



From the President...

As fall quickly approaches, my 2nd term as President is coming to a close. It's been a valuable experience, and one that I will reflect upon fondly. Fall also means that our Fall Conference, October 19-21 in Bellingham, will soon be here. Our theme will be "Oktoberfest" – which is a celebration that extends over a two-week period in Munich, Germany and is the largest celebration of its kind in the world! Although our conference lasts just a few days, throughout that time you'll receive some excellent training, great food, and wonderful hospitality. The Bellingham Conference Committee is putting together a great conference with lots of surprises in store.

While at the conference we will install the new Executive Board Officers that will be elected for

2006. We've got some great candidates running and exciting things are happening for the board to work on in the coming year.

Speaking of exciting things, have you seen our revamped web page? Please understand that we are updating the site and not all of the information is current yet. We're working hard to have the site up and fully functional by the end of year, or sooner if possible. The new site looks great and is very easy to navigate and, when fully functional, will be an asset to the LEIRA membership! Be patient with us as we continue to transition to the new site.

I'd like to take this opportunity to acknowledge the devastation that Hurricane Katrina caused, understanding that its' effects



INSIDE THIS ISSUE:

Membership Committee	2	Nominating Committee	7-8
Fall Conference Information	9	2005 Election Ballot	6
Conference Committee	3	Regional Training	5
WASPC Happenings	4	Meet Karla Hiler	10
Publications Committee	5	Scholarship Information	10
Job Alert – Port Townsend PD	11	Training Committee	11
Memorabilia Committee	2		

are far-reaching. If you have a loved one that has been displaced or lost their life as a result of the hurricane, please know that our thoughts and prayers are with you. Thankfully, those I know in the affected area were able to get to safety – yet so many did not and so much has been lost.

As we've seen from numerous media reports, law enforcement across the area has been severely affected. Let's remember our brothers and sisters with a moment of silence and if your respective communities are doing anything to assist in the relief effort, I encourage you to

make a donation of some kind to the memory of our fallen comrades.

Respectfully Submitted,

Sabine Riggins, President



Membership Committee Report

Kelly Lapczynski

Washington Association of Sheriffs & Police Chiefs

I will be handing out the remainder of the L.E.I.R.A. Membership Directories next month at the fall conference in Bellingham. If you did not receive a new directory at the spring conference, please come and pick your agencies copies at the registration desk.

L.E.I.R.A. membership renewals will be going out in the mail in December. Please check and

make sure that all of your staff who would like to be a member of L.E.I.R.A. is listed on the renewal form so that they will receive the conference information and the newsletters.

Kellie Lapczynski
WASPC
360-486-2400
kellie@waspc.org

Memorabilia Committee Report

Linda Hardy

Snohomish Police Department

Kim Dowd

Sno-Pac Communications

Your Memorabilia Co-Chairs, Linda Hardy and Kim Dowd, look forward to seeing you at the Fall Conference in Bellingham. Among the nifty memorabilia items this fall will be sweatpants (for those of you who have been asking and asking for them!) as well as a fun little surprise to fit right in with the "Oktoberfest" theme.

Be sure to visit the Memorabilia table during the conference and remember, we can accept cash or checks only.

Thank you! We look forward to seeing you in Bellingham!



Conference Committee Report

Julie Stuvland

Monroe Police Department

The Fall 2005 Bellingham conference registration process has begun! All is proceeding well. There was a slight mix up with the hotel room registrations at the beginning, but Karen got right on that and all is fine now. The sub-committees are functioning well and all the final arrangements are falling into place.

The Spokane host committee (Spring 2006) has been meeting and have a signed agreement with the hotel. Their planning is on schedule.

The Seattle host committee (Fall 2006) – is very enthusiastic and are asking a lot of questions about trying some new and creative conference formats. It has been a long time since Seattle has hosted a conference, and this committee seems to really want to make it an exciting experience for the membership. I did caution them about overspending, etc., and they are keeping me up to date on their plans.

