

**RICHLAND COUNTY PUBLIC SAFETY STANDING COMMITTEE
MEETING**

DATE: FRIDAY, MAY 13, 2022
TIME: 8:30 A.M.
**LOCATION: COUNTY BOARD ROOM OF THE RICHLAND
COUNTY COURTHOUSE 181 W SEMINARY ST, RICHLAND
CENTER, WI 53581**

Public Safety
Hosted by Barbara Scott

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m5679ae23e9453a691217f7e499a2135e>

Friday, May 13, 2022 8:30 am | 3 hours | (UTC-05:00) Central Time (US & Canada)

Meeting number: 2554 624 6844

Password: Richland

Join by video system

Dial [25546246844@richlandcounty.my.webex.com](https://richlandcounty.my.webex.com/join/25546246844)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-650-479-3208 United States Toll

Access code: 255 462 46844

1. Call to Order.
2. Read and approve Notice of Posting for May 13, 2022 Public Safety meeting.
3. Read and approve agenda for May 13, 2022 Public Safety meeting.
4. Read and approve minutes of the April 8, 2022 LEJC Meeting.
5. Elect committee Vice-Chair and Secretary positions.
6. Coroner updates.
7. Clerk of Court Updates.
 - a. Monthly updates/reports
8. Probate Department

- a. Monthly updates/reports
- 9. District Attorney Update.
 - a. Monthly updates/reports
- 10. Emergency Management
- 11. Approve monthly invoices and other Sheriff's Department reports.
- 12. Review & Discussion of Ordinance 89-7
- 13. BOTS Summer Traffic Enforcement Grant approval
- 14. Approval to apply for a Cops hiring grant
- 15. Approval to hire a casual Jailer/Dispatcher
- 16. Discussion regarding filling future open positions
- 17. Discussion on using the Sheriff's department remaining funds from 2021.
- 18. Open and approval of inmate meal bid(s).
- 19. **Permission to seek other bids for cameras in the jail.**
- 20. **Discussion and possible approval for an MOU with the WI DNR.**
- 21. **Review True North Radio Project Evaluation Report for recommendation for contract negotiations.**
- 22. **Discussion and approval to enter into Phase 3 with True North Consulting.**
- 23. Radio Tower Project updates
- 24. Mapping, Radio System & Squad Updates
- 25. Discussion and possible approval on new meeting day/time.
- 26. Future agenda items
- 27. Adjourn.

**RICHLAND COUNTY LAW ENFORCEMENT AND JUDICIARY COMMITTEE
MEETING**

Friday, April 8, 2022

The Richland County Board of Supervisors Law Enforcement and Judiciary Committee met on Friday, April 8, 2022 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members David Turk, Kerry Severson, Bob Frank and Chad Cosgrove. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, and Amber Muckler. Also present for the meeting or a portion of the meeting was Barb Scott, Jenifer Laue, Clinton Langreck, True North, Driftless Music Garden, and Police Chief Billy Jones.

Agenda Item #1: Call to Order: Committee Chair Luck called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for April 8, 2022 LEJC Meeting: Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for April 8, 2022 Meeting: Motioned by Chad Cosgrove to approve the agenda. 2nd to this motion by Bob Frank. Motion passed.

Agenda Item #4: Read and Approve Minutes of the March 11, 2022 LEJC Meeting: Motion by Bob Frank to approve the minutes as printed. 2nd to this motion by Chad Cosgrove. Motion passed, minutes accepted.

Agenda Item #5: Driftless Music Garden Event Updates: Representatives from the event were at this meeting to seek information from the committee or Sheriff's Department regarding any concerns or issues with the upcoming events. No issues were stated by anyone.

Agenda Item #6: Coroner Updates: No updates from the Coroner

Agenda Item #7: Clerk of Court Update: Reports were submitted to the committee prior to this meeting.

Agenda Item #8: Probate Updates: Jenifer Laue talked about who the reserve judges will be during the transition and change in a new county judge.

Agenda Item #9: District Attorney Updates: DA Harper talked about scheduling for upcoming LEJC meetings. Harper talked about the judge's transition and how it effects her office. She stated that a new judge is due to be on the payroll by May 9, 2022.

Agenda Item #10: Approve monthly invoices and other Sheriff's

Department reports: Sheriff Porter went over the invoices for the month with the committee members. Motion to approve the invoices for payment made by Chad Cosgrove, second to this motion by Bob Frank. Motion approved.

Sheriff Porter went over his jail statistics report with the committee members.

Agenda Item #11: Central Square 911 software renewal invoice approval:

Sheriff Porter stated this is for software approval that is budgeted for and will be taken out of the 911 Outlay. The cost of this software will be \$16,201 which will be an annual cost for the 911 support. Motion to approve this invoice made by Bob Frank, second to this motion by Chad Cosgrove. Motion approved.

Agenda Item #12: Discussion and possible approval for grant

opportunities: Chief Deputy Wallace stated there are 3 different grants. The first is for body worn cameras and it's a match grant, this will be for body worn cameras for the jail. The costs for the cameras would be \$900 each and the thought is to obtain four to five cameras for the jail. These funds could possibly come out of jail assessment funds if needed to meet the matching funds. The second grant is a Heroin grant, this is not a match grant it would be 100% funded it is 1 million dollar grant. The Meth grant is a 2 million dollar grant which is also fully funded and could cover a ten year span. These drug grants could be used for staffing or equipment. Chief Deputy Wallace states the department is thinking of proposing a separate position for each grant, but they would also be willing to combine one position for both drug grants. Sheriff Porter stated by ordinance the department still has one open position. Motion to approve the department to approve applying for and accept these three grants made by Kerry Severson, second to this motion by Chad Cosgrove. Motion approved.

Agenda Item #13: Discussion and approval of new interview room project

costs: Chief Deputy Wallace informed the committee that the department's current interview room is down and computers and cameras are not operating. The thought is to have a portion of the downstairs squad room created into a new interview room, there would need to be a partial wall and wiring for cameras and computers, the costs for this project would total just over \$2873 which would be taken out of the current budget and is covered by the budget. This will have to run through by resolution by the Public Works committee. Motion to approve this project and costs made by Chad Cosgrove, second to this motion by Kerry Severson. Motion approved.

Agenda Item #14: Radio Tower Project Updates:

Supervisor Frank went over the FAQ and questions that were brought up at a previous meeting. Frank talked about number of towers and height of the towers to get proper reception. Mike Day from True North discussed the questions regarding decision about the towers and height needs. Mr. Day states that he proposes 8.3 million for the radio project costs with some slight increases that were needed, he went over those separate increases with the committee members. \$300,000 will be added to the proposal to cover the jail locks system which the county was told would need to be changed because the current system runs off of the dispatch console and the new system would not be able to be operated that way. There was discussion about payments that will need to be made and the timeline of those payments and borrowing timeline challenges. Carol Worth talked about the phase financing timelines with the committee members. Luck

states the important thing today is to come to an agreement on what the borrowing number will need to be. Motion to determine a “not to exceed” amount of \$8.3 million which was recommended by True North made by Bob Frank, second to this motion by Kerry Severson. There was further discussion about the borrowing process and timelines needed for borrowing and payments. Motion made by Chad Cosgrove to amend the previous motion to a “not to exceed” amount of \$8.5 million, second to this motion by Kerry Severson. Motion approved to amend the first motion. Motion approved to approve the “not to exceed” the \$8.5 million.

Agenda Item #15: Radio project RFP review and recommendation: This item will be moved to the May agenda.

Agenda Item #16: Mapping, Radio System & Squad Updates: Borrowed funds were approved for the new squads, new squads have been ordered. Squad mileage was discussed briefly with the committee members. Retired squads have been put out for purchase to other agencies.

Agenda Item #17: Future agenda items: None

Agenda Item #18: Adjourn; Motion by Kerry Severson to adjourn until the regular LEJC meeting on Friday, May 13, 2022 at 8:30am. Second to this motion by Bob Frank. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

Register in Probate

ACS FINANCIAL SYSTEM
05/02/2022 16:05:11

Disbursement History Report

RICHLAND COUNTY
GL540R-V08.17 PAGE 1

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM PROJECT	INVOICE PO#	SOURCE/JE/ID F 9 BX M BANK	LINE FUND	ACCOUNT NAME & ACCOUNT
23104	04/01/22	1511	KAMPS/ATTORNEY RACHEL A INV 01/31 21TP3	400.00		INV 04/01	D-040122-900 N 01	00002 WF52 10.5120.0103.5212	ATTORNEY-GAL FEES
23106	04/05/22	132	FRANK/ATTORNEY THEODORE REISSUE CH23054 22JC01	430.00		INV 04/05	D-040522-901 N 01	00003 WF52 10.5120.0109.5212	ADVERSARY ATT-REG IN P
23109	04/05/22	1511	KAMPS/ATTORNEY RACHEL A REISSUE CH23054 14JC34	150.00		INV 04/05	D-040522-901 N 01	00002 WF52 10.5120.0103.5212	ATTORNEY-GAL FEES
23157	04/12/22	2593	CENTURYLINK COMMUNICATIO INV 04/01 288380939	0.26		INV 04/12	D-041222-930 -	00024 WF52 10.5120.0000.5225	TELEPHONE
23370	04/18/22	5153	DIGITAL DOLPHIN SUPPLIES 2/24 <i>Ink Cartridge</i>	164.99		SIN020059	D-041822-944 -	00017 WF52 10.5120.0000.5319	OFFICE SUPPLIES & COMP
23479	04/20/22	4233	KOPP MCKICHAN LLP INV 03/28 21JG05	1,215.00		INV 04/20	D-042022-961 N 01	00008 WF52 10.5120.0103.5212	ATTORNEY-GAL FEES
23481	04/20/22	2038	SCHWARZE/ATTORNEY DEBRA INV 03/31 22JC3+4	105.00		INV 04/20	D-042022-961 N 01	00001 WF52 10.5120.0112.5212	ATTORNEY-N/F COURT COM
23505	04/26/22	132	FRANK/ATTORNEY THEODORE INV 04/25 08GN13	260.00		INV 04/26	D-042622-975 N 01	00014 WF52 10.5120.0104.5212	ATTORNEY-GAL FEES
23507	04/26/22	1575	TECH COM, INC INV 04/20 597500	22.51		INV 04/26	D-042622-975 -	00017 WF52 10.5120.0000.5225	TELEPHONE

