

Police Department



CPI Legacy

A record of improvements made by the City of
Salina, Kansas, since November 2012

CPI Improvements

November 2012 thru June 2016

SALINA CITY

123 Improvements

Police Department

Administration (W-MEDIATE)

Waiting

Mistakes/Defects

Excess Movement or Motion of Workers

Do it right the first time

Inefficient Processes

1. Increased capacity by reducing the frequency and length of meetings held for the Police Department command staff and supervisory staff. These meetings were conducted to cover all arrests, uses of force, criminal reports and personnel issues, and normally lasted 1 hr to 1 ¼ hours. They have now been reduced to Monday and Friday, and are covering the same topics in approximately 1 hour on only two days, instead of five.
2. Reduced taxable fringe benefit costs by branding the uniform trousers and boots, marking each as being the property of SPD. The cost of the letter stamps, permanent ink pad, and permanent ink was \$757.
3. Increased capacity by disabling the motion alarms at three water towers. During 2014 police dispatchers, and then police officers responded to 106 false alarms at these locations.

Always do the right thing

Transporting Work

Excess Inventory

4. Reduced costs by \$441 annually by canceling an air card from Nex-Tech used with mobile computers. This card was no longer needed due to the reduction of one vehicle from the Police fleet.
5. Increased capacity of officers in the field by 223 hours, reduced annual net costs by \$10,088, and avoided spending an additional \$49,432 by reducing the

number of police canines from three to two, and by returning the canine handler to regular patrol duties. Police canine Riddik passed away in December 2015. This will leave two police canines in service. If a third canine is needed during a particular investigation, the Police Department will request assistance from the Sheriff Department's canine

Community Service Technician (W-MEDIATE)

Waiting

Mistakes/Defects

6. Made arrangements with Saline County Corrections to create a no contact alert in New World's software. This notifies dispatchers and officers when there is a not contact order on a person that has been released from jail. This was created because there was no notification process in place until the defendant made their first curt appearance.
7. Had computer technology create a query in a program called crystal report's. This allowed dispatchers the ability to search by defendant or victim name without having to search in full court.
8. Improved service during emergencies by identifying the urgent need to replace a missing radio console at the backup dispatch center located at Fire Station #3. During the past year our radio vendor had removed one of the radio consoles from the backup dispatch center to fix a problem at the main dispatch center. A replacement at the backup center had not been provided (it was still out for repair). However, after explaining the critical need to maintain a fully functioning backup center to the vendor, he replaced it immediately.

Excess Movement or Motion of Workers

Do it right the first time

9. Automated the dispatching of fire and ems calls by purchasing the station paging interface from New World Systems and the Zetron radio interface from Ka-Comm Inc. These interfaces automatically choose the correct ICONs based upon the location type of the emergency and sends the page out, alleviating the dispatcher from manually selecting the correct ICON. This eliminates dispatching errors.

Inefficient Processes

10. Reduced costs in wages and benefits by eliminating one full-time Community Service Technician position. This was made possible by making a number of changes that included: (1) Modifying the parking areas to be focused on and the frequency of monitoring (focus enforcement on downtown business and the City/County Building), (2) Changing the location where their vehicle was to be

parked (park at PD instead of CG), (3) Eliminating or reducing the number of fine boxes to be collected (the current tickets are designed to be mailed), (4) reorganizing the CST work schedule, (5) turning software related problems over to CT, and (6) reducing CST vehicles from two to one.

Always do the right thing

Transporting Work

Excess Inventory

Dispatch (W-MEDIATE)

Waiting

11. Increased capacity by obtaining an “on call” list from Investigations that will clearly identify who is to be contacted when an incident occurs.
12. Increased capacity by re-organizing how warrants are processed. Under the new guidelines the Municipal Court will deliver new warrants to dispatch on Monday, Thursday, and Friday only, thereby eliminating the time and effort utilized (on Tuesday and Wednesday) to issue, enter, and immediately cancel warrants for individuals appearing in open court on Thursday mornings.
13. Improved the quality of services provided to officers by training dispatchers on how to use the Mobile program used by officers in the field. They can now locate reports which have not been merged into the records program, and can help officers troubleshoot connectivity issues.
14. Improved safety by partnering with Emergency Management, who is entering chemical hazards into the CAD system at specific address locations. A new chemical alert symbol was added that flashes red and alerts dispatchers and responders of addresses with chemical hazards. Previously this information was not readily available.
15. Increased capacity and expedited answering citizen inquiries by requesting that the Airport include Dispatch on their daily report of flying activities that are scheduled in our area. This will permit dispatchers to respond immediately to many routine citizen calls reporting suspicious planes, rather than having to call the Airport for information.

