	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100
52120 MAIL	-	-	-	375	-	-	-	-
52130 SUPPLIES	-	-	18,400	17,408	18,400	19,100	700	19,100
52360 RECRUITMENT FEES	-	-	-	60	-	-	-	-
52460 COMMUNICATION - OTHER	-	-	-	27,650	-	40,920	40,920	40,920
52510 TRAINING	-	-	2,170	16	4,240	4,240	-	4,240
52630 DATA PROCESSING SERVICES	-	-	203,670	-	-	-	-	-
52670 OTHER PROFESSIONAL SERVICES	-	-	77,210	271,751	15,000	70,400	69,750	84,750
52710 MEMBERSHIP DUES	-	-	100	120	100	100	-	100
52720 LICENSES/CERTIFICATIONS	-	-	-	-	-	240	240	240
52815 CONTROLLED EQUIPMENT	-	-	-	-	-	2,800	2,800	2,800
52820 SMALL EQUIPMENT & SUPPLIES	-	-	-	-	25,000	20,300	(4,700)	20,300
52830 COMPUTER SOFTWARE	-	-	-	18,690	132,350	144,200	11,850	144,200
53320 EQUIPMENT MAINTENANCE	-	-	26,520	12,234	20,520	11,500	(9,020)	11,500
53350 RADIO MAINTENANCE	-	-	-	-	-	2,500	2,500	2,500
53812 INTRA CITY - DIRECT CHARGE	-	-	-	14,763	-	-	-	-
53813 INTRA CITY - BUDGETED TRANSFERS	-	-	-	-	33,150	34,000	850	34,000
53850 PRINTING & DUPLIC. - CITY	-	-	50,000	7,089	-	-	-	-
53851 COPY	-	-	-	16	50,000	-	(50,000)	-
53853 PRINTING	-	-	-	67,135	-	-	-	-
53854 PHOTOCOPIES	-	-	-	-	-	50,000	50,000	50,000
Total Materials & Services	\$ -	\$ -	\$ 378,170	\$ 437,308	\$ 298,860	\$ 400,400	\$ 115,890	\$ 414,750
55130 EQUIPMENT & MACHINERY	\$ -	\$ -	\$ -	\$ 4,717	\$ 36,600	\$ -	\$ (36,600)	\$ -
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 4,717	\$ 36,600	\$ -	\$ (36,600)	\$ -
Total Requirements	\$ -	\$ -	\$ 1,545,870	\$ 1,574,298	\$ 1,525,790	\$ 1,697,000	\$ 171,790	\$ 1,697,580