ACS FINANCIAL SYSTEM
05/02/2022 16:05:11

Disbursement History Report

RICHLAND COUNTY
GL540R-V08.17 PAGE 2

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID	LINE	ACCOUNT NAME F 9 BX M BANK FUND & ACCOUNT
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REPORT TOTALS:				2,747.76					
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RECORDS PRINTED - 000009

ACS FINANCIAL SYSTEM
5/02/2022 16:04:52
LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2022 THROUGH APR 30, 2022

RICHLAND COUNTY
GL520R-V08.17 PAGE 1

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5120 REGISTER IN PROBATE						
0000 PROJECT						
5111 SALARIES - REGULAR	84,229.60	0.00	6,350.40	25,401.60	58,828.00	30 ---
5112 SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5144 WITNESS FEES	150.00	0.00	0.00	0.00	150.00	0
5150 SECTION 125 PLAN-CO SHARE	225.00	0.00	8.40	48.60	176.40	21 --
5151 FICA - COUNTY SHARE	6,443.56	0.00	460.52	1,842.08	4,601.48	28 --
5152 RETIREMENT - COUNTY SHARE	5,474.92	0.00	412.78	1,651.12	3,823.80	30 ---
5153 DENTAL INSURANCE-CO SHARE	848.34	0.00	104.78	419.12	429.22	49 ----
5154 HEALTH INSURANCE - COUNTY SH	27,838.69	0.00	1,654.30	6,617.20	21,221.49	23 --
5155 LIFE INSURANCE - COUNTY SHAR	32.54	0.00	2.38	9.52	23.02	29 --
5161 HEALTH INS REIMBURSEMENT DED	3,000.00	0.00	0.00	0.00	3,000.00	0
5215 PSYCHOLOGICAL EVALUATION	6,000.00	0.00	0.00	0.00	6,000.00	0
5216 INTERPRETER FEES	500.00	0.00	0.00	0.00	500.00	0
5225 TELEPHONE	1,500.00	0.00	22.77	90.85	1,409.15	6
5251 TRANSCRIPTS	150.00	0.00	0.00	0.00	150.00	0
5311 POSTAGE AND ENVELOPES	1,000.00	0.00	20.51	226.30	773.70	22 --
5315 COPY PAPER AND EXPENSE	400.00	0.00	0.00	0.00	400.00	0
5319 OFFICE SUPPLIES & COMPUTER S	1,100.00	0.00	164.99	309.43	790.57	28 --
5324 DUES	214.00	0.00	0.00	130.00	84.00	60 -----
5326 ADVERTISING	200.00	0.00	0.00	0.00	200.00	0
5334 REGISTRATION	100.00	0.00	0.00	0.00	100.00	0
5335 MEALS	200.00	0.00	0.00	0.00	200.00	0
5336 LODGING	450.00	0.00	0.00	0.00	450.00	0
5339 MILEAGE	500.00	0.00	0.00	0.00	500.00	0
5819 NEW EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00	0
5970 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	141,756.65	0.00	9,201.83	36,745.82	105,010.83	25 --
0103 GAL FEES CHAPTER 48 & 938						
5212 ATTORNEY-GAL FEES	15,000.00	0.00	1,765.00	2,414.35	12,585.65	16 -
TOTAL: GAL FEES CHAPTER 48 & 938	15,000.00	0.00	1,765.00	2,414.35	12,585.65	16 -
0104 GAL FEES CH 51, 54, & 55						
5212 ATTORNEY-GAL FEES	11,500.00	0.00	260.00	2,162.26	9,337.74	18 -
TOTAL: GAL FEES CH 51, 54, & 55	11,500.00	0.00	260.00	2,162.26	9,337.74	18 -
0109 ADVERSARY-REG IN PROBATE						
5212 ADVERSARY ATT-REG IN PROBATE	25,000.00	0.00	430.00	1,405.00	23,595.00	5
TOTAL: ADVERSARY-REG IN PROBATE	25,000.00	0.00	430.00	1,405.00	23,595.00	5
0112 N/F COURT COMMISSIONER						
5212 ATTORNEY-N/F COURT COMMISSNR	500.00	0.00	105.00	147.00	353.00	29 --
TOTAL: N/F COURT COMMISSIONER	500.00	0.00	105.00	147.00	353.00	29 --
TOTAL: REGISTER IN PROBATE	193,756.65	0.00	11,761.83	42,874.43	150,882.22	22 --
TOTAL: GENERAL FUND	193,756.65	0.00	11,761.83	42,874.43	150,882.22	22 --

ACS FINANCIAL SYSTEM
 5/02/2022 16:04:47
 LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH APR 30, 2022

RICHLAND COUNTY
 GL520R V08.17 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
4500 PUBLIC CHARGES FOR SERVICES						
0206 PROBATE FEES						
4515 REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	3,575.65	4,289.24	1,710.76	71 -----
TOTAL: PROBATE FEES	6,000.00	6,000.00	3,575.65	4,289.24	1,710.76	71 -----
0207 CERTIFICATIONS						
4515 REGISTER IN PROBATE - CERTIF	300.00	300.00	109.00	364.00	64.00-	121 -----!!
TOTAL: CERTIFICATIONS	300.00	300.00	109.00	364.00	64.00-	121 -----!!
TOTAL: PUBLIC CHARGES FOR SERVICES	6,300.00	6,300.00	3,684.65	4,653.24	1,646.76	73 -----
TOTAL: GENERAL FUND	6,300.00	6,300.00	3,684.65	4,653.24	1,646.76	73 -----

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
APRIL 2022 BILLS**

(PRESENTED AT THE MAY 13TH, 2022 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTHCARE	2	CARE OF PRISONERS/HEALTHCARE	117542, 117541	5,086.45	10.5251.0000.5296	
2	BARNES/SUSAN	1	UNIFORM ALLOWANCE/BARNES	N/A	111.83	19.5213.0000.5346	
3	BINDL TIRE & AUTO	1	SQUAD MAINTENANCE	586778, 586836, 586834, 799142	409.72	10.5211.0000.5352	
4	CDW-GOVERNMENT	2	COMPUTER MAINTENANCE	64695, 606261	193.50	10.5211.0000.5813	
5	CHARM-TEX	3	JAIL SUPPLIES	279989, 280341, 282250	599.70	10.5251.0000.5352	
6	CORNERSTONE SERVICE	2	SQUAD MAINTENANCE	11797, 11818	578.78	10.5211.0000.5352	
7	CURTIS/SUSAN	1	UNIFORM ALLOWANCE/CURTIS	N/A	61.52	19.5213.0000.5346	
8	CZYS, MIKE	1	K-9 TRAINING	N/A	200.00	35.5255.0000.5157	
9	ELIOR (SUMMIT FOODS)	5	MEALS FOR PRISONERS	139870, 140421, 141083, 141635, 193282	14,388.21	10.5251.0000.5294	
10	GENERAL COMMUNICATIONS	1	SQUAD MAINTENANCE	305009	250.00	10.5211.0000.5352	
11	GRIMM, SHAWN	4	SQUAD MAINTENANCE	32129, 32095, 32094, 31974	690.05	10.5211.0000.5352	
12	MADISON COLLEGE	1	TRAINING/GIESE, MARSHALL	54055	270.00	10.5251.0000.5157	
13	MCKESSON MEDICAL	2	JAIL SUPPLIES	19268503, 19362781	219.87	10.5251.0000.5352	
14	MUCKLER/AMBER	1	UNIFORM ALLOWANCE/MUCKLER	N/A	71.02	19.5213.0000.5346	
15	O'REILLY AUTO PARTS	2	SQUAD MAINTENANCE	496723, 491702	44.84	10.5211.0000.5352	
16	RHYME	2	COPY LEASE JAIL & GENERAL	536673, 544214	140.75	10.5251.0000.5315	10.5211.0000.5315
17	RICHLAND COUNTY AMBULANCE	1	CARE OF PRISONERS/TRANSPORT TO ER	N/A	112.84	10.5251.0000.5296	
18	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES/FEB & MARCH	2022-03	362.50	10.5251.0000.5299	
19	RICHLAND HOSPITAL	2	MEDICAL FEES & CARE OF PRISONERS/BLOOD DRAWS	N/A	1,632.00	10.5211.0000.5346	10.5251.0000.5296
20	RICHLAND OBSERVER	1	ADVERTISING	N/A	334.40	10.5211.0000.5326	
21	SOUTHEAST ID	1	NEW EQUIP/KEY FOBS	6815177	258.75	10.5211.0000.5819	
22	SUMMIT FIRE PROTECTION	1	FIRE SYSTEM MAINTENANCE	18205817	62.75	10.5211.0000.5291	
23	TOP PACK DEFENSE	1	UNIFORM ALLOWANCE/TUCKER	8153	684.54	19.5213.0000.5346	
24	TC AUTOWORKS	1	SQUAD MAINTENANCE	9535	61.92	10.5211.0000.5352	
25	THRYV	1	TELEPHONE/YELLOW PAGES	N/A	38.00	10.5211.0000.5225	
26	WALSH'S ACE HARDWARE	1	JAIL SUPPLIES	N/A	22.29	10.5251.0000.5352	
27	WEGNER AUTO SERVICE	2	TOWING	4105, 4674	535.00	10.5211.0000.5295	
28	WI DEPT OF JUSTICE-TME	1	TIME	12487	2,448.00	10.5251.0000.5292	
29	WIPSCOM	1	TRAINING/KLATT	N/A	325.00	10.5251.0000.5157	
30	PLATTS GARAGE	1	TOWING/R22-0848	30363	150.00	10.5211.0000.5295	