Mistakes/Defects

16. Increased capacity and reduced the likelihood of errors by creating two-digit CAD commands that expedite processing at Dispatch.

17. Increased the accuracy and efficiency of evaluating new dispatchers by streamlining and updating the Daily Observation Report and creating a color coded chart that allows a new dispatch trainee, their trainer, and the supervisor to see at a glance how the trainee is progressing.
18. Improved quality assurance, prompt service, and tracking of services and workload by creating a tracking system in the MSP CAD system that documents services provided to the public that are resolved by the dispatcher without any other referrals.
19. Reduced waste by organizing the Fax Binder: Multiple copies of each form that is needed was made, hole punched, and placed into the binder with dividers so that they can be easily located.
20. Increased capacity and reduced errors by updating the statute cheat sheet used for warrant entry, and by placing it on the S Drive so that is accessible to everyone. The previous sheet had outdated statute numbers.

Excess Movement or Motion of Workers

21. Scanned the Communications Standard Operating Guidelines and the Resource Directory into a PDF format. These documents were then put on the department web server. A link was created to common web sites used by dispatch on a daily basis. All dispatchers can now access resource manuals at their work stations without the need for paper manuals.

Do it right the first time

22. Increased the accuracy and efficiency of evaluating new dispatchers by updating the Training Task List Form
23. Improved reliable service by updating the domestic violence protocol to include the most valuable questions that need to be asked by each dispatcher during a domestic violence telephone call.
24. Improved the quality of dispatch service to citizens by developing a quality assurance process: Calls are listened to on a random basis and critiqued to make certain that key questions are being asked following the current protocols. This critique is reviewed with each dispatcher and either coaching or positive reinforcement provided.
25. Improved service performance by standardizing the accident policies for non-injury accidents, injury accidents, and Hit & Run accidents. These policies have become outdated and were not uniform. They can now be used for monthly quality assurance checks to insure compliance.

26. Updated training in dispatch to include current protocols for (1) pinning of calls, (2) paging of fire units when needing an engine, (3) no contracts, (4) pfa's, and (4) in progress calls.
27. Improve dispatch operations by placing required reading in a center console where all dispatchers have easy access. This reading material contains articles distributed monthly that review the best practices of other centers/agencies. This in turn helps stimulate new ideas for improvement.
28. Improved efficiency by periodically creating scenarios using PRO Q A medical dispatch to help keep dispatchers at the top of their game. This tool can be used to help dispatchers be prepared for situations which are infrequent, or which could be improved on, or which may be helpful as a great example. These opportunities reduce stress and increase confidence because dispatchers have seen it before.
29. Improved training by revising and updating testing materials to reflect current incident types as well as including pertinent questions regarding the current SOP. This test, which is used to train new dispatchers, had not been updated since 2006 and many of the SOPs had changed.
30. Reduced the amount of time it takes to process warrants and improved coordinated efforts between the Police Department, Prosecutor's Office, and Court Clerk's Office so that citizens are not arrested twice for the same criminal case.
31. Provided the Animal Shelter staff the link to our database on the public safety web server. This eliminated their calls to the Police Department requesting information that is in that database.
32. Improved performance by creating an Excel Spread Sheet that all dispatch supervisors can access to document training activities, training task completion by dispatchers, and training hours. This has reduced duplication and consolidated documentation into one centralized location.
33. Increased capacity by 67 hours annually and improved the quality of service provided by creating training materials and providing classroom training for Code Red Quick Launch, Contact Launch, and Map Launch. Previously the only available Code Red instructions were Quick Launch instructions. Dispatchers had not received formal training on Code Red, and practice scenarios did not occur.
34. Increased capacity by 15 hours annually by organizing and updating the console books located at each dispatch position. Each book is now sectioned by topic, and each topic section is alphabetized to provide quick access. All outdated materials were removed.

