

**RICHLAND COUNTY PUBLIC SAFETY AND JUDICIARY
STANDING COMMITTEE MEETING**

DATE: FRIDAY, DECEMBER 1, 2023

TIME: 8:30 A.M.

**LOCATION: COUNTY BOARD ROOM OF THE RICHLAND
COUNTY COURTHOUSE 181 W SEMINARY ST, RICHLAND
CENTER, WI 53581**

Via webex with information available at
<https://administrator.co.richland.wi.us/minutes/public-safety/>

1. Call to Order.
2. Read and approve Notice of Posting for December 1, 2023 Public Safety meeting.
3. Read and approve agenda for December 1, 2023 Public Safety meeting.
4. Read and approve minutes of the November 3, 2023 Public Safety Meeting.
5. Coroner updates.
6. Circuit Court Judge updates/comments
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. PSAP & GIS grants monthly update.
12. Approve monthly invoices and other Sheriff's Department reports.
13. Discussion and possible action on Sheriff's Department uniform allowance.
14. Continued discussion & possible changes on Ordinance 89-7.
15. Radio Tower Project updates
16. Mapping, Radio System & Squad Updates

17. Future agenda items
18. **Jail Inspection and Evaluation of Jail Staff Performance: Closed Session pursuant to Wis. State Statute 19.85(1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**
19. Adjourn.

RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING
Friday, November 3, 2023

The Richland County Board of Supervisors Public Safety Committee met on Friday, March 3, 2023 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 Kerry Severson, David Turk, Richard McKee, Ken Rynes, and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter and Amber Muckler. Also present for the meeting or a portion of the meeting was Candace Pesch, Judge Lisa McDougal, Jenifer Laue and Darin Gudgeon.

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 November 3, 2023 Public Safety Committee 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 November 3, 2023 Meeting: Motioned by Richard McKee to approve the agenda. 2nd to this motion by Ken Rynes. Motion passed.

Agenda Item #4: Read and Approve Minutes of the October 6, 2023 LEJC Meeting: Motion by Richard McKee to approve the minutes as printed. 2nd to this motion by Ken Rynes. Motion passed, minutes accepted.

Agenda Item #5: Coroner Updates: Sheriff Porter went over the coroner reports for the past 2 months

Agenda Item #6: Circuit Court Judge updates/comments: Judge McDougal reported on the cases going through the court system. She commented on the out of county judges that also hold cases in our county. Judge McDougal talked about security in the courtroom during certain cases and issues that will be talked about during the next Courthouse Security Committee meeting. McDougal talked about Treatment Court and how they are reaching near capacity with 13 individuals currently in the program and capacity is 15. She talked about having a possible waiting list for individuals wanting to participate in the program.

Agenda Item #7: Clerk of Court Update: Kleist shared her reports with the committee members but was unable to attend the meeting.

Agenda Item #8: Probate Updates: Probate Director Laue went over her budget with the committee members and talked about currently being on track with the 2023 budget for her office. Laue stated that jury trials are increasing and the critical aspect of the jury trials is increasing and mental health issues are more

obvious in the courtroom and so courtroom security is a much needed thing for the courthouse.

Agenda Item #9: District Attorney Updates: Not available for this meeting.

Agenda Item #10: Emergency Management: Director Gudgeon talked about the County Emergency Plan is an active document and is out to the committee members. This plan will be used as a roadmap for the next 3 years to identify what training needs to be implemented. There was a discussion on training that needs to be done every year and how to make it more of a mandatory thing for every department. Director Gudgeon has taken a different regional position, but will be continuing to work for the county 2 hours a week until the position is filled.

Agenda Item #11: PSAP & GIS grant monthly updates: The county did receive the GIS grant in the amount of \$100,070.50, but did not receive the PSAP grant this year. Gudgeon believes that the county will be turned down for the AMG grant.

Agenda Item #12: Approve monthly invoices and other Sheriff's Department reports: The committee members went over the invoices for the month and discussed some specific invoices. Motion to approve paying the invoices for the month made by Ken Rynes, second to this motion by Richard McKee. Motion approved. Sheriff Porter went over the monthly jail statistic report. Sheriff Porter talked about interactions with an individual who could be volatile, the Sheriff let other departments know as this individual would go to other offices in the courthouse and actions were taken to help these situations so that people feel safe in the courthouse. There is still an open position in the jail that has not been filled, the department does have a possible candidate, but in the near future the department will become noncompetitive based on wages and benefits being offered by the Department of Corrections and other counties are following the DOC with their wages and benefits as well.

