

Sheriff

Joe Pelle

A Historical Perspective: While compiling the 2008 annual report, one of our supervisors found a copy of a 1983 annual report for the Sheriff's Office. We thought it might be instructive to compare and contrast information from that document with the current state of operations within the Sheriff's Office... sort of a 25 year-retrospective of the organization.

As we assembled the report, a couple of things stood out:

- The organization has changed markedly, reflecting the changes in the community it serves. In 1983, Boulder County had a population of approximately 202,000 (including the City of Broomfield), by 2008, it had grown to over 290,000 (excluding Broomfield which became an independent City and County in 2001). By the same token, the Sheriff's Office grew from an organization of 178 employees and a budget of \$4.7 million dollars in 1983 to its present strength of 357 employees and nearly 200 volunteers, operating on a \$25.9 million dollar budget.
- Much of the growth in the Sheriff's Office over the intervening years was in programs and projects that were non-existent (and beyond imagination) in 1983: victim advocacy programs, municipal law enforcement contracts with the towns of Lyons and Superior, school resource officers, the enforcement of resolutions on County Parks and Open Space properties, a county-wide drug task force, the establishment of a computer forensics lab, and a jail with over three times the inmate capacity of the facility that it replaced.
- The 1983 report was all facts and figures and no photographs. Hopefully, the inclusion of several photographs in our 2008 annual report will provide a better picture (no pun intended) of the scope of the Sheriff's Office' operations.

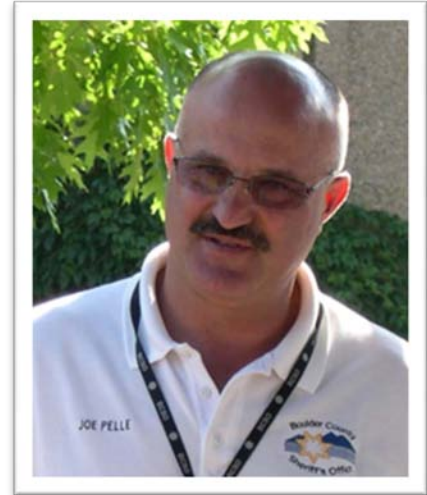


Figure 1 - Sheriff Joe Pelle

Sheriff Joseph K. Pelle

Under Sheriff

Tom Shomaker



Figure 2 - Under Sheriff
Tom Shomaker

The Undersheriff is appointed by the Sheriff and is responsible for the general operations of the department. In the absence of the Sheriff, the Undersheriff assumes the authority of the Sheriff and acts on his behalf in all matters requiring the exercise of such statutory authority.

The Historic Perspective: In 1983 Alan W. Staehle was appointed as Undersheriff, where he helped to oversee a budget of \$5,000,000 and a total staff of 158. Of which, there were 125 commissioned personnel and 53 civilian personnel.