35. Improved service by identifying and fixing a computer glitch that occurred with Crystal Reports when the Municipal Court upgraded their software to FullCourt Enterprise. This glitch affected some of the dispatch computers, but not all, thereby shifting the workload to those whose computers could still access Crystal Reports.
36. Increased capacity by 91 hours by updating the front cover of the Dispatch Console Book to provide correct phone numbers and other key information. The front cover of the Dispatch Console Book is referred to multiple times during each shift.
37. Increased capacity by 91 hours by creating training materials and providing classroom training for the new OpenFox KDOR form. Materials are now hosted on the Dispatch Web Portal for easy access. The KBI recently launched this new form to improve access for officers and dispatchers who were tasked with retrieving information regarding commercial, power, apportioned, and duplicate license plates.
38. Increased capacity by teaching all dispatchers about how to use the "Test Case" button in ProQA. By making this selection test cases and training scenarios are excluded from the database of gradable calls. When this button is not selected, it may be inadvertently identified as a gradable call, when the call never actually took place.
39. Improved service quality by updating the paper form used to record incidents in the dispatch environment when the computer system is unavailable. It had not been updated since the implementation of the new CAD program.
40. Improved service quality by updating the County Map Acquaintance Exercise to also reflect current policies and procedures.
41. Improved service quality by creating an alert in our local CAD/computer system that groups all military contact information into one spot. This was suggested in response to a military active shooting in Tennessee last year.
42. Improved service quality by updating the list of Sheriff's Office telephone numbers, which had become obsolete.
43. Improved service quality by updating our theft protocol to include the most valuable questions to ask while on the phone with callers.

44. Improve service quality by updating all of the events on the map to match current road and bridge closings; by marking both the beginning and ending of a road or bridge closure, and the hundred block in which the bridge is closed. This has eliminated confusion when providing current information about roads and bridges to emergency responders.

Inefficient Processes

45. Created a 12 hour work schedule for Police Department dispatchers, which will run for a six month trial period. This will increase the number of dispatchers available on a daily basis, while reducing the number of dispatchers required. And will provide dispatchers more weekends off. This change may reduce overtime.

46. Streamlined the timely processing of warrants by Dispatch by dividing them equally between all shifts. Each shift will then divide the warrants among all those that working, they will be processed in alphabetical order. This will more fairly distribute the workload, assist all dispatchers to become proficient in entering warrants, and most importantly it will improve the timeliness of warrant data entry, thereby making this information available in the Kansas Wanted Files sooner.

47. Increased capacity by eliminating the requirement for dispatchers to record driver operator information into the access database. This information is now available directly from the Computer Aided Dispatch System.

48. Increased efficiency and expedited processing by transferring Open Fox notifications of watches and warrants to dispatch station #2.

49. Increased capacity by eliminating one step in the process when Dispatchers complete the NCIC Entry Worksheet.

50. Increased capacity by eliminating the NCIC report prepared by dispatch. The dispatcher takes the required information directly from the police report.

51. Increased capacity by eliminating the requirement for officers to advise dispatch of the vehicle they will be driving. This information is now obtained automatically and can be obtained from the Computer Aided Dispatch System without going to a different screen or database.

52. Increased capacity by eliminating the requirement for Dispatch to file "Protection from Abuse and Stalking Orders" from the Sheriff's Office. This information is already being scanned into the computerized records management system by the Sheriff's Office Records Clerks. Training will be provided to Dispatch on how to access this information directly from the computerized records management system.

53. Consolidated CAD commands, fax numbers, and phone numbers that are used most frequently onto a single, easily accessible list.

