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ACQUISITIONS

POLICE/FIRE DISPATCHING

SYSTEM FOR

RENTON, WASHINGTON-

FINAL REPORT - POLICE TECHNICAL
ASSISTANCE PROJECT

35011

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FOREWORD

In response to a request from the City of Renton, Washington, LEAA Region X requested technical assistance to investigate the communication needs of the Police and Fire Departments and the potential for combining the dispatching function of these two agencies.

In response to this request, the Westinghouse Justice Institute, under the terms and conditions of LEAA Contract J-LEAA-016-72, U.S. Department of Justice, provided M. Wayne Kincheloe and Charles R. Connery. These consultants worked in close liaison with Robert Willstadler of LEAA Region X. This report documents the analysis performed and the recommendations made as a result of the study.

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1. INTRODUCTION

The city of Renton, Washington, requested an investigation of the communication needs in its Police Department and Fire Department, and of the potential for combining their dispatching functions. The investigation was further to consider feasibility of consolidating police/fire dispatch with one or both of the adjoining cities of Kent and Tukwila.

This report presents an analysis and recommendations in fulfillment of that request. Additional alternatives available (not included in the request) are listed without recommendation other than that *all* alternatives should be given careful consideration in arriving at the final course of action.

2. BACKGROUND

2.1 County-Wide Plan

The push toward consolidation of separate, localized efforts in a given activity receives strong impetus on the counts of efficiency and economy. When a group of communities can field sufficiently enlightened leadership to enable them to harmonize their differences and cooperate as equal partners, they can realize the optimum of efficiency and economy in their joint ventures. In the field of police/fire dispatch, this optimum is available only to communities or groups of communities larger than any of the three named in the request. Indeed, a county-wide police/fire dispatch system is being formulated in the area. This is being designed to serve a population over 30 times that of these three communities combined.

The county-wide system was recommended a year ago by Public Systems, Inc., of Sunnyvale, California. That recommendation embraced a King County Public Safety Communications system to be implemented in three phases: (I) in 1972-1973, set up a modern communications facility for King County Department of Public Safety (that work is beginning); (II) in 1973-1975, make available dispatching support for all governmental agencies in that portion of King County outside Seattle; and, (III) in 1975-1980, merge the Seattle/King County communications facilities.

Since the beginning of work on the county-wide system, King County has announced plans for the addition to Phase I of "911" phone answering throughout that portion of King County outside of Seattle. It was not learned what liaison may have been undertaken with the affected governments in respect to that announced plan.

Further complicating the plans for a county-wide system, at least three municipalities east of Lake Washington have begun efforts toward a combined communications facility serving their jurisdictions. It must be presumed this means a repudiation of the County's plan by these municipalities.

2.2 Seattle Facility

The City of Seattle, adjoining Renton on the southeast, has a communications system from which it is possible Renton could contract police/fire dispatching.

3. ALTERNATIVES FOR UPGRADING RENTON POLICE/FIRE DISPATCHING

From the Renton request (Section 1) and from other facilities in operation, construction, or planning (Section 2), there emerge six primary alternatives for Renton to upgrade its police/fire dispatching (see Appendix A for sources):

- (1) Actively participate in the County's planning, to become a partner in this Phase III County facility.
- (2) Contract with the City of Seattle for these services.
- (3) Utilize the Inter-local Cooperation (RCW 39.34; see Appendix B) to establish, in concert with Kent and Tukwila, a separate corporate entity which will provide these services to all three. Pattern this after the South Snohomish County model (SNO-COM).
- (4) Upgrade and consolidate Renton police/fire dispatching.
- (5) Contract with the cities of Kent and Tukwila to provide dispatching for them from an upgraded communications center.
- (6) Upgrade Renton police and fire dispatching separately.

4. GENERAL CONSIDERATIONS FOR SELECTING UPGRADING SYSTEM

4.1 Primary Recommendation

Alternatives 3 through 6, the main subject matter of this report according to the work request (Section 1), are listed in descending order of preference, based on the analysis detailed in this report. Alternatives 5 and 6 are not recommended.

4.2 Relationships Among All Alternatives

The selection of one of the six alternatives is sufficiently encumbered with political considerations that the decision is unlikely to be made on a purely analytical basis. Nevertheless, *each* of the alternatives should be carefully investigated before the decision is reached. Alternatives 1 and 2 require no recommendations here, not being in the work request. If one of them is selected, many of the principles of upgrading detailed below under Alternatives 3 through 6 will be applicable to implementation of such a larger-system choice.

It is noted that the intent of this report is to remain neutral as between Alternatives 1 and 2 *versus* 3 through 6; the report merely advises careful consideration of all six. The full discussion of Alternatives 3 through 6, to the exclusion of 1 and 2, implements the work request; it does not imply that Alternatives 3 through 6 are necessarily to be preferred over 1 and 2.

5. BASIC PREMISES

5.1 Frequency Allocation and Use

The normal rule of thumb* for proper allocation of frequencies is one frequency for 30 field units. Put another way, one frequency should serve a population of about 150,000. This assumes a normal channel loading of less than 50 percent. To quote from the 1968 PRESIDENTS COMMISSION ON LAW ENFORCEMENT AND THE ADMINISTRATION OF JUSTICE:

"There are many examples of small communities with lightly loaded channels in metropolitan areas with heavy radio congestion. The FCC should notify these small municipalities that, unless they show justifiable

*Task Force Report: Science & Technology (a report to the President's Commission on Law Enforcement and the Administration of Justice) page 32.

cause for an exception, they must release within five years any public safety frequencies which have been assigned to them. Since FCC licenses are issued for periods no longer than five years, this involves a decision not to renew licenses rather than to revoke existing ones."

5.2 Record Keeping

Any records kept as a result of the communications function must have a clear purpose, and be kept in a form most conducive to accomplishment of that purpose. Within that framework, record keeping should consume as little time and effort as possible, and should be designed to assure maximum accuracy.

5.3 Efficiency

While maximum utilization of man-hours is to be greatly desired, this may, in very small units, create a severe conflict with the need to provide an acceptable level of service in the primary task. Any employee given several disparate tasks will develop areas of interest and disinterest. The larger the number of tangentially related tasks assigned, the greater the "interrupts" and thus the greater the frustration level. Thus it is not always possible to insure both a high level of service and maximum utilization of man-hours.

5.4 System Design

Technology is employed to extend either the senses or capabilities of the human operator, and/or to insure accuracy of function. Technology which places its own demands upon the instinctive actions of the human operator is, to the extent of that demand, dysfunctional. That system design is clearly best which makes full allowance for the man-machine interaction and assures that the machine actually serves the man.

5.5 Consolidation

In any attempt to consolidate functions, there is a strong tendency for some persons to impose consolidation and to relegate all other affected persons to a mere reacting status as "consolidatees." No joint venture can succeed thus. All concerned must be equally included in the consultations so that they feel themselves equal partners. For this very pragmatic reason, preparation for any joint venture which eventually succeeds must go far beyond the mechanics of technology and procedure. It requires salesmanship coupled with an extreme sensitivity to the needs

and concerns of all involved. Any governmental unit that "announces" an effort toward consolidation of any function without first having engaged in extensive preliminary discussion, at all levels, of the form which that might take with its proposed "partners," is *creating resistance*.

This is the basic key to Alternatives 1, 2, 5, and 3, and it requires some attention in 4. Attention to this negotiation phase, in any alternative chosen other than 6, is deemed crucial to successful implementation, and ought to precede any final decision as among alternatives. The effort should be sufficiently comprehensive to display (for all participants) working examples of new systems proposed. It should explore far enough ahead to show that over the long term, all participants will benefit. It should examine peripheral effects on each party to uncover all possible advantages and establish a firm basis for negotiating tradeoffs among the various functions.

5.6 Aspects of Upgrading

Recommendations will be made on each of the following aspects of upgrading Renton police/fire dispatching:

- (a) Phone answering
- (b) Alarms
- (c) Dispatching services
- (d) Field unit inquiries
- (e) Communications administrative records

6. DISCUSSION OF ALTERNATIVES 3 THROUGH 6

6.1 The Communities and Their Communications--Brief Description

6.1.1 Renton

Renton is a city of 26,000 population at the south end of Lake Washington (see Figure 1). It has grown from a railroad-farming-sawmill community to an active aerospace center. Renton adjoins Seattle, Tukwila, and Kent. It is considered one of several suburban cities to the core city of Seattle, yet, unlike a true suburb, it has an industrial base and a long history as an independent entity.