APRIL 2022 BILLS	30,344.23
SHERIFFS DEPARTMENT	3,739.00
POLICE RADIO	
COUNTY JAIL	25,476.32
K-9	200.00
DEPARTMENT-UNIFORM ALLOWANCE	928.91
SPECIAL INVESTIGATIONS	
DOG CONTRACT-MONTHLY PAYMENT	1,500.00
CURRENT MONTH'S JAIL ASSESSMENT	67,580.13

SHERIFF'S MONTHLY REPORT

RICHLAND COUNTY

MONTH OF APRIL 2022

(PRESENTED AT THE MAY 13, 2022 PUBLIC SAFETY MEETING)



	2022		
	FEB	MAR	APR
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$33,185.03	\$33,673.48	\$30,344.23
NUMBER OF JAIL BOOKINGS	50	55	58
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	26.87	26.78	27.24
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	182	261	237
TRAFFIC CITATIONS ISSUED	50	61	78
TRAFFIC WARNINGS ISSUED	0	0	0
CIVIL PROCESS PAPERS SERVED	17	18	15
TRANSPORTS FOR THE MONTH	9	14	7
AVERAGE NUMBER ON ELECTRONIC MONITORING	3.00	3.00	4.00

Monthly Activity

Jail Activity:

492 calls for service
84 calls for EMS
121 calls for RCPD

RICHLAND COUNTY SHERIFF'S DEPARTMENT ORDINANCE NO. 89-7

The County Board of Supervisors of Richland County, Wisconsin, do ordain as follows:

(1) CREATION AND DUTIES OF LAW ENFORCEMENT COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE DEPARTMENT.

(a) There is created a Law Enforcement Committee to consist of five members of the Richland County Board appointed to this Committee in the manner of appointment of Supervisors to committees which is set forth in Richland County Board's RULES OF THE BOARD. Vacancies on the Law Enforcement Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board is filled.

(b) DUTIES OF THE LAW ENFORCEMENT COMMITTEE. Committee shall be:
The duties of the Law Enforcement

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Department, hereinafter referred to as the Department, in the manner set forth in this Ordinance;
2. To observe the Law Enforcement Program of the Richland County Board, and to make recommendations to the Sheriff and to the Richland County Board for its implementation and improvement;
3. To hold monthly meetings to conduct the business of the Department, and to audit bills of the Department;
4. To receive applications for vacancies and to conduct or arrange to conduct examinations of potential candidates for the non-elective positions within the Department, subject to the more specific provisions contained in this Ordinance;
5. To review the budget of the Sheriff's Department;
6. To act as Grievance Committee in the case of any grievance by an employee of the Department arising out of employment by the Department;
7. To refer, from time to time as deemed necessary by the Law Enforcement Committee, or as otherwise required by law, matters pertaining to the Sheriff's Department to the County Board;
8. To perform such other acts as are specifically allocated to the Law Enforcement Committee elsewhere in the Ordinance.

(c) DUTIES OF THE SHERIFF. The duties of the Richland County Sheriff shall be set forth in the Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the Richland County Sheriff's Department and the maintenance of law enforcement services to the citizens of Richland County, as well as any other duty assigned elsewhere in this Ordinance.

(d) TYPES OF POSITIONS IN THE RICHLAND COUNTY SHERIFF'S DEPARTMENT. The positions in the Richland County Sheriff's Department, excluding the Sheriff shall be as follows:

1. Chief Deputy Sheriff, a management position, the holder of this position must be deputized by the

Sheriff.

2. Road Patrol Lieutenant, a management position; the holder of this position must be deputized by the Sheriff.
3. Investigator, the holder of this position must be deputized by the sheriff.
4. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
5. Dispatcher-Jailer; the holder of this position ~~must~~ may??? (Changed in 1991-12 from must to may but maybe a mistake?) be deputized by the Sheriff.
6. Task Force Deputy; the holder of this position must be deputized by the Sheriff.
7. Sheriff's Department Secretary; the holder of this position must be deputized by the Sheriff.
8. Sheriff's Department Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
 - a. Full-time.
 - b. Part-time, being those part-time employees who work a regular part-time basis.
 - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

(e) NUMBERS OF POSITIONS. The numbers of each of the foregoing positions in the Richland County Sheriff's Department are as follows:

- | | |
|--|----|
| 1. Full-time Chief Deputy | 1 |
| 2. Full-time Road Patrol Lieutenant | 1 |
| 3. Full-time Road Patrol Deputy Sheriff | 11 |
| 4. Full-time Investigator | 1 |
| 5. Full-time Dispatcher-Male Section Jailer | 6 |
| 6. Full-time Dispatcher-Female Section Jailer | 6 |
| 7. Full-time Dispatcher-Either Male or Female Jailer | 1 |
| 8. Full-time Task Force Deputy Sheriff | 3 |
| 9. Full-time Office Manager/Confidential Administrative Assistant | 1 |
| 10. Part-time Clerk/Typist | 1 |
| 11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the Department's needs demand and in accordance with the appropriate collective bargaining agreement. Clerical and administrative office staff may be called in for casual or "call in status". | |

TOTAL NUMBER OF FULL-TIME POSITIONS 31

TOTAL NUMBER OF PART-TIME POSITIONS 1

\$25,000.00 is hereby appropriated from the Contingency Fund to the County Jail Account in the 2014 County budget to fund this position which shall start on June 1, 2014.

(f) SALARIES. The Richland County Board of Supervisors shall fix the salaries to be paid to the Sheriff and to the holders of all of the above positions by Resolution as needed from time to time.

(2) PROCEDURES AND STANDARDS FOR HIRING NEW PERSONNEL.

(a) This section shall govern the filling of all full-time and part-time non-management vacancies in the Department which cannot be filled by job posting within the department. These hiring procedures and standards will also apply to all casual and temporary employees except for those casual and temporary employees hired per Ordinance 89-7 or hired as follows:

Law enforcement officers who reside in Richland County and who are certified law enforcement officers by the State of Wisconsin under Wisconsin Statutes section 165.85 may be hired by the Sheriff as a casual employee to do prisoner transports, courtroom duties, emergency duties or other casual employee duties, as determined by the Sheriff. Hiring will only be allowed after an interview with the Law Enforcement Committee and after the approval of the hire by the Committee. Casual employees hired under this subsection are exempt from the written examination, physical agility and interviewing process detailed in 2 (d) and (e) of Ordinance 89-7.

(b) The Law Enforcement Committee shall publicize the creation of an eligibility list to fill any vacancy in accordance with Richland County's Affirmative Action Resolution (Resolution No. 76-58, passed in October 20, 1976).

(c) The Law Enforcement Committee shall screen all applicants for the secretary position to ensure that they have the minimum qualification necessary to satisfy the job description for the position.

(d) Minimum qualifications for all Non-Management positions in the Richland County Sheriff's Department are:

1. The applicant shall become a resident of Richland County within 30 days of the date of employment.
2. The applicant must be a high school graduate or equivalent.
3. The applicant must be not less than 18 years of age.
4. Applicants with a pending criminal charge or a criminal record, as those terms are defined by Wisconsin Statute, will be considered for employment on a case-by-case basis; persons convicted of a felony are ineligible, by virtue of a Wisconsin Statute, to apply for the positions of Road Patrol Deputy Sheriff or Investigator.
5. Except as provided in section (i) herein, all applicants who apply for the eligibility list to fill a vacancy for the position of Road Patrol Deputy Sheriff, Investigator or Dispatcher-Jailer who have met the requirements of paragraph (d), as appropriate, shall take a competitive examination, which shall be administered by the Wisconsin Department of Administration, at County expense, in accordance with sec. 59.21 (8)(a), Wisconsin Statutes, except that nothing in this paragraph shall prevent the Sheriff or the Law Enforcement Committee from screening out all applicants whose written applications reveal that they are either ineligible for or incapable of performing the position to which they have applied.