54. Improved the ability of officers in the field to have correct information regarding BOLOs (Be on the Lookout) by placing this information directly onto the Web Server used by the officers. This eliminated the need to contact the Police Department or the Sheriff's department when issuing BOLOs, and dispatch no longer has to rely on someone else to do part of this process.
55. Increased capacity by expediting the processing of the hot sheet that tracks information for items that need to be easily accessible; such as locates, stolen vehicles, and runaways. This was done by authorizing officers to add and make edit entries on the hot sheet directly without having to go through dispatch.
56. Increased capacity and expedited processing by creating four new icons (controlled burns, road closings, bridge closing, and high water), rather than being limited to a single generic descriptor for CAD Map Events.
57. Increased capacity by adding an Electric Utilities layer to the CAD Map that displays the name of the Utility Company based upon location.
58. Increased capacity by adding a Railroad layer to the CAD Map that displays the name of the railroad.
59. Increased capacity by creating an additional CAD Command that will process a Driver's License and attach them to calls for service by just typing on the command line. The use of these commands will save 10 to 20 seconds off of each occurrence.
60. Increased capacity by adding a CAD Map Layer that includes street names and locations five miles into neighboring counties. This allows dispatchers to more quickly identify locations during vehicle pursuits and other emergencies. This also is a more efficient way of finding locations of pinged cell phones that are near Saline County, but fall into a neighboring county's jurisdiction.
61. Increased capacity by condensing, sorting, and organizing cabinets that contained NCIC paperwork and warrants. During this process file labels were standardized and duplicate folders removed.
62. Increased capacity by creating training materials and providing classroom instruction for the new OpenFox KDOR form. Training materials are now hosted on the Dispatch Web Portal for easy access and all dispatchers have attended the classroom training. This has reduced the time spent searching for information that did not immediately show up on the Car Stop screen by 50%.
63. Improved quality by creating a flowchart which shows the chain of command hierarchy throughout the Police Department. The flow chart contains names, official titles, and rank of officers. This information will help dispatchers quickly find the correct officer to answer detailed questions.
64. Increased capacity by consolidating jackets for each business, and obtaining after hours contact numbers. This is an ongoing project that will expedite finding critical information when it is needed.

65. Improved the quality of services by adding a training video page to our existing internally hosted Dispatch Portal website. This web page gathers weekly training videos dispatchers receive from public safety training consultants, as well as many other dispatch related videos, news stories, etc. that are found on the internet. These videos can be used for training both new and seasoned dispatch employees.
66. Reduced costs by \$4,601 annually by eliminating mandatory training outside of the regular work schedule. This was done by moving the Emergency Medical Dispatcher Training from a classroom setting to an on-line setting. The on-line setting offers the same CDs and tests that are currently being used at no additional cost.
67. Improved the quality of service by updating and then standardizing accident policies for non-injury accidents, injury accidents, and Hit & Run accidents. These changes make compliance easier and can be used for monthly quality assurance checks for all dispatchers.
68. Increased capacity by 22 hours annually and reduced errors by changing the way non-emergency, after hour notifications for the traffic and street department are made. Previously employees from traffic and street department would call dispatch to determine if there were any new notifications. This meant that dispatch had to maintain a database in order to be able to provide this information. This proved to be cumbersome and error prone, and calls were not always made on a timely basis. Under the new system email notifications are sent by dispatch to streets and traffic. They no longer have to call in.
69. Reduced costs by at least \$697 by providing dispatchers step by step instructions on how to fix a frequent Java error that occurs in the OpenFox software program. This program is used to check warrants, run drivers licenses, license plates, and numerous other functions. This training has reduced the number of times a computer support technician must be called for assistance to fix this type of error.
70. Improved processing of performance evaluations by inviting all those who have input into an individual's performance evaluation to meet and complete the evaluation together. Previously each person prepared a separate evaluation and then they met and compared notes.
71. Eliminated the requirement to attach "Out of County" bond sheets to warrants and bonds that are outside of Saline County. Other counties do not use them.

72.Reduced costs by replacing PAI scoring sheets used by the EMDQ to keep a tally of points earned by the EMD while completing PDI's during an EMS call with a score sheet created by McPherson County. These sheets can be placed into glossy sheet protectors and then placed in a 3-ring binder. The EMDQ can now use a dry erase marker to track the points earned, and then erase the sheet when done.

73.Improved service quality and increased capacity by obtaining the extension that each Sergeant uses on their shift. Previously a call would be made to one of them and over their speaker phone they would be asked which extension they were at. They would then be called back directly. Now only one call needs to be made.

74.Reduced printing costs by printing the dispatch "Beat Sheet" as a 2-sided form.