Renton police communications involve contacts with four patrol units (occasionally as many as six including a field supervisor); two school security units with mobile communication units; and incoming calls from

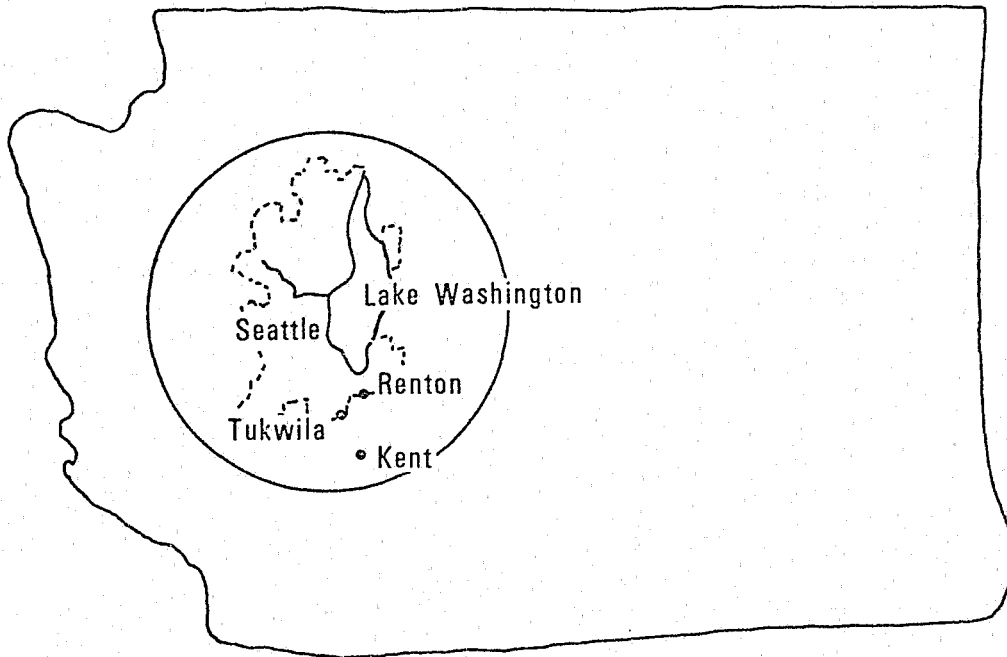


Figure 1. Relative Positions of Renton, Kent, Tukwila (mutually adjoining); Seattle; and Lake Washington

the public. Seventeen police vehicles are equipped with mobile communication units, and there are six portable units available.

Within the past three years, police communications have been converted to UHF (transmit frequency 453.050 megahertz, receive frequency 458.050 megahertz). Operations are now via a single base station on a hill-top location, plus a backup base at the municipal building. Both have emergency power. Base station control is by leased telephone line. In addition to the primary radio system, RPD can receive and transmit on three other radio systems:

- (a) 154.100 megahertz (Public Works frequency)
- (b) 159.090 megahertz (Old Valley Police frequency)
- (c) 155.090 megahertz (King County Police frequency).

These three base stations are located at the Renton reservoir site and are connected to the RPD via telephone line facilities. As further resources, RPD can monitor the Seattle Police Department, Washington State Patrol, and the Renton Fire Department. Lastly, the city has recently implemented "911" service for emergencies and has designated police dispatch as the primary answering point.

The department lists 14 persons as working in communications. It appears this includes the public counter post but does not include record clerks. Supervision on other than the day shift is provided by a "station sergeant" who also handles booking tasks. The dispatcher monitors jail cells via television monitors and controls the prisoner loading dock, in addition to the radio and alarm systems. A terminal to the SEA-KING ALERT computer system (serving 19 agencies in two counties) gives access to local files, state files, and NCIC (National Crime Information Center). A separate terminal for ACCESS, the state-wide terminal network giving access to National LETS (Law Enforcement Teletype System) as well as state and NCIC files, is in another room.

Renton fire dispatch is operated from Station #1. One EEA employe serves as dispatcher during 40 hours; on-duty firemen serve the remaining hours. The department comprises three fire companies and an aid unit. Two fire companies are based in Station #1 and one in Station #2. "911" transfers to fire are accomplished through a separate "ring down" line.

The primary radio system (154.250 megahertz) for the Renton Fire Department (RFD) consists of a primary control console at Station #1, a second control console at Station #2, a remote base station at the reservoir site, a backup base station installed on the top floor of the

municipal building, 13 radio-equipped fire vehicles and five portables. This frequency is shared with other city and county fire departments.

In addition, RFD has installed a new system (154.445 megahertz) with base station at the reservoir site, dedicated to RFD only. The RFD radios are currently being modified to handle two frequencies: 154.250 megahertz and 154.445 megahertz. The current run book indicated an average of two to three "runs" per 24-hour period, with an average "peak" of eight. Total runs for nine months support this two to three average, showing a run every 10.25 hours. Base station and control equipment appears relatively ancient. They have some fairly new mobile communication units.

6.1.2 City of Kent

Kent, a city of 16,940, adjoins Renton directly on the north and Tukwila on the northwest. Fairly large areas of industrial zoned open land, some of which is still used for farming, lie between Kent's urban center and those of Renton and Tukwila. Until the Boeing Aerospace facility was built in this open area, Kent was primarily a business and shopping center supporting the surrounding farm area and, in part, a suburb within the Seattle metropolitan area.

The Kent Police Department has a total of 14 mobile units operating on 159.05 megahertz. They normally field four patrol units. The dispatching center, in the brand new city hall, dispatches both police and fire. In this center a relatively new dispatch console sits immediately to the right of the city switchboard. To the left of the switchboard is the SEA-KING ALERT terminal (IBM 2740 model II). Outside this small room, across a very small hallway, is the public counter position. It is equipped for performing the dispatch function. These three positions are fully manned during the day but are cut back to two persons at night. Fire dispatch is predicated on an address file "keyed" to run cards. All alarms (intrusion, fire, water/sewer) are monitored in this dispatch area. Except for a clumsy phone system for police calls, the operation seems reasonably well laid out and operated.

6.1.3 City of Tukwila

Tukwila, a town of 3,500, adjoins Renton and Kent on the east and southeast. The public safety responsibilities of Tukwila have mushroomed since the major shopping mall, Southcenter, has become established.

Tukwila normally fields three or four units on the air at a time. This is likely a practical maximum; they have only six vehicles equipped with mobile units. Their dispatching function is part of a combined public counter, records center, and dispatching operation frequently run

by one person. They too have a SEA-KING ALERT terminal as well as an ACCESS terminal. Procedures in this dispatch center closely parallel those in Kent.

6.1.4 Overview of Descriptions

Sections 6.1.1 through 6.1.3 have examined Public Safety Communications in three adjoining municipalities with a combined population of less than 50,000 and a total field strength of 12 to 14 units. Four separate dispatch facilities operate on three police frequencies and at least two fire frequencies. Not only is the duplication of dispatching units unsupportable, but the use of multiple frequencies appears ultimately subject to extreme criticism. In addition, personnel utilization appears justifiable only in terms of the multiple tasks assigned. As previously stated, maximum efficiency cannot be attained in a multiple-task environment where the tasks are only tangentially related.

It would appear that a single public safety dispatch unit for combined police/fire dispatching for all three municipalities could be a reasonable utilization of personnel, equipment, and frequencies, though not as efficient as a larger operation combined with either King County or the City of Seattle.

6.2 The Communities and Their Communications--On-Site Observations

6.2.1 Renton Police

From observations on both the day and evening shifts, operational and technical problems were found in the following areas:

- | <u>Operational</u> | <u>Technical</u> |
|------------------------------|---------------------|
| 1. Phone answering | 5. Remote sites |
| 2. Radio dispatch | 6. Dispatch console |
| 3. Associated record keeping | |
| 4. Alarms | |

1. Phone answering on requests for dispatched aid cannot keep abreast of demand if more than two such calls are initiated at once, because only two phone sets have "911" or "ALS-2511" capability. While only two possible answering positions exist, there are a total of eight incoming "911" lines. Either eight lines are too many, or two phone positions are too few. Likely, a combination of both conditions exists. The transfer link to fire dispatch exists as a separate, direct-line phone set at the radio console. Any "911" call answered at the front counter must first be referred to the dispatcher to make use of this link. No recording of incoming calls for service exists. The basic

problem seems to be that "911" was implemented without sufficient planning or insight into peak demand requirements. As a result, phone service equipment is of standard off-the-shelf Bell Company design that needs considerable upgrading for this specific application.

2. Radio dispatch, involving only four to six units in the field, leaves the dispatcher with precious little to do. In recognition of this, the department has assigned the dispatcher a number of allied functions, including alarm monitoring, television monitors of jail areas, phone answering, warrant file, case logs, and miscellaneous other logs. Even so, the dispatcher enjoys considerable free time.

3. Record keeping consists of hand notation of data in the following bound log books:

- (a) Case log
- (b) Alarm log
- (c) Wrecker service log
- (d) Ambulance log
- (e) Subpoena service log.

