

Lake County Sheriff's Office

Sheriff Daniel A. Dunlap

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2018 ANNUAL REPORT

2018 Administrative Support Services Annual Report



Lori Gladding
Support Services Administrator

The Lake County Sheriff's Office's *Support Services Division* handles a wide-range of responsibilities that are integral to the operations of this office. It is their responsibility to maintain the flow of all paperwork issued by the courts to the Sheriff's Office. All indictments, summons, protection orders are filed through the Civil Division of the Sheriff's Office. All warrants and extradition papers are handled by the Jail Trac/Jail Records Division. The Support Services Division assures that these papers are served in a timely manner and are returned to the court system properly. They are also responsible for collecting and recording any Sheriff's fees generated by the service of this paperwork.

Responsibilities of the Support Services Division include:

- Accounting - handles all money coming in and out of the Sheriff's Office; processes all orders for the Sheriff's Office, and pays all bills; makes travel arrangements for training for employees.
- Civil Process - processes and serves all civil papers which includes, but not limited to protection orders, foreclosures, summons on indictment and subpoenas.
- Jail Records – processes all paperwork for inmates being booked into the Jail and released from the Jail; schedules all prison trips and Court appearances.
- Public Records – processes all requests for records made by attorney offices and the public.
- Jail Trac – processes, prepares and enters all warrants received from the Courts. Works closely with Jail Records to process paperwork for all inmates in Jail.
- Personnel / Payroll – takes care of different payrolls for the Sheriff's Office as well as all personnel matters and insurance paperwork for all employees.
- Sheriff Sales – handles foreclosure process from the time the property is ordered to be sold at auction to the time it is auctioned off and all funds disbursed.
- Traffic and Criminal – processes all accident reports and traffic reports. Works closely with the Court regarding charges on traffic cases; processes junk cars from traffic accidents as well as processes record/background checks from various agencies.
- Detective Bureau - assists the Detective Bureau with all cases with the exception of traffic and accident cases; prepares cases to be taken to Grand Jury; processes expungements

The Traffic/Accident Clerk retired at the end of March and a Jail Trac Clerk was promoted to fulfill that position. This left a void in the Jail Trac Division. This Division normally operates with five Clerks working on a 28 day shift rotation. Four Clerks and one part-time Clerk ran the Division for six months until another Clerk was hired and after training fulfilled the 5th Jail Trac slot in September. Because the volume of paperwork increased due to the rising number of warrants and jail population, another part-time Jail Trac Clerk was hired at the end of September.

The Payroll/Personnel Clerk retired at the end of May and the Accounting Clerk was promoted to fulfill that position. An Accounting Clerk was hired in April.

The Support Services Division daily operations typically functions with a staff of five (5) full-time Jail Trac Clerks that work on a 28 day rotating shift; seven (7) full-time clerks for the Traffic/Accident, Civil Process, Sheriff Sales, Accounting, Personnel/Payroll, and Detective divisions; one (1) full-time Jail Record Clerk; two (2) part-time Jail Trac Clerks that work a total of approximately 28 hours per week; one (1) part-time Clerk that works a total of 15 hours per work and assists with miscellaneous duties at the Front Counter and one (1) part-time Clerk that works a total of 24 hours per week and assists with Sheriff's Sales.

A lot of positive changes have taken place in the Support Services Division in 2018! We have improved electronic communications between the Sheriff's Office and the Willoughby Municipal Court. Instead of Willoughby Municipal Court faxing all Court documents to us, they are now being emailed. Most of the agencies within the jurisdiction of the Willoughby Municipal Court now participate in video arraignments in the Jail. This improves the efficiency of communication between us and the Court as well as takes the burden off the Arresting Agencies to transport their inmates to Court for videos.

The Lake County Clerk of Courts Office is now submitting foreclosure paperwork to us electronically and we are electronically filing Sheriff's Returns, Land Appraisements and Writs of Possession. The plan is to further this process and include criminal paperwork.

We continue to scan all our documents (i.e. warrant jackets, civil process jackets, sheriff sale jackets, incident reports, expungements) to eliminate the need for microfilming.

As always, we are constantly cross-training Clerks in order to achieve the ultimate goal of all Clerks being able to perform in all positions to keep the Front Office running efficiently. Jail Trac/Jail Records Clerks are being cross-trained as well in order to help with the flow of paperwork and allow coverage in case of sick time and emergency situations.