(e) Except as provided in section (i) herein, all applicants for the position of patrol Deputy Sheriff, Investigator or Dispatcher-Jailer, and all applicants who wish to be placed on an eligibility list for

vacancies in those positions, when and if such a vacancy occurs, and who have met the requirements of paragraph (d), shall complete the following steps. In order for applicants to be successful, applicants must achieve a score of 70 percent or better in Steps 3, 4, 5, and 7, before proceeding to the next higher numbered step. (Example: a score of 70 percent or better must be achieved in Step 3 before advancing to Step 4, etc.) Steps one (1) thru four (4) shall establish the eligibility list. Steps five (5) thru ten (10) shall be executed when a vacancy occurs and the County's Law Enforcement Committee determines the vacancy shall be filled.

- Step 1. Complete a standardized application form provided by the Training and Standards Board of the State of Wisconsin.
- Step 2. The application shall be reviewed to make sure applicants meet qualifications:
 - a. criminal record check pursuant to d-4 above.
 - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. State of Wisconsin competitive examination which will be administered in accordance with sec. 59.21(8)(a), Wisconsin Statutes.
- Step 4. Physical Agility Test administered by local physical education, health or other appropriate personnel.
- Step 5. First oral interview by the following Law Enforcement Personnel:
 - a. Chief Deputy or designee.
 - b. Road Patrol Lieutenant or designee.
 - c. Dispatcher/Jailer Sgt. or designee.
 - d. Patrol Sgt. or designee.
 - e. Investigator or designee.
 - f. Another Department member or designee at the request of the Sheriff.
 - g. Supervisory personnel from another law enforcement agency.
 - h. Sheriff will approve any designee named.
 - i. Maximum interviewers shall be six, one member from each of the categories above.
 - j. Minimum interviewers shall be three, chosen from categories a-g.
- Step 6. The five highest ranking applicants who are eligible to fill the following categories (Male Section Jailer/Dispatcher; Female Section Jailer/Dispatcher; Part-Time Male or Female Section Jailer/Dispatcher; Road Patrol Deputy; Part-Time Road Patrol Deputy; Investigator;) shall undergo background checks, reference checks, neighborhood inquiries, prior employment checks, character references and other checks.
- Step 7. No person shall be certified as one of the five highest ranking applicants who has not taken the examination within twelve (12) months of the date of certification, unless the Law Enforcement Committee shall have extended the time interval between the taking of the examination and the date of certification, which extension said Committee is herewith empowered to grant up to an aggregate period of twelve (12) months after the date of examination, except that any such extension must be granted to all persons who took said examination at the same time.
- Step 8. When a vacancy occurs, and the Law Enforcement determines that a vacancy shall be filled from Step Six (6) occurs, and the Law Enforcement Committee determines the vacancy shall be filled, the five applicants will be interviewed by the Law Enforcement Committee and the Sheriff or his

designee. All information from Steps 1 through 6 will be available for review at this interview. Applicants will then be ranked 1 through 5 for the position which is vacant.

Step 9. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.

Step 10. Appointment to a position is contingent upon successful completion of:

- a. a psychological examination.
- b. a psychologist's recommendation.
- c. a physical examination.
- d. successful completion of employee's probationary period. (A probationary employee may be dismissed at any time without cause.)

(f) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff, Investigator or Task Force Deputy shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes or shall have completed the State of Wisconsin Police Recruit to become eligible for certification. The Department may, upon approval of the Sheriff and the Law Enforcement and Judiciary Committee, give any current employee who is not so certified or certifiable at the time of his or her employment, an opportunity to attend the Academy, where successful completion leads to that person being accepted and approved as a law enforcement officer by the State of Wisconsin Law Enforcement Board of Standards. The Department will give the opportunity to any such person to attend such a course only once. Failure to satisfactorily complete the course shall constitute grounds for discharge. Persons who become full-time Road Patrol Deputy Sheriffs or Investigators by attending the Academy after application for employment and who do not remain employed by the Sheriff's Department for 3 consecutive years must promptly reimburse the County for all expenses which were paid or reimbursed by the County relative to the person's attendance at the Academy, except salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

(g) Part-time Road Patrol Deputy. All persons who apply for or attain the position of part-time or casual Road Patrol Deputy Sheriff shall be certified by the State of Wisconsin as a Law Enforcement Officer in accordance with that portion of the Wisconsin Statutes which pertains to part-time law enforcement officers sec. 165.85, or have completed the law enforcement recruit academy to become eligible for certification prior to the start of their employment.

(h) Full or part-time Jailer/Dispatcher. All persons who attain the position of Part-Time or Full-Time Jailer/Dispatcher shall be certified by the State of Wisconsin Statutes 165.85 which pertains to part-time or full-time jail officers. The Department shall give any Part-Time or Full-Time Jailer/Dispatcher who is not so certified at the time of his or her appointment to the position, an opportunity to attend one full or part-time, State of Wisconsin Certified Jailer School where completion leads to being accepted and approved as a State of Wisconsin certified jailer by the State of Wisconsin Law Enforcement Board as outlined in Wisconsin Statutes 165.85. Failure to satisfactorily complete the course shall constitute grounds and cause for discharge except that the Law Enforcement Committee may, in its sole discretion, allow a person who has failed to satisfactorily complete such course, time and opportunity to retake all or a portion of the course on such terms as the Committee deems appropriate.

(i) Persons who have been full-time employees of the Sheriff's Department for 20 years or more and who retire from such employment; may be rehired as casual and/or temporary employees by the Sheriff upon approval by the Law Enforcement Committee. Sections (2) (d) 5 and (2) (e) shall not apply to such persons, provided that the person has been retired from the Sheriff's Department for more than 35 days but less than 180 days. For purposes of this section, "retire" and "retired" have the same meaning as is applicable to the Wisconsin Retirement System.

(3) LEAVES OF ABSENCE FOR CANDIDATES FOR POLITICAL OFFICE AND CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.

(a) No employee of the Department shall engage in any form of political activity calculated to favor or improve the chances of any political party or of any person seeking or attempting to seek political office, except as provided in this subsection.

(b) Any employee of the Department may seek any partisan or non-partisan office which he or she is legally able to hold without being required to take a leave of absence from the Department.

(c) Any employee of the Department may display political signs, sign nomination papers and otherwise participate in passive political actions so long as such actions do not interfere with the normal operations of the Department or interfere with the discharge of the duties of the employee. The Law Enforcement Committee may by rule or regulation determine the scope of this provision of this Ordinance by determining what actions constitute "passive political actions."

(4) PROVISION FOR CHIEF DEPUTY AND POWERS AND DUTIES OF CHIEF DEPUTY.

(a) There is continued the position of Chief Deputy Sheriff within the Richland County Sheriff's Department. The Chief Deputy Sheriff, hereinafter, referred to as Chief Deputy, shall be selected and appointed in the manner set out hereinafter.

(b) **SELECTION OF CHIEF DEPUTY.** The Sheriff of Richland County shall, within thirty (30) days after taking office as Sheriff, select a person to be Chief Deputy Sheriff, who shall serve in that position at the pleasure of the Sheriff.

(c) **QUALIFICATIONS FOR THE OFFICE OF CHIEF DEPUTY.** Any person who is a Patrol Deputy Sheriff, Investigator, Road Patrol Lieutenant or Dispatcher-Jailer in the Richland County Sheriff's Department at the time of his or her appointment as Chief Deputy may be selected as Chief Deputy, provided that such person shall at the time of his or her appointment as Chief Deputy be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, and is on active duty with the Department at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the Department at the time of his or her appointment, provided that such person shall be at the time of his or her appointment certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, or such person

possessed such training and experience as a law enforcement officer that he or she can become so certified forthwith, without the necessity of completing a training course leading to such certification, and shall forthwith upon appointment become a resident of Richland County.

1. Upon the appointment of an employee on active duty with the Department as Chief Deputy, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the office of the Chief Deputy or as otherwise directed by the Sheriff.
2. Upon the appointment of a new Chief Deputy, the incumbent Chief Deputy shall be returned to his or her former position with the Department, if such person was an employee of the Department at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Department Ordinance.
3. Restoration to the former position within the Department of a Chief Deputy who was a former employee of the Department shall be with tenure time for the time spent in the position as Chief Deputy.
4. Nothing contained herein shall limit the right of a former Chief Deputy who was an employee of the Department on active duty with the Department at the time of his or her appointment as Chief Deputy, to advancements in rank upon his or her return to his or her former position with the Department.

(d) **DUTIES OF CHIEF DEPUTY.** The Chief Deputy shall be the highest ranking officer of the Department under the Sheriff, and shall be the head administrative officer of the Department under the Sheriff. Chief Deputy is a management position, and it shall be the duty of the Chief Deputy to provide such management services in the Department as are expected of the head administrative officer, subject only to the limitations placed upon a Chief Deputy by the Sheriff under whom he or she serves. The Chief Deputy shall assume any duties related to the management and day to day operations of the Department specified by the Sheriff, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff. Chief Deputy shall delegate responsibility to other employees of the Department, as warranted by the nature of the responsibilities and tasks so delegated and the ability of the employee to carry out said tasks. The Chief Deputy shall assume the management of the Department during periods of time when the Sheriff is outside the boundaries of Richland County, is on leave of absence, or is incapacitated so as to be unable to discharge his duties as Sheriff. It is intended that all general policies of the Department and its operation shall come from the Sheriff, but that the Chief deputy, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administration skills so as to free the Sheriff and to assist the Sheriff in providing efficient operation of the Department and delivery of law enforcement services to the citizens of Richland County.

