

# Hugo Neighborhood Association & Historical Society

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May 9, 2016 Letter/Email

Lieutenant Travis Snyder  
Josephine County Sheriff's Office  
601 NW 5th Street  
Grants Pass, OR 97526  
[tsnyder@co.josephine.or.us](mailto:tsnyder@co.josephine.or.us)  
541-474-5109 ext. 3121



Subject: Learning About Josephine County's (JO CO's) Sheriff Office's Public Safety Services

Dear Travis:

Thank you for your April 19, 2016 email. Per our email to you of May 5, 2016, we are very interested in meeting with you for the purpose of learning about the JO CO's Sheriff Office's public safety services (PSS). We understand that Sheriff Daniel has assigned you to represent the JO CO Sheriff Office's on his behalf.

We are starting to understand the JO CO Justice System & Public Safety Services (JS&PSS) Problem/Issue, and this is a request to meet to better understand the JO CO Sheriff Office's responsibilities for the adult jail, patrol deputies, and criminal investigations and related office support services (Sheriff PSS).

Our interest is to learn about the Sheriff Office's PSS as part of a project to research the six major PSS (i.e., 1. Adult Jail, 2. Juvenile Justice, 3. District Attorney's Office, 4. Sheriff Rural Patrol Deputies, 5. Criminal Investigations & Related Sheriff's Office Support Services, and 6. Animal Control/Protection) identified in the last four county levies and the sales tax proposal (2012 - 2015). Like most of our research, it would be web published (Appendix A). Our proposed agenda for the meeting has two items.

- Item # 1. Continue answering any questions the JO CO Sheriff's Office might have about *Study Design*, and its major project, *Study*, while focusing on information and studies that describe the Sheriff PSS.
- Item # 2. We are interested in the JO CO Sheriff's Office PSS, including identified elective, necessary, and/or mandated services as policy. The descriptions and the standards could become part of a range of alternative solutions to be analyzed in the socio-economic impact *Study*. These descriptions could also act as the affected conditions analyzed for direct and indirect impacts from the *Study* alternatives.

Per the direction of the JO CO Management Team at a March 7, 2016 meeting with us, we are researching the county's budget document for elective, necessary, and/or mandated PSS (*Josephine County, Oregon Adopted Budget FY 2015-16*). What we found for the Sheriff's PSS is covered in Appendix B which is the context for any elective, necessary, and/or mandated PSS,

including other descriptive information and studies. The Exploratory Committee's description of the Sheriff's PSS will also serve as a public awareness description for future levies.

- Josephine County Board of County Commissioners (BCC). June 17, 2015. *Josephine County, Oregon Adopted Budget FY 2015-16*. <http://www.hugoneighborhood.org/budgets.htm>

We recognize the JO CO Sheriff's Office as the "expert" of the Sheriff's PSS. With that in mind, we are requesting the JO CO Sheriff's Office's comments on any supplemental needs that should be web published for public understanding. We are especially interested in descriptive documents and/or references.

Per our email of May 5, 2016, the supplemental meeting purpose is for the Exploratory Committee to duplicate the research and learning process for the JO CO Sheriff's Office as it recently completed for the JO CO Juvenile Justice (JJ) Department (Appendix C). The bottom line is that after 60 hours of research on the JJ Department's FY 2010-11 and FY 2015-16 budgets, we really don't yet understand the JJ Department (i.e., We would not be confident in explaining the JJ programs to our neighbors). We anticipate making similar recommendations to the JO CO Sheriff's Office that we are currently making to the JJ Department (Appendix C).

In conclusion, we hope you will be interested in sharing information with us, especially relating to Appendix B and Appendix C. We propose a one hour meeting which can be scheduled weeks into the future as our project is stable and on-going. For example, our *Study Design* project has been ongoing for over two years, with expectations it will last at least another two years.

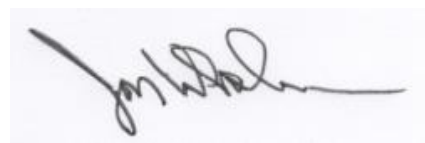
Sincerely,

Mike & Jon :)

Mike Walker, Chair  
JS&PSS Exploratory Committee  
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Web Page: <http://www.hugoneighborhood.org/justicesystemexploratorycommittee.htm>



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Email copy: JO CO Sheriff Daniel

## **Appendices**

- Appendix A. Josephine County Public Safety Services
- Appendix B. Josephine County Sheriff Office's Public Safety Services: FY 2015-16 Budget
- Appendix C. Josephine County Juvenile Justice Department's Public Safety Services: FY 2015-16 Budget

## **Appendix A. Josephine County Public Safety Services**

The Josephine County Jail, Sheriff Rural Patrol Deputies, and Criminal Investigations & Related Sheriff's Office Support Services are three of six major public safety services identified in the last four county levies and the sales tax proposal (2012 - 2015). Locally there are usually considered to be the six major components of the JO CO public safety program.

