

ORDINANCE No.

116239

COUNCIL BILL No.

109186

The City of

AN ORDINANCE relating to the Municipal Court and Police Departments; transferring certain warrant service functions, positions, and personnel to the Police Department; abrogating and creating certain positions; decreasing certain expenditure allowances and increasing certain other expenditure allowances in the 1992 budgets of such departments; and amending SMC 3.33.190 and 4.13.010 (E) and (G).

Honorable President:

Your Committee on

to which was referred the within Council report that we have considered the

COMPTROLLER FILE No.

Introduced: 6-15-92	By: Pageler
Referred: 6-15-92	To: Full Council
Referred:	To:
Referred:	To:
Reported: JUN 22 1992	Second Reading: JUN 24 1992
Third Reading: JUN 22 1992	Signed: JUN 22 1992
Presented to Mayor: JUN 22 1992	Approved: JUN 22 1992
Returned to City Clerk: JUN 22 1992	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

Full Council  
Municipal Court, Police

# The City of Seattle--Legislative Department

Date Reported  
and Adopted

## REPORT OF COMMITTEE

President:

Committee on

was referred the within Council Bill No.

that we have considered the same and respectfully recommend that the same:

*Self Council vote 7-2*

*municipal court, police dept, AMRC, personnel, budget,*

\_\_\_\_\_  
Committee Chair

ORDINANCE 116239

1 AN ORDINANCE relating to the Municipal Court and Police  
2 Departments; transferring certain warrant service  
3 functions, positions, and personnel to the Police  
4 Department; abrogating and creating certain positions;  
5 decreasing certain expenditure allowances and increasing  
6 certain other expenditure allowances in the 1992 budgets  
7 of such departments; and amending SMC 3.33.190 and  
8 4.13.010 (E) and (G).

9 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

10 Section 1. As requested by the Director of the Office of  
11 Management and Budget and recommended by the Mayor, to  
12 implement certain recommendations in the "Municipal Court City  
13 of Seattle Caseflow Management and Delay Reduction Study," the  
14 duties and work responsibilities currently performed by the  
15 Warrant Office of the Municipal Court are transferred to the  
16 Police Department. Nineteen positions (16.5 FTE's) currently  
17 assigned to the Warrant Office and bearing the job titles of  
18 Warrant Server, Warrant Server Supervisor, and Administrative  
19 Support Assistant (Pocket No.'s 011532, 011535, 011537, 011533,  
20 023172, 022688, 011547, 011544, 011534, 019210, 011538, 022687,  
21 011531, 011540, 022689, 011545, 020203, 020202, and 020348) are  
22 transferred from the Municipal Court to the Police Department.  
23 Incumbents in those positions are transferred to the Police  
24 Department. Personnel transferred shall retain accrued service  
25 credit, vacation time and other benefits in accordance with the  
26 provisions of applicable collective bargaining agreements  
27 between the City and the labor unions representing the  
28 transferring positions and applicable City personnel rules and  
laws.

All records, books, papers, supplies, furniture, computer  
terminals, parking stalls and equipment (including, but not  
limited to, office space, vehicles, and communications

1 equipment leased from the Department of Administrative  
2 Services) of the Municipal Court Warrant Office are hereby  
3 transferred to the Police Department.

4 Section 2. To provide sufficient funds for wages and  
5 related expenses for staffing and equipment transferred to the  
6 Police Department in Section 1 hereof, the expenditure  
7 allowances from the General Fund for the indicated Objects of  
8 Expenditure in Program Category M11 of the 1992 budget of the  
9 Municipal Court are reduced in the following amounts:

<u>Fund</u>	<u>Grand Object</u>	<u>Amount</u>
10 00100	PS	\$ 290,133
11 00100	OC	\$ <u>17,110</u>
		\$ 307,243

12 and those amounts are reappropriated as increased expenditure  
13 allowances from the General Fund in corresponding amounts for  
14 the same indicated Objects of Expenditure in Program Category  
15 P26 of the Police Department.