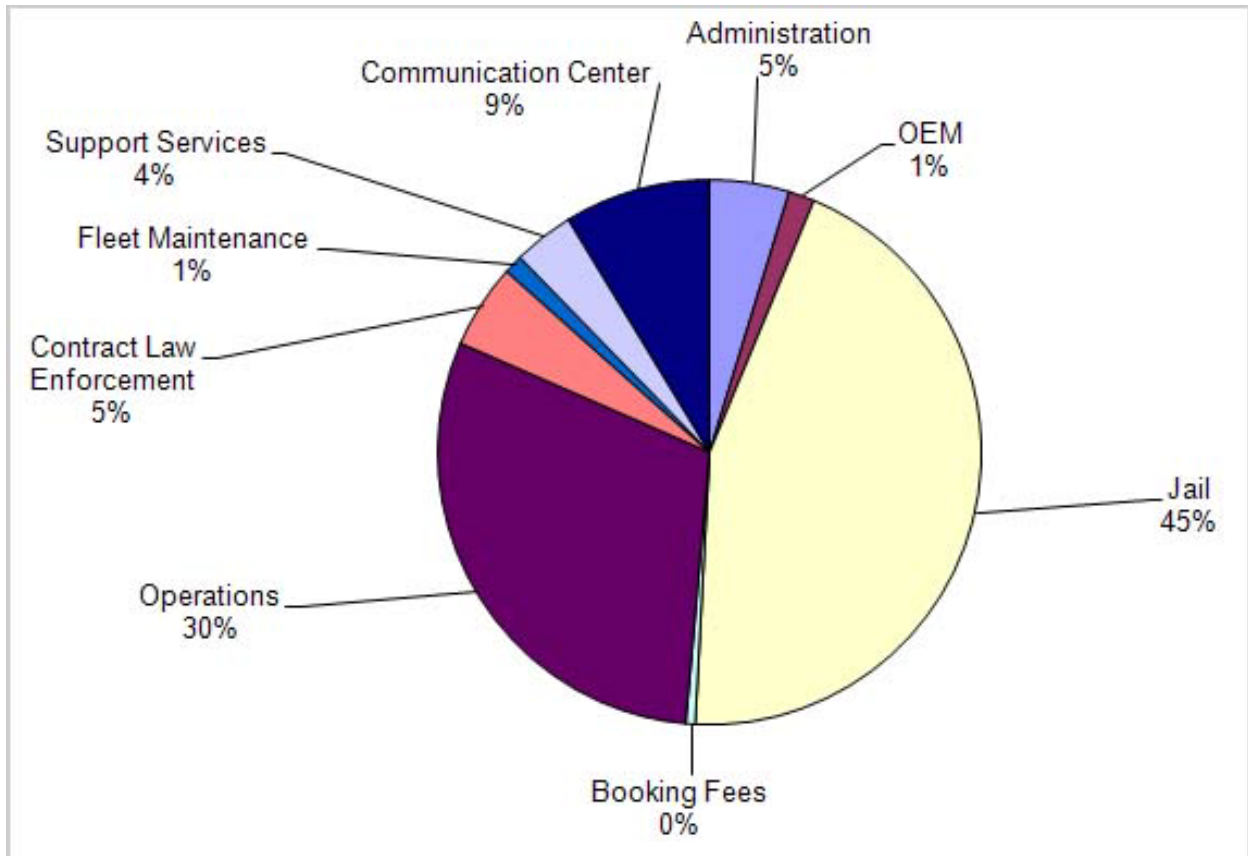


Table 1 - Budget Expenditure for 2008

Budget Expenditure for 2008

Administration	\$1,309,070
OEM	\$422,620
Jail	\$12,322,692
Booking Fees	\$154,904
Operations	\$8,332,517
Contract Law Enforcement	\$1,386,762
Fleet Maintenance	\$312,467
Support Services	\$995,810
Communication Center	\$2,405,095
Total	\$27,641,937

Table 2 - Budget Expenditure Summary

Administrative Assistant

- Sheriff’s liaison with county departments/outside agencies/citizens.
- Sheriff’s calendar – monitor, schedule appointments.
- Type - miscellaneous letters/documents, transcription.
- Mail - review/reply/distribute.
- Administration phones - handle internal calls, outside agency calls, public inquiries/requests, make referrals.
- Sheriff’s phone – screen calls, take messages, make referrals.
- Organize and file miscellaneous correspondence.
- Order office supplies.
- Order department stationery, envelopes, business cards.
- Submit printing requests; make miscellaneous purchases.
- Meetings - in-house and off-site note taking/distribution.
- Disseminate weekly jail stats report.
- Organize and maintain internal investigation files.
- Catalogue and make contract/MOU/IGA renewal notifications.
- Coordinate and execute department events, i.e. annual awards banquet, promotion receptions, retirement receptions, celebratory events.
- Projects as assigned by the Sheriff/Administrative Staff.
- Provide secretarial support, as requested, to the Undersheriff/Administrative Staff.
- BCSO sustainability representative.

Administration

The mission of the Administration Division of the Boulder County Sheriff's Office is to keep and preserve the peace in the county, enforce provisions of county ordinances, coordinate emergency and rescue services, maintain the county jail, provide overall direction, review operations, and oversee financial planning and budget management. While these duties are shared throughout the Office, the Sheriff, as chief administrator and elected official, is ultimately responsible.