Under this system, it is easy to envision a burglary alarm where the officer on the scene finds an injured suspect, necessitating entries into four or all of the five bound volumes depending on whether or not the suspect is also wanted as a witness in a court case. Much of the information in the entries is redundant. In addition, the dispatcher would type much of the same information on a case form. When the officer later calls in and records his field report, the front counter clerk will walk back to the dispatch room, retrieve this partially completed case file, and take it to her typewriter to complete the form from the recording. Finally, each radio contact with the field unit results in a hand-written entry on a radio transaction log (not bound).

4. Intrusion alarms are not being controlled. Research in the bound alarm register indicates clearly, and the radio personnel confirmed, that the bulk of the intrusion alarms received were false and that most of these false alarms originated from just four or five sites. No attempt is made to regulate the quality of alarm installations or to impose sanctions on those proven troublesome.

5. The remote site operating at Monroe Avenue Northeast and Northeast 12th Street (an older reservoir site) is approximately 425 feet above sea level. Two 90-foot radio towers are served by two small

buildings--one for the radio equipment and one for the standby power generator. These two buildings (of wood construction, each approximately six feet by ten feet) are not very secure. From the radio site, there are areas in the city limits where radio coverage is poor. Apparently, to improve coverage, the RFD has recently increased its transmitter power output from 60 watts to 250 watts. The improved coverage, however, is obtained at the cost of an added link in the RF system, which reduces system reliability.

6. The dispatch console has evolved over the years as the systems have changed. Although it presently does the job, it occupies excessive space and precludes the efficiency in radio dispatching which a modern unit would make possible.

6.2.2 Renton Fire Department

Dispatching for the Renton Fire Department is done from Station #1, which is the older of the two fire stations. In the dispatch area (which is the main walk-in path into the station), excessive ambient noise levels from outside street traffic prevail; ancient communications equipment is still in use; and there is virtually *no* activity. Fire alarm systems and water/sewer control alarms are monitored here. During 40 hours per week, an EEA employe functions as the fire dispatcher. In his absence, the duty is rotated within shift among on-duty firemen.

The run book revealed that as of November 28, 1972, the department has responded on 775 runs, for an average of 2.3 runs every 24 hours or one run every 10.25 hours. A "run" is counted every time a piece of equipment is called out of the station. Reasons listed for runs included aid calls, service calls, traffic accidents, gas spills, and fires, as well as some runs listed "investigation" and "standby."

When the possibilities were discussed with the Renton Fire Chief, he was adamantly opposed to any merger with police department dispatching or any other merged facility where police employes work. His rationale seemed to be that such persons would naturally feel first loyalty, and thus give greater priority, to police matters.

6.2.3 Kent Police Department

Chief of Police Dave McQuery was willing to discuss the possibility of a shared dispatching facility. Obviously, he would want to see clearly what advantage this would have for Kent, and rightly so. It would appear that this could save Kent three or four employes at the maximum.

6.2.4 Tukwila

Police Chief Sheets of Tukwila evinced considerable coolness toward the idea, though he might be persuaded to join in a facility created under the Inter-local Cooperation Act. He viewed contracting with the Seattle Police Dispatch Center as the most logical step outside his current situation.

6.3 Detailed Recommendations

6.3.1 Recommendations on Alternative Courses

As was stated in Section 4, of the six available alternatives for upgrading the Renton fire and police communications (Section 3), #1 and #2 require no recommendation here, other than that they be thoroughly examined before any firm decision is made. Should neither of these prove desirable, the remaining alternatives should be ranked in descending order of preference, i.e., 3, 4, 5, 6:

- (3) Utilize Inter-local Cooperation Act; establish, in concert with Kent and Tukwila, a separate corporate entity to provide fire/police communications services for all.
- (4) Upgrade and consolidate Renton police/ fire dispatch.
- (5) Contract with the cities of Kent and Tukwila to provide dispatching for them from an up-graded communications center-- not recommended.
- (6) Upgrade police and fire dispatching separately--not recommended.

Alternative 3

While this alternative will take much longer to implement than 4, 5, or 6, it offers the greatest long-term benefits to each of the three communities under active discussion here. Implementation will require intensive discussion to reach full accord among the parties. The parties to such an agreement may:

- (a) Create a separate legal entity with the power to acquire, hold and dispose of real property

- (b) Provide for an administrator or joint board responsible for administering the joint undertaking.

At such time as an agreement is properly authorized and signed by the involved governments and filed with the County and Secretary of State, the joint entity created may begin the task of creating and operating the necessary communications facility.

Alternative 4

General: At a minimum, the City of Renton should integrate police/fire dispatching. Despite the strenuous objections of the Renton Fire Chief, the fact remains that combined police/fire dispatching is currently being done in Kent, Tukwila, and SNO-COM. No reason is apparent to make it inherently less successful in Renton. Such integration would, however, have to be accompanied by significant improvement in dispatching procedures and record keeping.

Additionally, relocating the dispatch to a larger room and acquiring a new two-position console operable by either one or two dispatchers is recommended. Dispatching procedures and record keeping should be modeled closely after the "Typical Dispatching Procedures and Records" listed and referenced in Section 6.3.3.

Personnel required: 20 to 22. This includes records, communications, and front counter functions.

Alternative 5

This involves negotiation with the cities of Kent and Tukwila to provide, under year-to-year contract, dispatch services for one or both of them. Obviously, this would require that some services not now available be offered, or cost savings as compared to the present operation, or both. Given the close interrelationship between dispatching, records, and public service counter work in all three departments, these savings would be difficult to show. The vendor-client relationship between jurisdictions has been found to be a particularly difficult one in any service so sensitive as police/fire dispatching, and for that reason cannot be recommended. The primary difference between this alternative and the recommended Alternative 3 is in the working relationships between and among relatively autonomous agencies. NOT RECOMMENDED

Alternative 6

The upgrading of fire and police dispatching separately, where neither is justified from a standpoint of workload or frequency cannot be recommended. NOT RECOMMENDED

6.3.2 Technical Recommendations

- (1) Because the police and fire traffic is minimal, merge the police and fire dispatching into one common dispatch center. A side benefit is cost savings on common equipment life; standby generators, batteries, battery chargers, etc.
- (2) Equip the control center with a new two-place control console--each place equipped for six transmit-and-receive frequencies. The control equipment should be designed to operate from direct-current (dc) power; therefore, batteries and chargers should be included in the design of the control center. Since batteries operate as a buffer between the alternating-current (ac) power lines and the electronic equipment, battery-powered equipment in such an application provides a total system which is more reliable than ac-powered equipment alone. Standby generators should be provided as a part of the system. In case of a power failure, the standby ac generator provides the power for battery chargers. For the batteries and chargers, the starting and transfer time of the standby generator is not important. The system should be designed to operate for a minimum of eight hours without ac power.
- (3) Move the existing remote site to a newer city reservoir site on Puget Drive Southeast. This site has an elevation of 476 feet; also, it is more centrally located. Preliminary tests indicate that the radio coverage from this site with 6-db-gain antennae mounted on the reservoir (approximately 150 feet high) give much improved coverage over the existing remote site. This site would probably allow the RFD to return their transmitter power output to the former 60 watts from the 250-watt level to which it was recently boosted. Further, the

telephone line facilities which are used for control would be shorter and more secure than the facilities to the existing site. Since these telephone facilities are of minimum length and the circuits are minimum in number, it is doubtful that a microwave length can be justified at this time. However, the telephone costs should be compared to the costs of a reliable microwave link. It is recommended that the antennae be mounted on top of the existing water reservoir instead of on the towers. It is less expensive to mount the antennae on the reservoir than it would be to move the existing 90-foot towers and mount the antennae to them. If the towers were used, the reservoir would shield the antennae to some extent, reducing coverage. Also, with the reservoir as a base, the height achieved would be almost twice that afforded by the towers. Two new buildings should be constructed: one, about 15 feet square, to house the radio equipment; and a smaller one for the standby generator and its related equipment, batteries, and battery charger. All new equipment (including microwave equipment if that is selected) should be of the battery-powered type. These buildings should be well built and equipped with intrusion alarms. Since this site offers the best coverage for the area of Renton-Kent-Tukwila, consideration should be given to the possibility of leasing space in the building to other users.

- (4) Since the response time for burglar alarms is important, the signals from intrusion detection devices should be transmitted directly to alarm devices mounted in police headquarters. Thus the dispatch function could enable field units to post minimum response times. False alarms cost the city money, wastefully dissipate the police effective manpower and, most of all, endanger the lives of the responding officers and the general public. Therefore, the city should inspect all alarm installations to assure the proper maintenance. Installations with chronic false alarm problems should not be tolerated in the system.