16 Section 3. The following position authorized in the 1992  
17 Budget of the Municipal Court Warrant Office is hereby  
18 abrogated:

<u>Position Title</u>	<u>Salary Range</u>	<u>Position Number</u>
19 Warrants Manager	36.5A	015619

21 Section 4. In order to provide personnel resources to  
22 manage the Warrant Office, the following position is hereby  
23 created in the Police Department at the salary range indicated:

<u>Position Title</u>	<u>Salary Range</u>	<u>Number</u>	<u>Type</u>
24 Police Lieutenant	\$25.41- \$27.56	One	Full

25 The Chief of Police is authorized to fill the same, subject to  
26 personnel laws and rules.  
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1 B. Warrant officers (~~(servers)~~) shall be vested only  
2 with the special authority to make arrests authorized by the  
3 warrants which they have been directed to serve by Municipal  
4 Court or other warrant service as may be authorized and  
5 directed by the Chief of Police.

6 C. All criminal and civil process issuing out of  
7 Municipal Court shall be directed to the Chief of Police, to  
8 the Sheriff of King County and/or the warrant officers  
9 (~~(servers)~~) of the Police Department (~~(Court)~~) and be by them  
10 executed according to law in any county of this state.

11 D. No process of Municipal Court shall be executed  
12 outside the corporate limits of the City (~~(served by the~~  
13 ~~Court))~~) unless the person authorized by said process shall  
14 first contact the applicable law enforcement agency in the  
15 jurisdiction of which the process is to be served.

16 E. Upon a defendant being arrested in another city or  
17 county, the cost of arresting or serving process thereon shall  
18 be borne by Municipal Court, including the cost of returning  
19 the defendant from any county of the state to the City.

20 F. Warrant officers (~~(servers)~~) shall not be entitled to  
21 death, disability or retirement benefits pursuant to RCW  
22 Chapter 41.26 on the basis of service as a warrant officer  
23 (~~(server)~~) as described in this section.

24 Section 7. Subsections E and G of Seattle Municipal Code  
25 Section 4.13.010 are further amended as follows:

26 E. Employing Unit	27 Titles of Exempt Positions
28 Housing and Human Services	Administrative Services Director - DHS
	Director, Division on Aging
	Family and Youth Services Director
	Director for Education
	Housing Division Director

Section 5. To provide sufficient funds for salaries and benefits for the position authorized in Section 4 hereof, and in addition, to provide funds for capital equipment and replacement, the expenditure allowances for the indicated Objects of Expenditure in the designated Program Categories of the 1992 Budget of the Police Department are reduced from the General Fund in the following amounts:

<u>Fund</u>	<u>Program Category Number</u>	<u>Grand Object</u>	<u>Amount</u>
00100	P15	PS	\$ 5,000
00100	P24	PS	\$ 10,000
00100	P41	PS	\$ 10,000
00100	P45	PS	\$ 10,000
00100	P52	PS	\$ 5,000
00100	P55	PS	\$ 10,000
00100	P58	PS	\$ 2,346
Total			\$ 52,346

and those funds are transferred to increase expenditure allowances in the indicated Objects of Expenditure in the designated Program Category of the 1992 budget of the Police Department in the following amounts:

<u>Fund</u>	<u>Program Category Number</u>	<u>Grand Object</u>	<u>Amount</u>
00100	P26	PS	\$ 5,346
00100	P26	CO	\$ 47,000
			\$ 52,346

Section 6. Seattle Municipal Code 3.33.190 of Ordinance 113786 is amended as follows:

A. The position of warrant officer (~~server~~) is hereby established in the Police Department (~~Municipal Court~~). The position of warrant officer, as authorized by RCW 35.20.270, is hereby established under that title or other similar title as may be established by ordinance or collective bargaining agreement. The number and qualifications of warrant officers (~~servers~~) shall be fixed by ordinance, and their compensation shall be paid as provided by ordinance or collective bargaining agreement.

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Human Rights

Compliance Manager - Human Rights

Enforcement Manager - Human Rights

Human Rights Director, Deputy

Law

All positions in the Law Department, except clerical positions classified in the Office Assistant and Accounting Support Assistant classes

Legislative

All positions in the Legislative Department, except clerical positions classified in the Office Assistant and Accounting Support Assistant classes

