



"Excellence in Service"

Yamhill County Sheriff's Office

Sheriff Sam Elliott

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MEMORANDUM

DATE: Yamhill County Board of Commissioners

TO: Sam Elliott, Sheriff 

FROM: September 5, 2025

RE: Request for Grant Application Authorization – CIS Public Safety Grants

CIS is again offering Fiscal Year Public Safety Grants for CIS General Liability members. Members may apply for any relevant category of grants and the 2025-2026 grant funds are categorized as:

- **Corrections Grant** (up to \$5,000): Supports suicide-resistant devices and enhanced surveillance to improve safety for Adults-in-Custody (AIC) and staff.
- **Law Enforcement Grant** (up to \$5,000): Supports patrol-related initiatives that help reduce use-of-force claims, improve safety for officers, or reduce risk of property damage.
- **Body-Worn Systems Grant** (up to \$10,000): Provides reimbursement for body-worn cameras that enhance accountability and transparency. (Does not cover supporting hardware or software.)
- **Property and Evidence Grant** (up to \$5,000): Supports critical improvements in evidence management, including upgrading facilities, implementing tracking technologies, enhancing security, and funding staff training. It also supports policy development, audits, and backlog reduction.

Yamhill County Sheriff's Office has developed three grant proposals – one each in Corrections, Law Enforcement, and Property and Evidence – and I am requesting Board approval to apply for and, if awarded, accept grants as outlined below and on the attached grant application forms.

Grants are listed in the order of agency priority should the Board determine that all three grants are not to be submitted:

- (1) **Property and Evidence Grant** for the renovation of the evidence processing area of the Evidence Building. This renovation will ensure our evidence processing area aligns with industry standards and best practices, enhancing functionality and efficiency, while reducing risk of exposure, cross-contamination, and minimizing errors that could impact successful prosecution.
- (2) **Law Enforcement Grant** for the purchase of less lethal 40mm launchers training kits and additional munitions. This purchase will allow us to recertify those individuals originally trained in January 2024, as well as ensure the 12 Enforcement deputies who have joined the agency since that training are properly trained and certified.

B.O. 25-280

- (3) **Corrections Grant** for the replacement purchase of four Automated External Defibrillators (AEDs) that have reached end-of-life. These devices are staged in the Correctional Facility and the transport vehicles, ensuring access and support to adults in custody who experience sudden medical crisis due to a variety of causes, including self-harm.

The deadline for submission of the grants is September 15, 2025. Successful applicants will be notified by October 15, 2025, and all grant materials must be purchased, implemented, and reimbursement submitted by May 15, 2026.

Thank you for your consideration of this request.

SJE:emw

cc: Ken Huffer, County Administrator
Justin Hogue, Deputy County Administrator
Mike Barnhart, Finance Director

Approved by the Yamhill County Board of
Commissioners on 09/11/2025
via Board Order 25-280



CIS Public Safety Grant Application for Fiscal Year 2025-26

CIS PUBLIC SAFETY GRANT GUIDELINES

CIS will evaluate your grant request based on available funds and the risk reduction it provides to your agency and the CIS Pool.

APPLICATION SUBMISSION

The application window is open from July 15 to Sept. 15, 2025. Send completed grant applications to: [Public Safety Grants](#). All applications must be submitted by the deadline to be considered for funding. Late or incomplete submissions will not be accepted.

Grant applications will be reviewed Sept. 17, 2025. If selected, applicants will be notified by Oct. 15, 2025.

REIMBURSEMENT REQUIREMENTS

All reimbursement requests must be submitted by May 15, 2026, to Joleen Wallace at publicsafetygrants@cisoregon.org in order to process payment by the end of the fiscal year, June 30, 2026.

If reimbursement information is not submitted by May 15, 2026, grant funds will be forfeited.

To receive payment, CIS must receive the following no later than May 15, 2026:

- A copy of the grant request
- A copy of the grant approval
- A copy of the invoice(s) from the vendor to the CIS member (not a purchase order or quote)
- A copy of the member's payment to the vendor or company (*must be a signed check or credit card statement showing the charge*)

Please note: CIS has limited grant funds and may not be able to award the full amount requested.