1. Adult Jail.
2. Juvenile Justice.
3. District Attorney's Office.
4. Sheriff Rural Patrol Deputies.
5. Criminal Investigations & Related Sheriff's Office Support Services.
6. Animal Control/Protection.
7. Other PSS: Adult Corrections.

### **Public Safety Services**

JS&PSS Exploratory Committee

Hugo Neighborhood Association & Historical Society (HNAHS)

<http://www.hugoneighborhood.org/pss.htm>

### **Josephine County Sheriff's Office Public Safety Services**

JS&PSS Exploratory Committee

HNAHS

<http://www.hugoneighborhood.org/pss.htm>

- Adult Jail.
- Sheriff Rural Patrol Deputies.
- Criminal Investigations & Related Sheriff's Office Support Services.

### **Appendix 4B. Josephine County's Minimally Adequate Level of Public Safety Services Standards, Section III.C. Components Of JO CO Public Safety Program For Increased Funding: 2012 - 2015.**

JS&PSS Exploratory Committee

HNAHS

<http://www.hugoneighborhood.org/malpss.htm>

- Walker, Mike; Whalen, Jon, Members JS&PSS Exploratory Committee, Hugo Neighborhood Association & Historical Society. Very Draft December 15, 2015. Appendix 4B. JO CO's Minimally Adequate Level of Public Safety Services (MALPSS) Standards, Including Law Enforcement Staffing & Deployment. Supporting Justice System & Public Safety Services Study Design: 2015. Hugo, OR.

### **Budgets: Josephine County, Oregon**

JS&PSS Exploratory Committee

HNA&HS

<http://www.hugoneighborhood.org/budgets.htm>

**Appendix B. Josephine County Sheriff Office's  
Public Safety Services: FY 2015-16 Budget**

- Josephine County (JO CO) Board of County Commissioners (BCC). June 17, 2015. *Josephine County, Oregon Adopted Budget FY 2015-16*. JO CO BCC Resolution Number 2015-026. Grants Pass, OR.

PUBLIC SAFETY FUND (PSF), JOSEPHINE COUNTY, OREGON (PSF, pages 158/764 - 223/764)

- I. PUBLIC SAFETY FUND DESCRIPTION (PSF, page 160/764)
- II. BUDGET – RESOURCES AND REQUIREMENTS
- III. PROGRAM DESCRIPTIONS AND BUDGETS
  - A. Sheriff (PSF, pages 164/764 - 199/764)
    - 1. Program: Administration
    - 2. Program: Emergency Services/Search and Rescue
    - 3. Program: Civil
    - 4. Program: Records
    - 5. Program: Dispatch
    - 6. Program: Patrol + Cave Junction (CJ) Patrol
    - 7. Program: Marine Patrol
    - 8. Program: Evidence & Property
    - 9. Program: Adult Jail
    - 10. Program: Court Services
  - B. District Attorney (n/a; PSF, pages 200/764 - 216/764 )
  - C. Juvenile Justice (n/a; PSF, pages 217/764 - 223/764 )

PUBLIC HEALTH FUND (PHF), JOSEPHINE COUNTY, OREGON (n/a; PHF, pages 262/764 - 321/764); Animal Protection and Regulation (n/a; PHF, pages 300/764 - 302/764)

ADULT CORRECTIONS FUND (ACF), JOSEPHINE COUNTY, OREGON (n/a; ACF, pages 224/764 - 261/764)

**I. PUBLIC SAFETY FUND DESCRIPTION (PSF, page 160/764)**

The Public Safety Fund was formed in 2006. It was comprised of three departments: Sheriff, District Attorney, and Community Justice, which had previously been in the General Fund. The Community Justice Department was further reorganized into Juvenile Justice and Adult Corrections. In 2007, Adult Corrections was moved to a separate fund. The Sheriff and District Attorney are elected officials. The manager of the Juvenile Justice Department reports to a liaison County Commissioner. The departments within this fund provide support for the criminal justice system utilized by city, county and state law enforcement. County wide services include court prosecution, civil services, the jail and juvenile facility.