Licenses and Consumer Affairs

Licenses Director, Assistant

Municipal Court

All municipal judges, magistrates, and commissioners

Bailiff

Bailiff, Chief

Information and Revenue Director - Municipal Court

Municipal Court Administrator

Probation Counselor

Probation Service Director

~~((Warrant Server))~~

~~((Warrant Server, Senior))~~

~~((Warrant Server, Supervisor))~~

Chief Clerk - Municipal Court

Planning and Budget Director - Municipal Court

Municipal Court Marshal

Municipal Court Marshal, Supervisor

Neighborhood Services

Community Service Centers Division Director

Complaint Resolution Division Director

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G. Police

Neighborhood Programs Division  
Director

Urban Conservation Supervisor

Police Department Clinical  
Psychologist

Administrative Assistant to  
Chief of Police

Fiscal and Property Management  
Director - Police

Police Personnel Director

Warrant Officer

Warrant Officer, Senior

Warrant Officer, Supervisor

All positions included in the  
Public Safety Civil Service

Public Health

All physicians, surgeons,  
dentists, and interns

Chief Administrative Officer

County Division Director -  
Public Health

Dental Services Chief

Environmental Health Services  
Chief

Nursing Services Chief

Chief of Physician Services

Communicable Disease Control  
Officer

Physician - National Health

Public Health Veterinarian

Regional Division Director -  
Public Health

Seattle Division Director -  
Public Health

Tuberculosis Control Officer

Venereal Disease Control  
Officer

Public Safety Civil  
Service Commission

Secretary and Chief Examiner

Retirement

Executive Director -  
Retirement System

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Seattle Center

Seattle Center Director,  
Deputy

Finance and Administration  
Director - Seattle Center

Marketing and Event Servicing  
Director

Operations Director - Seattle  
Center

Seattle Ethics and  
Elections Commission

Executive Director - Ethics  
and Elections Commission

Administrative Assistant -  
Ethics and Elections  
Commission

Treasurer

City Treasurer, Assistant

Special Assistant - Treasurer

Water

Water Operations Director

Superintendent of Management  
and Planning, Assistant

Customer Service Director -  
Water

Water Quality Director

Section 8. This ordinance shall take effect and be in  
force on August 1, 1992, if approved by the Mayor.

Passed by the City Council the 22nd day of June,  
1992, and signed by me in open session in authentication of its  
passage this 22nd day of June, 1992.

David Benson  
President \_\_\_\_\_ of the Council.

Approved by me this 29th day of June, 1992.

Norman B. Fie  
Mayor.

Filed by me this 29th day of June, 1992.

Attest: Rupinder Singh  
City Comptroller and City Clerk.

(SEAL)

Published \_\_\_\_\_

By Margaret Carter

Deputy Clerk. CS 19.2

ORDINANCE \_\_\_\_\_

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27 The Chief of Police is authorized to fill the same, subject to  
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 2 benefits for the position authorized in Section 4 hereof, and  
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 28 and their compensation shall be paid as provided by ordinance.

B. Warrant servers shall be vested only with the special  
 authority to make arrests authorized by the warrants which they  
 have been directed to serve by Municipal Court.

1 C. All criminal and civil process issuing out of  
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3 the Sheriff of King County and/or the warrant servers of the  
4 Police Department (~~Court~~) and be by them executed according  
5 to law in any county of this state.

6 D. No process of Municipal Court shall be executed  
7 outside the corporate limits of the City (~~served by the~~  
8 ~~Court~~) unless the person authorized by said process shall  
9 first contact the applicable law enforcement agency in the  
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11 E. Upon a defendant being arrested in another city or  
12 county, the cost of arresting or serving process thereon shall  
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14 the defendant from any county of the state to the City.

15 F. Warrant servers shall not be entitled to death,  
16 disability or retirement benefits pursuant to RCW Chapter 41.26  
17 on the basis of service as a warrant server as described in  
18 this section.

19 Section 7. Subsections E and G of Seattle Municipal Code  
20 Section 4.13.010 are further amended as follows:

21 E. Employing Unit	22 Titles of Exempt Positions
23 Housing and Human 24 Services	25 Administrative Services 26 Director - DHS 27 Director, Division on Aging 28 Family and Youth Services Director Director for Education Housing Division Director
Human Rights	Compliance Manager - Human Rights Enforcement Manager - Human Rights Human Rights Director, Deputy

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Bailiff

Bailiff, Chief

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Municipal Court Administrator