Agenda Item #13: Open squad bids: Sheriff Porter stated that the department received 1 bid from Fillback Ford. The Sheriff asked for a bid on a pickup truck, SUV and Administrative vehicle. The department is asking for 2 squads. Bids came in at \$46,465 for a Ford F150, the Ram pickup \$46,435, Durango Pursuit \$41,623 and also \$41,155 for another Durango Patrol vehicle. Explorers were not spec'd out because the department could not get them. Luck states she would like to see a higher mileage patrol vehicle be switched over to an admin vehicle and then giving a new vehicle to patrol. Luck's idea is to possibly get a new vehicle for admin, and a new patrol vehicle, this would mean buying 2 Durango's. Motion to purchase 1 Durango patrol squad and 1 Durango admin vehicle made by Ken Rynes, second to this motion by Richard McKee. Motion approved.

Agenda Item #14: Radio Tower project updates: Mike Day attended this meeting and shared the monthly update with the committee members. The main focus for the past month was the system design, adjustments have been made and have 9 sites for towers. The hope is to hear back from US Cellular in the next month

with what they will provide. The county has until December 2024 to spend the money for this project, and Mike believes we are on track to meet that deadline.

Agenda Item #15: Mapping, Radio System & Squad Updates: These items were spoke about in previous agenda items.

Agenda Item #16: Future agenda items: Closed session Jail Inspection, Ordinance 89-7.

Agenda Item #17: Adjourn; Motion by Ken Rynes to adjourn until the regular Public Safety Committee meeting on Friday, December 1, 2023 at 8:30am. Second to this motion by Kerry Severson. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

Thank you in advance for sharing the following information:

November 2023

14 cases

12/14 were cremations

Ages of decedents ranged from 5 yrs to 103 yrs

1 accident and the remaining 13 were natural causes as follows:

2 cancer

5 heart-related

1 aspiration

2 kidney-related

1 parkinsons

2 dementia/alzheimers

At this time last year, we had 11 cases in November (14 this year)

We are at 131 cases for the year at the end of November 2023, we were at 116 at the same time last year

Best wishes to all for a wonderful holiday season!

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
NOVEMBER 2023 BILLS**

(PRESENTED AT THE DEC 1ST, 2023 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTH	2	CARE OF PRISONERS	135364, 135748	5,576.03	10.5251.0000.5296	
2	BINDL TIRE & AUTO	1	SQUAD MAINTENANCE	911194	343.95	10.5211.0000.5352	
3	CHARM-TEX	2	JAIL SUPPLIES	342930, 344627	339.80	10.5251.0000.5352	
4	CORNERSTONE SERVICE	3	SQUAD MAINTENANCE	16328, 16379, 16180	90.39	10.5211.0000.5352	
5	CZYS, MIKE	1	UNIFORM ALLOWANCE/CZYS	N/A	111.48	19.5213.0000.5346	
6	FILLBACK FORD	1	SQUAD MAINTENANCE	305300	165.77	10.5211.0000.5352	
7	GENERAL COMMUNICATIONS	2	NEW SQUAD FUND 92	326452, 326451	41,303.32	FUND 92	
8	GFC LEASING	2	COPY LEASE	14442709, 14442708	65.51	10.5251.0000.5315	10.5211.0000.5315
9	GRIMM, SHAWN	1	SQUAD MAINTENANCE	35194	590.99	10.5211.0000.5352	
10	MCKESSON MEDICAL	1	JAIL SUPPLIES	21283254	554.90	10.5251.0000.5352	
11	MOTOROLA SOLUTIONS	1	COMPUTER MAINTENANCE	8230432642	780.00	10.5211.0000.5813	
12	RHYME	4	COPY LEASE, JAIL & GEN OFFICE SUPPLIES	681924, 685838, 681188, 685001	212.47	10.5251.0000.5319	10.5211.0000.5319
13	RC HHS	1	MENTAL HEALTH FEES	2023-11	250.00	10.5251.0000.5299	
14	RICHLAND HOSPITAL	1	CARE OF PRISONERS & MEDICAL EXAM	27	564.00	10.5251.0000.5296	10.5211.0000.5346
15	RICHLAND OBSERVER	1	ADVERTISING - SQUAD BIDS	N/A	598.40	10.5211.0000.5326	
16	STINSON, SHIRLEY	1	UNIFORM ALLOWANCE/STINSON	N/A	396.76	19.5213.0000.5346	
17	ELIOR - SUMMIT FOODS	5	MEALS FOR PRISONERS	187220A, 189043, 189592, 190405, 191069	11,858.65	10.5251.0000.5294	
18	STREICHER'S	1	UNIFORM ALLOWANCE/COLLINS	1664937	29.99	19.5213.0000.5346	
19	SUNSET LAW ENFORCEMENT	1	AMMO SUPPLIES	9247	1,043.98	10.5211.0000.5361	
20	TC AUTOWORKS	1	SQUAD MAINTENANCE	12162	346.24	10.5211.0000.5352	
21	TOP PACK DEFENSE	3	UNIFORM ALLOW/BROCKWAY, LISNEY, SUMWALT	11905, 11867, 11866	134.67	19.5213.0000.5346	