Kennewick PD has volunteered to host the Spring 2007 conference! The only condition Kennewick PD command staff has made is that the conference be held in the City of Kennewick. Apparently there is a new facility in Kennewick that could accommodate a conference. Hopefully Erin Kelly or Mike Busby could assist in doing a quick site survey to confirm the facility will work for the conference? I certainly hope that we can make this conference work! We need more Eastern Washington conference locations.

Fall 2007 is still scheduled for somewhere in Skagit County. The area is growing and changing (for the better!) – so I am confident that a conference location will be found.

Bellingham will be the last conference that I will be serving as the conference committee chair. I have had a wonderful time serving in this position. It is a lot of work and stress, but the wonderful people that I have dealt with have made it all worthwhile! Jennifer Short has volunteered to step in to serve as Conference Committee chair. I know with her leadership and organization skills, we are all in for more great conference experiences.

Julie Stuvland, Monroe Police Department

Conference Committee Chairperson

360-863-4562

e-mail:

JStuvland@ci.monroe.wa.us

Upcoming LEIRA Conferences



■ Fall 2005 ■
Bellingham



■ Spring 2006 ■
Pullman/Spokane



■ Fall 2006 ■
Seattle



■ Spring 2007 ■
Kennewick



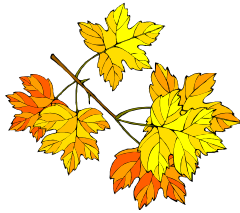
■ Fall 2007 ■
Skagit County



WASPC Happenings

Linda Schaffel

Washington Association of Sheriffs and Police Chiefs



UPCOMING WASPC EVENTS

**FOR MORE INFORMATION ON UPCOMING EVENTS AT
WASPC, CALL (360) 486-2380 OR VISIT
www.waspc.org**

Crime in Washington Annual Report

The annual report was released to the public
on July 25th

WASPC Executive Board Retreat

September 15th-16th in Leavenworth

Association of State Uniform Crime Reporting Programs (ASUCRP)

September 18th-21st in Littlerock, Arkansas

Traffic Safety Grants

The 2005-2006 Grant Cycle to begin in October of
2005. Visit the WASPC website for more information
at www.waspc.org

Jail Industries Board Grant Writing Workshop

Workshop geared toward corrections personnel;
coming this fall at the CJTC in Burien

WASPC Fall Conference

November 14th-17th at the Red Lion Hotel
in Olympia

departmental boundaries to provide the most efficient and effective service to the WASPC members. Additionally, some functions and programs were redistributed within WASPC workgroups in an attempt to group those functions with similar natures. There will be changes made to some of the titles of the different units within WASPC but those changes are still in the development process. There will be more information available as this becomes established.

In the Uniform Crime Reporting area, WASPC is negotiating with a vendor for a National Incident-Based Reporting System state repository. The product is an off-the-shelf application that, pending successful negotiations, should be implemented in the fall of 2005. Testing and acceptance of the application will follow, with certification by the FBI necessary before beginning NIBRS data collection. Ideally, WASPC will become FBI-certified sometime between July and December 2006.

The NIBRS application will be web-based and allow agencies to send their NIBRS data via a batch upload or by entering the incidents manually. Both methods will have an error-checking component that returns error reports directly to the submitting agency.

Additionally, WASPC is building a program to convert WIBRS data to NIBRS data, so that those agencies that have a WIBRS-compliant RMS system will be able to submit NIBRS data.

The UCR Department has made a request for a two-day NIBRS training course to be instructed by the Federal Bureau of Investigation's UCR staff in May 2006. More information will be available when this is confirmed.

WASPC Happenings

Under the leadership of the Executive Director, Don Pierce, WASPC is implementing a new internal organizational structure. Rather than our former "hierarchical" structure, the association will evolve to become a "networked" structure. WASPC staff will be working across

Regional Training Committee

Becky Erk

Mill Creek Police Department

Plans are being made for next year's regional training classes and locations. If there are any training subjects you need brought to your local area you can contact LEIRA and submit a request. Requests should be made at least 2 to 3 months in advance of the day you would like to schedule the training to allow time for arrangements such as registration of applicants, scheduling of the instructor and printing of training certificates.