6.3.3 Proposed System Details: Typical Dispatching Procedures and Records

This section gives system detail recommendations for implementing a combined police/fire dispatching operation for the city of Renton, or for Renton plus one or more neighboring jurisdictions.

6.3.3.1 Dispatching Priorities

- Priority #1 - Any FIRE or possible fire.
- Priority #2 - Officer needs help.
- Priority #3 - Aid call, suggesting medical emergency.
- Priority #4 - Major crime in progress, or silent alarm, or serious injury accident.
- Priority #5 - Miscellaneous fire runs where NO fire exists or is likely.
- Priority #6 - ALL OTHER police calls.
- Priority #7 - Officer request for file information or computer check.
- Priority #8 - Other, miscellaneous.
- Priority #9 - Field unit status change (administrative downtime).

It is important to note that Priority #1 remains such so long as an active fire exists and until fire units at scene report fire is "tapped." Radio traffic is handled in priority order with a higher priority interrupting a lower. This priority schedule should be conspicuously posted as a constant reminder to dispatchers.

6.3.3.2 Phone System

Three phone positions on which "911" calls may be answered should be available in the dispatch room. One of these should be at the desk normally occupied by the "station sergeant," with one at the dispatch console and one at a desk or other position nearby, so that this position and the dispatcher may both reach the same point. A fourth phone position should be placed at the public counter with the same capability, but should only be used to absorb overflow from the dispatch room. Whenever possible, if no more than two persons are then functioning in the dispatch room, the front counter clerk should physically move into the dispatch room to answer the third active call.

In discussions of the possibilities with representatives of Bell Telephone, some additional questions arose:

- (a) Can an automatic counter be placed on "911" and "AL5-2511" trunks?
- (b) Can incoming lines be transferred away from "911" trunking? If calls are placed on hold, could these automatically or manually be transferred to a rotating selector, showing up on one row of the phone set in the order interrupted?

Item (a) is a high priority and should be implemented providing the cost is not exorbitant. Counters would then be read each hour and total calls logged for phone system management. Two very important rules of public safety phone management must be mentioned:

- (a) Everyone calling "911" should get a response by no later than the fourth ring. No caller should get a busy signal, or be unable to get some response (if only a recording) within seven seconds of the initial connection.
- (b) An incoming, unanswered call takes precedence over any call in process over 45 seconds, and becomes an absolute priority at 60 seconds.

Within the above rules, two call-takers can adequately process 100 to 120 calls per hour, a peak demand highly unlikely in Renton. Because some calls are considerably more long-winded, it is recommended that a total of four possible answering positions be provided.

Finally, the advertising regarding "911" should be changed. Residents should be advised to call "911" *whenever* a police, fire or ambulance unit is needed. *No* reference should be made to emergency or non-emergency. Use of alternative business numbers can be advertised as information/business. Pacific Northwest Bell has a hang-up on a specific definition of the word "emergency," but this proves confusing to the public.

From a public safety point of view, the only question is: "Am I going to send a field unit response?" If the answer is yes, that call should be on "911." Endless arguments over what constitutes an emergency will conclude in the final analysis that the answer is moot. All dispatching is done from the same place, using the same processes, emergency or non-emergency calls alike. For simplicity of both technology and processes, all calls requiring, or possibly requiring, a field response must arrive at the same place in the same manner. Local

dispatching management must assume the responsibility of sorting out emergency and non-emergency calls and managing a properly responsive phone system.

6.3.3.3 Phone Answering Priority

Each incoming call should be afforded approximately 60 seconds, after which it should be considered "interruptable." Thus, unanswered incoming phone calls should have absolute priority over conversations which have continued for one minute or more. An inexpensive "egg timer" or other 60-second timer should be made available to assist communications personnel in becoming used to this interval so they may judge when to interrupt an existing call in favor of an incoming call. In "interrupting" a call, use of the hold button with minimal explanation is the preferred method.

6.3.3.4 Phone Recording

Assuming the foregoing procedures are followed faithfully, a six-channel recorder, with two channels recording radio traffic (one police, one fire), one channel for time inject, and three channels for phone traffic, should capture 90 percent or more of the incoming phone traffic as well as provide a sure time record of events. Recordings (24 hours per reel) would be kept 120 days, after which the recording would either have been impounded for future court use or would be re-recorded. No tone is needed on incoming phone calls. Outgoing calls would be restricted to a line or lines not being recorded. This recording system would replace the current radio log.

6.3.3.5 Telephone Transfer Capability

Because telephone office and exchange boundaries rarely coincide with political boundaries, implementation of "911" service places rapid transfer responsibility on the "911" answering point. It is already known that a rapid transfer dedicated circuit from Seattle 911 is required to Renton. Depending on the service area of the Renton Dispatch Center which is developed, transfer circuits will be required to King County Police, Kent, Tukwila, and possibly Washington State Patrol. Under "911" every call received must be routed to the proper agency *without delay*. This will probably require touch-tone service, and may require special transfer capability, if only card dialing, to final destination. With all the stated principles in mind, it should be possible for Renton's Public Safety Communications technicians to negotiate with Pacific Northwest Bell for telephone service with the required features.

6.3.3.6 Activity Records

It is recommended that all existing bound ledgers be replaced by a single dispatch ticket system, involving:

- (a) Complaint Report--for all police dispatches and on-views (buff color - see Figure 2A - 2D).
- (b) Radio Administrative Form--for all out-of-service conditions not amounting to a complaint or call for service, i.e., out to eat, out for coffee, out to court, etc. (pink color - see Figure 3A - 3C).
- (c) Fire Run Card--for all "runs" as currently defined by the fire department (green color - see Figure 3A - 3C).

On receipt of an incoming phone complaint (or notification of an "on-view" situation by a field unit, or in-person complaint which would normally result in a "case report") the phone answerer or dispatcher will initiate a complaint report. Alarms will be handled in the same manner, except that fire alarms will instead require a fire run card. The dispatcher will sequentially number the complaint reports with the advancing numbering stamp. This sequential number will become the "case number"; the officer's field report will be given the same number. Each phone answering position will be equipped with a time stamp. The complaint report and fire run card will be time stamped at each of the following events: on receipt of phone call or alarm, on notification of field unit, on arrival at scene, and finally on completion of that call.

After dispatch and until completion by the field unit, the card will be stored in an appropriate card minder slot as a reminder of the current status of that field unit. When the field unit leaves the air for any reason other than a "complaint," a radio administrative card will result, and will be handled in like manner.

In conjunction with this dispatch ticket system, implementation of the incident reporting code system as currently used in Kent and Tukwila (see Figures 4A and 4B) is recommended. In addition to this, it is recommended that Renton implement a quarter-mile grid system. Over a combined map of Renton, Kent and Tukwila, a quarter-mile grid, based on a known section line or some other stable baseline recognized by surveyors, should be drawn and the grid spaces assigned two-digit (alphanumeric) identifiers on the "X" and "Y" axis (X axis alpha, Y axis numeric). Each patrol officer and fire unit would be issued a copy of this grid map for field reference.

When the unit "clears" from the assignment, he will provide the dispatcher with the activity code (three-digit), action code (one-digit), and X and Y coordinates (two 2-digits). This information will be added to the complaint report or fire run card. These cards are now ready to be keypunched. Completed complaint reports will be forwarded to the public counter clerk to be matched up with field officer recordings for typing of case reports, then returned to the current log file. At 8:00 a.m., Monday through Friday, the accumulated complaint records, radio administrative cards, and fire run cards will be forwarded to data processing for keypunching. After keypunching, these will be returned to communications for filing in date/time order in the current activity file.

Figures 2 and 3 show examples of possible "layouts" for the proposed dispatch tickets. These will require some modification to insure sufficient space for numbering stamps and use of local terminology. Representatives from data processing should be involved in the final design to insure proper information continuity for ease in keypunching and proper file layout for computer processing. Choice of time stamps will also influence the design. The example assumes a Simplex advancing time stamp. No more than six months' retention is recommended, on the assumption that data processing will produce a permanent "case log."

7. PARTIAL COST ESTIMATE

The following represents a very rough approximation of the cost for implementing the recommendations. Further refinement of these estimates should be immediately undertaken by Mr. Krider to provide more accurate data for decision making.

TRANSMITTER SITE:

Concrete block building(s)	\$ 4,000
Float batteries and charger	1,800
One new transmitter/receiver	1,500
Install antenna(s); move base station(s)	<u>1,200</u>
	\$ 8,500

Note: If full conversion to dc operation, existing standby generator is serviceable.