NOVEMBER 2023 BILLS		65,357.30
SHERIFFS DEPARTMENT		4,095.70
POLICE RADIO		
COUNTY JAIL		19,285.38
SHERIFFS OUTLAY-NEW CARS		41,303.32
DEPARTMENT-UNIFORM ALLOWANCE		672.90
SPECIAL INVESTIGATIONS		
DOG CONTRACT-MONTHLY PAYMENT		1,500.00
CURRENT MONTH'S JAIL ASSESSMENT		N/A

**SHERIFF'S MONTHLY REPORT
 RICHLAND COUNTY
 MONTH OF NOVEMBER 2023**

(PRESENTED AT THE DEC 1, 2023 PUBLIC SAFETY MEETING)



	2023		
	SEPT	OCT	NOV
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$47,640.77	\$22,027.50	\$65,357.30
NUMBER OF JAIL BOOKINGS	54	74	40
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	32.12	37.67	28.81
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	453	446	470
TRAFFIC CITATIONS ISSUED	77	64	40
TRAFFIC WARNINGS ISSUED	3	0	0
CIVIL PROCESS PAPERS SERVED	28	29	13
TRANSPORTS FOR THE MONTH	8	16	8
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	4.00	4.00

Monthly Activity

Jail Activity:

717 calls for service
 106 calls for EMS
 99 calls for RCPD

Squad	Assigned	Deputy	Sq	year	Plate	Vin#	January	February
Squad 21	Training	Training vehicle	2016	896ZBT	6G3NS5R21GL224245	157,400	157,400	
Squad 10	Patrol	Back up	2017	5875	1FM5K8AR0HGC90332	150,267	151,045	
Squad 2	Admin	Chief Dep Wallace	2018	ADY7972	1FM5K8AR8JGB69005	45,875	46,830	
Squad 3	Patrol	Deputy Herbers	2018	AED1287	1FM5K8AR6JGB69004	45,951	45,951	
Squad 4	K-9/Patrol	Deputy Czys & Rambo	2018	7755	1FM5K8ARXJGB93287	50,491	50,919	
Squad 6	Investigator	Inv. Johnson	2018	934DBL	1FM5K8AR1JGA84720	70,566	71,360	
Squad 7	Patrol	Deputy Crotsenberg	2018	5871	1FM5K8AR4JGC17213	126,419	128,490	
Squad 8	Patrol	Back up	2018	7754	1FM5K8AR2JGC17212	159,101	159,101	
Squad 12	Patrol	Deputy Ewers	2019	5874	2C3CDXKTXXKH600559	95,293	96,924	
Van (13)	Transports	Jail	2019		2C4RDGBG8KR808426	30,278	31,461	
Squad 16	Sgt/Patrol	Sgt. Gerber	2019	6898	1FTEW1P49KKC42277	61,425	62,269	
Squad 17	Sgt/Patrol	Sgt. Melby	2019	6958	1FTEW1P47KKC42276	54,082	55,033	
Squad 14	Patrol	Deputy Graham	2020	5872	1C4RDJFG6LC369759	27,596	28,565	
Squad 18	Patrol	Deputy Tucker	2020	8980	1C4RDJFG2LC369757	46,228	48,302	
Squad 19	Patrol	Sgt. Rupnow	2020	9047	1C4RDJFG4LC369758	53,074	54,471	
Squad 20	Patrol	Deputy Biege	2020	8989	1C4RDJFG2LC369760	58,350	60,372	
Squad 1	Admin	Sheriff Porter	2021	TM8804	1C6SRFGT6MN708092	13,702	14,490	
Squad 9	Patrol	Deputy Sutton	2021	5873	1FM5K8AB1MGB61433	21,282	22,655	
Squad 15	Patrol	Deputy Isaacson	2021	9794	1FM5K8AB3MGB61434	19,470	20,990	
squad 05	K-9/Patrol	Sgt. Schildgen	2022		1FM5K8AB7NGB48221	5,821	7,350	
Squad 11	Patrol	Deputy Ring	2022	E5619	1FM5K8AB2NGB50491	3,549	5,156	
Old 5	K-9 Backup	K-9 Backup/Casual	2016		1FM5K8AR2GGA77719			
Old 11	Patrol	removed from service	2017		1FM5K8AR2HGA70982			
New 10	Patrol	??	2023	E7754	1C4RDJFG9PC591539			
New 8	Patrol	??	2023	E5875	1C4RDJFG8PC591449			