75.Improved service quality by updating the County Beat/Street Wise test to reflect current policy and procedure. The test had not been updated since 2006, although a number of policies and procedures had changed.

76.Reduced costs by \$403.74 annually and improved morale by reducing the number of times dispatchers are required to come to work on their day off for training.

Always do the right thing

77.Improved efficiency and reduced radio traffic for the Law Ops dispatcher during daily and weekly pager tests by reassigning the responsibility for making pager tests to the Fire 1 or Rural Fire dispatcher. This will keep the Law Ops dispatcher available to listen to Law Ops radio traffic.

78.Improved efficiency by leveling the workload for dispatchers by having the channel two dispatcher take over one of the fire channels during active incidents on multiple fire channels.

79.Increased capacity and reduced costs by replacing the hard copy of a dispatcher's medical call that is used for Quality Assurance with an electronic version.

Transporting Work

80.Increased efficiency in the dispatch unit by discarding paperwork that was no longer required and condensing file cabinets from four to three.

81. Increased capacity by adding all KSU private streets to the existing computerized maps and Aegis CAD system. Previously these addresses had to be looked up manually.

Excess Inventory

Evidence (W-MEDIATE)

Waiting

82. Increased capacity and reduced wait time by creating a memo that explained to Evidence how to determine which vehicle an officer was driving on the day in question. This eliminated the need for Evidence to contact Dispatch in this regard.

Mistakes/Defects

Excess Movement or Motion of Workers

83. Increased capacity by 10 hours annually by asking BF&R metals to place a container at the Police Department for the disposal of non-repairable bikes. There is no charge for this service. Previously Streets employees were dispatched to haul non-repairable bikes from the Police Department to BF&R.

Do it right the first time

84. Increased capacity and reduced friction by replacing the boxed rolls of evidence tape with tape dispensers that have an open design, thereby permitting evidence to determine when additional rolls of tape were needed and make supplies always available to officers for packaging evidence.

Inefficient Processes

Always do the right thing

Transporting Work

Excess Inventory

85. Reduced the cost of poly tubing material used by Evidence to bag and seal evidence bags by switching from five sizes of pre-cut bags to a roll that could be cut to any size needed. Increased capacity by creating a Stamp entitled "Destruction Order Requested" with the date of submission entered. This Stamp is to be used by all evidence employees, rather than copying the destruction order and attaching it to the original evidence custody sheet.

Investigations (W-MEDIATE)

Waiting

Mistakes/Defects

Excess Movement or Motion of Workers

Do it right the first time

Inefficient Processes

86. Increased capacity by combining four monthly crime reports prepared by the Detective Division's Crime Analyst into a single pdf file and then emailing it, rather than printing and distributing hard copies.

Always do the right thing

Transporting Work

Excess Inventory

Patrol Officers (W-MEDIATE)

Waiting

Mistakes/Defects

Excess Movement or Motion of Workers

87. Minimized travel time, and reduced excess movement of Patrol Officers by relocating the copier/printer used by Patrol Officers into the same room where they work.

88. Eliminated excess movement of police officers and the need to wait for supplies or equipment by moving certain consumable items and minor pieces of equipment to a centralized location, which does not require authorization to access.

89. Reduced inclement weather clothing costs by replacing the lined leather coat issued to new recruits with the "Elbeco" liner and shell. These liners and shell provide a higher degree of protection from the elements, they look professional, and they can be machine washed.

Do it right the first time

90. Increased capacity of the Canine Supervisor and Canine Handlers by using a Web based application to create and maintain Canine records.

91. Increased capacity of Patrol Officers by switching from a digital audio recorder to the AXON Flex on-officer video camera. In addition to reducing hours the AXON Flex has also proven effective in resolving internal affairs complaints. The

ability to accurately portray what really happened in each incident protects the officer from false accusations and expedites the processing of criminal cases.