Probation Counselor

Probation Service Director

~~((Warrant Server))~~

~~((Warrant Server, Senior))~~

~~((Warrant Server, Supervisor))~~

Chief Clerk - Municipal Court

Planning and Budget Director - Municipal Court

Municipal Court Marshal

Municipal Court Marshal, Supervisor

Neighborhood Services

Community Service Centers Division Director

Complaint Resolution Division Director

Neighborhood Programs Division Director

Urban Conservation Supervisor

G. Police

Police Department Clinical Psychologist

Administrative Assistant to Chief of Police

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Public Health

Public Safety Civil  
Service Commission

Retirement

Seattle Center

Fiscal and Property Management  
Director - Police  
Police Personnel Director  
Warrant Server  
Warrant Server, Senior  
Warrant Server, Supervisor  
All positions included in the  
Public Safety Civil Service  
All physicians, surgeons,  
dentists, and interns  
Chief Administrative Officer  
County Division Director -  
Public Health  
Dental Services Chief  
Environmental Health Services  
Chief  
Nursing Services Chief  
Chief of Physician Services  
Communicable Disease Control  
Officer  
Physician - National Health  
Public Health Veterinarian  
Regional Division Director -  
Public Health  
Seattle Division Director -  
Public Health  
Tuberculosis Control Officer  
Venereal Disease Control  
Officer  
Secretary and Chief Examiner  
Executive Director -  
Retirement System  
Seattle Center Director,  
Deputy  
Finance and Administration  
Director - Seattle Center  
Marketing and Event Servicing  
Director  
Operations Director - Seattle  
Center

Seattle Ethics and  
Elections Commission

Executive Director - Ethics  
and Elections Commission

Administrative Assistant -  
Ethics and Elections  
Commission

Treasurer

City Treasurer, Assistant

Special Assistant - Treasurer

Water

Water Operations Director

Superintendent of Management  
and Planning, Assistant

Customer Service Director -  
Water

Water Quality Director

Section 8. This ordinance shall take effect and be in  
force on August 1, 1992, if approved by the Mayor.

Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_, and signed by me in open session in authentication of its  
passage this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
President \_\_\_\_\_ of the Council.

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
Mayor.

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Attest: \_\_\_\_\_

City Comptroller and City Clerk.

(SEAL)

Published \_\_\_\_\_

By \_\_\_\_\_

Deputy Clerk.

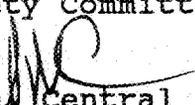


# Seattle City Council

## Memorandum

Date: June 11, 1992

To: Public Safety Committee Members

From: Susan Crane,  Central Staff

Subject: Warrant Office Transfer

Two pieces of legislation dealing with the transfer of the Warrant Office from the Municipal Court to the Police Department are before the Public Safety Committee today. The first is an ordinance that transfers Warrant Office positions and funding from the Court to the Police Department as of August 1, 1992. The other is a resolution directing the Executive to review the location and space requirements of the Warrant Office. It also directs the Court and the Police Department to execute a signed Memorandum of Agreement regarding transfer of functions between the two departments, by August 1, 1992, the date when the actual transfer will take place.

In the ordinance now before the Committee, SPD proposes to use 1992 salary savings to provide 12 computer work stations for warrant officers and a computer link to SPD's criminal history information system. The proposed ordinance also abrogates the civilian position of Warrants Manager and creates a new lieutenant position in the Police Department to manage the office. SPD would also use 1992 salary savings to pay for the difference between the amount budgeted for the Warrants Manager and the lieutenant position.

### Staff Recommendations

#### • Management of the Warrant Office

Some Councilmembers have questioned whether it is necessary to create a new sworn management position in order to manage this unit, particularly when the Council has evinced an interest in civilianizing appropriate sworn positions. Staff has reviewed the Department's proposal to replace the civilian manager with a sworn position, and concurrs that the Police Department will be able to engineer a smoother transition with a sworn manager than with a civilian. As soon as the Department takes charge of the Warrant Office it can place a lieutenant at the helm. On the other hand, it might take several months to hire a strong civilian manager. Since the Council and the Executive are moving the unit from the Court to the Police Department in order to provide stronger leadership, staff believes that it is critical that the Department have the tools necessary to manage the unit as soon as possible. Staff is not convinced, however, that a sworn manager will always be necessary in the Warrant Office and recommends that this position be reviewed over the next couple of years as a possible

candidate for civilianization.

