



Lake County Sheriff's Office

Sheriff Daniel A. Dunlap
104 East Erie St., Painesville, Ohio

2012 Annual Report

Support Services Division ...



Support Services Division

Sheryl DePledge

In 2012, the Support Services Division continued to function with the reduced staff of twelve full time clerks and no part time clerks, the new normal staffing level. This is due to the past couple of year of budget cuts and staff reductions.

Throughout the year, there were staffing changes due to one resignation and two retirements. The first staffing change was in March when a medical leave turned into a resignation. Two long time staff members retired in May and December. Two clerks were hired, initially part time, to fill the vacancies. Both were hired full time before years' end. The third hire was interviewed and identified in December and has a start date for training in January of 2013. One clerk reached the next step in vacation time accrual resulting in an additional week of vacation to be covered totaling 41 weeks of vacation. A maternity leave started in December that will be completed in 2013.

On a daily basis, the current staff is completing daily tasks such as helping the public both on the phones and the front window, daily booking packets both for intake and releases, protection order and warrant entries, accident reports copies, preparing civil processes for service and the daily criminal and traffic arrests for court. The year ended with a back log of work in scanning documents and data entry that the current staff has no time to complete. This is a major area to be addressed in 2013.

With downsizing and budget cuts, there were no additional hires or major equipment purchases in 2012.

The Foreclosures were up again in 2012 from 2011 with a total of 1,507 Orders of sale received which is up by 448. With this amount of sales, auction dates are not being scheduled until six to seven months from the date received in our office. A part time person, previously laid-off, was called back to assist in with our foreclosure work load with has been of great assistance.

With the staffing changes that occurred in 2012, we continue to strive forward into 2013 as we mentor and educate our newer staff members. Cross training is an ongoing with all staff to ensure each work area has one to three employees that can perform the essential functions of any work area in the Front Office.

<i>Type of Paper</i>	2012	2011	Difference
<i>CAD Case Numbers</i>	73,179	75,933	- ,754
<i>Warrants Received</i>	1,272	1,281	- 9
<i>Warrants Served</i>	793	773	+ 20
<i>Warrants Recalled/Returned</i>	216	277	- 61
<i>Warrants – Current Active</i>	989	908	+ 81
<i>Inmate Booking Packets</i>	5,480	5,413	+ 67
<i>Record Checks</i>	611	709	- 98
<i>Expungements</i>	285	198	+ 87

Activity for the Past Five Years

<i>Type of Paper</i>	2012	2011	2010	2009	2008
<i>CAD Case Numbers</i>	73,179	75,933	68,461	64,247	64,493
<i>Warrants</i>	1,272	1,281	1, 361	1,477	1,525
<i>Inmate Booking Packets</i>	5,480	5,413	5,745	6,242	6,455
<i>Record Checks</i>	611	709	742	910	912
<i>Expungements</i>	285	198	dna	dna	dna

**LAKE COUNTY SHERIFF'S OFFICE
2012 TRAFFIC & CRIMINAL DISBURSEMENTS
PAINESVILLE MUNICIPAL COURT**

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
<i>January</i>	8,558.00	1,930.00	75.00	2,065.00	\$ 12,628.00
<i>February</i>	9,137.00	2,744.29	175.00	1,736.50	\$ 13,792.79
<i>March</i>	9,540.50	3,572.00	75.00	1,876.00	\$ 15,063.50
<i>April</i>	6,726.00	2,359.00	130.00	1,714.50	\$ 10,929.50
<i>May</i>	10,570.00	2,914.10	25.00	1,754.00	\$ 15,263.10
<i>June</i>	8,570.00	2,324.50	75.00	1,802.00	\$ 12,771.50
<i>July</i>	6,597.00	2,520.50	50.00	2,259.00	\$ 11,426.50
<i>August</i>	7,076.00	3,413.50	220.00	1,602.00	\$ 12,311.50
<i>September</i>	6,413.50	2,520.00	205.00	1,688.00	\$ 10,826.50
<i>October</i>	8,508.00	4,455.50	685.00	1,989.30	\$ 15,637.80
<i>November</i>	4,699.50	2,566.00	445.00	1,083.00	\$ 8,793.50
<i>December</i>	7,336.00	1,978.00	110.00	1,416.00	\$ 10,840.00
2012 Totals	\$ 93,731.50	\$ 33,297.39	\$ 2,270.00	\$ 20,985.30	\$ 150,284.19
2011 Totals	\$ 95,624.25	\$ 25,695.50	\$ 2,272.00	\$ 22,468.00	\$ 146,059.75
Difference	- \$1,892.75	+ \$ 7,601.89	- \$ 2.00	- \$ 1,482.70	+ \$ 4,224.44