92. Improved and standardized the selection process for specialized assignments (e.g. K9 Officer, Detective, School Resource Officer, Traffic Officer, SWAT, Field Training Officer, and Municipal Court Officer). The Deputy Chief worked with representatives from different divisions to standardize the selection process. Their recommendations were reviewed by their fellow officers and then approved. The new selection process includes: (1) review of annual evaluations, (2) supervisory review, (3) oral assessment, (4) reprimands/suspensions, (5) the compilation of scores into a specialized assignment score sheet, and a final ranking of the candidates by their scores. This new process was implemented in January of 2015.
93. Avoided spending any money for eight Honor Guard rifles and ammunition by obtaining them free of charge from the U.S. Army. The Salina Police Department utilizes a ceremonial Honor Guard to represent the City and Police Department at ceremonial events and funerals. The Honor Guard is made up of eight members and was in need of rifles to compliment their uniforms and perform their functions.
94. Avoided spending any money to update equipment used by the SWAT team. Current SWAT ballistic vests were manufactured in 2005, were purchased without ballistic plates, and have a 5 year life span. Radio headsets rarely worked right. And helmets did not fit the team members. Through the Kansas Homeland Security Grant Program the Police Department applied for and was awarded funding to purchase 15 Kevlar helmets, 15 radio headsets, 9 level IIIA ballistic vests and 9 level III ballistic plates.

Inefficient Processes

95. Increased capacity of the Deputy Police Chief by streamlining the preparation of the Monthly Police Vehicle Mileage Report in an Excel file, rather than receiving it in a hard copy form.
96. Increased capacity by developing an electronic work schedule for the Patrol Division. The previous method stored all three shift's schedules/rosters in a large three ring binder. This binder would have to be passed to each Watch Commander; and any time an officer wished to see it they would have to come to where it was stored. The new electronic schedule can be viewed on any officer's computer or smart phone. And when a change is made to the patrol schedule it is now updated immediately, providing officers with the most current information.
97. Increased capacity by re-organizing the forms cabinet, and by reducing the number of hard copy forms kept on hand. Before starting this project 72 forms were kept in the forms cabinet, but after re-organization only 13 forms remained in the forms cabinet. Restocking can now be done from Records on the main floor instead of from the basement. Forms no longer stored in the

cabinet are available on the S Drive. In addition, blank paper, used for copy machines, was moved from the basement to locations near where it is used.

98. Reduced costs by switching from paper copies distributed to officers during the daily briefing to an electronic version displayed on a large screen for the daily briefing, with the same information available on their in-car computers. NOTE: The Police Department has also ceased using other paper documents that were previously included in the patrol information briefing folder. Everything is now shown visually on the screen mentioned above with the "patrol folder" information accessible to all department personnel on the S Drive.
99. Increased Patrol Officers capacity by using grant funds from the State of Kansas Impaired Driving Deterrence Program to purchase a trailer that will be pre-loaded with barricades, and be immediately available when an after-hours event occurs. Twenty Seven such events occurred last year. This will expedite response time and eliminate the need for Streets employees to respond.
100. Reduced costs and increased capacity by obtaining an evidence custody receipt from the S drive to be completed and saved to their desktop, and then attached directly to their completed Mobile Data police report. Only one original evidence custody receipt would need to be printed and turned into evidence, and this would eliminate printing a second copy, as well as scanning by records.
101. Increased capacity by adjusting the Municipal Court Officer hours on Monday so as to be able to cover the City Commission meeting during his regular hours. This allows one additional officer on the street during that time.

Always do the right thing

102. Improved public relations with children and the school district by visiting grade school aged students during lunch times. The students can freely visit with an officer and have an open question and answer session. This helps break down the barriers between the police and students who are sometimes afraid of officers. We are trying to have students view us as someone they can trust in times of need, rather than as disciplinarians.

Transporting Work

Excess Inventory

103. Reduced inventory costs by switching to a cheaper Taser cartridge for use during training exercises.
104. Reduced costs by transferring a military HUMVEE that was provided through the Federal Surplus Property Program to another law enforcement agency. Although this vehicle was registered and insured, it had never been used in the City, and is not needed.

Records(W-MEDIATE)

Waiting

Mistakes/Defects

Excess Movement or Motion of Workers

105. The last step in the Records data entry process required transportation of the paper field interview cards to the Criminal Investigations Bureau (CIB) to be filed by the Crime Analyst. This happens about once a week. The question was asked, why file and maintain a paper copy of the field interview cards if all the data has already been entered into the MSP records management system. It was determined after consulting with the Investigations Bureau Command and CIB Crime Analyst that there was no longer a need to keep a paper copy of the field interview cards. After data entry, these cards will be shredded by the records clerk.
105. Increased capacity by purchasing a file sorter for \$11.70 so that videos could be filed alphabetically.