DISPATCH SITE:

Four time stamps	\$ 1,200
Float batteries and charger	1,800
Two-position dispatch console	16,000
Additional phone service	Unknown
Six to eight channel recorder	7,500
120 reels 1/2 inch tape	2,500
Miscellaneous furniture	Unknown
Site preparation	<u>Unknown</u>
	\$29,000

Estimated total: \$40,000 to \$50,000

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Figure 2A

OV	LOCATION		LOCATION CODE		
EMER REPT	COMPLAINANT	PHONE	X=	Y=	
STICKUP	BACK-UP#1	BACK-UP#2	DISTRICT	ASSIGNED	OFFICER
ALARM	DETAILS:		C-G CODE	DISP. CODE	OFFICER
ACCIDENT			OPERATOR	DISPATCHER	
BURGLARY			CASE NO.	WARRANT NO.	
LARCENY			FIELD REQUEST		
DISTURB.	SUSP.		FIRE	CORONER	
PARKING	MAN		AID CAR	LIGHTING	
SICK-INJ.	WOM		AMBULANCE	SIGNAL REPAIR	
SEE CLRK-MGR	CHILD		SERGEANT	BARRICADES	
ASSAULT	OBJ		DETECTIVE	TELEPHONE	
	VEH	SEE REVERSE SIDE □	TOW	NATURAL GAS	
			TAXI	WATER	

COMPLAINT REPORT (BUFF)

FRONT

NUMBER OF SUSPECTS _____ LAST SEEN _____ MINUTES AGO: AT _____										
HEADING N, S, E, W ON _____ Street, alley, etc.										<input type="checkbox"/> ON FOOT
										<input type="checkbox"/> IN VEHICLE
WEAPONS \rightarrow HANDGUN <input type="checkbox"/> RIFLE <input type="checkbox"/> SHOTGUN <input type="checkbox"/> KNIFE <input type="checkbox"/> OTHER <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NONE <input type="checkbox"/>										
1	RACE	SEX	CLOTHING							
	AGE	HGT	WGT	HAIR	EYES	COMPLEX	GLASSES	UNUSUAL MARKS		
2	RACE	SEX	CLOTHING							
	AGE	HGT	WGT	HAIR	EYES	COMPLEX	GLASSES	UNUSUAL MARKS		
V E H	LICENSE NUMBER			LIC./ST	YEAR	MAKE		MODEL		COLOR
	VIN				IDENTIFYING FEATURES					

COMPLAINT REPORT (BUFF)

BACK

Figure 2B

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COMPLAINT REPORT

EXPLANATION OF USE

1	OV	LOCATION		PHONE	13		
	EMER REPT	COMPLAINANT				LOCATION CODE	
					X=	Y=	
					DISTRICT	ASSIGNED	OFFICER
					9	11	11
	STICKUP	BACK-UP# 1	BACK-UP# 2		C/G CODE	DISP. CODE	OFFICER
					14	15	
	ALARM	DETAILS:			OPERATOR	DISPATCHER	
					?	8	
	ACCIDENT				CASE NO.	WARRANT NO.	
					16	17	
	BURGLARY				FIELD REQUEST		
	LARCENY				FIRE	CORONER	
					AID CAR	LIGHTING	
	DISTURB.	SUSP.			AMBULANCE	SIGNAL REPAIR	
					SERGEANT	BARRICADES	
	PARKING	MAN			DETECTIVE	TELEPHONE	
					12		
	SICK-INJ.	WOM			TOW	NATURAL GAS	
	SEE CLRK-MGR	CHILD			TAXI	WATER	
	ASSAULT	OBJ					
		VEH			SEE REVERSE SIDE □		

Figure 2C

Figure 2D

COMPLAINT REPORT
EXPLANATION OF USE

<u>Number or Space</u>	<u>Heading</u>	<u>Individual Responsible</u>	<u>Type of Data</u>
1.	O.V.	Dispatcher	Field Initiated Action
1.	EMER	Dispatcher	Emergency Response Req'd
1.	RPT	Dispatcher	Does NOT require emg. resp
2.	LOCATION	Phone Operator or Dispatcher	Place of Field Response
3.	COMPLAINT	"	Name of Person or Alarm System requesting response
4.	PHONE	"	Number where Complainant may be re-contacted
5.	(WORD LIST)	"	Circle applicable words to describe reason respons needed
6.	BACK-UP #1 BACK-UP #2	Dispatcher	Additional Units sent in Support
7.	OPERATOR	Phone Answerer	Identity of Call-taker
8.	DISPATCHER	Dispatcher	Identity of Dispatcher
9.	DISTRICT	"	Call designation of Police Unit responsible for this area on this shift
10.	ASSIGNED	"	Call designation of Police Unit assigned to handle
11.	OFFICER	"	Serial Number of assigned Officer(s)
12.	FIELD REQUEST	"	Circle & identify brand of Service Requested by Officer at scene
13.	LOCATION CODE	"	X-Y Coordinates of Location as reported from field unit
14.	COMPLAINT CODE	"	3 digit Complaint Classifi cation code as reported by Field Officer

15.	DISP CODE	Dispatcher	1 Alpha Disposition Code as reported by Field Officer
16.	CASE NO.	"	Control Number for Field Report
17.	WARRANT NO.	"	For Arrests on Warrant
18.	BLANK	Phone Operator or Dispatcher	Time Stamps; Time Received Time Dispatched Time arrived at scene Time completed

010 COURT ATTENDANCE 020 ESCORT PRISONER - COURT 025 ESCORT PRISONER - MEDICAL 029 HOSPITAL GUARD 030 ERRAND FOR _____ 040 STAKEOUT 050 WARRANT & SUBPOENA SERVICE 060 OUT OF CAR-NO REASON GIVEN 070 NO ANSWER WHEN CALLED 080 STATION, GARAGE, BO CAR, ETC. 090 COFFEE 099 EATING	UNIT	DISPATCHER	LOCATION	
	PHONE NO.		OFFICER	OFFICER
	REMARKS:			

RADIO ADMINISTRATIVE FORM
(PINK)

LOCATION		LOCATION CODE	
REC'D <input type="checkbox"/> PHONE <input type="checkbox"/> ALARM <input type="checkbox"/> RADIO		X=	Y=
COMPLAINANT		OPERATOR	DISPATCHER
NO FIRE	FIRE	FIRST ALARM UNIT	SECOND ALARM TIME:
UNKNOWN	FRAME DWELL.	UNIT	UNIT
AID CALL	COMMERCIAL	UNIT	UNIT
SERVICE	APARTMENT	UNIT	UNIT
STANDBY	CAR	UNIT	UNIT
ACCIDENT	TRAILER	UNIT	UNIT
GAS SPILL	OUTBUILDING		
FALSE ALARM	GRASS		

FIRE RUN CARD

FIRE RUN CARD
(GREEN)

Figure 3A

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010 COURT ATTENDANCE 020 ESCORT PRISONER - COURT 025 ESCORT PRISONER - MEDICAL 029 HOSPITAL GUARD 030 ERRAND FOR _____ 040 STAKEOUT 050 WARRANT & SUBPOENA SERVICE 060 OUT OF CAR - NO REASON GIVEN 070 NO ANSWER WHEN CALLED 080 STATION, GARAGE, BO CAR, ETC. 090 COFFEE 099 EATING	UN [] DATE [3]	DIVISION [6]		
	PHONE NO. [5]	OFFICER [7]	OFFICER [7]	
	REMARKS: [8]			
				[]
	[]		[]	
	[]		[]	
	[]		[]	
	[]		[]	
	[]		[]	
	[]		[]	

1

Figure 3B

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LOCATION [2]		LOCATION CODE X= [] Y= []	
REC'D <input type="checkbox"/> PHONE <input type="checkbox"/> ALARM <input type="checkbox"/> RADIO		COMPLAINANT [3]	
NO FIRE UNKNOWN AID CALL SERVICE STANDBY ACCIDENT GAS SPILL FALSE ALARM	FIRE FRAME DWELL. COMMERCIAL APARTMENT CAR TRAILER OUTBUILDING GRASS	SPECIAL HAZARDS: [5]	
[]			
[]		OPERATOR [6]	DISPATCHER [7]
[]		FIRST ALARM UNIT []	SECOND ALARM TIME: []
[]		UNIT []	UNIT []
[]		UNIT []	UNIT []
[]		UNIT []	UNIT []
[]		[8]	[9]
FIRE RUN CARD			

1

5

RADIO ADMINISTRATIVE FORM AND
 FIRE RUN CARD:
 EXPLANATION OF USE

Figure 3C

RADIO ADMINISTRATIVE FORM
EXPLANATION OF USE

<u>Number of Space</u>	<u>Heading</u>	<u>Individual Responsible</u>	<u>Type of Data</u>
1.	010 THRU 099	Dispatcher	Reason out of Service
2.	UNIT	"	Radio Call Number of Field Unit
3.	DISPATCHER	"	Identity of
4.	BLANK	"	Time Stamp out Time Stamp in
5.	PHONE NO.	"	Where Unit can be reached
6.	LOCATION	"	If applicable, location address of Unit
7.	OFFICER	"	Serial Number(s) of Officer(s)
8.	REMARKS	"	If will be out for unusual length of time, explain
FIRE RUN CARD			
1.	REC'D	Operator or Dispatcher	Means information received initiating this run
2.	LOCATION	"	Street address <u>PLUS</u> nearest intersection
3.	COMPLAINANT	"	What person, alarm system?
4.	BLANK	"	Time stamps: Received Dispatched Arrived Completed
5.	NO FIRE - FIRE	"	Circle any word(s) known to apply
6.	OPERATOR	Operator	Identity of Phone answerer
7.	DISPATCHER	Dispatcher	Identity of Radio dispatch