**PAINESVILLE MUNICIPAL COURT
TRAFFIC & CRIMINAL DISBURSEMENTS
OVER THE PAST 5 YEARS**

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
2008	\$142,649.50	\$ 36,619.50	\$ 5,750.50	\$ 28,407.80	\$213,477.30
2009	\$124,773.20	\$ 29,715.60	\$ 4,065.00	\$ 24,595.30	\$183,149.10
2010	\$111,333.65	\$ 25,990.31	\$ 3,850.00	\$ 23,408.80	\$164,582.66
2011	\$ 95,624.25	\$ 25,695.50	\$ 2,272.00	\$ 22,468.00	\$146,059.75
2012	\$ 93,731.50	\$ 33,297.39	\$ 2,270.00	\$ 20,985.30	\$150,284.19

**LAKE COUNTY SHERIFF'S OFFICE
2012 ACTIVITY
CIVIL PROCESS**

<i>TYPE OF ACTION</i>	<i>2012</i>	<i>2011</i>	<i>Difference</i>
<i>Service Received</i>	2,124	2,331	- 207
<i>Total Served</i>	1,641	1,843	- 202
<i>Returned/Recalled- Unservable</i>	403	480	- 77
<i>Summons on Indictments</i>	259	267	- 8
<i>Stalking/Domestic Protection Orders</i>	493	438	+ 55

Activity for the Past Five Years

<i>Type of Paper</i>	2012	2011	2010	2009	2008
<i>Service Received</i>	2,124	2,331	2,800	2,617	2,708
<i>Total Served</i>	1,641	1,843	2,356	2,139	2,213
<i>Returned/Recalled- Unservable</i>	403	480	439	403	365
<i>Summons on Indictments</i>	259	267	303	327	336
<i>Stalking/Domestic Protection Orders</i>	493	438	417	362	319

LAKE COUNTY SHERIFF'S OFFICE 2012 ACTIVITY SHERIFF SALES

<i>TYPE OF ACTION</i>	2012	2011	<i>Difference</i>
<i>Foreclosures</i>	1,507	1,059	+ 448
<i>Writs</i>	126	123	+ 3
<i>Executions</i>	64	60	+ 4
<i>Replevins</i>	12	23	- 11
<i>Confirmations</i>	481	579	- 98
<i>Total Papers</i>	2,190	1,844	+ 346

Foreclosures	2012		2011		Difference	
Total Appraised	\$104,186,300.00		\$119,582,000.00		- \$15,396,148.00	
Total Sales	\$47,875,764.45		\$ 51,069,979.13		- \$3,194,214.68	
Third Party Sales	\$3,631,106.83		\$ 6,293,447.96		- \$2,662,341.13	
Poundage Earned	\$54,466.58		\$ 94,400.51**		- \$ 39,933.93	
Sheriff's Deeds Filed/Records at \$125.00 each	575	\$71,875*	531	\$66,375*	+ 44	+\$5,500*

*Monies deposited in General Fund

**LAKE COUNTY SHERIFF'S OFFICE
SHERIFF SALES
Activity for the Past Five Years**

Type of Paper	2012	2011	2010	2009	2008
Foreclosures	1,507	1,059	1,499	1,535	1,342
Writs	126	123	121	111	159
Executions	64	60	27	35	46
Replevins	12	23	23	27	28
Total Papers	1,709	1,265	1,670	1,708	1,575

Type of Action	2012	2011	2010	2009	2008
Total Appraised	\$104,186,300.00	\$119,582,00.00	\$136,313,500.00	\$156,807,211.00	\$186,873,537.00
Total Sales	\$ 47,875,764.45	\$51,069,979.13	\$ 48,683,413.57	\$47,169,391.82	\$ 62,645,625.41
Third Party Sales	\$ 3,631,104.83	\$ 6,293,447.96	\$ 4,011,450.00	\$ 2,830,836.85	\$ 5,495,472.00
Poundage Earned	\$ 54,466.58	\$ 94,400.51	\$ 58,306.50	\$ 44,379.58	\$ 84,637.08

House Bill 138 affected the procedures state wide for the processing of Foreclosure properties. One change is the Sheriff's Office charges a fee for the recording of the deed. In the last quarter of 2008, this generated \$3,300 for the general fund.