**Location and Space Requirements for the Warrant Office and Memorandum of Agreement**

The Court and the Police Department have been working on a Memorandum of Agreement that spells out those Warrant Office functions that will remain with the Court versus those that will be performed by the Police Department. Although the two departments have reached substantial agreement, a number of issues are still under discussion and should be resolved before the unit is transferred to the Police Department. The Court has also expressed a desire to reclaim the office space currently occupied by the Warrant Office sometime in the future. Therefore, staff recommends passage of Resolution 28547 which asks:

- the Executive to review Warrant Office space requirements;
- the Court and the Police Department to execute a Memorandum of Agreement regarding Warrant Office functions by August 1, 1992, which is the date that the Warrant Office will be transferred to the Police Department.

# City of Seattle

Executive Department—Office of Management and Budget

Diana Gale, Director  
Norman B. Rice, Mayor



May 20, 1992

Honorable George Benson, President  
City Council  
City of Seattle

Dear Mr. Benson:

We request the City Council's approval of the enclosed ordinance. This ordinance transfers the Warrant Office from the Seattle Municipal Court (SMC) to the Police Department (SPD) effective August 1, 1992. The ordinance also abrogates and creates positions, decreases and increases expenditure allowances in the 1992 budget of the Police Department, and amends the Seattle Municipal Code.

## Background

During City Council review of the Executive's 1991 proposed budget, the City Council voted to transfer the Warrant Office from the SMC to SPD. The required change in State law that allows this transfer was recently passed by the State Legislature. House Bill 1732 was signed by the Governor in March and will take effect in June. The enclosed ordinance will become effective August 1.

## Funding Request

The enclosed ordinance transfers budget authority from SMC to SPD to fund Warrant Office operations from August 1 through December 31, 1992. Budget authority was split proportionately with the time the office will be managed by the Court and the Police Department. Authority and funding for .5 FTE Administrative Support Assistant will remain with the Court to file Court documents.

A number of issues must be dealt with if SPD is to better manage this unit. The following section provides a briefing summary of the position/items which the department believes must be funded at this time. More complete information about each funding request is provided in Attachment 1.

**SPD feels so strongly that the resources outlined below are critical to its successful management of the Warrant Office that it proposes to use 1992 salary savings to fund them through an internal transfer and is not asking for additional support from the General Fund.**

## Recommendation 1: Fund Police Lieutenant to manage the Warrant Office.

Implementation of this recommendation requires that the existing civilian manager position in the Warrant Office be abrogated and a new Police Lieutenant position created. The difference in salary and benefits is \$5,346 for the remainder of 1992.

Honorable George Benson  
May 20, 1992  
Page 2

**Recommendation 1: Fund Police Lieutenant to manage the Warrant Office.**

Implementation of this recommendation requires that the existing civilian manager position in the Warrant Office be abrogated and a new Police Lieutenant position created. The difference in salary and benefits is \$5,346 for the remainder of 1992.

**Recommendation 2: Fund replacement and relocation of the air conditioner currently located in the middle of the Warrant Office.** General air quality and noise from the existing air conditioner have presented serious health concerns since 1989. DAS has indicated that the existing unit needs to be replaced and has estimated the cost at \$10,000.

**Recommendation 3: Purchase of work stations for the Warrant Office.** The existing office equipment is substandard given the employees' needs, the MCIS computer equipment required to be located on work desks, and the customer service aspects of the Warrant Office. These stations will allow the computer monitors and keyboards to be positioned at the height required by the Department of Labor and Industries, provide employees with sufficient work space in which to perform their jobs, provide desktop shelving, reduce the noise level and increase the professionalism of the office. Cost of the work stations is \$36,000.

**Recommendation 4: Install an SPD criminal history terminal.** At a cost of \$1,000, this will increase employee efficiency and aid Warrant Servers in skip tracing and locating individuals with outstanding warrants.

The Police Department will take on the challenge of managing the Warrant Office as is, with no additional personnel resources other than the Police Lieutenant. Within the next year, the department will have completed its operational assessment, at which time it may include requests for additional personnel beyond those already identified, in the 1994 budget.

**Municipal Code Revisions**

The enclosed ordinance also amends Seattle Municipal Code Sections 3.33.190 and 4.13.010 to correct the placement of the position of Warrant Server in SPD (instead of SMC) and likewise place the exempt positions of Warrant Server, Senior Warrant Server, and Warrant Server, Supervisor in SPD rather than SMC as heretofore before the transfer.