In the Civil Process Division, the number of papers received has dropped slightly from last year but the number of civil stalking and domestic violence protection orders rose by 11% from the previous year.

Warrants received for the year 2018 increased slightly from last year. The number of warrants received has remained steady over the past three (3) years. The total number of active outstanding warrants is 921, from 1996 to 12/31/2018.

The number of foreclosures dropped 41% from 2017 but the real estate appraised in 2018 was up \$15,353,000 due to an increase in commercial property appraisals. Pursuant to HB390 that passed in September of 2017, Private Selling Officers could be appointed by the Court to sell foreclosed properties but the Sheriff's Office would still appraise those properties. This is called an Appraise Only. The Sheriff's Office received a total of 118 appraise only's in the year 2018. Because we are only appraising these properties and not selling them, this took away from our total amount of foreclosures for the year (416) and thus decreased the amount of poundage by \$23,393.

Pursuant to HB390, all County Sheriffs in the State of Ohio must be set up for on-line bidding in five years or by 2022. I am working with our IT Department to get this set up in 2019/2020.

The duties of the Clerks in the Support Services Division not only include those as listed above but also processing of GIR (General Incident Reports). This is a general complaint form that is used for non-emergency calls for service that is used by the township residents. We completed 227 for the year 2018. We also processed 88 house checks during 2018.

We recently conducted "in-house training" in the month of November on Extraditions and Governor's Warrants and a training session is scheduled for Temporary Restraining Orders. Further training will be conducted during the year. I also plan on working with our LEADS TACs to conduct LEADS training classes, which involves the State of Ohio and nationwide data base for law enforcement.

Overall, the Support Services Division continues to work diligently to serve the needs of the Sheriff's Office as well as the public.

Lori Gladding

Lake County Sheriff's Office
Support Services Administrator
Records Custodian

Clerical Division Activity

<i>Type of Paper</i>	<i>2018</i>	<i>2017</i>	<i>Difference</i>
<i>CAD Case Numbers</i>	91,634	95,357	-3,723
<i>Warrants Received</i>	1,765	1,762	+3
<i>Warrants Served</i>	1,339	1,320	+19
<i>Warrants Recalled/Returned</i>	343	361	-18
<i>Warrants – Current Active (1996 to 12/31/18)</i>	921	835	+ 86
<i>Inmate Booking Packets</i>	5,249	5,245	+4
<i>Record Background Checks</i>	1,146	903	+243
<i>Expungements</i>	400	350	+ 50

Five Year Statistics on Clerical Division Activity

<i>Type of Paper</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>
<i>CAD Case Numbers</i>	91,634	95,357	88,152	89,087	89,386
<i>Warrants Received</i>	1,765	1,762	1,859	1,682	1,557
<i>Inmate Booking Packets</i>	5,249	5,245	5,372	4,960	5,091
<i>Record Background Checks</i>	1,146	903	844	847	764
<i>Expungements</i>	400	350	246	156	192

Painesville Municipal Court 2018 Traffic and Criminal Disbursements

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
<i>January</i>	\$7,054	\$1,452	\$210	\$1,272	\$9,988
<i>February</i>	\$10,666	\$1,589	\$310	\$1,994	\$14,559
<i>March</i>	\$6,090	\$1,797	\$85	\$2,017	\$9,989
<i>April</i>	\$8,198	\$1,500	\$125	\$1,573	\$11,396
<i>May</i>	\$8,029	\$1,640	\$610	\$1,594	\$11,873
<i>June</i>	\$7,686	\$2,097	\$834	\$1,512	\$12,129
<i>July</i>	\$5,596	\$2,559	\$430	\$2,013	\$10,598
<i>August</i>	\$5,872	\$3,336	\$185	\$1,604	\$10,997
<i>September</i>	\$4,389	\$2,754	\$335	\$1,500	\$8,978
<i>October</i>	\$7,350	\$2,232	\$585	\$1,739	\$11,906
<i>November</i>	\$6,586	\$4,044	\$1,590	\$1,449	\$13,669
<i>December</i>	\$5,552	\$603	\$290	\$1,441	\$7,886