The Sheriff's philosophy is one of communication and cooperation amongst members of the Sheriff's Office and other entities within the criminal justice system. Departmental issues, along with issues of concern to the community, are of high priority and dealt with in that manner. In overview of duties and issues of concern, the Sheriff is assisted by an Administrative Assistant and an Administrative Staff comprised of Division Chiefs.

Accounting

Accounting's function is one of support for the Boulder County Sheriff's Office. Accounting handles all accounts payable, accounts receivable, payroll, contracts and budget preparation for the Sheriff's Office. Our goal is to support the Sheriff and staff in whatever way possible while adhering to the policies and procedures of both the Sheriff's Office and Boulder County.

The Historic Perspective: The Finance and Accounting Office consisted of an Administrative Analyst and an Accounting Clerk for maintaining and tracking the \$5,000,000 annual budget.

Internal Affairs

The Administrative Sergeant is responsible for the thorough investigation of all citizens' complaints of allegations of policy/procedure violations by the members of the Boulder County Sheriff's Office.

In the calendar year January-December 2008:

- ❖ Eleven complaints containing 14 separate allegations of misconduct rose to an internal investigation level. Eleven of these allegations were substantiated, predominately code of conduct violations resulting in letters of reprimand and or suspensions.
- ❖ 3 were unsubstantiated
- ❖ 3 were unfounded.
- ❖ 1 Arrest was made for false reporting to authorities, adjudicated through the Restorative Justice Process.

The Historic Perspective: Internal Affairs was under the Staff Services Division in 1983, and like today investigated all allegations of employee misconduct.

An average of 45 allegations of employee misconduct are reported annually. Of the allegations reported, 15% are substantiated wholly or in part. Less than one percent are determined inconclusive.

Legal Advisor

Andy Macdonald has been assigned by the Boulder County Attorney to be the on-site legal advisor to the Boulder County Sheriff’s Office. Andy provides general legal counsel to the office leadership, his duties include:

- Representing the Sheriff’s Office in litigation and working with Risk Management on cases covered by Boulder County’s self insurance program;
- Negotiating, preparing and reviewing legal documents, intergovernmental agreements, memoranda of understanding, contracts, resolutions and ordinances;
- Reviewing and editing office policies and procedures for compliance with state and federal law;
- Preparing and working to enact legislative changes to Colorado law;
- Representing the Sheriff’s Office in records issues, including appearing in state and federal court when necessary;
- Assist the Civil Division with a variety of issues;
- Provides in-service legal training as needed;
- Other duties as assigned.



Figure 3 - Andy Macdonald

Personnel

The Personnel Division of the Sheriff’s Office is responsible for the recruitment and selection of Sheriff’s Office personnel.

The Personnel Division is under the command of Undersheriff Tom Shomaker. The division includes: one Sergeant, one Human Resource Specialist, and an Administrative Assistant.



Figure 4 - Deputy LaVonne Frakes

Boulder County is an equal opportunity/affirmative action employer.

2008 Retirements		
Name	Position	Retirement Date
Patrick Haugse	Sergeant/OPS	4/8/2008
Peggy Driscoll	Sergeant/Records	5/23/2008
Greg Kester	Deputy/Jail	7/15/2008
Steve Prentup	Commander	8/25/2008
LaVonne Frakes	Deputy/ Ops	9/25/2008
Chuck Rider	Deputy/Jail	12/23/2008

Table 3 - 2008 Retirements

2008 Promotions		
Name	Position	Promotion Date
Mike Linden	Deputy I ► Sergeant	2/26/2008
Rick Brough	Sergeant ► Commander	2/26/2008
Vinnie Montez	Deputy I ► Sergeant	4/13/2008
Asa Merriam	Security Officer ► Deputy I	4/14/2008
Deborah Windholz	Dispatcher ► Dispatcher Supervisor	7/26/2008
Theresa Cavalier	LET Supervisor ► Records Manager	7/26/2008
Bill Manes	Deputy I ► Sergeant	8/26/2008
Heidi Prentup	Sergeant ► Commander	8/26/2008
Jason Ryan	Crew Boss ► Deputy I	11/5/2008