Once your application is reviewed, you'll receive an email notification with either an approval or a reason for denial.

If you determine you won't be able to use the awarded funds in fiscal year 2025-26, please notify CIS as soon as possible so the funds can be awarded to the next qualifying member. Failure to notify us may affect your eligibility for future grants.

Questions about the program? Email the [CIS Public Safety Team](#).

Your Contact Information:

Date: 09/11/2025

CIS Member Name: County of Yamhill

Name and Title of Person Submitting Grant: Nicole Heidt, Support Services Manager

Office #: (503) 435-0341 Cell #: _____

Email: heidtn@yamhillcounty.gov

Mailing Address: YCSO, 535 NE 5th St, Rm 143

City: McMinnville Zip Code: 97128

By submitting this application, you agree to the following:

- If approved for the grant, you agree to submit the required documentation by May 15, 2026.
- If approved for a grant and you determine you will not be able to use the awarded grant funds in FY 2025-26, you agree to contact CIS as soon as possible so the funds can be awarded to the next qualifying member. *Failure to notify us may impact your potential for future awarded grant funds.*

Type of Grant Requested: (Check the appropriate box)

- Corrections
- Law Enforcement (Patrol/Law Enforcement Administration)
- Body-Worn Camera Systems
- Property and Evidence

Total Amount of Project: \$4979.71

Grant Amount Requested: \$4979.71

Are there any other grant funds being applied to this project? Yes No
If yes, please explain:

Has your agency received a grant from CIS in the past? Yes No

If yes, please describe what the grant was for and the year it was awarded. Was the project completed?

In Fiscal Year 2024/2025, we were awarded \$4,830.11 under the Corrections Grant program for the purchase and implementation of a stair chair for the Yamhill County Correctional Facility and the purchase of Raptor Rescue shears for all certified Corrections Division staff.

All components of the grant were completed successfully.

Please use the space below to explain why your agency needs grant funding from CIS.

Due to the high cost of standard operating expenses, there is often little room in the budget to fund projects that are considered "functional" rather than critical. One such area is our evidence processing space, which, despite being clearly in need of modernization, has consistently been deprioritized in favor of competing operational demands.

Fortunately, for FY2024-2025, we secured funding to purchase a new Evidence Management Software system, which is scheduled to go live on September 27, 2025. This is a significant step forward in improving our evidence handling capabilities.

To fully realize the benefits of this new system, we are seeking the Property and Evidence grant from CIS to complete the project. These funds would allow us to purchase stainless steel processing tables and adequate storage solutions, ensuring our evidence processing area aligns with industry standards and best practices. This investment would not only enhance the functionality and efficiency of our operations but also support the integrity and security of our evidence management process.

Please explain how the grant funding will reduce risk for your agency and reduce claims.

Evidence integrity is the cornerstone of a successful prosecution. Implementing strict handling protocols within an organized, sterile environment reduces the risk of cross-contamination and minimizes human error. These fundamental practices are essential for streamlining investigations, ensuring personnel accountability, and maintaining the admissibility of evidence in court.

Without proper resource allocation in this area, the risk of evidence mismanagement increases significantly. In high-profile cases, such failures can lead to negative media attention, damage the agency's reputation, and provide defense attorneys with grounds to challenge the integrity of the evidence. When perceived as deliberate or malicious, these lapses can also expose deputies to criminal charges and subject the agency to civil lawsuits seeking monetary damages.

Furthermore, providing a dedicated, properly equipped space for deputies enhances their safety when handling biological materials and supports their physical well-being through improved ergonomics.

Supervisor/Manager of Submitter: Sam Elliott

Title of Supervisor/Manager: Sheriff

Supervisor/Manager Email and Phone Number: elliotts@yamhillcounty.gov / 503-474-6289

Approximate Completion of Project Date: December 31, 2025

CIS Approval of Grant Request:

Date Grant Request Received: _____

Date Grant Approved or Denied: _____

CIS Senior LE RMC Approval: _____

CIS Director of Risk Management Approval: _____

**Yamhill County Sheriff's Office
FY2025/2026 Property and Evidence Category Grant**

Current Evidence Processing Area



Slam lockers will be retained and relocated. Along this wall will be a storage system set with stainless steel tabletop.