(e) Because of the nature of the Chief Deputy's position and duties in implementing the directions and philosophies of the Sheriff, the Sheriff may at any time, without demonstrating cause, remove a Chief Deputy from that office. In the event that there is a removal of a Chief Deputy from office, and said Chief Deputy was an employee on active duty with the Department at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the Department as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the Department on active duty at the

time of his or her appointment, service as Chief Deputy shall not in any way be construed to grant such person any rights to continued employment with the Department, unless such person shall be thereafter hired pursuant to the provisions of paragraph (2) of this Ordinance.

(5) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ROAD PATROL LIEUTENANT.

(a) There is created the position of Deputy Sheriff Road Patrol Lieutenant within the Richland County Sheriff's Department. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Road Patrol Lieutenant, herein after referred to as Road Patrol Lieutenant, shall be a "Third In Command" management position in the Richland County Sheriff's Department with administrative duties as well as all other Deputy Sheriff duties.

(b) SELECTION OF ROAD PATROL LIEUTENANT

When a vacancy occurs in the position of Road Patrol Lieutenant and the Law Enforcement Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Road Patrol Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Road patrol Lieutenant shall be posted within the Richland County Sheriff's Department for ten (10) working days. Officers within the department who meet the requirements set forth in paragraph (5)(c), as appropriate, shall sign the job posting vacancy and submit a resume' to the Sheriff. The Sheriff or the Law Enforcement Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (5)(c).
2. If no officer within the Richland County Sheriff's Department signs the job posting or meets the requirements detailed in paragraph (5) (c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the Richland County Sheriff's Department provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Department, those applicants shall be screened in a similar manner as other new employees to the department detailed in Section (2)(d)(1-4) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (5)(b)(3)(4).
3. The Law Enforcement Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume' and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Law Enforcement Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be

then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5) (b).

4. The Richland County Law Enforcement Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume' and examination scores and interview no more than the top five (5) candidates from (5)(b) (3). The Law Enforcement Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Law Enforcement Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) QUALIFICATIONS FOR THE POSITION OF ROAD PATROL LIEUTENANT. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the Department, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Department with at least five (5) years experience in the Department, is eligible to sign a job posting for Road Patrol Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the Department at the time of his or her signing the job posting. Candidates from outside the department, should the need arise to fill the position from outside the department, per paragraph (5)(b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes. The Road patrol Lieutenant upon appointment in this case shall become a resident of Richland County.

1. Upon promotion of an employee on active duty with the Richland County Sheriff's Department as Road Patrol Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Road Patrol Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve as six (6) months probationary period.
2. Upon the resignation of or the vacancy of the elimination of the Road Patrol Lieutenant position, by the Richland County Board of Supervisors, the incumbent Road Patrol Lieutenant shall be returned to his or her former position within the Department, if such person was an employee of the Department at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Department Ordinance.
3. Restoration to the former position within the Department of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
4. Nothing contained herein shall limit the right of a former Road Patrol Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the Department.
5. Any person who vacates the position of Road Patrol Lieutenant in 1996 to become Sheriff of Richland County shall be deemed to be on unpaid leave of absence from the Road Patrol Lieutenant position. This leave of absence shall be for a period not to exceed 3 years from the date on which the person becomes Sheriff. A person returning to the position of Road Patrol Lieutenant under this section shall displace any person who then holds that position.

(d) **DUTIES OF ROAD PATROL LIEUTENANT.** The Road Patrol Lieutenant shall be the highest ranking officer of the Department under the Sheriff and Chief Deputy. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in managing the road patrol and investigative activities of the Richland County Sheriff's Department. The Road Patrol Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Road Patrol Lieutenant to provide such management and deputy sheriff services in the Department as are expected, subject only to the limitations placed upon the Road patrol Lieutenant by the Sheriff, Chief Deputy or Law Enforcement Committee. The Road Patrol Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations of the Department specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Road Patrol Lieutenant shall delegate responsibility to other employees of the Department as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Road Patrol Lieutenant shall assume management of the Road Patrol responsibilities during periods of time when the Sheriff and Chief Deputy are off duty or outside the boundaries of Richland County, are on leave of absence or are incapacitated so they are unable to discharge their duties as Sheriff or Chief Deputy. It is intended that all general policies of the Department and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administering the Richland County Sheriff's Department's law enforcement services to the citizens of Richland County.

Other duties are designated in the Road Patrol Lieutenant's job description. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the Department, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ROAD PATROL LIEUTENANT may only be demoted or removed from the department for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies. In the event of a resignation or demotion of a Road Patrol Lieutenant or the elimination of said position and said Road Patrol Lieutenant was an employee on active duty with the Department at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the Department as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the Department on active duty at the time of his or her hiring, the Road Patrol Lieutenant shall not in any way be construed to grant such person any rights to continued employment with the Department unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(6) POWERS OF THE SHERIFF TO MAKE WORK RULES.

(a) There is hereby delegated to the Sheriff of Richland County the power to make work rules pertaining and to establish departmental policies and procedures to any or all the positions within the Department. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the

dis approval of the Law Enforcement Committee as hereinafter set forth:

1. The Sheriff may prepare Work Rules which the Sheriff believes necessary and advisable for the efficient operation of the Department and provision of law enforcement services to Richland County.
2. The work rule proposed by the Sheriff shall be posted on a bulletin board within the office of the Sheriff's Department in such a location as to be readily observed by the employees. In addition, a copy of such proposed work rules shall be circulated to every employee of the Department, either by personal delivery to such employee or by placing a copy in the employee's personal document box or bin. In the event that an employee is on leave of absence, or is on vacation or sick leave and is not expected to return to work within 10 days of the posting of a proposed work rule, a copy of said work rule shall be mailed to the home address of said employee. Immediately upon posting and circulating a proposed work rule, the Sheriff shall also submit by mail or by personal delivery a copy of the proposed work rule to each incumbent member of the Law Enforcement Committee.
3. The Law Enforcement Committee shall have 45 days in which to disapprove, in whole or in part, any proposed work rule. The Committee may, in its sole discretion, conduct a formal or informal hearing or hearings upon said proposed work rule, or any portion thereof, but the Committee need not give notice of said hearings except as required by the "Wisconsin Open Meeting Law."
4. If the proposed work rule is not disapproved by the Law Enforcement Committee within 45 days after the posting, circulation and submission to the members of the Law Enforcement Committee of the proposed work rules, said work rule shall be deemed to be in full force and effect retroactive to the date of said circulation, posting and submission to the Law Enforcement Committee,
5. All work rules in effect at the time a Sheriff assumes office shall remain in full force and effect until and unless the said Sheriff shall modify or repeal the existing rule or rules, in whole or in part. Modification or repeal of any work rule, or part thereof, shall be accomplished by means of the identical procedure hereinabove set forth for the creation of new work rules.
6. Upon the effective date of any work rule, all employees of the Department shall conduct themselves in accordance with such rules and regulations.

(7) LEAVE OF ABSENCE FOR MILITARY SERVICE. All employees of the Department who enter the armed forces of the United States shall be considered on leave of absence during the period during which said employee is on active duty with said armed forces, and such employees shall retain all seniority rights and rank accumulated at the time of his or her induction into the armed forces, provided said employee receives an Honorable Discharge upon completion of military service and is physically and mentally capable of performing the duties of his or her employment upon discharge and returns to work within 60 days of the date of discharge.

(8) CARRYOVER OF ACCUMULATED SICK LEAVE UPON BECOMING SHERIFF. In the event that any employee of the Department shall take office as Sheriff, whether by election or by appointment, such employee shall retain all sick leave which he or she had accumulated as of the date of taking office as Sheriff provided such employee shall leave the office of Sheriff and return to his or her full-time employment within twenty-five (25) months of the date of originally taking office as Sheriff. In the event that such employee does not so leave the office of Sheriff and return to full-time employment

within such twenty-five (25) months, then all such accumulated sick leave shall be lost and forfeited permanently by such employee, without compensation therefor.

(9) EFFECT OF LABOR CONTRACT. In the event that the Richland County Board shall, during the period of time that this Ordinance is in effect, enter into a labor contract with a recognized union representing the employees of the Department, then the provisions of such contract wherein conflict with the provisions of this Ordinance, shall supersede this Ordinance and such provisions of this Ordinance so superseded shall be of no force and effect during the continuance of such contract, or renewals of extensions thereof.

(10) SEVERABILITY. The provisions of this Ordinance are hereby declared severable. All provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared void, and the remaining portions of this Ordinance not so declared to be illegal or unconstitutional shall be and remain in full force and effect.

(11) WORDS AND PHRASES. In this Ordinance, the word "Department" and the words "Sheriff's Department" shall mean the Richland County Sheriff's Department. In this Ordinance the word "Committee" and the words "Law Enforcement Committee" shall mean the Law Enforcement Committee of the Richland County Board of Supervisors.