The budget is in balance, which means that the budgeted requirements (expenditures and ending fund balance) are equal to the resources (beginning fund balance and revenues) that are estimated to be available during the budget year. The primary source of revenue to operate the departments

in this fund had been monies received under the Troubled Assets Relief Program (TARP), and a transfer from the General Fund. Additionally, programs operated by the three departments generate revenues for specific program purposes. The TARP “county payments” money replaced the O&C distributions that the County received for many years.

A summary of the Public Safety Fund (Resources and Requirements) is presented first in the *Josephine County, Oregon Adopted Budget FY 2015-16*, followed by sections for each of the three departments. The money available for them is equal to total resources of the fund, less the requirement for Internal Service Fund charges. Major reductions in programs occurred in FY 2012-13 due to the loss of funding and five percent reductions have been occurring annually since.

For each department, there is a summary of its programs (Schedule A), which in turn is supported by a Program Worksheet (Schedule B) for each program. Schedule B provides information about the purpose of the program, how much revenue it is expected to generate during the budget year, and a breakdown of its expenditure budget by the categories specified in Oregon Local Budget Law.

Schedules C, D, and E provide details of resources, personal services and other expenditures, respectively.

### **III. PROGRAM DESCRIPTIONS AND BUDGETS**

#### **A. Sheriff (PSF, pages 164/764 - 199/764)**

The following 10 Josephine County Sheriff’s programs are in the order addressed in the *Josephine County, Oregon Adopted Budget FY 2015-16*.

1. Program: Administration
2. Program: Emergency Services/Search and Rescue
3. Program: Civil
4. Program: Records
5. Program: Dispatch
6. Program: Patrol + Cave Junction (CJ) Patrol
7. Program: Marine Patrol
8. Program: Evidence & Property
9. Program: Adult Jail
10. Program: Court Services
11. Standards: Sheriff’s Office

**1. Program: Administration** (PSF, page 170/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2910

**Purpose of Program** Responsible for the Office's planning and research, contracts and records, professional standards and ethics, labor relations, grant management, community relations and training, as well as fiscal and personnel management functions.

ORS 206.010. General duties of the Sheriff. The Sheriff is the chief executive officer and conservator of the peace of the county.

**2. Program: Emergency Services/Search and Rescue** (PSF, page 173/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2915

**Purpose of Program** Responsible for coordinating activities related to county-wide planning, mitigation, response, and recovery from natural and man-made disasters; coordinates writing and revisions for all emergency operations plans. Administers Homeland Security grant funds, assists other departments, agencies, and the community with emergency preparedness.

ORS 401.560 & 401.573. The Sheriff is responsible for search and rescue activities within the County, and shall adopt a search and rescue plan.

**3. Program: Civil** (PSF, page 176/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2920

**Purpose of Program** Responsible for prompt and efficient service of all court documents for the community; this includes subpoenas, writs, judgements, restraining orders, eviction notices, etc. Civil Division is also responsible for concealed weapons permits and fingerprinting for employment and licensing purposes.

- ORS 206.010. Execute the process and order of the courts of justice or of judicial officers, when delivered to the Sheriff for that purpose, according to law.
- ORS 206.030 and 040. The Sheriff must serve papers, execute process, and make return thereon.

**4. Program: Records** (PSF, page 179/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2925

**Purpose of Program** Responsible for both emergency and non-emergency calls-for-service, as well as serves as a clearinghouse for most office contacts. Oversees the integrity of the records management system, including warrant entry, expungements, sealed records, and case report distribution to other criminal justice agencies.

- ORS 206.010. Execute all warrants delivered to the Sheriff for that purpose by other public officers, according to law.
- ORS 401.720. Every public safety agency within the state shall participate in a 911 emergency reporting system, using enhanced 911

**5. Program: Dispatch** (PSF, page 182/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2930

**Purpose of Program** The dispatch center operates telephone, radio, computer and other office equipment in receiving and processing incoming calls for law enforcement emergency assistance and other public requests for help; dispatches public safety resources to scenes of emergency and investigation, and routes other emergency and non-emergency calls to other appropriate agencies. Provides pre-arrival instructions to callers awaiting arrival of arriving response.

- ORS 206.010. Execute all warrants delivered to the Sheriff for that purpose by other public officers, according to law.
- ORS 401.720. Every public safety agency within the state shall participate in a 911 emergency reporting system, using enhanced 911

**6. Program: Patrol + Cave Junction (CJ) Patrol** (PSF, page 184/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2935

**Purpose of Program** Promote the safety of the community and engender a feeling of security among the citizens. Responds to calls-for-service, identifies and arrests criminal element, patrol and enforcement of laws within the County. Patrol deputies are the first responders to all emergent and non-emergency calls-for-service. Patrol area is over 1,600 square miles.