**Location and Space**

This ordinance assumes no change in where the Warrant Office should be located and how much space it should be allocated. These issues have been discussed over the last year, but no alterations to the present configuration of office space were proposed. In an attempt to address both Court and Police issues around the location of the Warrant Office, a resolution is simultaneously being introduced to request an assessment of the space needs for the office and to develop a plan for its location.

Honorable George Benson  
May 20, 1992  
Page 3

The Executive is confident that if these requests are granted, the City will gain not only a unit that is well managed, but will increase productivity. We are committed to making the transfer of the Warrant Office from SMC to SPD a success. Thank you for your efforts concerning this issue. If you have any questions concerning this request, please contact Doug Carey at 684-8067.

Sincerely,



DIANA GALE  
Budget Director

DG/dc/lw

Enclosure

cc: Patrick Fitzsimons, Police Chief  
Assistant Chief Pat Lamphere, Field Support Bureau  
Major John Pirak, Inspectional Services Division  
Connie Curtin, Police Budget Section  
Honorable Barbara Madsen, Presiding Judge, Seattle Municipal Court  
Doug Carey, OMB

## Attachment 1

### **Recommendation 1. Provide funding for a Police Lieutenant to manage the Warrant Office.**

The Police Department has reviewed the Warrant Office function and organizational structure. The Department feels that the assignment of a strong manager to deal with the operational problems, and the personnel, policy, labor, and legal issues which are involved is critical. We believe the appropriate Police Department manager would be a Lieutenant for the following reasons:

- Assigning a Lieutenant to command the Section would be a critical element in building close working relationships with other police managers, the Municipal Court, the King County Department of Adult Detention, and the Law Department. We could begin making immediate progress in improving the operational efficiency and effectiveness of the unit, and in addressing the employee morale, productivity and labor issues.
- Employees of the Warrant Office would respond favorably to working for a Lieutenant, because they will see the Lieutenant as someone who has the rank and clout to solve the existing problems and support them in their dealings with other city and county law enforcement agencies.
- The Department does not feel a civilian manager would be as effective as a Police Lieutenant in managing the Warrant Office. The current operation of using civilian managers has not been successful. The hiring process for a new civilian manager could be very lengthy -- it could take months to go through the personnel process to select the right person with the needed experience and personnel assets (if indeed such an individual exists). In addition, a new civilian manager could require several months to learn the criminal justice and city systems, establish credibility, and study the existing problems.
- The difference in cost for the July - December, 1992 time period is less than \$5,500.

### **Recommendation 2. Provide funds to replace and relocate the air conditioner currently located in the middle of the Warrant Office.**

In 1989, employees of the Warrant Office complained of lightheadedness, burning eyes, sinus irritation, and nausea. City Personnel conducted a safety inspection in November, 1989, that did not reveal any unusual concentrations of contaminants. However, according to the supervisors, employees continue to exhibit a high rate of absenteeism which they partially attribute to the air quality. DAS has inspected the air conditioner and has informed us that the existing equipment should be replaced. They estimate the cost of replacement and relocation at \$10,000. Relocation of the equipment to another area of the office would provide additional work space.

**Recommendation 3. Provide \$36,000 for the purchase of work stations for the Warrant Office.**

The existing office furniture is inadequate given the employees' needs, the MCIS computer equipment required to be located on work desks, and the customer service aspects of the Warrant Office. The existing desks are neither the correct height nor configuration for the MCIS computer terminals. The installation of work stations would allow the computer monitors and keyboards to be positioned at the height required by the Department of Labor and Industries, provide employees with sufficient work space in which to perform their jobs, provide desktop shelving, reduce the noise level and increase the professionalism and customer service aspect of the office. This would be a prudent investment for the City given that, in general, improperly located computer equipment frequently results in work-related injuries and an increase in the use of sick leave.

**Recommendation 4. Provide \$1,000 for the acquisition of a SPD criminal history terminal.**

The addition of a SPD criminal history to the Warrant Office will increase employee efficiency and aid Warrant Servers in skip tracing and locating individuals with outstanding warrants.

file:warrant2

STATE OF WASHINGTON - KING COUNTY

18957  
City of Seattle

—ss.

No. IN FULL

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

ORD:116239

was published on  
07/09/92

The amount of the fee charged for the foregoing publication is the sum of \$

C. Trent

, which amount has been paid in full.