(12) REPEAL OF PREVIOUS ORDINANCES. Richland County Sheriff's Department Ordinance Number 82-4 and 83-2 and Amendment Number 1 to Sheriff's Department Ordinance Number 83-2 are hereby repealed.

(13) HUBER CHARGES FOR BOARD AND ROOM WHILE AN INMATE OF THE RICHLAND COUNTY JAIL. Every prisoner who is granted Huber privileges and who is gainfully employed or who receives unemployment compensation or employment training benefits shall, in accordance with section 56.08(4), Wisconsin Statutes, as amended, be charged for his or her maintenance and board while in the jail, as follows:

(a) At the rate of \$20 per day or \$140.00 per week, itemized as follows:

- i. For room at \$2.20 per day.
- ii. For meals at the same rate that Richland county pays for the catering of jail meals, plus sales tax.
- iii. For laundry services, at \$0.36 per day;

(b). All charges shall be payable in a lump-sum payment for each week and such payment shall be made in advance by the prisoner; any refund due for unused days shall be refunded to the prisoner;

(14) CHARGE FOR HOUSING OF PRISONERS IN THE RICHLAND COUNTY JAIL. When either the Federal Government, State Government or other counties have excess prisoners whom they desire the Richland County Jail to house on their behalf, a daily fee of \$50.00 per day shall be charged for the care and maintenance of one prisoner, in addition to any costs incurred by the Richland County Jail for medical treatment, hospitalization, or medication required on behalf of said prisoner, while said prisoner is being housed by Richland County.

(15) DISPOSAL OF LOST, ABANDONED OR SEIZED PROPERTY.

- (a) This paragraph covers the following lost, abandoned or seized property coming into the custody of the Sheriff, in accordance with section 66.28 (1), Wisconsin Statutes:
 - i. Court evidence or matters seized in criminal investigations, after all Court proceedings have been finally concluded and the rightful owner of the property, after diligent search, either cannot be determined or cannot be located;
 - ii. Property lost or abandoned in Richland County where the rightful owner of the property, after a diligent search, either cannot be determined or cannot be located;
 - iii. Property in the custody of the Sheriff of which the rightful owner refuses to take possession of the property;
 - iv. Property seized and forfeited as having been used in an illegal drug transaction, consistent with the provisions of sections 161.55 and 161.555, Wisconsin Statutes;
- (b) Except for paragraph (c) herein, all such property shall be sold by the Sheriff at public auction. The frequency of such auctions and the time, date and place of such auction shall be determined by the Sheriff. The auctions shall be advertised for at least 2 weeks in the Richland Observer and the Proceeds of the sale shall be deposited in the County Treasury unless other disposition is required by Wisconsin Statutes;
- (c) Any such property which cannot be sold at a reasonable price, as determined by the Sheriff, or which is deemed by the Sheriff to be useful in the performance of the Sheriff's official duties, may be retained and used by the Sheriff's Department, subject to approval of the Law Enforcement Committee.

(16) EFFECTIVE DATE. This ordinance shall be in full force and effect upon its passage and publication.

Dated: June 21, 1989 Passed: June 21, 1989 Published: July 13, 1989

ORDINANCE OFFERED BY THE LAW ENFORCEMENT COMMITTEE

RESOLUTION NO. 22 - **

A Resolution Approving The Sheriff's Department Applying For And Accepting A COPS Hiring Grant from the US Department of Justice.

WHEREAS the Public Safety Standing Committee and Sheriff Clay Porter have been notified that the Sheriff's Department may be eligible to receive an COPS Hiring Grant which would help pay for an additional patrol deputy for 3 years.

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and WHEREAS the Public Safety Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Department to apply for and accept a COPS hiring grant from the United States Department of Justice for patrol hiring purposes, and

BE IT FURTHER RESOLVED that the grant requires a local match of 25% of wages and benefits the first year increasing each year for the duration of the grant program, and

BE IT FURTHER RESOLVED that approval is hereby granted for the grant funds to be spent in accordance with the terms of the grant and the County Clerk is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE PUBLIC SAFETY STANDING COMMITTEE FOR AGAINST



COPS
Community Oriented Policing Services
U.S. Department of Justice

Pre-Award Frequently Asked Questions (FAQ) for FY 2022 COPS Hiring Program (CHP)

Q. What is the purpose of the COPS Hiring Program (CHP)?

- A. The goal of the COPS Hiring Program is to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. Anticipated outcomes of CHP awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agencies to engage in community policing activities.

Q. Is CHP an open solicitation?

- A. Yes. All state, local, territorial, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served.

This is a competitive, discretionary program.

What is the program application process?

- A. Completing an application under CHP is a two-step process. Applications must be submitted electronically through Grants.gov and JustGrants.

See the COPS Office [How to Apply](#) page for more information.

Q. What is the deadline for this solicitation?

- A. There are two key deadlines: The deadline to submit the initial application in Grants.gov is **7:59 p.m. on Thursday, June 9**. The deadline for complete application packages in JustGrants is **7:59 p.m. ET on Thursday, June 16**.

Allowable Costs under CHP

What may my agency request funding for under the CHP award program?

- A. FY 2022 CHP awards will cover up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period, based on the applicant's current entry-level salary for full-time officers. There is a minimum 25 percent local cash match (cost share) requirement unless a waiver

is approved. The maximum federal share per officer position is \$125,000 over the three-year period (not \$125,000 per year) unless a local match waiver is approved. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

Funding under this program will support three years of officer or deputy salaries within a five-year period of performance to accommodate time needed for recruitment and hiring. Agencies must retain each CHP-funded position for 12 months following the three years of funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Funding under this program may be used to do the following:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date on the notice of award.
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions. The rehired officers must be rehired on or after the official award start date on the notice of award. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or Bureau of Indian Affairs budget reductions. Recipients will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application. The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date. Documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

Note: An applicant may request funding in one or more of the above-referenced hiring categories under CHP. If an application is approved for funding, the notice of award will specify the number of positions approved in each category. Once awarded, recipient agencies may not move funded positions between the hiring categories without receiving written prior approval from the COPS Office.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to make use of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds to avoid a violation of the COPS Office statutory non-supplanting requirement.

Q. May CHP funding be used to pay for officer overtime or eliminate officer furloughs?

- A.** No. CHP funding may only be used to hire and rehire full-time law enforcement officers in order to increase law enforcement agencies' community policing capacity.

Q. May CHP funding be used to fill sworn officer positions that are vacant at the time we apply for CHP funding?

- A.** No. Officers funded with CHP funds must be in addition to any officers funded in your agency's local budget. However, CHP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (i.e., if state, local, or BIA funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget reductions due to local fiscal distress.

Q. How does the COPS Office define a "career law enforcement officer"? Does this include sworn jail or correctional officers?

- A.** The COPS Office statute defines a "career law enforcement officer" as an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. CHP only funds sworn officer or deputy positions who are first responders to calls for service. Sworn jail or correctional officers are not funded through this program.

Hiring Military Veterans under CHP

Q. How do you define a military veteran?

- A.** Under the CHP solicitation, a military veteran is defined as a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Q. Are new-hire officer positions required to be military veterans under CHP?

- A.** No. Under FY 2022 CHP, new-hire officer positions are not required to be military veterans. However, because the COPS Office supports the priority to hire military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY 2022 CHP funding. These military veterans may be in any of the three hiring categories described under “Funding Provisions,” not just new hires.

Hiring/Layoff Guidance

Q. If my agency receives CHP funding to rehire officers who were laid off at the time of our application, do we need to maintain documentation in the CHP award file regarding the layoffs?

- A.** Yes. Your agency should keep a record of the date(s) the officers were laid off and the date(s) the positions were rehired with CHP funding in your award file for future monitoring or audit purposes. Please note that CHP funding is based on your agency’s entry-level salary and benefits package and that any additional costs beyond entry-level for rehired officers are the responsibility of your agency.

Q. If my agency is awarded CHP funding to rehire officers who were laid off, when may we rehire those officers?

- A.** Your agency may rehire the officers on or after the official award start date. In addition, your agency should maintain documentation showing the date(s) that the positions were laid off and rehired.

Q. If my agency receives CHP funding to rehire officers that are scheduled to be laid off on a specific date in the future, do we need to maintain documentations in the CHP award file regarding the layoffs?

- A.** Yes. Your agency must keep documentation in your award file for future monitoring or audit purposes that shows
- the dates of the scheduled layoff(s);
 - the number of officers scheduled to be laid off;
 - the number of officers rehired with CHP funds;
 - the date of the rehire(s);
 - the reason(s) for the scheduled layoff(s).

Only layoffs that will occur for reasons unrelated to the receipt of CHP funds may be rehired with CHP funds.

Q. What kind of documentation may be helpful to demonstrate that the layoff(s) is not related to the receipt of CHP funds?

- A.** Any records showing that the layoff(s) occurred as a result of state, local, or BIA budget reductions. To show that the layoffs did not occur as a direct result of the availability of CHP funds, it is especially helpful to demonstrate that budget reductions occurred in the entire (or at least additional) municipal or tribal governmental departments, not just the law enforcement department—or, if budget reductions occurred only in the law enforcement agency’s budget, that they were across all categories and not just sworn officer positions. Such documents might include (but are not limited to) (a) council meeting minutes discussing the budget reductions and layoffs; (b) budget orders directing municipal departments to reduce their operating budgets; (c) personnel directives given to the officers who are scheduled for layoff(s); (d) any other local documents explaining why the layoffs occurred; or (e) notices provided to the individual officers regarding the date(s) of the layoffs.

