

Support Staff Operations

Secretary Jann Lifsey

In 2007, both of our part-time clerical employees, Sandy Stacy and Cindy McNamara, finished their first year with the Mason Police Department. Their welcome addition to the Department allowed us to complete a number of projects that previously had been put aside for lack of man-hour availability. It also enabled us to implement some new programs that had been in the planning stages, but which were only possible to introduce when we had more personnel.

In the spring we were able to put into operation a Civil Infractions Bureau, which had been a long-standing goal. Offenses that are civil by nature are now written up on civil infraction citations, and violators pay the fines to our department, rather than to Ingham County.

We also focused heavily on collecting delinquent parking ticket fines. Our staff works hard to stay on top of these tickets, making sure late notices get sent out in a timely fashion.

The citation fines and other revenues coming into the Department are now rung up on our own cash register, which was purchased at the end of 2006. We were able to get the program on line the beginning of 2007.



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Another large change that occurred in our office was that we began entering our own warrants, personal protection orders, conditional bonds, abandoned vehicles, and stolen property into the Law Enforcement Information Network (LEIN). Always before, these entries were made by employees of the Ingham County Sheriff Office. The advantage of entering our own information into LEIN is that we now can manage their entry and removal more quickly, and do not have to rely upon another department to do so.

We began our new VisionAir Report Management System (RMS) on October 2. Sandy was one of the key players in getting the Department's program up and running. She took a week-long class and a two-day refresher course before the system went on line; then she trained the officers in its use. Sandy validates the cases, makes sure codes are correct, troubleshoots officers' problems, and continues to assist the officers in learning the program.



In 2007 we seemed to see an influx in the number of Freedom of Information Act Requests (FOIA's) and requests for background checks. Cindy was responsible for researching, compiling, and editing the majority of these reports. She also helped the Department by

agreeing to be a substitute crossing guard on her off hours and sometimes in emergencies during her regular work hours. This helped free up officers who would otherwise have been forced to cover these crossings.

During 2007 we 3 ladies worked closely together, getting accustomed to how we each functioned, and learning each other's strengths and weaknesses. Now that we have been together for a year, we have become a very productive team. The office is running smoother, more efficiently, and more effectively. Because of this, we are confident that we will be able to serve the City, the Department, and the public even better in the coming years.