Table 4 - 2008 Promotions

2008 New Hires		
Name	Position	Date of Hire
Lenny Rothermund	LPN/Jail	12/4/2008
Kirk Martine	Deputy/Jail	10/27/2008
Morgan Pratt	Dispatcher	10/27/2008
Jessica Rediger	Dispatcher	10/27/2008
Cicely Scott	Dispatcher	10/27/2008
Nathan Yecke	Deputy/Jail	9/29/2008
Nathan Lanphere	Crew Boss/Jail	9/29/2008
Jeff George	Deputy/OPS	9/22/2008
Bart Foster	Security	7/8/2008
Brian James	Deputy/OPS	7/7/2008
Ryan Scheller	Security	7/7/2008
Craig Hayes	Deputy/Jail	6/16/2008
Melissa Mastellone	Booking Tech/Jail	6/2/2008
Pyper Commodore	Dispatcher	5/12/2008
Joseph Navarro	Dispatcher	5/12/2008
Steven Lee	Deputy/OPS	4/21/2008
Josh Bonafede	Deputy/OPS	4/7/2008
John Hays	Security	4/1/2008
David Nagle	Deputy/Jail	2/25/2008
Deborah Nasta	Director Communications Center	2/4/2008
David Long	Deputy/Jail	1/22/2008
Chad Palmer	Deputy/Jail	1/22/2008
Steve Whitner	Deputy/OPS	1/14/2008
Jeanette Keown	Deputy/OPS	1/14/2008

Table 5 - 2008 New Hires

The Historic Perspective: The Personnel section was also under the supervision of the Staff Services Division. Amongst its many duties the section processed and tested about 300 applicants in 1983.

Annual Awards Banquet and Ceremony



Figure 5 - Awards Banquet

Each year the Boulder County Sheriff's Office hosts an Annual Awards Banquet and Ceremony. It is at this event that employees, members of the community, and a number of volunteers are honored for their service or action that resulted in a positive outcome or enhanced the effectiveness of the Boulder County Sheriff's Office. This event is a special evening for employees and their families and attendance ranges between 200-250 people.

2008 was the 18th Annual Awards Banquet and Ceremony held by the Sheriff's Office. 287 recipients and guests were in attendance. (All time attendance

record was 361 in 2007.)

Guest speakers included Boulder County District Attorney Stan Garnett and Boulder County Commissioner Will Toor. A tribute to Records Sergeant Margaret "Peggy" Driscoll was also presented. Her 28-year career was cut short by a battle with cancer forcing an unanticipated medical retirement in May 2008. Peggy succumbed to the disease in October 2008; however, her character and indomitable spirit continue to be an inspiration to the entire Sheriff's Office.



Figure 6 - Sgt Margaret "Peggy" Driscoll

Sheriff Pelle presented the following awards:

Meritorious Service Medal (3) – Awarded to any person who, while serving with the Sheriff's Office, distinguished their self by exceptional service over a period of several years.

Life Saving Medal (2) – Awarded to any person who, while serving with the Sheriff's Office, took rescue, physical, or medical intervention action that directly saved a person's life.

Operations Officer of the Year (1) – Awarded to a deputy assigned to the Operations Division who distinguished their self by exceptional service during the year of the award.

Jail Officer of the Year Award (1) – Awarded to any deputy assigned to the Jail who distinguished their self by exceptional service during the year of the award.

Non-commissioned Employee of the Year (1) – Awarded to any non-commissioned employee who distinguished their self by exceptional service during the year of the award.

Support Services Employee of the Year (1) – Awarded to any employee assigned to the Support Services Division who distinguished their self by exceptional service during the year of the award.

Sheriff's Commendation (29 Employees; 31 Citizens) – Awarded to any Sheriff's employee, or to any citizen, who distinguishes their self by outstanding achievement during the year of the award.

Sheriff's Teamwork Award of Excellence (1 Team) – Awarded to any group of three or more Sheriff's employees whose collective performance creates noteworthy, measurable, results that epitomize any portion of the mission and values of the Sheriff's Office and distinguishes the group's efforts.