Q. Our agency has applied for CHP funding to rehire officers who are scheduled to be laid off on a specific date in the future. Do we need to actually lay off officers before using COPS funds and then rehire them?

- A.** Unless required by your jurisdiction, your agency is not required to formally complete the administrative steps associated with the layoff of the individual officers you are seeking to rehire. As long as your agency can document that a final, approved budget decision, unrelated to the receipt of CHP funding, was made to lay off those particular individual officers on the identified layoff date(s), it may transfer the officers to the CHP funding on or after the date of the layoff. However, it must continue to fund the officers with its own funds from the award start date until the date of the scheduled layoff (for example, if the COPS Office award start date is September 1 and the layoff is scheduled for November 1, then the COPS Office funds may not be used to fund the officers until November 1, the date of the scheduled layoff).

Post-Application Layoffs

Q. If our agency’s economic conditions change after receiving a CHP award and we want to change the hiring categories from what we identified in our CHP application because of post-application layoffs, what should our agency do?

- A.** If your agency receives a CHP award and after receiving the award your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award modification and must receive prior approval before spending CHP funding. To be considered for a post-application modification into the rehire post-application layoff category, an agency must demonstrate that the officers to be rehired were officially laid off post-application or are now officially scheduled for layoff on a specific future date as the result of financial reasons unrelated to the receipt of COPS Office funding.

The COPS Office will only consider a modification request into the rehire category for post-application layoffs after an agency has made final, approved budget or personnel decisions. To obtain information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov.

Q. How will the COPS Office monitor my agency's use of CHP funds for rehiring laid-off officers?

- A.** The COPS Office monitors recipient compliance with all award requirements in a variety of ways. For example, your agency may receive an onsite monitoring visit from the COPS Office during the award period or an onsite financial monitoring visit from the Office of Justice Programs, Office of the Chief Financial Officer, or it may be audited by the Office of the Inspector General's Audit Division. Your agency also may be asked to submit written documentation demonstrating its compliance with the award conditions or in response to evaluations by outside organizations.

Q. How long must we keep copies of all of these records to demonstrate when and why we rehired laid-off officers?

- A.** Your agency is required to maintain award records to demonstrate your proper use of award funds throughout the active award period and then for at least an additional three years after the submission date for the final expenditure report.

Q. How do you define a School Resource Officer (SRO)?

- A.** See the [SRO Guiding Principles](#) for the definition and roles of an SRO.

Q. May I apply for both SRO positions and non-SRO positions?

- A.** Yes. Applicants can request a combination of SRO and non-SRO positions.

Q. Are there any other application requirements if my agency wants to request CHP funds to hire SROs?

- A.** Recipients awarded CHP funding to hire and/or deploy SRO(s) into schools will be required to submit to the COPS Office a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) within 90 days of the start date of the award, and before expending or drawing down funds under the award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be uploaded as an attachment under the Section in JustGrants titled "MOUs and Other Supporting Documents."

The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency, with officers' roles focusing on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed

programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the award. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

Please refer to the MOU fact sheet at <https://cops.usdoj.gov/chp> for a full description of the MOU requirements, and to the SRO Guiding Principles for more information.

School Resource Officer Official Partner Contact Information (if applicable)

Applicants requesting funding for SROs should enter in contact information for each school partner where the SROs will be deployed, if known at time of application. This information is not required at the time of application but will be required for any agency awarded CHP funding for officers to be deployed as SROs.

Please note: COPS Office–funded SRO(s) are also required to complete a 40-hour SRO basic training course from any of a list of COPS Officer approved providers. Training must be completed no later than nine months after the date shown on the award congratulatory letter or six months from the SRO hire date, whichever comes first. If a COPS Office–funded SRO leaves the recipient agency after completing the training, the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a 40-hour basic training course. The new SRO must complete the training no later than nine months after being placed in the school. If the officer has completed the 40-hour basic training within the last 12 months prior to the award date, the condition has been fulfilled. Any gap longer than 12 months will require the officer(s) to retake the course.

Budget and Associated Documentation

Q. What is the budget submission process?

- A. Applicants must complete the web-based budget worksheet form in JustGrants. No separate budget narrative is required. It is important to enter accurate information in the budget worksheet, as the information provided will be used to determine the amount of your CHP grant, if awarded.

Budget Worksheets and Budget Narrative Form

Budget requests may be made in the following categories:

- Personnel
- Fringe Benefits

Q. What are allowable costs / fundable requests?

- A. The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers who are hired or rehired on or after the award start date. A “career law enforcement officer” is a person hired on a permanent basis who is

authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws (34 U.S.C. §10389(1)). The State of Alaska, and any Indian tribe or tribal organization in that state, may also use hiring funds for village public safety officers, defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670” (Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2)).

Salaries: Funding requests must be based on the current entry-level salary and fringe benefits of a full-time sworn officer. CHP awards are subject to the restrictions described in the Program Description, including but not limited to the \$125,000 maximum over three years and 25 percent match requirement (unless waived). Applicants budgeting for an increase in salaries and/or fringe benefits over the life of the award are required to provide an explanation.

Note: Requests will be capped at 20 percent of actual sworn force, with a maximum of 50 officers for any agency. For example, agencies with an actual sworn force of 30 will be allowed to request up to 6 positions. Agencies with fewer than 5 officers may request one position.

Q. How are fringe benefits defined under the CHP program?

- A.** Fringe benefits typically covered by the applicant agency, as specified in agency personnel and salary policies or contractual agreements, and allowable under 2 C.F.R. 200, will be allowed. Examples of allowable fringe benefits include Social Security, Medicare, insurance (life, health, dental, etc.), shift differential, retirement plans, and holiday pay.

The following are considered unallowable costs under the CHP program: **overtime costs, training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay.** If your agency pays those benefits for locally funded officer positions, your agency will be required to use local funds to do so for CHP-funded officer positions.

For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included with personnel costs. Any fringe benefits that are already included as part of the agency’s base salary should not be repeated in the separate fringe listing.

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under 2022 CHP.

Q. How do I determine the health care and fringe benefits costs for my agency?

- A.** An agency should contact its human resources/benefits office to help determine their costs for healthcare and fringe benefits.

Q. May CHP award funds be used to pay the salaries and benefits of officer recruits while they are in the academy, prior to being sworn in?

- A.** Yes, an agency may use CHP funding to pay the CHP-funded positions while in the academy if it is the standard practice of the agency to do so with locally funded recruits. To comply with the nonsupplanting requirement, the agency should hire the recruits post-award.

Q. How should an agency calculate the first-year salary and benefits package of officers who will be recruits promoted to sworn officer positions, given that a recruit and sworn officer fall under different pay and benefit levels?

- A.** The first-year salary and benefits package should cover the “blend” of both the recruitment academy and the post-graduation amounts, with the sworn officer salary and benefits amount used to cover the salary and benefits of the officer post-graduate.

Q. Are indirect costs allowable under the CHP award?

- A.** No, CHP funding may not be used for indirect costs. CHP only pays for approved entry-level salaries and fringe benefits of full-time sworn officers over three years.

Unallowable Costs: Requests will NOT be Funded

Q. What are unallowable costs under the COPS Hiring Program?

- A.** All items other than entry-level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP.

In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency’s entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or nonsworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers

- Overtime costs
- Severance pay
- Hazard pay

This is not an exhaustive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the award project and relate to the appropriations language enacted for FY 2022.

Federal/Local Share of Costs

Q. What are CHP federal and local shares of costs?

- A.** The applicant will be required to indicate the total salary and benefits for the three-year salary period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of federal award funding that can be requested per officer position is \$125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The applicant will also be asked for a projection of the planned federal and local shares of the total project costs over the three years of funding for each position. While your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases over the three years.

Applicants are encouraged to forecast a federal-to-local ratio for anticipated expenditures for each year that will provide an increase in the annual local match. The percentages you provide in the application are estimates that can be used to help you plan the implementation of your award. Your actual percentages may change over the award period.

Waiver of local match (cost share)

The COPS Office may waive some or all of an applicant's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in the application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to the applicable question. The question will ask you to indicate the maximum local share (dollar amount) your agency would be able to contribute to the total project cost in order to implement the award. Please indicate whether the COPS Office should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration if the waiver is not granted. If a full or partial waiver is granted, and your application is funded for a reduced number of officer positions, the percentage of local share provided will be applied to the total project cost of the awarded officers.

Q. The officers we plan to rehire are experienced officers who are paid a higher than entry-level salary and benefits package. May we use the CHP funds to pay their salaries?

A. Yes, but only up to the entry-level portion of their salary and benefits package and up to \$125,000 per officer over three years. CHP funds are awarded based on your agency's current entry-level sworn officer salary and benefits package. You may use CHP funding to hire or rehire experienced officers, but any additional costs higher than entry-level must be paid with local agency funds, not CHP funds.

Q. CHP states it will provide "up to 75 percent of funding for approved entry-level salaries and fringe benefits of full-time officers." How does this apply in cases where law enforcement agencies have various base pay rates based on the prior education level of the officer?

