



Lake County Sheriff's Office

Sheriff Daniel A. Dunlap

104 East Erie St., Painesville, Ohio 44077 (440) 350-5504

2016 ANNUAL REPORT

2016 Administrative Support Services Annual Report

Lori Gladding, *Administrative Support Services Director*



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, summons on indictment and subpoenas.
- Jail Records – processes all paperwork for inmates being booked into the Jail and releases 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 personnel 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 record/background checks from different 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

In 2016, the Support Services Division daily operations functioned 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; one (1) part-time Jail Trac Clerk that works 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 2016! We are currently in the process of 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 area, civil stalking and domestic violence protection orders have increased by 48% over the last three years. The Civil Process Division processes, enters and serves all Protection Orders, Civil Stalking Orders, Warrants on Indictment, Subpoenas, and other civil papers to name a few, that are issued by the Court for service. The Clerk works closely with the Courts as well as Court Services in order to get the papers served in a timely manner.

Warrants received for the year 2016 increased by 12% from the previous year. In looking over the past 5 year history, it shows that the warrants received by the Lake County Sheriff's Office has risen steadily from 2012 to 2016. As a result of an increase in the number of warrants received and served, the jail population has also risen by 8.3% since 2015.

The number of foreclosures dropped in 2016 by 95 compared to 2015 but the Sheriff's Office brought in \$5million more in third party sales compared to last year because more individuals were purchasing foreclosed properties rather than the banks buying them back. The Sheriff's Office earned \$137,882.81 in poundage from the third party sales, which amounts to \$80,284 more than last year.

We have accomplished many things in the year 2016. Not only has one Clerk been deputized to serve civil papers to assist the deputies when manpower is low, but I have been deputized as well. We are now scanning our civil jackets, warrant jackets and traffic/accident reports to eliminate sending documents out to be microfilmed, thus saving money on microfilm fees.

We plan on conducting more "in-house training" in various areas, such as Rule 4 Waivers, Extraditions and Governor's Warrants. I estimate that we will conduct about 2 or 3 one (1) hour training classes, depending upon the need and areas of instruction requested. Eight (8) full-time clerks and two (2) part-time clerks will partake in this training and I estimate that the training will be approximately 1 to 1/2hrs each session.

Overall, the numbers have increased over the last three year for warrants, booking packets, civil stalking orders, protection orders and expungements. The Support Services Division has been very busy because of this increase and we continue to work diligently to serve the needs of the Sheriff's Office as well as the public.

Lori Gladding

Lake County Sheriff's Office
Administrative Support Services

Clerical Division Activity

<i>Type of Paper</i>	<i>2016</i>	<i>2015</i>	<i>Difference</i>
<i>CAD Case Numbers</i>	88,152	89,087	- 935
<i>Warrants Received</i>	1,859	1,682	+ 177
<i>Warrants Served</i>	1,109	952	+ 157
<i>Warrants Recalled/Returned</i>	390	328	+ 62
<i>Warrants – Current Active (1996 to 12/31/16)</i>	799	399	+ 400
<i>Inmate Booking Packets</i>	5,372	4,960	+ 412
<i>Background Record Checks</i>	844	847	- 3
<i>Expungements</i>	246	156	+ 90

Five Year Statistics on Clerical Division Activity

<i>Type of Paper</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>
<i>CAD Case Numbers</i>	88,152	89,087	89,386	77,747	73,179
<i>Warrants Received</i>	1,859	1,682	1,557	1,272	1,272
<i>Inmate Booking Packets</i>	5,372	4,960	5,091	5,883	5,480
<i>Background Record Checks</i>	844	847	764	660	611
<i>Expungements</i>	246	156	192	216	285

Painesville Municipal Court

2016 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>	\$6,669	\$1,135	\$50	\$1,726	\$9,580
<i>February</i>	\$7,495	\$1,756	\$167	\$1,519	\$10,937
<i>March</i>	\$11,232	\$3,341	\$190	\$2,256	\$17,019
<i>April</i>	\$8,571	\$3,387	\$419	\$1,790	\$14,167
<i>May</i>	\$7,165	\$2,780	\$8	\$1,551	\$11,504
<i>June</i>	\$6,535	\$2,770	\$200	\$1,662	\$11,167
<i>July</i>	\$5,774	\$1,347	\$110	\$1,493	\$8,724
<i>August</i>	\$9,488	\$2,058	\$524	\$1,816	\$13,886
<i>September</i>	\$6,201	\$1,628	\$208	\$1,405	\$9,442
<i>October</i>	\$5,892	\$2,065	\$25	\$1,584	\$9,566
<i>November</i>	\$6,544	\$1,387	\$190	\$1,432	\$9,553
<i>December</i>	\$4,620	\$2,653	\$65	\$1,509	\$8,847