ORS 206.010. Arrest and commit to prison all person who break the peace, or attempt to break it, and all persons guilty of public offenses. Execute the process and order of the courts of justice or of judicial officers, when delivered to the Sheriff for that purpose, according to law.



**7. Program: Marine Patrol** (PSF, page 187/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2936

**Purpose of Program** Responsible for patrolling the waterways of Josephine County including the Rogue River, Illinois River, Applegate River, Lake Selmac and Bolen Lake. This is a contract program.

**8. Program: Evidence & Property** (PSF, page 190/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2940

**Purpose of Program** Responsible for the care and chain of custody for all evidentiary property related to criminal cases.

**9. Program: Adult Jail** (PSF, page 193/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2965

**Purpose of Program** Responsible for the incarceration of offenders in a humane, professional, sound manner as well as providing for safe and secure operations. This includes protecting the public from escape risks, protecting jail staff, contractors, and inmates from exposure to violence to the extent possible within budgetary constraints.

- ORS 206.010. Arrest and commit to prison all person who break the peace, or attempt to break it, and all persons guilty of public offenses.
- ORS 169.320. The County must pay for the care of county prisoners. The Sheriff has custody and control of prisoners in the facility.

**10. Program: Court Services** (PSF, page 196/764)

Fund: Public Safety Fund (12)

Office/Division: Sheriff

Cost Center #: 2970

**Purpose of Program** The fundamental duty of Court Services is the provisioning of a safe and secure work environment for the court, it's officers, employees and patrons.

- ORS 206.010. Attend, upon call, the Supreme Court, Court of Appeals, Oregon Tax Court, circuit court, justice court or county court held within the County, and to obey its lawful orders or directions.

## **11. Standards: Sheriff's Office**

### **a) Oregon Revised Statutes**

- ORS 169.320 Adult Jail: The County must pay for the care of county prisoners. The Sheriff has custody and control of prisoners in the facility.
- ORS 206.010 Sheriff's General Duties
- ORS 206.030 and 040 The Sheriff must serve papers, execute process, and make return thereon.
- ORS 404.110 The Sheriff is responsible for search and rescue activities within the County
- ORS 404.120 The Sheriff shall adopt a search and rescue plan.
- ORS 403.115 Every public safety agency within the state shall participate in a 911 emergency reporting system, using enhanced 911

#### **Program: Administration**

- ORS 206.010. General duties of the Sheriff.

#### **Program: Emergency Services/Search and Rescue**

- ORS 401.560 & 401.573. The Sheriff is responsible for search and rescue activities within the County, and shall adopt a search and rescue plan.

#### **Program: Civil**

- ORS 206.010. Execute the process and order of the courts of justice or of judicial officers, when delivered to the Sheriff for that purpose, according to law.
- ORS 206.030 and 040. The Sheriff must serve papers, execute process, and make return thereon.

#### **Program: Records**

- ORS 206.010. Execute all warrants delivered to the Sheriff for that purpose by other public officers, according to law.
- ORS 401.720. Every public safety agency within the state shall participate in a 911 emergency reporting system, using enhanced 911

#### **Program: Dispatch**

- ORS 206.010. Execute all warrants delivered to the Sheriff for that purpose by other public officers, according to law.
- ORS 401.720. Every public safety agency within the state shall participate in a 911 emergency reporting system, using enhanced 911

#### **Program: Patrol + Cave Junction (CJ) Patrol**

- ORS 206.010. Arrest and commit to prison all person who break the peace, or attempt to break it, and all persons guilty of public offenses. Execute the process and order of the courts of justice or of judicial officers, when delivered to the Sheriff for that purpose, according to law.
- ORS 206.010. Cave Junction (CJ) Patrol: This is a contract program with the Oregon State Marine Board.

#### **Program: Marine Patrol**

- Josephine County Policy/Law. Responsible for patrolling the waterways of Josephine County including the Rogue River, Illinois River, Applegate River, Lake Selmac and Bolen Lake. This is a contract program with the Oregon State Marine Board.

**Program: Evidence & Property**

- Josephine County Policy/Law. Responsible for the care and chain of custody for all evidentiary property related to criminal cases.

**Program: Adult Jail**

- ORS 206.010. Arrest and commit to prison all person who break the peace, or attempt to break it, and all persons guilty of public offenses.
- ORS 169.320. The County must pay for the care of county prisoners. The Sheriff has custody and control of prisoners in the facility.

**Program: Court Services**

- ORS 206.010. Attend, upon call, the Supreme Court, Court of Appeals, Oregon Tax Court, circuit court, justice court or county court held within the County, and to obey its lawful orders or directions.