A. In the limited cases of agencies that offer more than one entry-level salary and benefits package based on prior education for new officers with no prior law enforcement experience, you may average those salaries and benefits to report your entry-level salary and benefits. Please note, however, that any higher salaries and benefits that are paid to compensate for prior law enforcement experience are not considered entry-level and should not be included in this average or otherwise reported as entry-level. If awarded CHP funding, an agency must only use CHP funding to pay the actual entry-level officer's salary and benefits, and any CHP funds remaining after the five-year period of performance will be deobligated.

Q. If awarded funding from the CHP program, will our agency be obligated to keep the total number of officers on staff at the time the award was granted, or are we only required to keep the award position at the end of the program?

A. To comply with the nonsupplanting requirement of the CHP award, the recipient must maintain its locally funded sworn force baseline and any planned increases of officer positions during the award period through the retention period. To comply with the retention requirement of the CHP award, the recipient must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position over and above the locally funded sworn force baseline. The purpose of CHP is to increase the total number of sworn officer positions above what would have otherwise existed in the absence of the award.

Nonsupplanting Requirement

Q. Does the nonsupplanting requirement apply to the CHP program?

A. Yes. The nonsupplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office's authorizing statute. The nonsupplanting requirement means COPS Office award funds must be used to supplement (not replace) state, local, or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward law enforcement if federal funding had not been awarded. As it applies to your agency's CHP award, recipients must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding. Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds and that would not be funded in the absence of the CHP award.

CHP Funding and Other COPS Office Awards

Q. May our agency request funding under CHP if we have an active COPS Office hiring award for sworn officer positions?

- A.** Yes. Agencies with an active COPS Office hiring award are not disqualified from applying for a CHP award, but the CHP-funded position(s) must be over and above the number of officer positions funded in the agency's local budget and under any other COPS Office hiring award.

Note: Recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Q. May CHP funding be used to retain officers hired under other COPS Office hiring programs?

- A.** No. CHP funding may not be used to comply with the retention requirement of your other COPS Office hiring awards. Instead, your agency must use state, local, or tribal funding to retain the COPS Office-funded positions for the required retention period following the conclusion of the award period. In addition, the retained officer position(s) must be over and above your agency's locally funded sworn force and any full-time sworn positions awarded under the CHP award.

Retention Requirement

Q. What is the retention requirement?

- A.** All applicants are required to affirm that their agency plans to retain all officer positions awarded, following three years of federally funded salary, for at least 12 months and to identify their planned source(s) of retention funding. The retention period may begin during the five-year period of performance of the award and may extend beyond the end date of the award. Agencies that do not plan to retain all officer positions under this award program at the time of application are ineligible to apply for CHP funding. The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed in the absence of the award. At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP award for a period of 12 months may be ineligible to receive future COPS Office awards for a period of one to three years.

Q. What documentation does my agency need to maintain in the event of an audit or monitoring site visit to demonstrate compliance with the retention requirement?

- A.** Your agency should maintain documentation demonstrating its intent to retain the CHP-funded officer positions, the anticipated funding source(s), the employment dates for each officer position funded under the CHP award, and the date each officer position started the retention period.

Other Questions

Q. What is the formula for disbursing these CHP awards?

- A.** CHP is not a “formula” program. All applications will be reviewed based on their answers to the fiscal health questions, crime statistics, community policing strategy, and other relevant factors determined by the COPS Office. Awards will be made on a competitive basis.
-

Q. Are there priority focus areas in the FY22 COPS Hiring Program?

- A.** Yes. Additional consideration will be given to applicants who select one of the following focus areas as the area of focus: Building Legitimacy and Trust, Violent Crime/Gun Violence, Combating Hate and Domestic Extremism, and Police-based Response to Persons in Crisis.

Law enforcement agencies that submit applications addressing one of these focus areas in their proposals will receive priority consideration.

Q. When should I expect notification if awarded CHP funds?

- A.** The COPS office anticipates making CHP award announcements by September 30, 2022.
-

Q. Who do I contact if I need help?

- A.** For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175. The JustGrants Service Desk operates 5:00 a.m. to 9:00 p.m. Eastern time (ET) Monday to Friday, and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For programmatic and general assistance with the solicitation requirements, contact the COPS Office Customer Care Center at 800-421-6770 or by email at AskCOPSRC@usdoj.gov. The Customer Care Center’s hours of operation are Monday–Friday (except U.S. Federal Government holidays—<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>) from 9:00 a.m. to 5:00 p.m. Eastern Time (ET). The Customer Care Center will remain open on the solicitation closing date until **7:59 p.m. ET**.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Review True North Radio Project Evaluation Report For Recommendation for contract negotiations

Department	Sheriff	Presented By:	Barbara Scott
Date of Meeting:	05/13/2022	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	05/11/2022	Referred by:	

Recommendation and/or action language:

Motion to ... Accept True North's Radio Project Evaluation report and Approve True North to begin contract negotiations with appropriate vendors.

Background: *(preferred one page or less with focus on options and decision points)*

Richland County's Radio system is in dire need of replacement. In September of 2021 we agreed to pursue the 95% portable in building radio coverage goals RFP. We now have the RFP responses and need to continue to move forward with the project. The funding for this will be considered at the May County Board Meeting to borrow 8.5 million dollars to complete the project.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Covered by Borrowed money	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Clinton Langreck*

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Discussion and Approval to enter into Phase 3 with True North Consulting.

Department	Sheriff	Presented By:	Barbara Scott
Date of Meeting:	05/13/2022	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	05/11/2022	Referred by:	

Recommendation and/or action language:

Motion to ... Approve contract to enter into Phase 3 with True North Consulting.

Background: *(preferred one page or less with focus on options and decision points)*

As we move forward with the Radio Tower project we will need expertise that exceeds the knowledge of those employed by Richland County. True North has guided Richland County through our RFP and now it would be appropriate to continue to guide this to contract negotiation.

There will be a fourth phase of project management that we will also be requesting in the future.

Attachments and References:

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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Covered by Borrowed money	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review: *Clinton Langreck*

Department Head

Administrator, or Elected Office (if applicable)

Squad	Assigned	Deputy	Sq year	Vin#	January
Squad 1	Admin	Sheriff Porter	2021	1C6SRFGT6MN708092	1,360
Squad 21	Training	Training vehicle	2016	6G3NS5R21GL224245	141,212
Squad 2	Admin	Chief Dep Wallace	2018	1FM5K8AR8JGB69005	36,160
Squad 3	Admin	Lt. D. Kanable	2018	1FM5K8AR6JGB69004	37,934
Squad 4	K-9/Patrol	Deputy Czys & Rambo	2018	1FM5K8ARXJGB93287	38,536
Squad 5	Patrol/K-9 Backup	K-9 Backup/Casual	2016	1FM5K8AR2GGA77719	152,824
Squad 6	Investigator	Inv. Johnson	2018	1FM5K8AR1JGA84720	57,270
Squad 7	Patrol	Deputy Moe	2018	1FM5K8AR4JGC17213	107,145
Squad 8	Patrol	Deputy Ring	2018	1FM5K8AR1JGA84720	127,990
Squad 9	Patrol	Deputy Kinnison	2021	1FM5K8AB1MGB61433	1,057
Squad 10	Patrol	Deputy Sutton	2017	1FM5K8AR0HGC90332	130,702
Squad 11	Patrol	Backup	2017	1FM5K8AR2HGA70982	152,935
Squad 12	Patrol	Deputy Schildgen	2019	2C3CDXKTXKH600559	72,532
Van (13)	Transports	Jail	2019	2C4RDGBG8KR808426	18,796
Squad 14	Patrol	Deputy Graham	2020	1C4RDJFG6LC369759	16,554
Squad 15	Patrol	Deputy McCollough	2021	1FM5K8AB3MGB61434	1,319
Squad 16	Sgt/Patrol	Sgt. Herbers	2019	1FTEW1P49KKC42277	44,335
Squad 17	Sgt/Patrol	Sgt. Melby	2019	1FTEW1P47KKC42276	36,569
Squad 18	Patrol	Deputy Tucker	2020	1C4RDJFG2LC369757	39
Squad 19	Patrol	Sgt. Rupnow	2020	1C4RDJFG4LC369758	34,057
Squad 20	Patrol	Deputy Gerber	2020	1C4RDJFG2LC369760	32,760

February	March	April	May	June	July	August	September	October
2,146	3,300	4,196	5,832					
142,079	144,180	146,794	149,584					
36,813	37,459	38,120	39,192					
38,667	39,135	39,677	40,011					
38,981	39,500	40,065	41,039					
152,824	152,967	152,911	155,287					
58,383	59,658	61,138	62,023					
108,771	110,190	110,779	110,800					
130,920	134,000	137,505	141,216					
3,507	5,588	8,096	10,300					
132,239	133,866	135,331	137,891					
152,935	152,935	152,935	152,975					
74,871	76,758	79,004	82,267					
20,100	21,125	22,987	24,655					
17,768	19,030	19,554	20,096					
2,464	3,818	5,240	6,731					
46,240	47,521	49,148	50,713					
38,710	39,746	41,624	43,231					
21,950	24,108	26,910	28,813					
34,057	34,057	37,032	39,230					
35,095	36,517	38,814	41,609					

November December