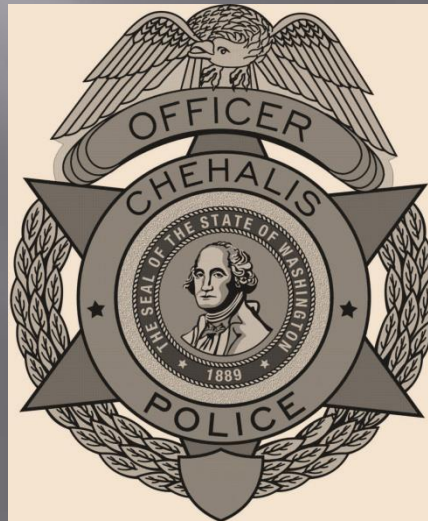


CHEHALIS POLICE DEPARTMENT



Records Technicians: 15A
Evidence/Parking Enforcement Officer: 16A
Administrative Assistant: 17A
Community Services Officer: 18A

Over the past 10 years, what tasks have lead to a
“moderate to significant increase in time?”

- Case reviews
- Case entries of officer reports
- NIBRS
- Concealed pistol licenses and pistol transfers.
- Dog licensing
- Parking permits
- Court dispositions and decline letters
- Further investigation letters
- Records sealing and destruction
- Protection orders
- Lab reports
- File purging
- ACCESS validations
- Press releases
- Public records Requests

Responsibilities and New State Mandates:

- ACCESS Technician: training, rule adherence, security, audits, user certification.
- SPILLMAN Technician: administrative authority, training, meetings.
- Front Counter: all phone calls and front counter visitors.

Firearms: July 1, 2019

- Background investigations / NICS
- Initiative 1639

Proposal

Increase Salary for the current Records Technician Position

Records Assistant Position

Front Counter responsibilities.

Alleviating interruptions for the Records Techs

Combine the Records Assistant Position with Evidence Technician

Much more congruent, with overlapping responsibilities.

Job is positioned in the front office, with:

- Records Techs
- Detectives and Detective Sergeant (Supervisor)

Create a Part-Time Parking Enforcement Officer position

- Responsible for the greater downtown time parking enforcement
- Permitted lots

Fiscal Impact

- Records Tech Salary Increase from a 15A to a 17A
\$383/Month per Employee; \$9,200 per year total.
- Records Assistant/Evidence Officer: no further impact.
- Additional position of a part-time parking enforcement officer:
Assuming 15A and 80 hours per month;
Approximately \$26,530

Chehalis Police Department