Contact Becky Erk, Mill Creek Police Department at 425-921-5716 or by email to becky@cityofmillcreek.com



Publications Committee

Lisa Grimm

Everett Police Department

Our objective for the LEIRA newsletter is...

- To produce an informative, professional publication on a quarterly basis;
- To further the professional image of **LEIRA** and law enforcement records;
- To further communication and information exchange between law enforcement agencies;
- To strengthen the unity of the statewide **LEIRA** organization

Newsletter Editor:

Lisa Grimm
Everett Police Department
425-257-7455
lgrimm@ci.everett.wa.us

Article Guidelines

1. Materials submitted from any source will be accepted for review by the Publication Committee and may be published upon approval of the newsletter editor. Submission does not guarantee publication.
2. Material submitted should be of general interest to the members of the organization.
3. Any material considered for publication may be edited.
4. Material will be selected based upon its relevancy and its positive impact on the law enforcement records function.

Source information should be included whenever possible.

LEIRA 2005 Election Ballot

****ONLY ACTIVE MEMBERS ARE ELIGIBLE TO VOTE ON BEHALF OF THEIR AGENCY****

PRESIDENT Julie Stuvland – *Monroe Police Department*

1st VICE PRESIDENT Stacey Hoffee (formerly Brooks) – *Yakima County Sheriff's Office.*

2nd VICE PRESIDENT Kay Pownell – *Port Townsend Police Department*

TREASURER Jackie Brunson – *Skagit County Sheriff's Office*

SECRETARY Alice Jacobsen – *Sumner Police Department*

DIRECTOR Scott Ruff – *Kennewick Police Department*

Janis Ledum – *Airway Heights Police Department*

If you are the active member for your agency and are unable to attend our LEIRA Fall Conference in Bellingham, you may mail or fax your completed ballot on behalf of your agency.

Please submit your ballot no later than 10/14/05 to:

Jeanne Johnson Jacobs, Past President

Nominations Committee

Everett Police Department

3002 Wetmore Ave.

Everett, WA 98201

or fax to:

425-257-6505

Julie Stuvland - Monroe Police Department

Running for President

Julie began her law enforcement career in 1977 with the Reno Police Department as an explorer scout and later as a police dispatcher. She moved to Washington in 1985 and worked as a dispatcher for Bothell Police, Kirkland Police and Mercer Island Department of Public Safety. In 1996 she transferred to the property room for Mercer Island Police Department. In 2000 Julie was hired by the Monroe Police Department and currently serves as Evidence Technician. Julie is a member of the International Association of Blood Stain Pattern Analysts and The International Association of Property & Evidence holds training certificates from the FBI in fingerprint identification, the Washington State Patrol in Marijuana Leaf Identification, Pacific Coast Forensic Science Institute in Forensic Crime Scene Investigation and CJTC Evidence Officer. Julie is also an ACCESS instructor, NIK system of narcotics identification instructor and has completed the CJTC instructor development course. Julie serves as a LEIRA Instructor in Property and Evidence, has held the position of Director on LEIRA Executive Board and is currently LEIRA's Conference Committee Chair. Julie lives in the Maltby area with her husband and two sons.