Computer workstation will be replaced with electric standing desk, docking station, larger monitor, and industrial sit/stand stool.

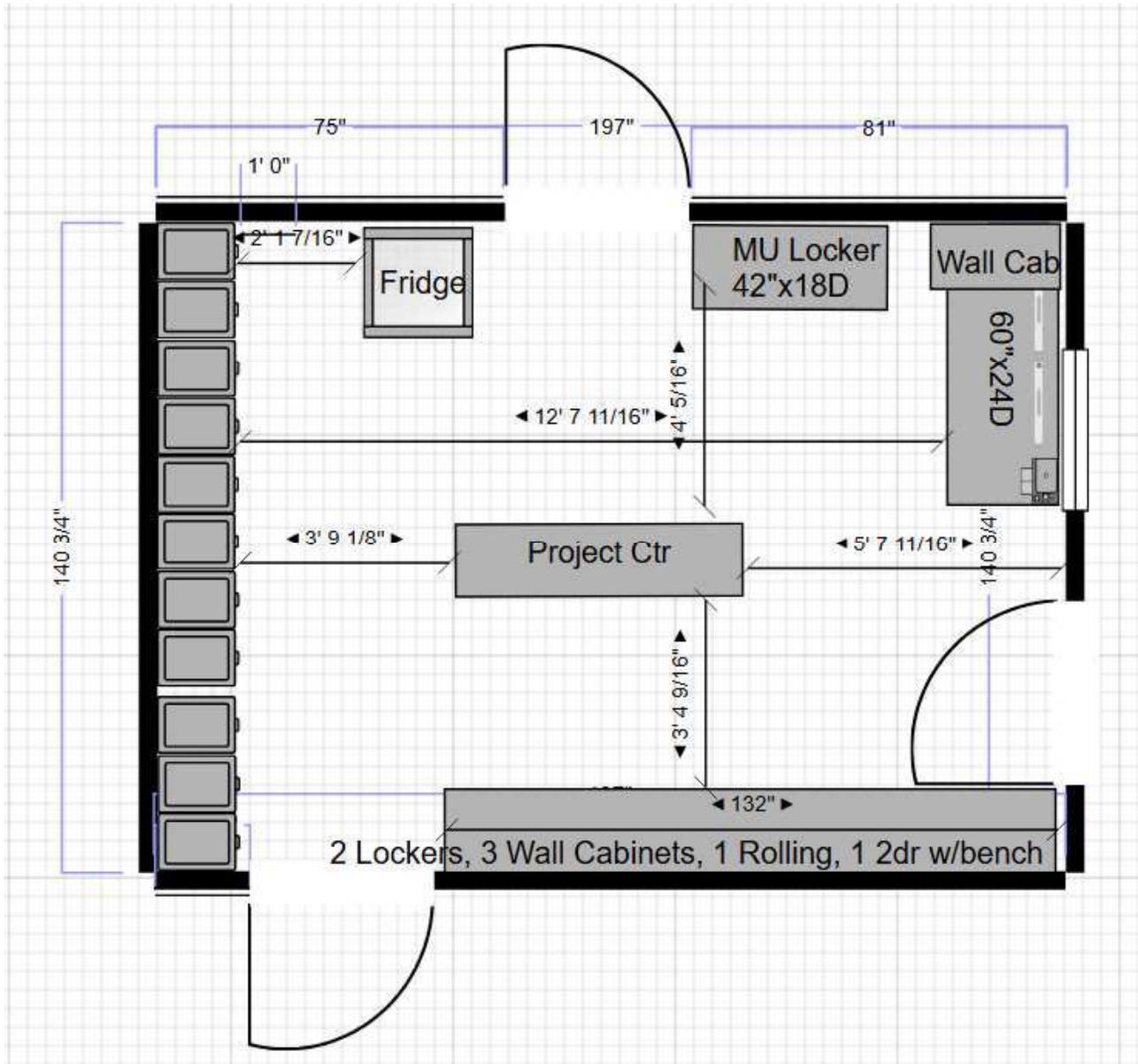
Multi-use locker will reside next to man door, replacing gorilla storage rack.