07/10/92

Subscribed and sworn to before me on

Jennifer A. Dickerson

Notary Public for the State of Washington,  
residing in Seattle

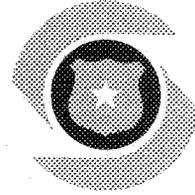
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JAN 26 1993

ORD # 116239

# Seattle Police Department

Patrick S. Fitzsimons, Chief of Police  
Norman B. Rice, Mayor



January 25, 1993

*Judith Pippin*

Elizabeth Reveaf  
Finance Director  
City of Seattle  
Seattle, WA 98104

Re: Memorandum of Agreement - Warrant Section

Dear Ms. Reveaf:

Please file the attached Memorandum of Agreement concerning transfer of the Warrant Office from Seattle Municipal Court to the Seattle Police Department with Ordinance 116239.

If you have any questions concerning this request, please contact me at 684-5764.

Yours very truly,

*Connie Curtin*

CONNIE CURTIN  
Inspectional Services Division

Enclosure

cc: Lt. J. Pryor, Warrant Section  
Connie Curtin, ISD

FILED  
CITY OF SEATTLE  
93 FEB 19 PM 2:49  
CITY CLERK

## MEMORANDUM OF AGREEMENT

Transfer of the Seattle Municipal Court Warrant Office to the Seattle Police Department

### I. GENERAL

The Seattle Municipal Court (SMC) and the Seattle Police Department (SPD) agrees to the transfer of the Warrant Office from the Court to the Police Department. This document identifies some of the functions to be performed by each department. It further provides for the establishment of a process whereby the affected departments can resolve disputes over the responsibility for such functions identified subsequent to this agreement.

The affected departments agree to the transfer from SMC to SPD of two (2) Warrant Office Supervisor position, nine (9) full-time Warrant Servers, four (4) part-time (2 full-time equivalent) Warrant Server positions, three (3) full-time Administrative Support Assistant positions and one (1) part-time (.5 full-time equivalent) Administrative Support Assistant position.

The SPD Warrant Section will retain all the existing equipment in use in the office at the time of the transfer. SPD will assume the cost of any equipment maintenance, leases, repairs or other payments.

### II. POLICE DEPARTMENT RESPONSIBILITIES

The Police Department will continue to perform the following functions:

- A. Staff the Warrant Section on a 24-hour basis.
- B. Answer all warrant-related telephone calls.
- C. Verify warrants for law enforcement officials, attorneys, defendants, and other appropriate parties.
- D. Send warrant teletypes and facsimiles to law enforcement and correctional facilities.
- E. Skip trace defendants to determine current address or location.

Page two  
MOA

- F. Mail warrant notices and process returned mail.
- G. Remove warrants that have been served from the Municipal Court Informational System (MCIS) in accordance with established procedures.
- H. Emphasize DWI and Domestic Violence warrants.

### **III. MUNICIPAL COURT RESPONSIBILITIES**

The Seattle Municipal Court agrees to perform the following functions:

- A. Perform the initial and subsequent MCIS data entries necessary to issue warrants and assist in the identification and correction of data entry errors and omissions.
- B. Perform the initial filing of bench warrant case files and any subsequent filing.
- C. Provide the Warrant Section notification concurrent with the issuance of a warrant or no-contact order; or of any change in the status of a warrant or no-contact order.
- D. Receive and account for any payments on warrant cases.
- E. File any documents or correspondence for cases in warrant status except return mail which originated in the warrant office.
- F. Assume custody of individuals committed on cases not involving warrant service.

#### IV. MISCELLANEOUS

Functions and personnel were transferred on August 1, 1992. It is understood by both departments that this is a working document and the transfer of these functions is a fundamental change in the business operations of the Seattle Municipal Court and the Seattle Police Department. It also is understood that the agreement may be modified by agreement of the parties based upon experience or future events. However, any major fiscal impact must be reviewed by the Office of Management and Budget. Therefore, the parties agree that they or their designees will meet as often as needed to review existing and future issues not yet resolved by this agreement. Should the implementation of this agreement result in unanticipated workload implications or consequences for either of the affected departments, the parties will meet to discuss necessary adjustments or changes to the agreement.



Nicole MacInnes  
PRESIDING JUDGE, SEATTLE MUNICIPAL COURT



Patrick S. Fitzsimons  
CHIEF, SEATTLE POLICE DEPARTMENT