Stacee Hoffee (formerly Brooks) - Yakima County Sheriff's Office

Running for 1st Vice President

Stacee began her career in Law Enforcement in 1988, when she joined the United States Air Force, There were three jobs that Stacee told her recruiter that she had no interest in doing they were as follows, cook, plumber and cop. At the end of basic, Stacee was surprised when she was given the job of Law Enforcement Specialist (COP), they say never believe a recruiter unless you get it in writing. While in the Air Force Stacee was stationed at Howard AFB, Panama, and Hill AFB, Utah. After leaving the military, Stacee worked as the Personnel manager at Burns International Security in Louisville, KY. In 1995 she came home to Washington for family reasons and applied for a job as a dispatcher at Wapato Police Department. She worked there for 2 years and then Yakima County Sheriff's Office took over dispatching services for the police department. Stacee had several options, dispatching for YSO, office specialist at YSO, or work for the Jail as a booking clerk (it only took 5 minutes in the Jail to know that wasn't for her). Stacee was hired on at the Yakima County Sheriff's Office as a Law Enforcement Specialist in March of 1997. Choosing to work banker hours, having all weekends and holidays off, because her daughter Jordan was 8 years old at the time. She started out at the Complaints counter, dealing with the public, registering sex offenders, processing case reports, issuing concealed pistol licenses and fingerprinting. In 2004, Stacee was a bit burned out with Sex offenders and the public (we all know how that is) that she requested to move to a different position in her agency. This of course was unheard of at her agency, once you get into a job you either stay till retirement or die. With assistance from Stacee's Supervisor and a few of Stacee co-workers who were willing to shuffle around, Stacee became the Criminal History/Data Entry Specialist for the Sheriff's Office in March of 2004. Stacee thoroughly enjoys Law Enforcement. Stacee currently serves as LEIRA's Secretary. Stacee has one daughter Jordan, and she and her fiancée Mike were married on July 30th.

Kay Pownall – Port Townsend Police Department

Running for 2nd Vice President

Kay has been with the Port Townsend Police Department for 9 1/2 years and was hired as the Records Clerk/Receptionist in March of 1996. Currently she is the Police Administrative Supervisor and the Property and Evidence Custodian. Kay has been a Director on the LEIRA Executive Board, Regional Training Co-Coordinator for the west side of the state and has held the position of 1st Vice President for the past year. For the last year Kay has been responsible for producing and printing the certificates for the LEIRA conferences as well as for regional training. Kay would like to run for the position of 2nd Vice President this year; and in that position Kay will do her best to fulfill all of the obligations that this demanding position entails.

Jackie Brunson - Skagit County Sheriff's Office

Running for Treasurer

Jackie was born and raised in Mount Vernon, Washington. Jackie attended Central Washington University in Ellensburg but graduated from the University of Houston with a Bachelor's Degree in Accounting. Immediately after graduation, Jackie worked for a computer-consulting firm in Bothell as an Accounting Manager. After about a year, she found her true calling in public service. Jackie was hired at the Skagit County Auditor's Office as an accounting specialist. After a four-year stint in the Auditor's Office, she transferred to the Skagit County Sheriff's Office as the department accountant. Jackie worked in the capacity of accountant for 6 ½ years and then was appointed to her current position of Chief of Administrative Services in January of 2003. In her current position she oversees a staff of 9 that consists of one accountant, one civil assistant, six support service techs, and a records technician. Jackie is also

responsible for budget preparation and monitoring, departmental personnel matters, and assisting other Chief Deputies in directing the overall activities to accomplish the mission and goals of the department. Jackie has previously served on two Boards. She served in the capacity of Treasurer for Commonground, a dispute resolution center in Skagit County. Jackie also served in the capacity of Treasurer for the Skagit Sportsmen and Training Association, a group dedicated to getting a shooting range built in Skagit County. Jackie has served in the capacity of Treasurer for LEIRA for the last two years. She is married and has two beautiful and active daughters. When they are not at 4-H, soccer, or girl scouts, they enjoy camping and working in their yard.

Alice Jacobsen - Sumner Police Department

Running for Secretary

Alice started working with the Pierce County Sheriff's Department in 1973, as a Records Clerk. In 1978, Alice went to LESA Records in the consolidation of Pierce Co. Sheriff's Records and Tacoma Police Records departments. First, as a Record Specialist and then in the latter part of 1978 became the Warrant Specialist, where Alice processed all felony warrants, fugitive warrants, court orders, as well as paperwork for all extraditions and transports to and from Pierce County. In December of 1994, Alice left LESA, perusing other arenas of work, including teaching Drug & Alcohol Information School and assembling computers for Intel. Then in January, 1997, Alice started working for the Sumner Police Department as the first and only Records Clerk. Alice has created procedures and policies, filing systems, forms, etc. in building the current records department for Sumner. Janis has been an active member of LEIRA since 1997 and for the past two years have served on the Executive Board as a Director, being the liaison for the Forms Committee, which has put together a new Forms Book that will be at the Fall Conference. Besides working, Alice enjoys her time at home with her partner, puppy and kitties. I enjoy reading, meditating, watching old movies, as well as kayaking, bicycling, walking and just being outdoors with nature.