March	April	May	June	July	August	September	October	November	December
157,708	157,708	157,708	157,708	157,708	157,708	157,708	159,843		159,845
151,459	151,459	151,459	151,459	151,459	151,459	151,459	151,459		151,459
47,535	49,025	49,736	50,045	52,218	53,240	54,275	55,774		56,723
47,583	50,927	51,974	53,902	56,091	57,894	59,390	61,625		64,194
51,314	52,079	52,499	53,256	54,125	54,613	55,300	56,077		56,940
72,378	73,440	73,975	74,517	75,505	75,984	75,984	76,761		77,796
130,995	134,303	136,456	138,633	140,505	142,458	144,780	147,552		151,223
159,101	159,348	159,348	159,787	163,299	166,945	169,187	172,731		172,731
97,756	99,232	99,985	100,072	101,914	104,392	106,117	108,502		111,939
32,399	34,958	35,571	36,674	38,326	39,046	39,685	41,095		44,123
63,286	66,124	66,502	66,895	67,517	67,855	69,238	70,105		73,645
56,184	58,265	58,498	60,352	61,823	62,891	64,683	66,522		68,310
29,134	30,692	31,670	32,651	33,938	34,878	35,716	36,937		38,070
50,792	53,895	54,977	57,447	60,913	62,590	63,993	66,773		70,285
56,203	58,764	60,361	62,538	64,457	66,027	67,071	69,002		71,186
62,270	65,573	67,313	69,803	72,706	73,964	75,925	78,276		83,379
15,947	17,752	18,699	19,840	20,803	21,082	21,257	23,211		25,055
24,196	26,625	28,046	29,498	31,309	33,101	34,817	36,656		39,628
23,156	27,563	29,253	30,596	33,064	35,306	36,732	38,487		42,130
8,699	12,160	13,245	15,155	17,713	19,350	21,628	24,425		26,675
7,491	11,307	13,032	15,284	17,878	19,915	21,180	23,934		27,369

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~~seven 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.~~
- ~~7.6.~~ Sheriff's Department Secretary; the holder of this position must be deputized by the Sheriff.
- ~~8.7.~~ Sheriff's Department Clerk/Typist; the holder of this position may be deputized by the Sheriff.
- ~~9.8.~~ 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	1 <u>4</u>
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
9.8. Full-time Office Manager/Confidential Administrative Assistant	1
10. Part-time Clerk/Typist <u>change to full-time</u>	1

~~14.9.~~ 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~~ 32
~~TOTAL NUMBER OF PART-TIME POSITIONS~~ ~~1~~ 0

\$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. ~~Road Patrol Deputies will complete a~~ Physical Agility Test administered by ~~local physical education, health or other appropriate personnel~~ the Sheriff's Office or designee.
- Step 5. First oral interview ~~by the following Law Enforcement Personnel:~~ panel will consist of 3-6 people appointed by the Sheriff or designee.
 - ~~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 6~~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/casual 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 administrating 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

RICHLAND COUNTY SHERIFF'S DEPARTMENTOFFICE 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 DEPARTMENTOFFICE.