**Program: National Lands Patrol?**

- Josephine County Policy/Law. Responsible for patrolling the Federal lands in Josephine County administered by the BLM. This is a contract program with the BLM Medford District Office.

**b) Oregon Administrative Rules ??**

**c) Josephine County Policy/Law ??**

**Program: Cave Junction (CJ) Patrol**

- ORS 206.010. Arrest and commit to prison all person who break the peace, or attempt to break it, and all persons guilty of public offenses. Execute the process and order of the courts of justice or of judicial officers, when delivered to the Sheriff for that purpose, according to law.
- ORS 206.010. Cave Junction (CJ) Patrol: This is a contract program with the Oregon State Marine Board.

**Program: Marine Patrol**

- Josephine County Policy/Law. Responsible for patrolling the waterways of Josephine County including the Rogue River, Illinois River, Applegate River, Lake Selmac and Bolen Lake. This is a contract program with the Oregon State Marine Board.

**Program: National Lands Patrol?**

- Josephine County Policy/Law. Responsible for patrolling the Federal lands in Josephine County administered by the BLM. This is a contract program with the BLM Medford District Office.

## **Appendix C. Josephine County Juvenile Justice Department's Public Safety Services: FY 2015-16 Budget**

### **Josephine County Juvenile Justice Public Safety Service**

JS&PSS Exploratory Committee  
Hugo Neighborhood Association & Historical Society  
<http://www.hugoneighborhood.org/juvenile.htm>

### *Justice System & Public Safety Services Study Design: 2015 (Study Design)*

JS&PSS Exploratory Committee  
Hugo Neighborhood Association & Historical Society  
<http://www.hugoneighborhood.org/justicesystemexploratorycommittee.htm>

### **Josephine County Juvenile Justice Public Safety Services (Conceptual Prototype)**

- Whalen, Jon & Walker, Mike, Members, JS&PSS Exploratory Committee. *First Draft - April 27, 2016. Josephine County Juvenile Justice Public Safety Services*. Conceptual Prototype. Hugo Neighborhood Association & Historical Society. Hugo, OR.

### **Understanding The Juvenile Justice Josephine County Budget: FY 2015-16 (Conceptual Prototype)**

- Whalen, Jon & Walker, Mike, Members, JS&PSS Exploratory Committee. First Draft - April 27, 2016. *Understanding The Juvenile Justice Josephine County Budget: FY 2015-16*. Conceptual Prototype. Hugo Neighborhood Association & Historical Society. Hugo, OR.

### ***Purpose, Conceptual Prototype, Chapter VI Recommendations, Part of "Understanding The Juvenile Justice Josephine County Budget: FY 2015-16"* (Conceptual Prototype)**

- Whalen, Jon & Walker, Mike, Members, JS&PSS Exploratory Committee. First Draft - April 27, 2016. *Purpose, Conceptual Prototype, Chapter VI Recommendations (Voter Educational Outreach Projects), Part of Understanding The Juvenile Justice Josephine County Budget: FY 2015-16*. Conceptual Prototype. Hugo Neighborhood Association & Historical Society. Hugo, OR.

1. Understanding Staffing Analysis
2. Department Descriptions & Relationships
3. Professional Web Page for JO CO JJ Department
4. Use Of References & Links
5. Flow Chart of Josephine County Juvenile Justice Department
6. Citizen's Guide To The Budget

The purpose of the two Josephine County (JO CO) Juvenile Justice (JJ) Department papers is to research, study, and become informed about the JO CO JJ Department. The research and study analysis would be done through trying to understand the JJ Department's web pages and its *Josephine County, Oregon Adopted Budget FY 2015-16*. This would be accomplished through an analysis of web and budget "text" for the JJ program.

The budget, a product of a budget process, allows the county to make resource allocation decisions, including choices about staffing, technology, equipment and priorities to be addressed in the coming fiscal year.

- Josephine County Board of County Commissioners (BCC). June 17, 2015. *Josephine County, Oregon Adopted Budget FY 2015-16*. <http://www.hugoneighborhood.org/budgets.htm>

The above two papers are the first two conceptual prototypes for the Exploratory Committee's analysis of JO CO budget documents for all public safety services programs. Testing a prototype/developed design process is a very important part of the design process. Testing and evaluation, simply confirms that the process will work as it is supposed to, or if it needs refinement. In general, testing a prototype allows the user to assess the viability of a design. Will it be successful? Testing also helps identify potential faults, which in turn allows the designer to make improvements.