8.	FIRST ALARM	Dispatcher	Unit(s) dispatched per Run Card
9.	SECOND ALARM	"	Time, PLUS units sent per request for additional help
10.	LOCATION CODE	"	X-Y Coordinates of location as reported from field unit

TUKWILA POLICE DEPARTMENT

COMPLAINT CLASSIFICATION

CRIMINAL HOMICIDE

100 Murder 1st & 2nd
101 Manslaughter

RAPE

120 Rape by Force
121 Assault by Rape
122 Statutory

ROBBERY

130 Armed-Any Weapon
131 Strong-Arm

ASSAULT, AGGRAVATED

140 By Gun
141 Knife
142 Other Weapon
143 Hands, Fists, Feet
144 Non-Aggravated

BURGLARY

150 Forcible Entry
151 Unlawful Entry
152 Attempted Forcible Entry

LARCENY

160 Grand
170 Petit

-1 Pick-Pocket
-2 Purse-Snatching
-3 Shoplifting
-4 Theft from Autos
-5 Theft of Auto Parts
-6 Theft of Bicycles
-7 Theft From Buildings
-8 Theft From Coin-Machines
-9 All Other Larceny-Thefts

AUTO THEFT

180 Auto Theft
181 Recovered Autos TPD
182 Recovery for O.S.

200 ARSON

202 BLACKMAIL-EXTORTION

204 BOMB THREATS

207 DISORDERLY PERSONS

212 DRUNK

214 EMBEZZLEMENT

215 FIREARMS, ILLEG. DISCHARGE

216 FORGERY OF DOCUMENTS
217 FORGED/FICTITIOUS CHECKS
220 FRAUD BY CHECK (UIBC)
221 FRAUD - ALL OTHERS
224 GARBAGE ILLEGAL DUMPING ETC.
228 GAME & FISH VIOLATIONS
230 JUVENILE RUNAWAY (this jurisd)
231 JUVENILE RUNAWAY (outside)
232 JUVENILE NEGLECTED OR ABUSED
233 JUVENILE OTHER VIOLATIONS
240 KIDNAPPING
242 LIQUOR VIOLATIONS
244 LICENSE VIOL. (NON-TRAFFIC)
250 NARCOTIC DRUG LAW INFO RPTS.

NARCO DRUG LAW VIOLATIONS:

251 Hard Drugs
252 Marijuana
253 Other

255 NUISANCE

260 OBSCENE PHONE CALLS

261 OBSCENE LITERATURE

264 PROWLER

SEX OFFENSES

270 INDECENT EXPOSURE
271 INDECENT LIBERTIES
272 ABNORMAL SEX RELATIONS
273 ALL OTHER

STOLEN PROPERTY

275 BUYING-RECEIVING
276 RECOVERY FOR O.S.

280 SUBVERSIVE ACTIVITIES

285 SOLICITORS

286 TRESPASS

288 VAGRANCY

290 VANDALISM

292 VICE (PROSTITUTION, GAMBLING)

295 VICIOUS ANIMALS

296 WEAPONS, CARRYING, POSSESS

299 ALL OTHER OFFENSES

ACCIDENTS

300 Fatal Traffic Accident

301 Fatal non-traffic Accident

310 Injury Traffic Accident

315 Non-injury Traffic Accident

320 Other Traffic Accidents
(Ped. vs Train, Bike vs Ped.)

(ACCIDENTS, CONT.)

330	Injury Non-Traffic Accident	503	FALSE ALARM RESPONSES
335	Non-Injury Non-Traffic	504	TRUE ALARM RESPONSES
		505	NUMBER ARRESTS IN RESPONSE
340	Non-Reportable Accidents and/ or Non-Investigated Accidents	510	ESCORTS
		520	FIRE ASSIST
345	Public Accidents	530	ASSISTS TO PUBLIC AGENCY
346	Home Accidents	535	WARRANT & SUBPOENA SERVICE
347	Occupational Accidents	540	ASSISTS TO CITIZENS
348	Firearm Accidents	541	MESSAGE DELIVERED-CITIZEN
		550	COURT ATTENDANCE
		555	STAKE OUT
		560	INFORMATION REPORTS
		600	ANONYMOUS & NUT LETTERS
<u>TRAFFIC VIOLATIONS & COMPLAINTS</u>			
350	Abandoned Vehicle and/or Illegally Parked		
360	Drunk Driver		
361	Hit/Run Injury		
362	Hit/Run Non-Injury		
363	Non-Traffic Hit & Run		
364	Hazardous Drvg. Violation		
365	Non-Hazardous Violations		
366	Train & Train Signal Viol.		
377	Hazardous Roadway Conditions		
400	DOMESTIC		
401	MISSING MEN		
402	MISSING WOMEN		
403	LOST-FOUND CHILDREN		
404	NEIGHBORHOOD BEEF		
405	MENTAL CASES		
406	SICK CARED FOR		
408	SUDDEN DEATH & BODIES FOUND		
410	SUICIDES		
411	SUICIDE ATTEMPTS		
420	SUSPICIOUS PERSONS AND/OR QUESTIONABLE ACTIONS		
430	LOST PROPERTY		
431	FOUND PROPERTY		
440	ANIMALS AT LARGE OR INJURED		
450	CIVIL DISPUTES AND REPOSSESSION		
500	HOUSE CHECKS		
501	SECURITY & REQUEST FOR EXTRA PATROL		
502	INSECURE BLDG. FOUND		

Figure 4B

TUKWILA POLICE DEPARTMENT
DISPOSITION CODES

- A. Advised to contact an attorney
- B. Assistance rendered/assignment completed
- C. Cancelled by radio
- D. Case report (request for case number) no arrest
- E. Case report made with arrest or citation
- F. Citation issued, no case report
- G. Civil matter, no case report
- H. FIR (Field interrogation report) made, no case report
- I. Follow-up detail, information or evidence obtained
- J. No police action possible and/or necessary
- K. Peace restored, no case report
- L. Referred to agency other than TPD
- M. Removed to medical facility
- N. Returned to home or family
- O. Unable to locate incident or complaint, no case report
- P. Unable to locate Suspect, no case report
- S. Stake out or patrol check completed
- T.
- U. Unfounded
- W. Warning given, no case report
- X. Extra unit in addition to or support of the assigned unit

APPENDIX A

Information Sources

A. Consultants Assigned:

1. Captain Charles R. Connery
Commander, Research and Development Division
Seattle Police Department
Seattle, Washington
2. Wayne Kincheloe
R.W. Beck & Associates
Analytical and Consulting Engineers
Seattle, Washington

B. Dates of On-Site Consultation:

November 27, 28, 30; December 1, 22, 1972

C. Individuals Interviewed:

Hugh Darby, Chief of Police
Renton, Washington

Dave McQuery, Chief of Police
Kent, Washington

John Sheets, Chief of Police
Tukwila, Washington

M. C. Walls, Fire Chief
Renton, Washington

Kenyon D. Krider, Signal/Electronics Engineer
Renton, Washington

November 28, 1972

Mr. Robert Wilstadter
L.E.A.A.

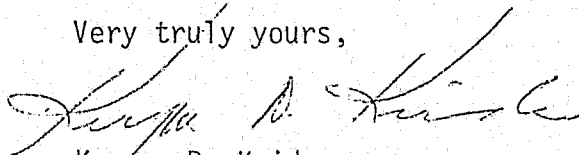
Dear Mr. Wilstadter:

The enclosed list of equipment shows the purchase year and model for the Fire and Police radios. As you can see, some of the Fire Department equipment is of the tube type. It is my opinion that this equipment should be replaced or, at the best, delegated to the second line use.

In regard to the base station transmitters, the Police transmitters are late models and in good condition. The Fire Department base transmitters are approximately twelve years old and should be replaced. We have budgeted for a new Fire Department base transmitter this year.

Due to probable future expansion of Renton City limits, it will be necessary to relocate the base station facilities and towers. A possible location would be in the vicinity of the Philip Arnold Park. With this relocation, provisions could be made for better security of the equipment. Also, the possibility of using microwave for control purposes should be explored, in view of the fact that we are having some problems with telephone lines. The telephone company has apparently changed its policy on guaranteeing the quality of voice grade lines. When the quality of the line is allowed to deteriorate, it seriously affects the page systems used by both the Fire and local government services.