(a) There is created a Law Enforcement Committee to consist of ~~five~~seven 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 DepartmentOffice, hereinafter referred to as the DepartmentOffice, 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 DepartmentOffice, and to audit bills of the DepartmentOffice;
4. To receive applications for vacancies and to conduct or arrange to conduct examinations of potential candidates for the non-elective positions within the DepartmentOffice, subject to the more specific provisions contained in this Ordinance;
5. To review the budget of the Sheriff's DepartmentOffice;
6. To act as Grievance Committee in the case of any grievance by an employee of the DepartmentOffice arising out of employment by the DepartmentOffice;
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 DepartmentOffice 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 DepartmentOffice 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 DEPARTMENTOFFICE. The

positions in the Richland County Sheriff's ~~Department~~Office, 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. Jail/Dispatch Administrator a management position; the holder of this position must be deputized by the Sheriff.
- ~~3-4.~~ Investigator, the holder of this position must be deputized by the sheriff.
- ~~4-5.~~ Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
- ~~5-6.~~ 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 Administrative DepartmentOffice SecretaryManager; the holder of this position must be deputized by the Sheriff.
8. Sheriff's ~~Department~~Office 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~~Office on an irregular and unscheduled basis, as the ~~Department~~Office's needs demand.

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

1. Full-time Chief Deputy	1
2. Full-time Road Patrol Lieutenant	1
2-3. <u>Full-time Jail/Dispatch Administrator</u>	<u>1</u>
3-4. Full-time Road Patrol Deputy Sheriff	14 4
4-5. Full-time Investigator	1
5-6. Full-time Dispatcher-Male Section Jailer	6
6-7. Full-time Dispatcher-Female Section Jailer	6
7-8. Full-time Dispatcher-Either Male or Female Jailer	12 2
8. <u>Full-time Task Force Deputy Sheriff</u>	<u>3</u>
9. Full-time Office Manager/Confidential Administrative Assistant	1
10. Part-time Clerk/Typist <u>change to full-time</u>	1
14-10. _____	Casual and temporary

employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the ~~Department~~Office'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~~3234

~~TOTAL NUMBER OF PART-TIME POSITIONS~~ ~~1~~0

\$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 ~~DepartmentOffice~~ which cannot be filled by job posting within the ~~departmentoffice~~. 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. |
[CP1] 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 [CP2] 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 ~~DepartmentOffice~~ are:

- ~~The applicant shall become a resident of Richland County within 30 days of the date of employment.~~
- The applicant must be a high school graduate or equivalent.
- The applicant must be not less than 18 years of age.
- 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.
- 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. Road Patrol Deputies will complete a Physical Agility Test administered by local physical education, health or other appropriate personnel the Sheriff's Office or designee.
- Step 5. First oral interview ~~by the following Law Enforcement Personnel:~~ panel will consist of 3-6 people appointed by the Sheriff or designee.
 - ~~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 Office 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 ~~6~~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 Office~~ 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 Office~~ 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 Office~~ 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/~~casual~~ 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 DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice 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 DEPARTMENTOFFICE EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.

(a) No employee of the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice.

(c) Any employee of the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice. 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 DepartmentOffice 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 DepartmentOffice at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice, if such person was an employee of the DepartmentOffice at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's DepartmentOffice Ordinance.
3. Restoration to the former position within the DepartmentOffice of a Chief Deputy who was a former employee of the DepartmentOffice 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 DepartmentOffice on active duty with the DepartmentOffice 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 DepartmentOffice.

(d) DUTIES OF CHIEF DEPUTY. The Chief Deputy shall be the highest-rankinghighest-ranking officer of the DepartmentOffice under the Sheriff, and shall be the head administrative officer of the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice, 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 DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the DepartmentOffice as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the DepartmentOffice 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 DepartmentOffice, 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 DepartmentOffice. 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 DepartmentOffice 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 DepartmentOffice for ten (10) working days. Officers within the departmentoffice 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 DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice, those applicants shall be screened in a similar manner as other new employees to the departmentoffice 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. [CP3]

(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 DepartmentOffice, a Jail/dispatch administrator, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's DepartmentOffice with at least five (5) years experience in the DepartmentOffice, 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 DepartmentOffice at the time of his or her signing the job posting. Candidates from outside the departmentoffice, should the need arise to fill the position from outside the departmentoffice, 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. [CP4]

1. Upon promotion of an employee on active duty with the Richland County Sheriff's DepartmentOffice 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 DepartmentOffice, if such person was an employee of the DepartmentOffice at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's DepartmentOffice Ordinance.
3. Restoration to the former position within the DepartmentOffice 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 DepartmentOffice.
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 DepartmentOffice 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 DepartmentOffice. 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 DepartmentOffice 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 patrol operations of the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice 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 administrating the Richland County Sheriff's DepartmentOffice'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 DepartmentOffice, 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 departmentoffice 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 DepartmentOffice at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the DepartmentOffice as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the DepartmentOffice 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 DepartmentOffice unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(6) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF JAIL ADMINISTRATOR.