Gorilla storage rack and desk will be removed to accommodate new location for slam lockers.

Movable project center with stainless steel tabletop and storage will be placed in middle of room.

Proposed Renovation



Itemized Cost of Project

Storage System Set:	\$3999.99
Storage Wall Cabinet:	\$329.99
Electric Standing Desk:	\$199.49
Sit/Stand Work Stool:	\$250.00
Docking Station:	\$99.95
Computer Monitor:	\$99.99
Total:	\$4979.71



NewAge Products 236.0-in W x 76.75-in H x 18.0-in D 9 -Cabinets Steel Charcoal Gray Garage Storage System

Item #1158435 |; Model #56119

\$3999.99

- Set Includes: One 42 in Multi-Use Locker, 1 Project Center, 2 Multi-Use Lockers, 3 Wall Cabinets, 1 Rolling Tool Cabinet, One 2-Door Base Cabinet, One 62 in Stainless Steel Worktop and One 72 in Stainless Steel Worktop
- Total Weight Capacities: Locker Cabinet 800 lbs, Wall Cabinet 100 lbs, Rolling Tool Cabinet 600 lbs, Base Cabinet 600 lbs, and Project Center 800 lbs
- Height-adjustable steel shelves, to accommodate items of different sizes
- Built with fully-welded steel frames for added strength
- Closet rod included with the locker provides hanging storage
- The tough Stainless Steel Worktop is easy to wipe clean
- All fixed cabinets are designed to be secured to a wall to ensure safety
- Project Center comes with 4 in casters and sturdy side handle for easy maneuverability, Fully-lockable to keep your items secure
- Set Dimensions: 236 in W x 18 in D x 72 in H, Height with Adjustable Legs: 75.25 in H - 76.75 in H



NewAge Products 28"W x 33.75"H x 14"DPRO Series Grey Tall Wall Cabinet Black and Grey Garage Storage System

Item Number #141279; Model #52015

\$329.99

- Total weight capacity: 200 lbs. Shelf weight capacity: 100 lbs.
- Full-length steel shelf adjustable in 1 in. increments
- Heavy-duty welded steel frame for added strength
- Sturdy double wall doors
- Easy-grab integrated aluminum handles
- Mounting hardware included for wood stud installation
- Quick-mount wall hanging system
- Lockable, off-the-floor storage
- Industrial Sandtex paint finish
- Soft-close hinges allow doors to close gently
- Included light valance for under cabinet LED lighting



Agilestic Electric Standing Desk, Large 60 x 24 Inches Height Adjustable Desk, Sit Stand up for Work Office Home, Ergonomic Rising Gaming Computer Table with Memory Preset, Black **\$199.49**

Sit/Stand Work Stool - 17 x 9", 350 lb Capacity



Perch stool relieves foot and leg pain when standing for long periods of time.

- Easy-to-clean polyurethane seat resists stains and chemicals.
- Adjustable height. 360° swivel.
- Contoured seat with adjustable tilt mechanism.
- Reinforced base. 5 legs with large feet for stability.



[More Images & Video](#)

MODEL NO.	DESCRIPTION	SEAT DIMENSIONS W x D	CAPACITY (LBS.)	ADJUSTABLE HEIGHT	WT. (LBS.)	PRICE EACH		IN STOCK SHIPS TODAY
						1	3+	
H-5681	Sit/Stand	17 x 9"	350	22-32"	24	\$250	\$240	<input type="text" value="1"/> <input type="button" value="ADD"/>

\$250.00



Plugable Universal Laptop Docking Station Dual HDMI Monitor for Windows and Mac (Driver Required), USB 3.0 or USB-C, 2X HDMI, Gigabit Ethernet, Audio, 6 USB Ports (UD-3900)
\$99.95



ViewSonic VA2447-MH 24 Inch Full HD 1080p Monitor with 100Hz, FreeSync, Ultra-Thin Bezel, Eye Care, HDMI, VGA Inputs for Home and Office
\$99.99