Very truly yours,



Kenyon D. Krider
Signal/Electronics Engineer

KDK:v1

RADIO EQUIPMENT

FIRE

<u>QTY</u>	<u>UNIT</u>			<u>DATE ACQUIRED</u>
2	H03BNC	PAGEBOY	(M)	7/69
2	H23BAC	PORTABLE	(M)	Unknown 1967
2	H23DCN	PORTABLE	(M)	4/70
1	H23DEN	PORTABLE	(M)	4/70
1	H33FFN	PORTABLE	(M)	3/71
1	TA-270	CONTROLLER	(M)	1965
1	T1202A	CONTROLLER	(M)	Prior to 1960
1	U43BBN	MOBILE	(M) Motran	7/71
1	RG56TC566	MOBILE	(GE)	1965
7	U43GGT	MOBILE	(M)	1962
3	T43GGV	MOBILE	(M)	1962
1	T53RTN	MOBILE	(M) Micor	3/72
1	U43MHT	MOBILE	(M) Motrac	6/68
2	140BR	BASE STATION	(M)	1960
2	T1380A	HANDSET	(M)	1970

POLICE

6	H24FFN	PORTABLE	(M)	(1) 7/70 (11) 1971 (3) 1972
1	H36IAS66	PORTABLE	(GE)	6/68
1	VM68YAS88	BASE STATION	(GE)	1966
1	C74MSY- 3101BTW	BASE STATION	(M)	1970
1	SP9006CACA	CONTROLLER	(M)	1966
1	TA1360	CONTROLLER	(M)	1966
14	U44MST	MOBILE	(M)	1969
6	T34DCN	MOBILE M/C	(M)	1970
1	D43GGV	MOBILE	(M)	1962

INTER-OFFICE MEMO

TO: CHIEF HUGH R. DARBY

DATE 11-27-72

FROM: CAPT J. H. BOURASA

RE:

The following information was requested by the LEAA Evaluation Team -

NUMBER OF VEHICLES

Police - 17 Fire - 13 School Security - 2

NUMBER OF PORTABLE RADIOS


Police - 6 Fire - 5 School Security - 2

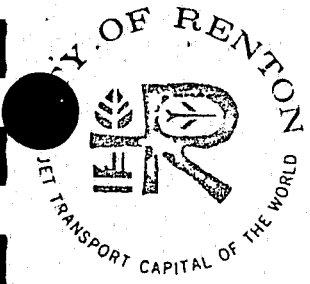
NUMBER ON AIR AT ONE TIME

Police - 6 to all Fire - one to all School Security - 1 to 2

NUMBER OF PERSONNEL WORKING COMMUNICATIONS

Police - 14 Fire - 7 + assigned personnel


Capt J. Bourasa



FIRE DEPARTMENT HEADQUARTERS

MUNICIPAL BUILDING 200 MILL AVENUE SOUTH RENTON, WASHINGTON 98055 • AL 5-3333

• CHIEF: M. C. WALLS

• ASST. CHIEF: DICK GEISSLER

APRIL 5, 1972

HONORABLE AVERY GARRETT, MAYOR
MEMBERS OF THE CITY COUNCIL
CITIZENS OF RENTON

AS CHIEF OF DEPARTMENT IT IS MY PLEASURE TO
SUBMIT FOR YOUR CONSIDERATION THIS ANNUAL REPORT
FOR THE CALENDAR YEAR 1971.

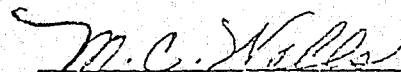
THE REPORT CONTAINS A RESUME OF OUR ACTIVITIES
AND MAJOR ACCOMPLISHMENTS RELATED TO THE RESPONSIBILITY
OF PROVIDING FIRE PROTECTION AND OTHER SERVICES TO THE
CITIZENS OF RENTON.

MY GRATITUDE IS EXTENDED TO ALL OF YOU AS WELL
AS DEPARTMENT HEADS AND THEIR PERSONNEL FOR THE
ASSISTANCE AND COOPERATION RECEIVED DURING THE YEAR.

MY THANKS ALSO TO THE OFFICERS AND MEN OF THE
DEPARTMENT FOR THEIR EFFORTS AND COOPERATION.

RESPECTFULLY SUBMITTED

RENTON FIRE DEPARTMENT


M.C. WALLS, CHIEF

MCW:PR

R-73-103
A-5

RENTON FIRE DEPARTMENT

1971 ANNUAL REPORT

THE 1971 STATISTICS ON THE ACTIVITIES OF THE FIRE DEPARTMENT FOLLOW A GENERAL PATTERN THAT HAS DEVELOPED OVER THE LAST 9 YEARS. FIRE LOSSES ARE UP ONE YEAR, DOWN THE NEXT WITH THE 1971 LOSS LESS THAN ONE HALF OF THE 1970 LOSS.

INCIDENT RESPONSES WERE DOWN 11.6%, FIRE RELATED RESPONSES WERE DOWN 38%, HOWEVER, 1ST AID RESPONSES INCREASED 28% AND HAVE BEEN ON THE INCREASE SINCE 1969. THE ATTACHED GRAPHS REFLECT THIS FLUCTUATING PATTERN IN ALL CATEGORIES.

FIRE LOSS FOR THE YEAR WAS \$69,114., BROKEN DOWN AS FOLLOWS: BUILDING LOSS - \$39,549., CONTENT LOSS - \$22,826., AND LOSS TO OTHER, SUCH AS AUTO, TRUCK, BOATS, TRAILERS, ETC., - \$6,739.

DURING THE YEAR OUR INCIDENT REPORTS WERE PUT ON THE DATA PROCESSING MACHINE AND A PRELIMINARY REPORT REVEALS THE FOLLOWING INFORMATION:

STATION #1 RESPONDED	330 TIMES
STATION #2 RESPONDED	241 TIMES
MULTIPLE RESPONSES (STA. #1 & #2)	92 TIMES
MOST RESPONSES BY DAY OF THE WEEK	FRIDAY
MOST RESPONSES BY HOUR OF THE DAY	2:00 TO 3:00 PM
MOST AID RESPONSES BY DAY OF THE WEEK	FRIDAY & SATURDAY
MOST AID RESPONSES BY THE HOUR OF THE DAY	9:00 TO 10:00 PM
ALARMS RECEIVED BY TELEPHONE	420
ALARMS RECEIVED BY 911	99
AVERAGE RESPONSE TIME	3.5 MINUTES

December 1, 1972

Hugh Darby
Chief of Police
City of Renton
Renton, Washington

Dear Hugh:

The information you requested is as follows:

We have fourteen mobile radio units and one useable portable unit. There are eleven persons working in our Communications Dispatch Center. We would have an average of four mobile units on the street at any given time.

Dave L. McQuery

Chief of Police
City of Kent

DLM: jy

cc: Captain Ray Connery

R-73-103

A-7

TUKWILA POLICE DEPARTMENT

	1972	1973
RADIOS	5 6 With K.C. Mobile	6
VEHICLES	5	6
PERSONEL	5	6
PATROL	9-10	15
ON AIR AT ANY ONE TIME	3-4	5-6

APPENDIX B

Chapter 39.34
Interlocal Cooperation Act

39.34.010 Declaration of purpose. It is the purpose of this chapter to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities. [1967 c 239 § 1.]

Joint operations by municipal corporations and political subdivisions, deposit and control of funds; RCW 43.09.285.

39.34.020 Public Contracts and Indebtedness

39.34.020 Definitions. For the purpose of this chapter, the term "public agency" shall mean any city, town, county, public utility district, port district, fire protection district, school district, Indian tribe recognized as such by the federal government, or metropolitan municipal corporation of this state; any agency of the state government or of the United States; and any political subdivision of another state.

The term "state" shall mean a state of the United States. [1971 c 33 § 1; 1969 c 88 § 1; 1969 c 40 § 1; 1967 c 239 § 3.]

39.34.030 Joint powers--Agreements for joint or cooperative action, requisites, effect on responsibilities of component agencies-- Financing of joint projects. (1) Any power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state having the power or powers, privilege or authority, and jointly with any public agency of any other state or of the United States to the extent that laws of such other state or of the United States permit such joint exercise or enjoyment. Any agency of the state government when acting jointly with any public agency may exercise and enjoy all of the powers, privileges and authority conferred by this chapter upon a public agency.

(2) Any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions

of this chapter. Appropriate action by ordinance, resolution or otherwise pursuant to law of the governing bodies of the participating public agencies shall be necessary before any such agreement may enter into force.