(a) There is created the position of Deputy Sheriff Jail Administrator within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Jail Administrator, herein after referred to as Jail Administrator, shall be a "Third in Command" management position with direct oversight of jail/dispatch operation in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

(b) SELECTION OF JAIL ADMINISTRATOR

When a vacancy occurs in the position of Jail Administrator 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 Jail Administrator vacancy shall be filled in the following manner:

5. The vacancy detailing the duties and job description for the position of Jail Administrator shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the office who meet the requirements set forth in paragraph (6) (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 (6) (c).
6. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements detailed in paragraph (6) (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 Office provided they meet the qualifications detailed in paragraph (6) (c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Office, those applicants shall be screened in a similar manner as other new employees to the office 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 (6) (b)(3)(4).
7. The Sheriff 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 (6) (c).

(c) QUALIFICATIONS FOR THE POSITION OF JAIL ADMINISTRATOR. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the Office, a Road Patrol Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County

Sheriff's Office with at least five (5) years' experience in the Office, is eligible to sign a job posting for Jail Administrator 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 Office at the time of his or her signing the job posting. Candidates from outside the office, should the need arise to fill the position from outside the office, per paragraph (6)(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 Jail Administrator upon appointment in this case shall become a resident of Richland County.

6. Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Jail Administrator, 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 Jail Administrator or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve as six (3) month probationary period.
7. Upon the resignation of or the vacancy of the elimination of the Jail Administrator position, by the Richland County Board of Supervisors, the incumbent Jail Administrator shall be returned to his or her former position within the Office, if such person was an employee of the Office at the time of his or her promotion to Jail Administrator, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
8. Restoration to the former position within the Office of a Jail Administrator shall be with tenure time for the time spent in the position as Jail Administrator.
9. Nothing contained herein shall limit the right of a former Jail Administrator who returns to their former position from advancements in rank upon their return to their former position within the Office.

(d) DUTIES OF JAIL ADMINISTRATOR. The Jail Administrator shall be the highest-ranking officer of the Office under the Sheriff and Chief Deputy in the Jail/Dispatch Division. The Jail Administrator shall assist the Sheriff and the Chief Deputy in managing the jail and dispatch operations. The Jail Administrator position is a combined Management and Deputy Sheriff position. It shall be the duty of the Jail Administrator to provide such management and deputy sheriff services in the Office as are expected, subject only to the limitations placed upon the Jail Administrator by the Sheriff, Chief Deputy or Law Enforcement Committee. The Jail Administrator shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations of the jail and dispatch center 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 Jail Administrator shall delegate responsibility to other employees of the Office 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 Jail Administrator shall assume management of the jail/dispatch 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 Office and its operation shall come from the Sheriff, but the Jail Administrator,

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 administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

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

(e) A JAIL ADMINISTRATOR may only be demoted or removed from the office 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 Jail Administrator or the elimination of said position and said Jail Administrator was an employee on active duty with the Office at the time of his or her promotion as Jail Administrator, said person shall resume his or her former position within the Office as herein set forth in this ordinance. In the event that the Jail Administrator was not an employee of the Office on active duty at the time of his or her hiring, the Jail Administrator shall not in any way be construed to grant such person any rights to continued employment with the Office unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(76) 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~~Office. 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~~Office 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~~Office 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~~Office, 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 DepartmentOffice shall conduct themselves in accordance with such rules and regulations.

(7) LEAVE OF ABSENCE FOR MILITARY SERVICE. All employees of the DepartmentOffice 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 DepartmentOffice 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 DepartmentOffice, 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 "DepartmentOffice" and the words "Sheriff's DepartmentOffice" shall mean the Richland County Sheriff's DepartmentOffice. 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 DepartmentOffice Ordinance Number 82-4 and 83-2 and Amendment Number 1 to Sheriff's DepartmentOffice 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 Office, 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

DRAFT