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
<i>2014</i>	\$99,278	\$20,909	\$ 2,731	\$ 18,471	\$141,389
<i>2015</i>	\$97,727	\$22,427	\$ 1,921	\$ 17,416	\$139,491
<i>2016</i>	\$86,186	\$26,307	\$ 2,156	\$ 19,743	\$134,392
<i>2017</i>	\$87,703	\$25,077	\$3,479	\$18,412	\$134,671
<i>2018</i>	\$83,068	\$25,603	\$5,589	\$19,708	\$133,968

Painesville Municipal Court Five Year Statistics on Traffic and Criminal Disbursements

2018 Monthly Traffic Statistics

Month	Total Accidents	Fatals	Injury	Private Property	OVI	No O.L./DUS	Junk Vehicles Processed
January	67	0	07	12	07	13	00
February	52	0	04	07	03	28	08
March	47	0	05	05	07	24	20
April	56	0	09	14	08	21	02
May	50	01	07	15	04	21	02
June	44	0	07	05	05	12	00
July	51	0	15	11	04	21	01
August	51	0	09	07	08	26	02
September	48	0	13	11	04	18	01
October	60	0	10	08	04	21	00
November	54	0	11	08	12	22	00
December	57	0	14	03	05	25	00
Totals	637	01	111	106	71	252	36

2018 Civil Process

TYPE OF ACTION	2018	2017	Difference
<i>Papers Received</i>	1,872	1,927	- 55
<i>Total Served</i>	1,563	1,582	- 19
<i>Returned/Recalled- Unservable</i>	306	345	-39
<i>Summons on Indictments</i>	391	444	-53
<i>Stalking/Domestic Protection Orders</i>	507	455	+52

Five Year Statistics on Civil Process

Type of Paper	2018	2017	2016	2015	2014
<i>Papers Received</i>	1,872	1,927	1,953	1,902	1,755
<i>Total Served</i>	1,563	1,582	1,646	1,588	1,484
<i>Returned/Recalled- Unservable</i>	306	345	315	313	273
<i>Summons on Indictments</i>	391	444	420	358	263
<i>Stalking/Domestic Protection Orders</i>	507	455	490	432	400

2018 Sheriff's Sales

<i>TYPE OF ACTION</i>	<i>2018</i>	<i>2017</i>	<i>Difference</i>
<i>Foreclosures</i>	416	710	- 294
<i>Writs</i>	63	76	- 13
<i>Executions</i>	7	5	+2
<i>Replevins</i>	12	20	-8
<i>Appraise Only</i>	118	N/A	N/A
<i>Total Papers</i>	616	811	-195

<i>Foreclosures</i>	<i>2018</i>		<i>2017</i>		<i>Difference</i>	
<i>Total Appraised</i>	\$85,719,000.00		\$70,366,000.00		+\$15,353,000.00	
<i>Total Sales</i>	\$27,885,563.22		\$26,829,322.96		+\$1,056,240.26	
<i>Third Party Sales</i>	\$8,051,503.22		\$10,580,847.00		-\$2,529,343.78	
<i>Poundage Earned</i>	\$121,072.59		\$144,465.24		-\$23,392.65	
<i>Sheriff's Deeds Filed/Records at \$125.00 each</i>	305	\$38,125*	531	\$66,375*	-226	-\$28,250

*Monies deposited in General Fund

Sheriff Sales Activity Statistics for Past Five Years

<i>Type of Paper</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>
<i>Foreclosures</i>	416	710	742	837	1,308
<i>Writs</i>	63	76	77	140	166
<i>Executions</i>	7	5	10	12	14
<i>Replevins</i>	12	20	10	14	8
<i>Total Papers</i>	498	811	839	1,003	1,496

<i>Type of Action</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>
<i>Total Appraised</i>	\$85,719,000.00	\$70,366,000.00	\$81,410,000.00	\$80,237,000.00	\$147,025,000.00
<i>Total Sales</i>	\$27,885,563.22	\$26,829,322.96	\$27,502,243.30	\$29,606,470.51	\$56,761,533.92
<i>Third Party Sales</i>	\$8,051,503.22	\$10,580,847.00	\$8,916,485.00	\$3,838,858.00	\$7,078,359.00
<i>Poundage Earned</i>	\$121,072.59	\$144,465.24	\$137,882.81	\$57,597.90	\$117,162.15