Janis Ledum - Airway Heights Police Department

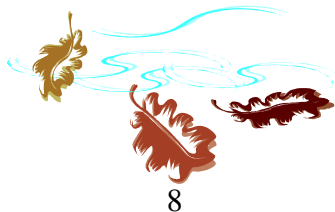
Running for Director

Janis is interested in running for the vacant Director position on the Executive Board. She has never run for positions in the past, and feels it is now time for her to "step up" and offer her services. Janis' background includes volunteering as an on-call dispatcher with Lincoln County Sheriff's Office starting January, 1994. Janis' husband Steve was a Deputy Sheriff with Lincoln County, and she found that this was a good way to see him more! Janis loved the work so much she was spending all her free time there. Janis was finally hired full time in 1996 as a Jailer/Communications Deputy. Janis left Lincoln County to dispatch with Spokane County Sheriff's Office. Janis found she missed the camaraderie of the smaller department. Janis has been employed with Airway Heights Police Department since April of 2000. As the only records clerk/administrative assistant for the department Janis is always busy. Like all clerks in small departments (11 officers, 4 reserve officers) she wears many hats. Janis' responsibilities include everything to do with records, dispatching, ACCESS TAC Officer, Court Bailiff, fingerprinting, computer system administrator, UCR'S, greeting the public and of course the telephone. Janis believes the best part of coming to Airway Heights was that she was able to join L.E.I.R.A! Janis has enjoyed many conferences and made many friends and discovered the helpfulness of mentors. The training has been a lifesaver for Janis, especially since she didn't have anyone to train her. The position had been vacant for five months!! After five years I'm still learning. Janis enjoyed co-hosting the spring 2004 conference in Spokane. Janis is very happy to be involved as co-host of the Spring 2006 Conference, too!

Scott Ruff - Kennewick Police Department

Running for Director

Scott Ruff has 18 years of public safety experience all spent in records management and 9-1-1 communications. Scott feels that the southwest portion of the State needs to be represented as the demands and needs of our organizations change and move forward. Scott has undergraduate degrees from Indiana Wesleyan University, Indiana University and is completing his Masters in Public Administration. Scott further believes being new to Washington benefits both LEIRA and himself as he can provide a new and different perspective on things. His educational background and areas of study in organizational behavior, culture and leadership combined with his experience in various organizations allows him to train and help people and public organizations deal with many issues that confront us today.



IT'S OKTOBERFEST!

LEIRA 2005 FALL CONFERENCE

**October 19-21, 2005
Best Western Lakeway Inn
Bellingham, WA**

**Hosted by Bellingham Police Department, Lynden Police
Department, Whatcom County Sheriff's Office, and Blaine
Police Department.**

Questions?

**Contact Karen Flaherty, Kathy Balmat, or Erin Johnston at
Bellingham Police Department
360-676-6941**

Meet a Member of the Executive Board

Karla Hiler

Woodland Police Department



Karla began her career in the Public Safety field in 1995 as a Public Safety Clerk for the Woodland Fire Department. In April of 2001, she laterally transferred into the Police Clerk position. This position is the only records position for the Woodland Police Department, making it a diverse

and challenging job. After the initial shock of "What did I get myself into?" Karla has found this position to be a great opportunity to work within the multi-faceted public safety field. Karla began her career in the Public Safety field in 1995 as a Public Safety Clerk for the Woodland Fire Department. In April of 2001, she laterally transferred into the Police Clerk position. This position is the only records position for the Woodland Police Department, making it a diverse