Volunteer Excellence Award (8) – Awarded to any Reserve, Cadet, or Volunteer who distinguished their self by outstanding service during the year of the award.

Volunteer of the Year (1) – Awarded to any Reserve, Cadet, or Volunteer who distinguished their self by exceptional service to the Sheriff's Office during the year of the award.

Reserve Deputy of the Year (1) – Awarded to any Reserve for their contributions and timeless efforts in the Reserve Unit Program.

Roy and Goldie Fling Award (1) – Awarded to any Reserve who best epitomizes the spirit of community service that citizens Roy and Goldie Fling demonstrated over their long association with the Sheriff's Office, particularly their affinity for helping youth.

Concealed Handgun Permit (CCW)

Concealed Handgun Permits are processed through the Sheriff's Office by accepting applications and appropriate fees from residents of Boulder County only. After application is made for a Concealed Handgun Permit, the applicant is fingerprinted and photographed, and a background check is processed locally (Tiburon) and through CBI and FBI. Once a permit has been approved, the permit is mailed to the new permit holder, or the permit holder may pick it up at the Records Counter. Permits are good for five years, and renewals are also processed by our agency through submitting the appropriate application and fees; however, no fingerprinting is necessary, and the person may use his/her previous photo for the renewed permit. The Concealed Handgun Permit coordinator is responsible for contacting all prospective permit holders and processing the related permits and for answering phone calls and questions from the public related to carrying a concealed handgun and other general firearms questions.

The Sheriff's Office issued **482** permits in 2008 and **134** renewals.

Letters of Appreciation

On February 25, 2008, the Daily Camera published a “Letter to the Editor” commending all responders to a 9-1-1 call for a missing Alzheimer’s patient. As quoted, “The gentleman who answered my 9-1-1 call was terrific in getting my information and keeping me calm. It was reassuring how organized and concerned they were to find my husband...” The Dispatcher who assisted was Steve Silbermann.

San Lazaro Park Properties in Boulder wrote a glowing appreciation/commendation letter adulating Sergeant Vinnie Montez for his enthusiasm and tremendous effort in organizing their recent “National Night Out 2008” event. The National Night Out campaign was designed to heighten crime prevention/safety awareness and strengthen neighborhood spirit as well as the police-community partnership. Through Sergeant Montez’s leadership, and the countless volunteers he recruited, this event was well attended and a huge success!

A commendation letter was received from the Colorado State Patrol thanking Victim Advocates Michelle Jaramillo and Deserae Follette for their assistance at a fatal traffic accident. As quoted, “I can’t thank them enough for the job they did and the professionalism they demonstrated at the accident scene. The fact that they are volunteers and do this on their own accord, makes them both that much more special!”

The Boulder County Sheriff’s Office received numerous appreciation letters from the Denver Police Department and the Denver Metro Chamber of Commerce for partnering with them in the 2008 Democratic National Convention event. “Planning and cooperation were essential in realizing success with each partner putting forth their talent and energy...your department’s assistance was a critical component of this massive event.”



**Figure 7 - Dispatcher
Steve Silbermann**



**Figure 8 - Victim Advocate
Michelle Jarmillo**



**Figure 9 - Victim Advocate
Deserae Follette**

Awards

2008 Boulder County Pinnacle Award – The Sheriff’s Office, Jail Division, received the Boulder County 2008 Pinnacle Award in the Innovation Category (new projects that are progressive and visionary, improving the functioning of our organization in ways that will be models for other government organizations) for the “Kiosk Machine Project”. This new ATM-style system makes it possible for inmates and their families and supporters to deposit payments electronically. It has proven to be an efficient, timesaving, cost-effective method for the Sheriff’s Office to track and transfer millions of dollars received annually.

2008 Voice of the People Award for Transformation in Police Services – The Boulder County Sheriff’s Office was a recipient of the 2008 Voice of the People Award for Transformation in Police Services. The International City/County Management Association and National Research Center, Inc. present this award to jurisdictions showing the biggest improvement in service ratings according to a representative sample of their own residents. To win, the improvement in service quality rating must be significantly higher than the rating from the most recent prior survey, and larger than improvement shown in all other eligible jurisdictions in 2007.