Do it right the first time

106. Increased capacity by providing the Prosecution administrative staff access to the network drive where color photos are stored, so that they can print photos that are needed directly.
107. Increased capacity by no longer providing information to other City Departments that should not be shared outside of the law enforcement community. Per Kansas Administrative Regulations 10-12 access to background information which the Police Department gathers is restricted to law enforcement agencies only. The time saved will be redirected towards developing a review process of offense and arrest reports.
108. Reduced costs by changing the nightshift records clerk hours to 9am – 6pm. This change eliminated the shift differential that was being paid, while increasing coverage during the day.

Inefficient Processes

109. Traffic and warning citations are both printed and emailed to the City Manager. It was determined that the hard copy was no longer needed.
110. The Saline County District Court sends copies of journal entries from cases that are disposed of in the court system to the Police Department's Record section. At one time these journal entries were used to update disposition on arrests the Saline Police Department referred to. However, with new technology we no longer need to transfer this information into our records management system. The Police Department has access to the District Court's

Full Court software and Records can retrieve the disposition on an arrest at any time.

111. Increased capacity of Records Clerks by (1) standardizing the Offense Report Process for all clerks, (2) transferring reports to the Kansas Bureau of Investigation electronically, and (3) eliminating a redundant email notification to the County Attorney's Office upon updating each case.
112. Increased capacity in the Records Division by eliminating the duplicate printing and scanning of the State insurance verification (DC66 form), and eliminating the steps of opening the mobile client, sorting, and reviewing accident reports. This step is unnecessary as it can be done within the merge client feature.
113. Reduced costs by not replacing one Police Records Clerk when she retired. This was made possible by reviewing all processes for this position, streamlining them, and then determining the Takt Time required after the final changes were implemented. This included increased capacity as the result of adopting the digiticket system, as well as other improvements.
114. Increased capacity by eliminating printing and mailing of arrest reports to KBI.
115. Increased capacity by installing an automated call attendant service, which provides customers with three options for service: (1) Sheriff's office, (2) Municipal Court, and (3) Police department.
116. Increased capacity by eliminating the requirement for the Police Department to issue gas vouchers to individuals who are stranded in Salina. The Salina Food Bank has agreed to make other arrangements.
117. Increased capacity when Patrol Officers stopped issuing hand-written defect tickets. Defect tickets were not part of the conversion to electronic ticketing initiated in 2013 and have continued to be handwritten. However, effective April of 2015 Patrol Officers were instructed to issue a warning ticket for defects, in lieu of the hand-written defect ticket. This completes the conversion of hand-written ticketing to an electronic format, and provides officers quicker access to this information.
118. Increased capacity and reduced costs by changing how driver's license checks are made. Previously the Police Department did all the checks and paid the State a fee of \$10 each. By switching to the Kansas.Gov website to process driver's license checks 6 city employees are now authorized to process Driver's License checks for \$8.70 each. This has expedited processing and reduced costs. There is an annual fee of \$95 for this service.
119. Increased capacity by eliminating the requirement to maintain a monthly Death Report form, which was started during Chief Hill's tenure. After reviewing it with Chief Nelson, it was determined that it was no longer needed.

120. Increased capacity by having a software vendor develop a new electronic reporting form that officers can use to enter information regarding a field interview stop. This information can now be merged using the same process for offense and arrest reports, and once merged, is available to all police personnel at once.

121. Increased capacity by 12 hours annually and reduced costs by eliminating the requirement to print paper copies of the Kansas Registered Offenders list. This information may be found in LERMS.

Always do the right thing

Transporting Work

122. Increased capacity by eliminating the duplicate processing of a list of registered offenders sent to the DTF Crime Analyst as a courtesy from the Sheriff's Office. This information was already available in the database used by all law enforcement personnel.

Excess Inventory

123. Improved efficiency and avoided additional scanner purchases by reconfiguring the network copier in the Records Division to scan documents and automatically store them in a shared network folder.