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
2012	\$93,732	\$33,297	\$ 2,270.00	\$ 20,985	\$150,284
2013	\$93,500	\$25,341	\$ 2,068	\$ 20,894	\$141,803
2014	\$99,278	\$20,909	\$ 2,731	\$ 18,471	\$141,389
2015	\$97,727	\$22,427	\$1,921	\$17,416	\$139,491
2016	\$86,186	\$26,307	\$2,156	\$19,743	\$134,392

**Painesville Municipal Court
Five Year Statistics on
Traffic and Criminal Disbursements**

2016 Civil Process

TYPE OF ACTION	2016	2015	Difference
<i>Service Received</i>	2,815	1,902	+ 913
<i>Total Served</i>	2,113	1,588	+ 525
<i>Returned/Recalled- Unservable</i>	306	313	- 7
<i>Summons on Indictments</i>	369	358	+ 11
<i>Stalking/Domestic Protection Orders</i>	491	432	+ 59

Five Year Statistics on Civil Process

Type of Paper	2016	2015	2014	2013	2012
<i>Service Received</i>	2,815	1,902	1,755	1,853	2,124
<i>Total Served</i>	2,113	1,588	1,484	1,562	1,710
<i>Returned/Recalled- Unservable</i>	306	313	273	291	414
<i>Summons on Indictments</i>	369	358	263	305	259
<i>Stalking/Domestic Protection Orders</i>	491	432	400	467	493

2016 Sheriff's Sales

<i>TYPE OF ACTION</i>	<i>2016</i>	<i>2015</i>	<i>Difference</i>
<i>Foreclosures</i>	<i>742</i>	<i>837</i>	<i>- 95</i>
<i>Writs</i>	<i>77</i>	<i>140</i>	<i>- 63</i>
<i>Executions</i>	<i>10</i>	<i>12</i>	<i>- 2</i>
<i>Replevins</i>	<i>10</i>	<i>14</i>	<i>- 4</i>
<i>Confirmations</i>	<i>410</i>	<i>476</i>	<i>- 66</i>
<i>Total Papers</i>	<i>1,249</i>	<i>1,479</i>	<i>- 230</i>

<i>Foreclosures</i>	<i>2016</i>		<i>2015</i>		<i>Difference</i>	
<i>Total Appraised</i>	<i>\$81,410,000.00</i>		<i>\$80,237,000.00</i>		<i>+\$1,173,000.00</i>	
<i>Total Sales</i>	<i>\$27,502,243.30</i>		<i>\$29,606,470.51</i>		<i>-\$2,104,227.21</i>	
<i>Third Party Sales</i>	<i>\$8,916,485.00</i>		<i>\$3,838,858.00</i>		<i>+\$5,077,627.00</i>	
<i>Poundage Earned</i>	<i>\$137,882.81</i>		<i>\$57,597.90</i>		<i>+\$80,284.91</i>	
<i>Sheriff's Deeds Filed/Records at \$125.00 each</i>	<i>556</i>	<i>\$69,500*</i>	<i>702</i>	<i>\$87,750*</i>	<i>-146</i>	<i>-\$18,250</i>

*Monies deposited in General Fund

Sheriff Sales Activity Statistics for Past Five Years

<i>Type of Paper</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>
<i>Foreclosures</i>	742	837	1,308	1,309	1,507
<i>Writs</i>	77	140	166	113	126
<i>Executions</i>	10	12	14	21	64
<i>Replevins</i>	10	14	8	7	12
<i>Total Papers</i>	839	1,003	1,496	1,450	1,709

<i>Type of Action</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>
<i>Total Appraised</i>	\$81,410,000.00	\$80,237,000.00	\$147,025,000.00	\$74,542,200.00	\$104,186,300.00
<i>Total Sales</i>	\$27,502,243.30	\$29,606,470.51	\$56,761,533.92	\$44,850,295.00	\$47,875,764.45
<i>Third Party Sales</i>	\$8,916,485.00	\$3,838,858.00	\$7,078,359.00	\$14,804,188.00	\$3,631,104.83
<i>Poundage Earned</i>	\$137,882.81	\$57,597.90	\$117,162.15	\$208,926.55	\$54,466.58