



**DAVID S. BROWN**  
**SHERIFF**

## OFFICE OF THE SKAMANIA COUNTY **SHERIFF**

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*Pat Bond*  
*Undersheriff*

*David Waymire*  
*Chief Corrections Deputy*

*Jason Fritz*  
*Chief Civil Deputy*

November 6, 2020

Leana Kinley, City Administrator  
City of Stevenson  
POB 371  
Stevenson, WA 98648

Leana,

Pursuant to our phone conversation, the list below contains services provided under the current law enforcement contract currently in place with the City of Stevenson. As stated, the city receives the same services as those customarily provided to the unincorporated county.

Absent a contract for supplemental services, the Sheriff's Office would respond to 911 calls of an emergent nature (in progress) that involved crimes against persons/property and continue to investigate felony level criminal activity.

### **ENFORCEMENT DIVISION:**

#### ***Patrol:***

- Response to non-emergency calls for service and investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Response to 911 emergency calls for service and investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Response to on-view incidents witnessed by Patrol Deputy, investigation (interviews, scene documentation, evidence collection, follow-up), arrest, report generation (if necessary/required), and subsequent court appearance, preparation, defense/prosecutor interviews (if necessary), evidence collection, packaging, and safe storage (if collected).
- Major disaster response, notifications, evacuations, and security
- 24/7/365 response to calls for service (see above)
- Traffic enforcement
- Traffic collision investigation

- Search & Rescue
- Marine/Boat Services
- Civil paper service
- Animal Control
- Parking enforcement
- School Programs (sporting events, school visits, safety checks and protocols)
- Community programs (neighborhood watch, parade details, traffic control for special events)
- Vacation house checks
- Business checks (PM Hours)
- Major crime scene security/search warrant preparation
- Drug investigation, search warrant preparation
- Utilization of special equipment (drones, quads, side by side, command bus)
- Random/unpredictable neighborhood patrol services – visibility patrol

### ***Investigations:***

- Response to major crimes with specially trained Deputy Sheriff's to: Investigate, document, evidence collection/packaging/transport/stored/lab requests/preparation/forensic collection, interview, follow-up (to include out of county/state if required), search warrants, defense/prosecutor interviews, and future trial preparation.
- Response to child abuse/sexual abuse allegations by specially trained Deputy Sheriff's to conduct forensic interviews with children and vulnerable adults, document, evidence collection/packaging/transport/storage/lab preparation/forensic collection, follow-up (out of county/state if required), search warrants, defense/prosecutor interviews, and future trial preparation.
- Response to, and investigation of, major drug crimes, to include informant details, surveillance, report generation, search warrants, raid preparation, coordination with outside Law Enforcement agencies, evidence collection, transport, packaging, lab preparation, lab reports, defense/prosecutor interviews, trial preparation, seizure reports, seizure hearings, and additional required follow-up.
- School programs
- Community outreach

### **ADMINISTRATION**

- Monthly city activity reports
- Community Events
- Community outreach
- School events
- Attend City Council meetings when requested
- School visits and provide support to school staff regarding school safety and response
- Administrative support for patrol/investigations
- 3 of 4 administrative position currently filled with fully commissioned Deputy Sheriffs with the ability to respond to the above duties listed
- Fingerprinting for employment
- Concealed Pistol license, fingerprinting, background checks
- Evidence release and background checks
- Found property /storage/release
- Information portal for public (to include Stevenson residents)
- Prepare civil paper service for municipal court, eviction notices, and any other paper service

### **911/COMMUNICATIONS**

- Answer non-emergency phone calls and text's for service
- Answer 911 emergency calls for service
- Generate, update, and keep current CAD records
- Enter and locate current Warrants for arrest in NCIC
- Dispatch for Fire, LE, and EMS services countywide
- Coordinate resources during emergency calls for service to include SAR, Natural Disaster, In-progress criminal calls, and provide medical procedure recommendations during critical health events (until EMS/FIRE arrive)
- Data entry
- Coordinating with outside agencies on daily basis for warrant confirmation or resource ordering
- On duty 24/7/365 to answer calls for service
- Aid jail staff when needed/required
- Monitor and open facility doors for inmate movement
- Monitor countywide camera system, to include jail facility
- Provide/relay critical information for emergency response by radio, phone, MDC IM

### **CORRECTIONS:**

- On duty 24/7/365
- Assist Dispatch when required/needed
- Monitor all inmate movements, behavior, medical needs, food, general well-being
- Book all incoming arrests from SCSO, WSP, WFDW, State Parks, DOC and contracted agencies
- Transport inmates to appointments and/or to other facilities statewide
- Court Security
- Work crew supervision
- Work release monitoring

Our best effort was made to capture all services provided. It is possible a few have been inadvertently omitted. If you have any questions regarding the above information, please contact me or undersheriff Bond.

Sincerely,



Dave Brown  
Sheriff