typical active three-year-old little boy and to his mother's dismay, he is currently suffering from Binky (pacifier) Separation Anxiety. Along with kids and work, Karla also attends college full-time at Edmonds Community College through their distance-learning program. She expects to be finished with her AA degree in the spring of 2006. Karla also hopes be accepted into the WSU distance learning program that begins this spring to finish her four-year degree. LEIRA has been a great place for Karla to network and discuss the unique challenges that come through legislative action and budget shortfalls. As part of her Director duties, Karla is the liaison for the Archivist/Librarian committee and the Publications committee. Please contact either the committee chair or Karla if you are interested in being a part of one of these committees. Karla is looking forward to serving on the Executive Board as one of the Directors.

Karla has two kids that keep her busy when she isn't at work. Her daughter Bethany began her student life as a Kindergartner. Michael is a

Wanda Wareham Memorial Scholarship

Kay Pownall

Port Townsend Police Department

The Wanda Wareham Memorial Scholarship was so named for the many contributions of the late Wanda to LEIRA throughout the years.

The scholarship program allows individuals whose department may not have training funds to give them an option of attending the conference, deferring some of the conference cost. We offer two scholarships a year: one for the Spring Conference and one for the Fall Conference.

Individuals may request a scholarship by writing to the 1st Vice President; at this time it's Kay Pownall of the Port Townsend Police Department, requesting the scholarship and why

it should be awarded to them. Kay then brings it to the Executive Board's attention and a decision is made whether or not to accept the request.

Kay Pownall, Police Administrative Supervisor
Port Townsend Police Department

360-344-3048

e-mail: KayP@police.ci.port-townsend.wa.us



Training Committee

Jennifer Short

Everett Police Department

Erin Kelly

Pullman Police Department

The training classes at the Spring Conference in Yakima went very well and we received a lot of positive feedback. We would like to thank all of the instructors for taking time out of their busy schedules and lending us their expertise. Also, thank you to the host committee and instructor assistants for doing a great job with the introductions and evaluations. Although there were a few minor equipment issues, the classes ran smoothly and were well received.

The training schedule is complete for the Fall Conference in Bellingham and we are very excited about what we have to offer. There are a lot of different classes to choose from including the Electronic Records Management and Retention, Disclosure, Property and Evidence, Identity Theft, Creating a Field Training Program for New Employees, Crime Scene Investigations, Homeland Security, Effective Communications, Bomb Recognition, Court Order Review, Firearms Safety,

Motivation and Personal Safety. We have several new instructors and classes and are hoping that everyone will enjoy the Fall Conference.

We have several great ideas for the next Spring Conference in Spokane and encourage anyone with new ideas for classes or instructors to contact us. We are available by email or by phone:



Jennifer Short

Everett Police Department

(425) 257-7450

jshort@ci.everett.wa.us

Erin Kelly

Pullman Police Department

(509) 334-0802

erin.kelly@pullman-wa.gov

Job Opportunity Alert

Police Clerk

Port Townsend Police Department



The Port Townsend Police Department will be hiring a police clerk early in 2006. This job requires the ability to work as a team player, multi-task, work independently, answer telephones and deal with the public, order supplies and uniforms and complete data entry tasks.

This is a civil service position and will require the applicants to complete a civil service test. For further information, please contact Kay Pownall at 360-344-3048.

<p>For The Record LEIRA Newsletter</p>	<p>LABEL</p>
<p>Lisa Grimm, Editor c/o Everett Police Department 3002 Wetmore Ave. Everett, WA 98201 (425) 257-7455 lgrimm@ci.everett.wa.us</p>	
<p><i>Mark your calendar!</i> FUTURE CONFERENCES:</p> <p>Fall 2005 Bellingham October 19-21</p> <p>Spring 2006 Pullman/Spokane</p>	

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Evergreen State College Police

1st Vice President
Kay Pownall
Pt. Townsend Police Department

2nd Vice President
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