(3) Any such agreement shall specify the following:

- (a) Its duration;
- (b) The precise organization, composition and nature of any separate legal or administrative entity created thereby together with the powers delegated thereto, provided such entity may be legally created;
- (c) Its purpose or purposes;
- (d) The manner of financing the joint or cooperative undertaking and the establishing and maintaining a budget therefore;
- (e) The permissible method or methods to be employed in accomplishing the partial or complete termination of the agreement and for disposing of property upon such partial or complete termination;
- (f) Any other necessary and proper matters.

(4) In the event that the agreement does not establish a separate legal entity to conduct the joint or cooperative undertaking, the agreement shall, in addition to items (a), (c), (d), (e), and (f) enumerated in subdivision (3) hereof, contain the following:

(a) Provision for an administrator or a joint board responsible for administering the joint or cooperative undertaking. In the case of a joint board, public agencies party to the agreement shall be represented;

(b) The manner of acquiring, holding and disposing of real and personal property used in the joint or cooperative undertaking.

(5) No agreement made pursuant to this chapter shall relieve any public agency of any obligation or responsibility imposed upon it by law except that to the extent of actual and timely performance thereof by a joint board or other legal or administrative entity created by an agreement made hereunder, said performance may be offered in satisfaction of the obligation or responsibility.

(6) Financing of joint projects by agreement shall be as provided by law. [1967 c 239 § 4.]

Joint operations by municipal corporations or political subdivisions,

deposit and control of funds: RCW 43.09.285.

39.34.040 Agreements to be filed--Status of interstate agreements --Real party in interest--Actions. Prior to its entry into force, an agreement made pursuant to this chapter shall be filed with the city

clerk and county auditor and with the secretary of state. In the event that an agreement entered into pursuant to this chapter is between or among one or more public agencies of this state and one or more public agencies of another state or of the United States said agreement shall have the status of an interstate compact, but in any case or controversy involving performance or interpretation thereof or liability thereunder, the public agencies party thereto shall be real parties in interest and the state may maintain an action to recoup or otherwise make itself whole for any damages or liability which it may incur by reason of being joined as a party therein. Such action shall be maintainable against any public agency or agencies whose default, failure of performance, or other conduct caused or contributed to the incurring of damage or liability by the state. [1967 c 239 § 5.]

39.34.050 Duty to submit agreement to jurisdictional state officer or agency. In the event that an agreement made pursuant to this chapter shall deal in whole or in part with the provision of services or facilities with regard to which an officer or agency of the state government has constitutional or statutory powers of control, the agreement shall, as a condition precedent to its entry into force, be submitted to the state officer or agency having such power of control and shall be approved or disapproved by him or it as to all matters within his or its jurisdiction. [1967 c 239 § 6.]

Duty to submit certain agreements affairs: RCW 39.34.120.
to the office of community

39.34.060 Participating agencies may appropriate funds and provide personnel and services. Any public agency entering into an agreement pursuant to this chapter may appropriate funds and may sell, lease, give, or otherwise supply the administrative joint board or other legal or administrative entity created to operate the joint or cooperative undertaking by providing such personnel or services therefor as may be within its legal power to furnish. [1967 c 239 § 7.]

39.34.070 Authority of joint boards to receive loans or grants. Any joint board created pursuant to the provisions of this chapter is hereby authorized to accept loans or grants of federal, state or private funds in order to accomplish the purposes of this chapter provided each of the participating public agencies is authorized by law to receive such funds. [1967 c 239 § 8.]

39.34.080 Contracts to perform governmental activities which each contracting agency is authorized to perform. Any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public

agency entering into the contract is authorized by law to perform: *Provided*, That such contract shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties. [1967 c 239 § 9.]

39.34.085 Agreements for operation of bus services. In addition to the other powers granted by chapter 39.34 RCW, one or more cities or towns or a county, or any combination thereof, may enter into agreements with each other to allow a city to operate bus service for the transportation of the general public within the territorial boundaries of each when no such existing bus certificate of public convenience and necessity has been authorized by the Washington utilities and transportation commission. The provisions of this section shall be cumulative and nonexclusive and shall not affect any other right granted by this chapter or any other provision of law. [1969 1st ex.s. c 139 § 1.]

39.34.090 Agencies' contracting authority regarding electricity, utilities' powers, preserved. Nothing in this chapter shall be construed to increase or decrease existing authority of any public agency of this state to enter into agreements or contracts with any other public agency of this state or of any other state or the United States with regard to the generation, transmission, or distribution of electricity or the existing powers of any private or public utilities. (1967 c 239 § 10.)

Interlocal Cooperation Act

39.34.130

39.34.100 Powers conferred by chapter are supplemental. The powers and authority conferred by this chapter shall be construed as in addition and supplemental to powers or authority conferred by any other law, and nothing contained herein shall be construed as limiting any other powers or authority of any public agency. (1967 c 239 § 11.)

39.34.110 Powers otherwise prohibited by Constitutions or federal laws. No power, privilege, or other authority shall be exercised under this chapter where prohibited by the state Constitution or the Constitution or laws of the federal government. [1967 c 239 § 12.]

39.34.120 Duty to submit certain agreements to the office of community affairs--Comments. In the event that an agreement made pursuant to this chapter shall deal in whole or in part with matters of land-use planning, air or water pollution, zoning, building or housing codes, or any other matter for which specific responsibility has been assigned to the office of community affairs by legislative action, then such agreement shall be submitted to the office of community affairs at least sixty

days prior to the effective date of the agreement. The office of community affairs may file written comments with the parties to the proposed agreement not less than fifteen days prior to the effective date of the proposed agreement. Such comments shall not be binding upon the parties to the proposed agreement but may be used by the parties to determine the advisability of adopting, rejecting or amending the proposed agreement. [1967 c 239 § 13.]

Duty to submit agreement to jurisdictional state office or agency: RCW 39.34.050.

39.34.130 Transactions between state agencies--Charging of costs--Regulation by budget director. Except as otherwise provided by law, the full costs of a state agency incurred in providing services or furnishing materials to or for another agency under chapter 39.34 RCW or any other statute shall be charged to the agency contracting for such services or materials and shall be repaid and credited to the fund or appropriation against which the expenditure originally was charged. Amounts representing a return of expenditures from an appropriation shall be considered as returned loans of services or of goods, supplies or other materials furnished, and may be expended as part of the original appropriation to which they belong without further or additional appropriation. Such interagency transactions shall be subject to regulation by the budget director, including but not limited to provisions for the determination of costs, prevention of interagency contract costs beyond those which are fully reimbursable, disclosure of reimbursements in the governor's budget and such other requirements and restrictions as will promote more economical and efficient operations of state agencies.

Except as otherwise provided by law, this section shall not apply to the furnishing of materials or services by one agency to another when other funds have been provided specifically for that purpose pursuant to law. [1969 1st ex.s. c 61 § 1.]

Duty to submit agreement of jurisdictional state office or agency: RCW 39.34.050.

39.34.140 -----Procedures for payments through transfers upon accounts. The budget director may establish procedures whereby some or all payments between state agencies may be made by transfers upon the accounts of the state treasurer in lieu of making such payments by warrant or check. Such procedures, when established, shall include provision for corresponding entries to be made in the accounts of the affected agencies. [1969 1st ex.s. c 61 § 2.]

39.34.150 -----Advancements. State agencies are authorized to advance funds to defray charges for materials to be furnished or services to be rendered by other state agencies. Such advances shall be made only upon the approval of the budget director, or his order made pursuant to an appropriate regulation requiring advances in certain cases. An advance shall be made from the fund or appropriation available for the procuring of such services or materials, to the state agency which is to perform the services or furnish the materials, in an amount no greater than the estimated charges therefor. [1969 1st ex.s. c 61 § 3.]

39.34.160 -----Time limitation for expenditure of advance--Unexpended balance. An advance made under RCW 39.34.130 through 39.34.150 from appropriated funds shall be available for expenditure for no longer than the period of the appropriation from which it was made. When the actual costs of materials and services have been finally determined, and in no event later than the lapsing of the appropriation, any unexpended balance of the advance shall be returned to the agency for credit to the fund or account from which it was made. [1969 1st ex.s. c 61 § 4.]

39.34.170 -----Powers and authority cumulative. The powers and authority conferred by RCW 39.34.130 through 39.34.160 shall be construed as in addition and supplemental to powers or authority conferred by any other law, and not to limit any other powers or authority of any public agency expressly granted by any other statute. [1969 1st ex.s. c 61 § 5.]

39.34.900 Short title. This chapter may be cited as the "Interlocal Cooperation Act." [1967 c 239 § 2.]

39.34.910 Severability. If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances is not affected. [1967 c 239 § 14.]

39.34.920 Effective date. The effective date of this chapter is July 1, 1967. [1967 c 239 § 15.]

END

7 ables/min